

## 2021-2022 Reference Packet Instructions

The Houston Alumnae Reference Committee works hard processing 700+ references each year. Please help us by following the step-by-step instructions, fully complete the Reference Form and deliver the completed package to the Reference Committee by May 1st. If you have any questions, please reach out to the Reference Committee chairman, assistant chairman, or any committee members.

Do you want to submit your reference electronically, OR a hardcopy? Either is fine, however, electronic referenced are encouraged and preferred – just follow the directions below:

### To submit reference Electronically:

1. Go to [Houstontridelta.com](https://www.houstontridelta.com), click Write a Reference, click Electronic Reference via DDD National website <https://www.houstontridelta.com/reference>\*
2. (Notice the reminder to send your completed reference confirmation email to the Reference Committee at [dddhourecruitment@gmail.com](mailto:dddhourecruitment@gmail.com))
3. You will be redirected to Tri Delta National website
4. Click Login
5. Type in your username and password OR create an account
6. Once you are logged in, click Alumnae, click Write a Reference, click Let's Get Started
7. NOTE: it is very important that you fill in the boxes, please do not write "see resume"
8. Once completed, you will receive a confirmation email
9. Forward the confirmation email along with photos, transcript and resume attached to the Reference Committee at [dddhourecruitment@gmail.com](mailto:dddhourecruitment@gmail.com) (see item 2 above)

-- OR --

### To submit reference as a Hard Copy:

1. Go to [Houstontridelta.com](https://www.houstontridelta.com), click Write a Reference, click Download the hardcopy Houston Reference Form. <https://www.houstontridelta.com/reference>
2. Complete the form
3. Once completed and signed, put with the PNMs packet\*\* and deliver to the Reference Committee

### \*\* Items to be included in the PNM packet delivered to the Reference Committee:

- **Reference Form** or confirmation copy of the electronically submitted Reference Form
- **PNM's Resume:** include full name, address, email address, instagram handle, high school, university, class rank, SAT/ACT scores, GPA, activities, honors, greek affiliations and any scholarships awarded;
- **Letters of Support:** optional - no longer required at UT and A&M.
- **Transcript**

\*It is also recommended that you review the specific chapter requirements by visiting the Tri Delta website of the college or university to be attended.