

## HOW TO SEND 'OUTSIDE' LETTERS OF RECOMMENDATION

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If you are looking to include a letter of recommendation from someone outside of the school with your application here are the steps to take:

### **FIRST:**

Check on the number of recommendations your school allows:

- Schools will indicate how many recommendations they permit. Be sure to follow directions and not send more letters than a school wants.
- If your school will accept additional recommenders beyond teacher recommendations and your counselor letter, follow the instructions below

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### **FOR THE COMMON APP:**

1. Add your your Other Recommender to your "Invite and Manage Recommenders" on the Common App
2. Once you've added your Other Recommender to your "Invite and Manage Recommenders" list, you'll need to assign them to a college so that the Common App knows to send that recommendation to that school. This lets you decide which colleges receive certain recommendations. Assigning a recommender to at least one college also generates the invitation email to be sent to the recommender.

To assign an Other Recommender follow these steps.

1. Go to the **Recommenders and FERPA** section of a school in the **My Colleges** tab
2. Scroll down until you see the "Other Recommender" section
3. Click on the box to select the Other Recommender you want to assign.
4. Click on the "Assign" button to assign that recommender

Congrats! Your recommender is now assigned. You'll need to repeat this assigning process for each of your schools and for each of your Teachers and Other Recommenders.

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## FOR THE COALITION APP

You can request letters of recommendation, which are submitted and stored in your locker. When you apply to a college, you'll be able to attach the appropriate recommendations from your locker.

To request a recommendation:

1. Go to Locker > Official Documents.

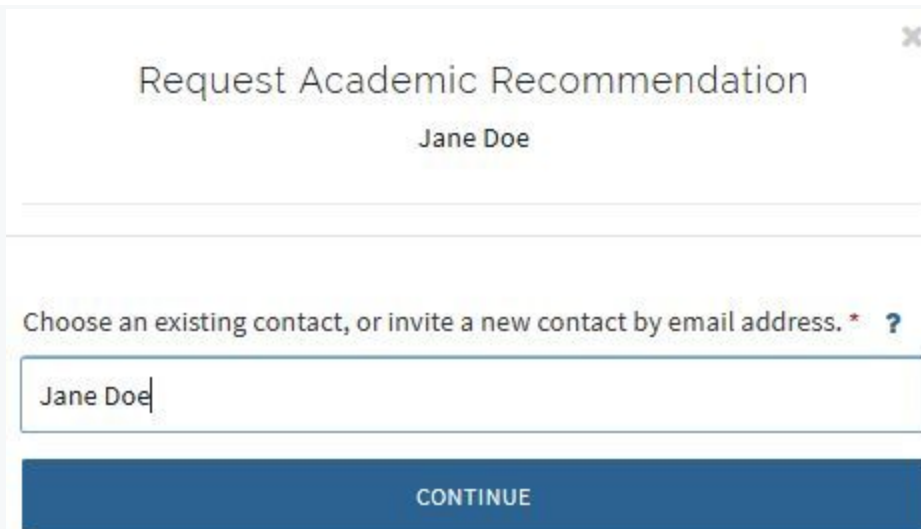


2. Select Request Recommendation ( ) under General. The button text varies depending on whether this is your first request of that type of recommendation, or you're requesting another one.

3. In the field provided, type the name or email address of the recommender.

4. Depending on whether the recommender is already a contact, the process varies:

- If the recommender is already one of your contacts in the Coalition system, select their contact name.



- If the recommender is not already one of your contacts, enter their email address, and click or tap Continue to enter their first and last name.

5. Select Continue.

6. Select whether you do or do not waive your rights to view the document. You must select an answer.

Do you waive your right to view this document? \* ?

- I waive my rights
- I do not waive my rights

7. Select Continue.

8. To complete the request and send a notification to the recommender, select Request

Recommendation ( **REQUEST ACADEMIC RECOMMENDATION** ). The button text varies depending on what type it is. At any time, to leave the process and return to your Documents page, select Go Back.

9. A confirmation is displayed (recommender's name, date, and status), Click or tap Close.

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### IF YOU ONLY HAVE A HARD COPY

- If you only have a hard copy of a letter - make copies and mail them directly to the admissions office(s) of your school(s)