Chicago Regional Committee,  
Marshall Scholarship,  
British Consulate-General,  
625 North Michigan Avenue,  
Suite 2200, Chicago, IL 60611

Sample Salutation:  
To the 2016 Chicago Regional Marshall Scholarship Committee:

**DRAFT SUBMISSION FOR APPLICANTS FOR CAMPUS NOMINATION:**  
Preparing Letters for submission to the Undergraduate Fellowships Committee for review PRIOR to Institutional Nomination:

- If you are submitting a letter to the Undergraduate Fellowships Committee for a Campus Nomination process, we ask that you share your letter with us electronically at kelly-thornburg@uiowa.edu by the end of the day on the designated campus deadline. **DRAFT versions of recommendations are accepted** by the UFC at the campus nomination level.

**FINAL Online SUBMISSION FOR INSTITUTIONAL NOMINEES**  
Preparing Letters for final submission to the Marshall Foundation:

- If your campus applicant is advancing as an institutional nominee, the student is then responsible for establishing their online application portfolio. During this process, they will enter the contact information for each of their recommenders into the online application system, which will generate an email including a unique electronic access link and instructions for submission.

- Official Instructions for recommenders from the Marshall Scholarship Foundation:  
  [http://www.marshallscholarship.org/applications/recommendersinfo](http://www.marshallscholarship.org/applications/recommendersinfo)

Sincerely,

- **INSERT ELECTRONIC SIGNATURE HERE** or print the letter onto departmental or organizational letterhead, sign your name in blue ink, and then scan the signed document, saving it as a PDF. This will ensure that the readers are able to identify your unique signature and that it will be easily readable no matter what system is being used to view or print the application files.

Kelly Thornburg,  
Director of Scholar Development,  
Co-chair, Undergraduate Fellowships Committee