



Recommendations

Once the applicant has completed the recommendations tab on the application, ISTS Inc. will send you an e-mail containing instructions and a supplement code. Your recommendation is a supplement to the student's application and is **required** in order to complete the process. Incomplete applications are not considered.

When you receive the email:

- Create your account on the ISTS website at <https://aim.applyists.net/NHS>.
- When you receive the recommendation email, open the link in the email and enter the supplement code in the supplement code box.
- Advisers and principals, follow the instructions to certify that you have reviewed the student's responses and that they are correct insofar as the official school records indicate. For students who have suggested demonstrated financial need, certify their eligibility for participation in the National School Lunch Program.
- Provide your recommendation in the space provided by **February 5, 2018**.
- Notify each applicant that you have completed this step.

Troubleshooting: Applicants also have the option to **print** a hardcopy of the recommendation request and provide to you if you experience any difficulty receiving the email from ISTS. Please explore this option before calling for assistance.

For assistance: If you experience any problems with the online process, please contact ISTS at 855-670-4787 or ContactUs@applyISTS.com. **ALL** technical issues must be forwarded to ISTS.