Guidelines for Recommenders

Applicants for Vermont Tech’s Dental Hygiene, Nursing, and Respiratory Therapy majors are required to submit two letters of recommendation.

Applicants for the Vermont Academy of Science & Technology (VAST) are required to submit two letters of recommendation. One must be from a principal or school counselor.

Any other applicants may submit letters of recommendations by choice. While not required, we are happy to review additional documents that support applicants.

• Letters may be submitted in a variety of ways:

  1) Using the electronic request function through our application (preferred)
  2) Via email to admissions@vtc.edu
  3) Via mail to: Office of Admissions
     PO Box 500
     Randolph Center, VT 05061

• Letters of recommendation must be submitted directly by the recommender and dated within 6 months of the priority deadline for Nursing & Allied Health applicants.

• Letters for Nursing & Allied Health applicants should address the following:

  → the applicant’s work ethic and communication skills
  → the applicant’s potential for adaptation to a fast-paced clinical environment
  → the applicant’s potential to completely and compassionately deliver health care to patients across the lifespan

• Letters sent via email or mail must be sent directly from the recommender and contain the contact information of the recommender and the full name of the applicant.

• Letters from family members and friends are not permitted.