Bank of America Student Leaders®
Letter of Recommendation Fact Sheet

Student Leaders is an eight-week summer experience for high school juniors and seniors. The program includes a paid internship with a local nonprofit organization as well as the Student Leaders Summit in Washington, D.C., July 21-26, 2025. The program gives students the opportunity to develop and apply leadership skills through hands-on community work while discovering their own talents for serving their community and leading others. For more information visit: www.bankofamerica.com/studentleaders

Required letters of recommendation must:
1. Include student's full name
2. Affirm that the student is in good standing at school
3. Provide insight into the student's leadership qualities and community service activities
4. Provide insight into the student's potential to benefit from the Student Leaders program
5. Be submitted on school letterhead and include the signature of recommender
6. Be in unencrypted PDF format

* Please note, supplemental letters must also be in unencrypted PDF format, but do not need to be from school nor on school letterhead.

INSTRUCTIONS:
- A letter of recommendation is required for all applicants. *Applications without a letter of recommendation will be disqualified.*
- Required letters not meeting the guidelines above will be disqualified. This does not apply to supplemental letters.
- There are two ways to include your letter of recommendation
  1. You may upload a letter from your teacher directly in the application.
  2. Your teacher may upload the letter directly through a link. Instructions for this process are below. Please share with your recommender.
     - In your application you will be asked for contact information for your recommender. Once your application is submitted, you recommender will receive an email (sent from do_not_reply@cybergrants.com) that will include a link and your request ID. They may follow that link to upload your letter. Please note, the recommender will need your request ID to do so. If the request ID is entered incorrectly the letter will not be paired with the application.
     - All letters submitted through the link must be received no later than 11:59 pm EST on Thursday, January 16. Late letters will not be accepted.
     - Regardless of how your letter is submitted, you must submit your application by the standard deadline of 11:59 pm EST on Wednesday, January 15.
     - In addition to the email your recommender will receive, you may also share the link: https://www.cybergrants.com/boa/recommendation
- The recommendation letter must be submitted electronically and *may not be* mailed, emailed, or faxed separately.

Please email foundation@bofa.com with any questions