

Dear **Jane Doe**,

**Tommy Trojan** has recently submitted an application for the Topping Scholarship administered by the Norman Topping Student Aid Fund (NTSAF) at the University of Southern California (USC). As part of the application process each scholarship applicant is required to submit two (2) letters of recommendation. You are receiving this email because **Tommy** has submitted your name for you to complete our online recommendation process.

The purpose of the NTSAF is to assist students with high financial need who demonstrate an extraordinary level of community awareness in their pursuit of higher education at USC. Applicants residing in areas surrounding the University Park and Health Science campuses, in addition to first-generation college students, are given primary consideration in the selection process. Please note that the scholarship is not limited to these populations.

Click on the link at the end of this email to complete the recommender form and submit a letter of recommendation on **Tommy's** behalf. You will be directed to a secure site that is linked to **Tommy's** online scholarship application. Please follow the instructions provided submit your recommendation letter.

Please keep in mind that your letter of recommendation must be received by 11:59pm PST on the appropriate deadline:

**Freshman Applicants - February 12, 2010**  
**Transfer & Graduate Applicants - May 12, 2010**

If we do not receive the letter by this date, **Tommy Trojans's** application will be considered incomplete and will NOT be reviewed.

#### USC TOPPING SCHOLARSHIP ELIGIBILITY REQUIREMENTS & SELECTION CRITERIA

To be eligible for scholarship consideration, candidates must:

- Apply for USC admission for Fall 2010 as a freshman, transfer or graduate student,
- Have high financial need (defined as having a need greater than or equal to the cost of tuition by the USC Financial Aid Office), AND
- Demonstrate community awareness.

If possible, your letter of recommendation should address the following selection criteria:

- Financial Need
- First-Generation College Student Status  
(Mother or father's highest level of education)
- Community Awareness
- Volunteer Efforts
- Extraordinary Circumstances

Should you have any questions regarding this email, the selection process, or your letter of recommendation please contact the USC Norman Topping Student Aid Fund at (213) 740-7575 or via e-mail at [ntsaf@usc.edu](mailto:ntsaf@usc.edu). In addition, feel free to visit our website at [www.usc.edu/ntsaf](http://www.usc.edu/ntsaf) to learn more about the Fund.

**(Click here to upload Tommy Trojan's Recommendation letter)**

Sincerely,  
USC Norman Topping Student Aid Fund