

Letters of recommendation quick guide

Key features

- Access the **Letters of Recommendation** page in Naviance Student by selecting **Colleges** and choosing **Letters of Recommendation**.
- Request recommendations from teachers, counselors, and outside recommenders, such as employers, coaches, mentors, or community leaders.
- Create recommendation requests for specific colleges or as open requests.
- Review the number of recommendation letters required, allowed, and requested for colleges in your application list.
- Track and manage all recommendation requests from a single page, including recommender information and request status.
- Review recommendation activity, including request dates and status updates.

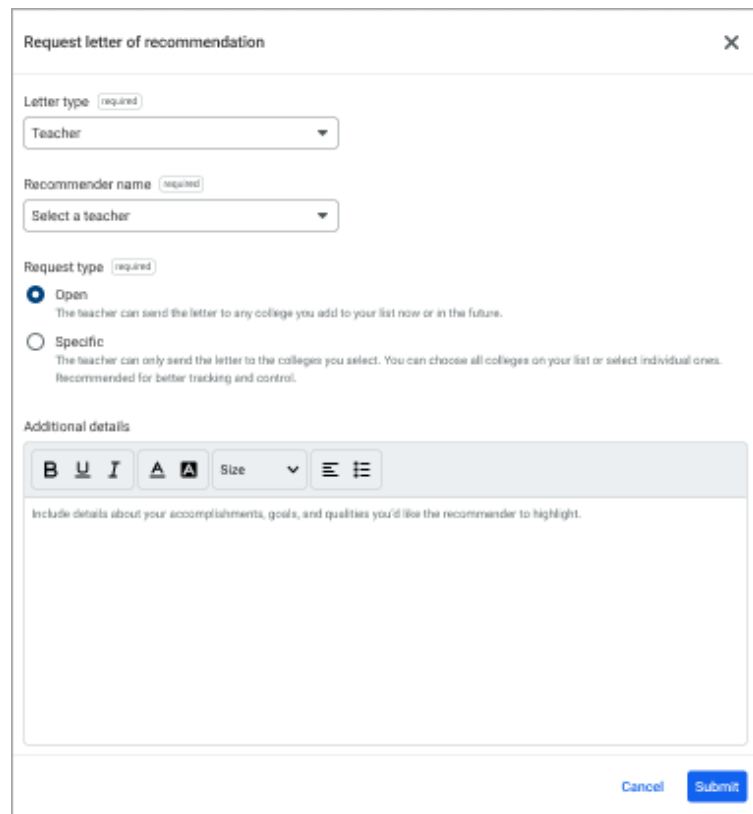
Request information

Column Title	Description
Recommendation For	The college or university where the LOR will be sent.
Summary	Recommendation requirements and request totals for the college or university, including the number of recommendations allowed, required, and requested.
Type	The type of recommendation request, either teacher, counselor, or outside
Application deadline	The application deadline for the way you are applying, such as ED, EA, and RD.
Request date	The date you requested the letter in Naviance Student.
Recommender	The person you asked to write the letter of recommendation.
Status	The status of the LOR request: Requested: You submitted the recommendation request. In Progress: The recommender has started working on the request. Submitted: A staff member sent the recommendation to the selected colleges. Canceled: You canceled the request. Declined: The recommender declined the request.

Teacher recommendations

Request a recommendation letter from a teacher at your school.

1. Select **Colleges** and then select **Letters of Recommendation** from **Apply to College**.
2. Select **Request recommendation**.
3. From Letter type, choose **Teacher**.
4. From **Recommender name**, choose a teacher.
5. From **Request type**, choose **Open** or **Specific**.
 - For an Open request, the teacher can send their letter to any college on your list now or later.
 - For a Specific request, the teacher can only send their letter to the colleges you specify. You cannot request a letter if you have already requested the maximum number allowed by the institution.
6. For specific requests, select the colleges you want the teacher to send their letter to.
7. Enter additional details for the teacher.
8. Click **Submit**.



The screenshot shows a web form titled "Request letter of recommendation" with a close button (X) in the top right corner. The form contains the following sections:

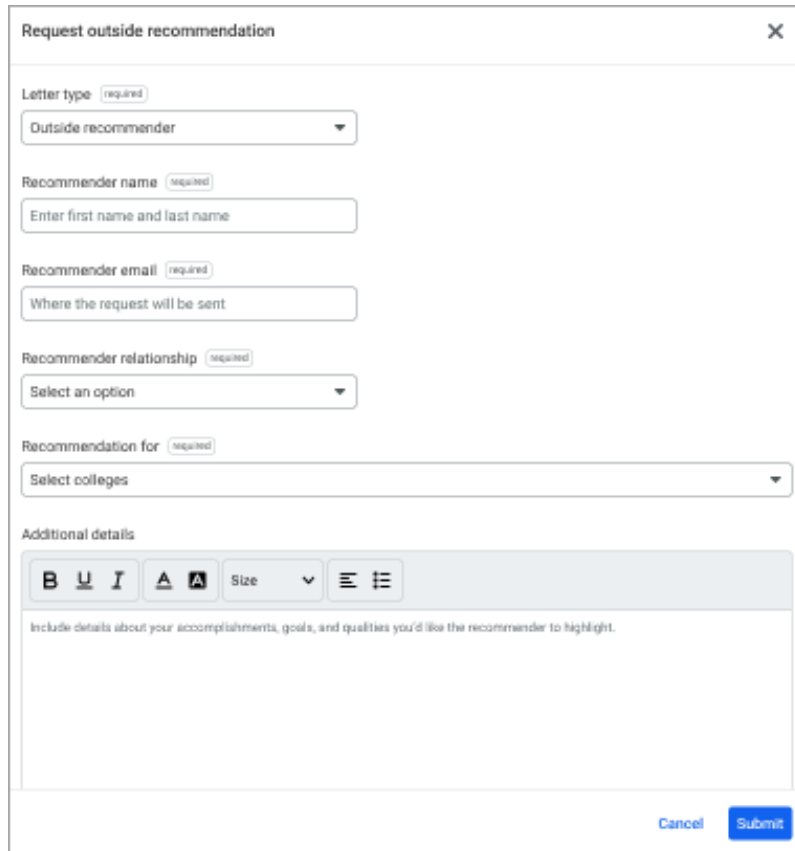
- Letter type** (required): A dropdown menu with "Teacher" selected.
- Recommender name** (required): A dropdown menu with "Select a teacher" selected.
- Request type** (required): Two radio button options:
 - Open** (selected): "The teacher can send the letter to any college you add to your list now or in the future."
 - Specific**: "The teacher can only send the letter to the colleges you select. You can choose all colleges on your list or select individual ones. Recommended for better tracking and control."
- Additional details**: A text area with a rich text editor toolbar (Bold, Underline, Italic, Text color, Background color, Size, Bulleted list, Numbered list) and the instruction: "Include details about your accomplishments, goals, and qualities you'd like the recommender to highlight."
- At the bottom right are "Cancel" and "Submit" buttons.

Outside recommendations

Request a recommendation letter from someone outside of your school.

1. Select **Colleges** and then select **Letters of Recommendation** from Apply to College.
2. Select **Request recommendation**.

3. From **Letter type**, choose **Outside recommender**.
4. Choose to request recommendations for **Common App colleges** or **Non-Common App colleges** and click **Proceed**.
For Common App colleges, you will be redirected to the Common App website to make your request. Follow Common App's instructions.
5. For Non-Common App colleges:
 - a. Enter the **Recommender name** and **Recommender email**.
 - b. Select a **Recommender relationship**.
 - c. From **Recommendation for**, select the colleges that should receive the recommendation letter.
 - d. Enter any **Additional details**.
 - e. Click **Submit**. An email will be sent to the recommender with your request details.



Request outside recommendation

Letter type required
Outside recommender

Recommender name required
Enter first name and last name

Recommender email required
Where the request will be sent

Recommender relationship required
Select an option

Recommendation for required
Select colleges

Additional details

B U I **A** **A** Size **≡** **≡**

Include details about your accomplishments, goals, and qualities you'd like the recommender to highlight.

Cancel Submit

Counselor recommendations

Request a recommendation letter from your counselor.

2. Select **Colleges** and then select **Letters of Recommendation** from Apply to College.
3. Select **Request recommendation**.
3. From **Letter type**, choose **Counselor**.
4. From **Recommender name**, choose your counselor.

5. Enter additional details for the counselor.
6. Click **Submit**.

Request letter of recommendation

Letter type required

Counselor

Recommender name required

Select a counselor

Additional details

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Size

Include details about your accomplishments, goals, and qualities you'd like the recommender to highlight.

Words: 0/500

Cancel

Submit