## Instructions for Providing a Letter of Recommendation for an Applicant

- 1. If you have been nominated by a student to provide a recommendation letter, you'll receive an email that details the information of the student and which program they are applying for.
- 📄 ☆ Boise State Univers. LauraTEST BaldTEST has requested your recommendation Hello Mr. A,
  - 2. You can provide your recommendation by selecting 'Click here to startyour recommendation.'



## Hello Mr. A,

LauraTEST BaldTEST has requested that you write a letter of recommendation to Boise State University on their behalf.

<u>Submit your recommendation here.</u> This link is unique to this recommendation and should not be shared or forwarded.

Thank you,

Boise State Graduate Admissions



3. Fill out all information requested in the form that opens. Please note whether or not the applicant has waived their right to access the report.

Recommendat	ion	
Applicant	LauraTEST BaldTEST	
Applying to	Boise State University	
Recommender	٨٨	
Applicant Informati Applicant Name: Lau	on rraTEST BaldTEST	
Under the Family Educational Rights and Privacy Act of 1974, students have access to their education record, including letters of recommendation. However, students may waive their right to see letters of recommendation, in which case the letters/report will be held in confidence.		
<ul> <li>[X] I waive my right to access this report.</li> <li>[] I do not waive my right to access this report.</li> </ul>		
Signed by: NATHANBLOTTIE		
Applicant Intended I	Program/Certificate	
Recommender Information		
Reference Type Teacher/Professor Manager/Supervise Peer/Colleague Friend Other	Recommendation or Recommendation	

- 4. Please review and electronically sign your recommendation before submitting.
- 5. You will be redirected to a confirmation screen when your recommendation has been successfully submitted, and a confirmation email will be sent to both you and the applicant.

Recommendation		
Applicant Applying to Recommender	LauraTEST BaldTEST Boise State University A A	
We have successfully received your letter of recommendation for LauraTEST BaldTEST to Boise State University.		
B	Boise State University to me 👻	
	Dear Mr. A,	
	We have successfully received your letter of recommendation for LauraTEST BaldTEST to Boise State University.	
	Thank you for your time and consideration.	
	Boise State Graduate Admissions (208) 426-GRAD (4723) graduatecollege@boisestate.edu	

## Trouble with your Recommendation?

If you are experiencing trouble with your recommendation letter, 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 <u>graduatecollege@boisestate.edu</u> or by phone at (208) 426-3903 and we will be happy to assist you.

## My Recommendation letter won't upload!

- First, make sure that your file is within the file upload parameters.
- Export your document as a PDF and try to upload again.
- Try clearing your cache and cookies from your web browser, and closing and reopening your browser to try again.
- Try a completely different web browser (many people find problems when using the Microsoft Edge browser or Internet Explorer).
- If you are still experiencing issues, please forward your recommendation letter to the Graduate College at <u>gradueatecollege@boisestate.edu</u>. Please do not forward recommendation letters directly to the applicant.