


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.** Benjamin Bronco 's Request for a Recommendation - Dear Megan

2. You can provide your recommendation by selecting 'Click here to start your recommendation.'

 **Boise State University** <no-reply@applyyourself.com>
to me ▾

Dear Megan

You are receiving this message from Boise State University because Benjamin Bronco has chosen you to provide a recommendation in support of their application to **Accountancy MS-Or** you are unable to prepare a recommendation for this applicant, please notify him/her as soon as possible.

Applicant Information:

Name of Applicant: Benjamin Bronco
Email of Applicant:
Program Applicant is Applying To: Accountancy MS-Online
Start Term: Fall 2020

Please note that this applicant has waived his/her right to review this recommendation.

Message from Applicant:

Message from the Applicant:
Please help me in providing a letter of recommendation for my application!

Letter of Recommendation Instructions:

Some programs have special instructions asking you to address special topics in your letter, or to fill out a form instead. Please review the message from the program below. If you do not s knowledge of the applicant's abilities. Once you have completed your letter of recommendation you may upload it to the applicant's application by accessing the recommendation link below

Once you have uploaded your recommendation please select the save and continue button. You will be taken to a page to complete a few summary questions and finally a page to review a (PLEASE KEEP THIS EMAIL - you will need it to access your recommendation.)

Department Special Instructions:

Submitting Your Recommendation:

To access the [online recommendation system](#), please use the link shown below.

[Click here to start your recommendation.](#)

This link will expire after 60 days. If you are having difficulties with the link above, please copy and paste the text below into your browser. Make sure to include the entire text below.


3. Select 'Start Recommendation' and complete each section requirement located on the left hand side bar.

The screenshot shows the 'Welcome, Megan' page. On the left is a navigation sidebar with a 'Submission Status: Not Submitted' indicator at the top. The sidebar menu includes 'Home', 'Recommendation Provider', 'Recommendation Upload', 'Summary Questions', and 'Review and Submit'. The main content area has a heading 'Welcome, Megan' followed by instructions to use 'Save' or 'Save and Continue' buttons. Below this is a section for 'Applicant's Information' with a note that the applicant has waived their right to review. A box contains the following details: Applicant Name: Benjamin Bronco; Applicant Email: [redacted]; Institution: Boise State University; Program Applicant Applying To: Accountancy MS-Online; Term of Entry: Fall 2020. A 'START RECOMMENDATION >>' button is located at the bottom right. The footer shows 'Last Accessed: 4/22/2019 6:11:58 PM'.

4. Please review your recommendation via PDF to ensure that your recommendation letter has been attached properly (if applicable) and that all necessary information has been filled out correctly and without error.

The screenshot shows the 'Review and Submit' page. The navigation sidebar is identical to the previous page, but 'Review and Submit' is now highlighted. The main content area has a heading 'Review and Submit' and instructions to ensure the recommendation is complete and accurate. It mentions a PDF of the recommendation and a 'REVIEW RECOMMENDATION' button with a note that Adobe Reader is required. An orange warning box states: 'Important: You will not be able to make changes once you submit your recommendation.' At the bottom, there are '<< PREVIOUS' and 'SUBMIT RECOMMENDATION' buttons.

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.


 **Your recommendation for Benjamin Bronco to Boise State University has been submitted!**

- Thank you for completing a recommendation for this applicant to undertake graduate work at Boise State University!

We appreciate the time you have invested in providing this recommendation. Your input has been submitted electronically to the Graduate College at Boise State University. The applicant will be notified that you have completed and submitted your recommendation.

Applicant Name: Benjamin Bronco
Applicant Email: meganforristall@boisestate.edu
Institution: Boise State University
Program Applicant Applying To: Accountancy MS-Online
Term of Entry: Fall 2020

If you would like to keep a copy of your submitted recommendation, select View Recommendation below to open a PDF document that you can save.

 **VIEW RECOMMENDATION** Adobe Reader required to review.

Last Accessed: 4/22/2019 6:11:58 PM

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 gradcoll@boisestate.edu 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 gradcoll@boisestate.edu. Please do not forward recommendation letters directly to the applicant.