

Bridge International Christian Academy
Letter of Recommendation Guidelines
For Exemplary Student Award

1. The applicant must provide two letters of recommendation from non-family members.
2. The recommendations must be submitted as a WORD document and limited to one page only.
3. The letter must include all of the following:
 - a) Name of Student/Applicant
 - b) The capacity in which you know the applicant you are recommending
 - c) The length of time you have known the applicant
 - d) Your reasons for recommending that the applicant receive an exemplary student award. Be sure to include as much information as you can.
4. Submission deadlines:

Spring Semester	April 1
Fall Semester	November 15
5. You must print your name, and then sign and date your letter.

03-08-2016