



Monta Vista High School  
Guidance Department  
mvhs.fuhsd.org/guidance-student-support

## Summer Program/ Internship Recommendation Checklist

Participation in a summer program is not required or necessary for college admission. Taking a break from academics to work part-time, volunteer, or pursue different hobbies can benefit a student's application.

### Letters of Recommendation

- Prior to asking for a letter of recommendation, research what the requirements are for specific programs. Do you need a recommendation from a specific academic teacher or counselor?
- If your program requires a letter of recommendation, please give teachers and counselors **at least 3 weeks** advance notice of when it needs to be turned in to you or submitted electronically.
  - When asking your recommender have a resume ready to give them. Check out the Naviance Resume Builder for help (under the About Me tab)!

### Transcripts

- For programs that require an **unofficial transcript**, you can download it from your infinite campus portal.
- For programs that require an official transcript you will need to purchase them from the [MVHS Online Store](#) for \$3.00 each. Indicate how many transcripts you will need printed and how many electronically sent. After purchase, you will receive an email receipt from Mr. Wong please print that (not the PayPal receipt) and bring it to the College and Career Center (A-102) for Ms. Parfet to process.
  - **Transcripts take 5 school days to process. Transcripts requested within 5 days of the deadline will not be processed.**
  - **Official transcripts will only be printed or sent electronically. MVHS cannot mail or fax on your behalf.**

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