



2020-2021 Reference Packet Instructions

The Houston Alumnae Reference Committee works hard processing 700+ references each year. Please help us by following the newly UPDATED 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)
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 (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.
4. Find the name of the Reference committee member for your PNMs school at [Houstontridelta.com](https://www.houstontridelta.com), *Writing a Reference* tab. <https://www.houstontridelta.com/reference>

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

- Completed hard copy Reference Form/confirmation copy of the electronically submitted Reference Form
- PNM's Resume
- 2 photos
- high school and/or college transcript
- letters of support are not needed for The University of Texas or Texas A&M University. All other schools can include letters, but are optional.