

Instructions for Adding Recommendation Providers to Your Application

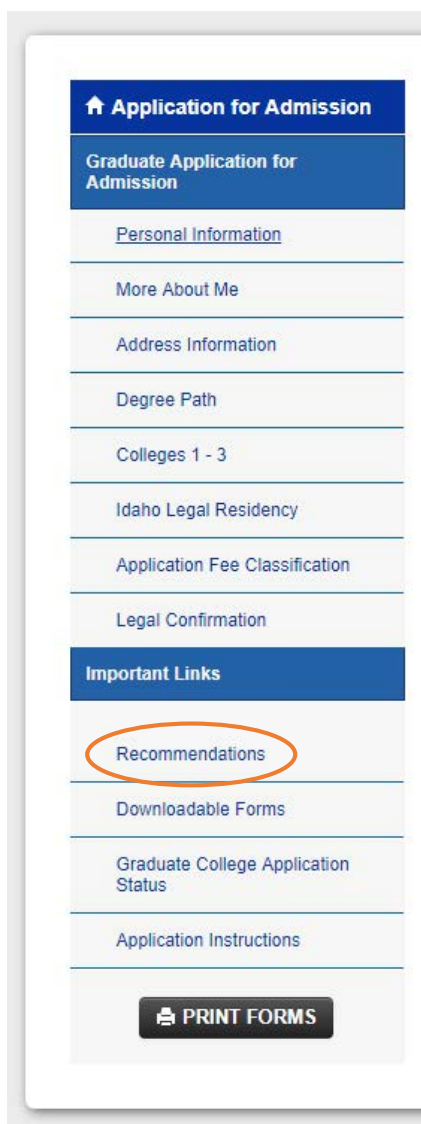
1. Login to your Graduate College Admission Application.
2. On the left hand sidebar, select 'Recommendations'.
3. On the next page, select the 'Enter Recommendation Providers' button.

ENTER RECOMMENDATION PROVIDERS

4. Select the '+Add a Provider' button.

+ADD A PROVIDER

5. On the next screen, please fill out your recommendation provider's information to the best of your knowledge. When done, select the 'Add Provider' button.



Add A Recommendation Provider

ADD PROVIDER

** indicates a required question*

First Name: **

Last Name: **

Street Address (Line 1):

Street Address (Line 2):

6. A pop-up will prompt you to confirm that you've typed the recommendation provider's email correctly. Select 'OK' to continue.

app.applyyourself.com says

Please make sure the recommendation provider's email address you entered is correct. Make sure there are no typos.

Email: @gmail.com

You will not be able to change this email address once you submit this request for recommendation.

Do you want to continue?

OK Cancel

7. Your provider will appear on your recommendations page where you can return to check on the status of the recommendation letter at any time.

Provider 1

Megan

~~Notified of Request: 4/22/2019 6:03:11 PM~~
Started: 4/22/2019
Completed: 4/22/2019

8. You may also resend a notification to providers who have not yet started or submitted their recommendation.

Provider 1

Megan

Notified of Request: 4/22/2019 6:03:11 PM
Started: 4/22/2019
Completed:

RE-SEND

9. All applicants will be notified via email when a recommendation has been submitted on their behalf. However, if an application has been sent via postal mail, you will **not** be notified. Please check with your program to ensure that your recommendation letter has been received.

Trouble with Adding Recommendation Providers?

If you are experiencing problems with your application, please review the following troubleshooting guide below regarding the most common problems.

If you are still experiencing problems with your application, you may contact the Graduate College office at gradcoll@boisestate.edu or by phone at (208) 426-3903 and we will be happy to assist you.

What do I select in the Program-Certificate box?

- Please select the program or certificate that you also selected on the 'Degree Path' section of your application. This lets your recommendation provider know which program you're applying for.

What does it mean to 'waive the right' to view my letter of recommendation?

- Some applicants will waive their right to view their recommendation letters. If you chose to waive your right to view them, the university cannot legally disclose them to you. If you wish to request your recommendations or view them at any time, you may do so by selecting that you *do not* waive the right to view them.