



**DELTA SIGMA THETA SORORITY, INCORPORATED**  
*A Service Sorority Founded in 1913*

**INSTRUCTIONS FOR REQUIRED CONTENT**  
**UNIVERSITY OFFICIAL LETTER**  
**(COLLEGIATE ONLY)**

**A UNIVERSITY OFFICIAL IS AN ADMINISTRATOR OR OTHER PROFESSIONAL STAFF MEMBER AS DESIGNATED BY THE COLLEGE/UNIVERSITY THE APPLICANT CURRENTLY ATTENDS.**

**DIRECTIONS TO APPLICANT:**

Note: The university official letter of recommendation **MUST** be dated **AFTER** the date of the chapter's RUSH activity to be considered. To submit the required public service letter of recommendation chose one of the options below:

- 1) You may request that the university official provide you with an official written letter of recommendation that meets all requirements for **you to upload** with your membership application.
  - a. You will choose the "**I will upload my letter**" option in the membership application.

**OR**

- 2) You may request that the university official upload their official letter of recommendation that meets all requirements to your application.
  - a. You will choose the "**I would like to request a letter**" option in the membership application.
  - b. You will need to include the university official's email address in the required section of the application.
  - c. The university official will receive an automatic email with the instructions below to upload the letter to your application packet. Note: You will be able to view the letter prior to submission.

**DIRECTIONS/REQUIREMENTS TO THE UNIVERSITY OFFICIAL**  
**LETTER OF RECOMMENDATION FROM A COLLEGE/UNIVERSITY PROFESSOR OR**  
**COLLEGE/UNIVERSITY OFFICIAL (COLLEGIATE APPLICANTS ONLY)**

Please review the instructions for a list of required items to be included in the university recommendation letter for the applicant.

One letter of recommendation **must** be from a college professor or college/university official (e.g., an administrator or other professional staff member as designated by the college/university) of the college/university the applicant is currently attending. The **college professor or college/university official letter must be written on official university letterhead**. "Official" is whatever the university deems its public or customary letterhead.

The college professor or college/university official letter **MUST** include (if the letter does not contain this information the applicant's application packet will be deemed **ineligible** and **will not** be scored) the following information:

- 1) Letter of recommendation from the college professor or college/university official **MUST** be written by persons who are not related to the applicant. *A relative is defined as a person connected to another by birth, marriage or adoption.*
- 2) Letter of recommendation from the college professor or college/university official **MUST** include the Name of the Applicant, and the letter must be **typed**, include **signature** (pen and ink-not digital), and **dated** (typed or pen and ink). The date must include the month, date and year (e.g., 30 April 2023, April 30, 2023) and the letter must be dated **AFTER** the official RUSH date.
- 3) Letter of recommendation from the college professor or college/university official **MUST** include the name, and contact information (email and/or phone) of the individual writing the letter.