Guidelines for Professor Recommendations for Vertical Flight Foundation Technical Scholarships

The American Helicopter Society International’s philanthropic arm, the Vertical Flight Foundation (VFF), was founded in 1967. The Foundation is an independent charitable trust, governed by a Board of Trustees, for the support of education in rotorcraft and vertical-takeoff-and-landing (VTOL) aircraft engineering. The Foundation’s operations are made possible solely by tax deductible donations. Each year the VFF awards scholarships to students who demonstrate an interest in pursuing engineering careers in the vertical flight industry. The Foundation has awarded nearly 400 scholarships to students from throughout the world in the four decades since it was established.

The scholarships are merit-based and are awarded once as an Undergraduate, once as a Master’s student and once as a Ph.D. student. Applicants must be in school through the full academic year following receipt of the scholarship. The value of the scholarships may range from $1,000 - $5,000 depending upon endowment earnings.

A student has asked you for a letter of reference. Please use this guide to assist you in writing your recommendation:

- You should be very familiar with the student and her/his course work.
- Have a discussion/statement as to where the student stands in regard to the students you have taught in your career and state if the student is in the top 5, 10 or 25% of your class based on your experience with all of your students (past and present).
- Note any attributes or events that may make the student stand out from his/her peers.
- Your letter of recommendation should be on university stationery and must be signed by you.
- The reference must be sent directly to AHS International or emailed directly to Britty Chen at bchen@vtol.org from your university email address.
- The letter must be sent (or postmarked) before February 1. Mailed letters should be addressed to Betty Chen, AHS International, 2701 Prosperity Ave., Suite 210, Fairfax, VA 22031, USA.
- If your university collects application packages from many students and sends it to AHS, the recommendation letters may be given to the faculty member who is in charge of this effort and included in the package.
- AHS/VFF will not accept recommendation letters received from the student.