


Requesting a College Letter of Recommendation (non-Common App) as a Student

 support.schoollinks.com/en/articles/4513205-requesting-a-college-letter-of-recommendation-non-common-app-as-a-student



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Updated over a week ago

In this article, we will show students how to request a letter of recommendation for a College Application. Refer to this other article you're looking for [requesting a Common App Teacher Evaluation](#).

NOTE: You will only have access to request letters of recommendation if your school has the SchoolLinks College Application Manager. If you're not sure if your school has College Application Manager, ask your counselor.

Why would I request a letter of recommendation on SchoolLinks?

Requesting a letter of recommendation on SchoolLinks allows for you to electronically send that letter to the colleges that you're applying to. You can also track if and when your recommendation letters have been uploaded.

Your recommenders will have access to your SchoolLinks profile to help them write the best letter possible. To learn how to update your profile, go to [Building your student profile](#).

Tip: It's usually best to personally ask anyone you want to request a recommendation from BEFORE you submit a request for a letter of recommendation on SchoolLinks.

1. Accessing the College Application to request a Letter of Recommendation

Start by clicking the **Colleges** icon, then click **College Applications**. From here, you'll click **Track** under the **Submission Tracker** section.

Student Demo Mode Exit Demo X Switch User Jacob Metz View FERPA Waiver

College Applications

Stay on top of each step of the application process — from applying to making a final enrollment decision.

Your school opted out of the Common App integration. You must request application materials in Common App.

[Using Common App with SchoolLinks](#)

Recommendation Letters

Must be requested on individual applications.

0 Awaiting Submission 0 Submitted

- 1**

Submission Tracker

Track progress and requirements.

4 Incomplete Applications

Track >
- 2**

Application Results

View and update results.

No Applications

Update >
- 3**

Enrollment Decision

Make an enrollment decision.

No Enrollment Decision

Update >

Great News — Transcripts are automatically requested when tracking applications here! 🎉

Upcoming Requirements 4

Sunday, Nov 1st

How to use this feature ?

2. Edit the College Application Requirements

Note: If you haven't started tracking any college applications in SchoolLinks yet, you should check out this article on [how to add a college application](#).

Here, you will select the application for which you need to request a letter of recommendation by clicking on the School or the **Edit** pencil.

Student Demo Mode Exit Demo X Switch User Jacob Metz

Submission Tracker

< Application Overview

Not Started 2

Select a school from your Final List to begin tracking your application.

Southwestern University >

Texas State University >

View Final List >

In Progress 2

Select a school to edit details and check off requirements.

Rice University

Early Decision | 11/1/2020

Baylor University

Early Decision | 11/1/2020

+ Add School

Completed 0

Select a school to update details and view completed requirements.

No Completed Applications

+ Add School

Will Not Complete 0

How to use this feature ?

3. Adding a requirement for a Letter of Recommendation

On the college's application requirement's page, you will click on + **Request Recommendation Letter**

The screenshot shows the Baylor University application portal interface. At the top, there's a navigation bar with 'Student Demo Mode', 'Exit Demo', 'Switch User', and a user profile for 'Jacob Metz'. A sidebar on the left contains icons for HOME, SCHOOL, ACTIVITIES, COLLEGES, CAREERS, and FINANCES. The main content area features a 'Back' button, a 'Baylor University' header with links to 'Admissions', 'Application Info', and 'Financial Aid', and an 'Application Status' dropdown set to 'In Progress'. Below this is an 'Application Details' table:

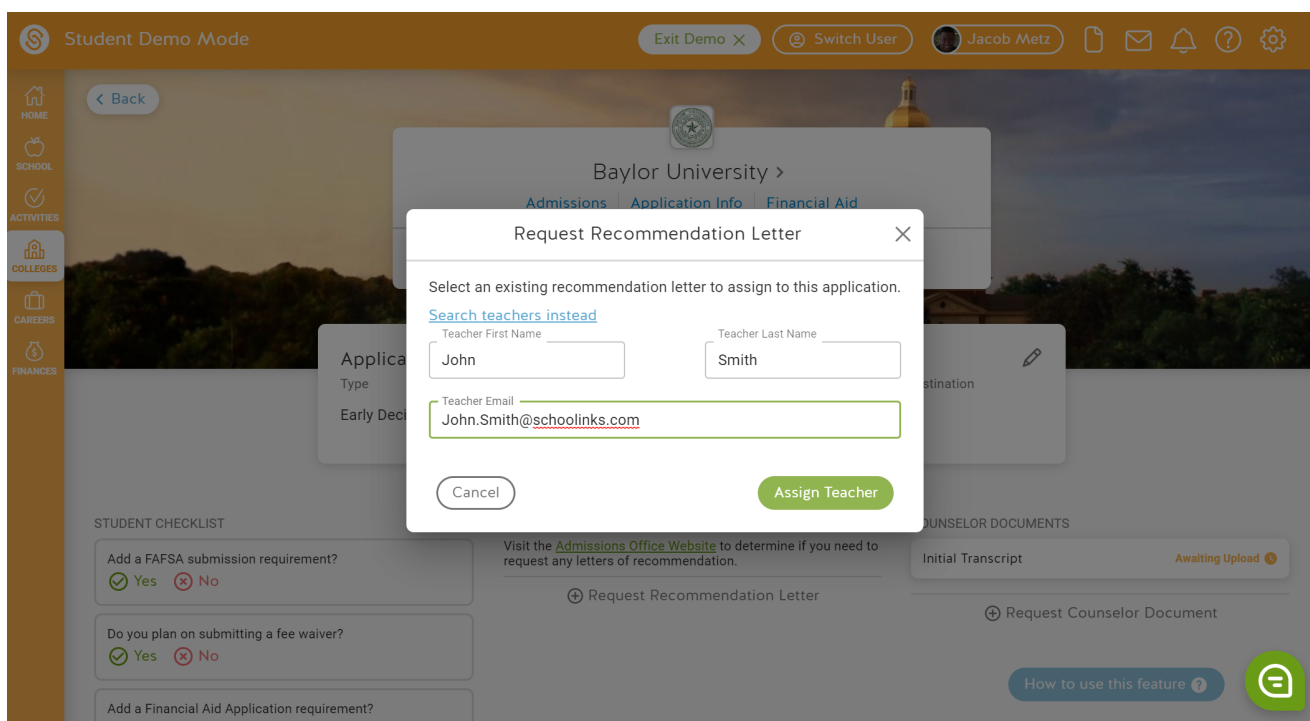
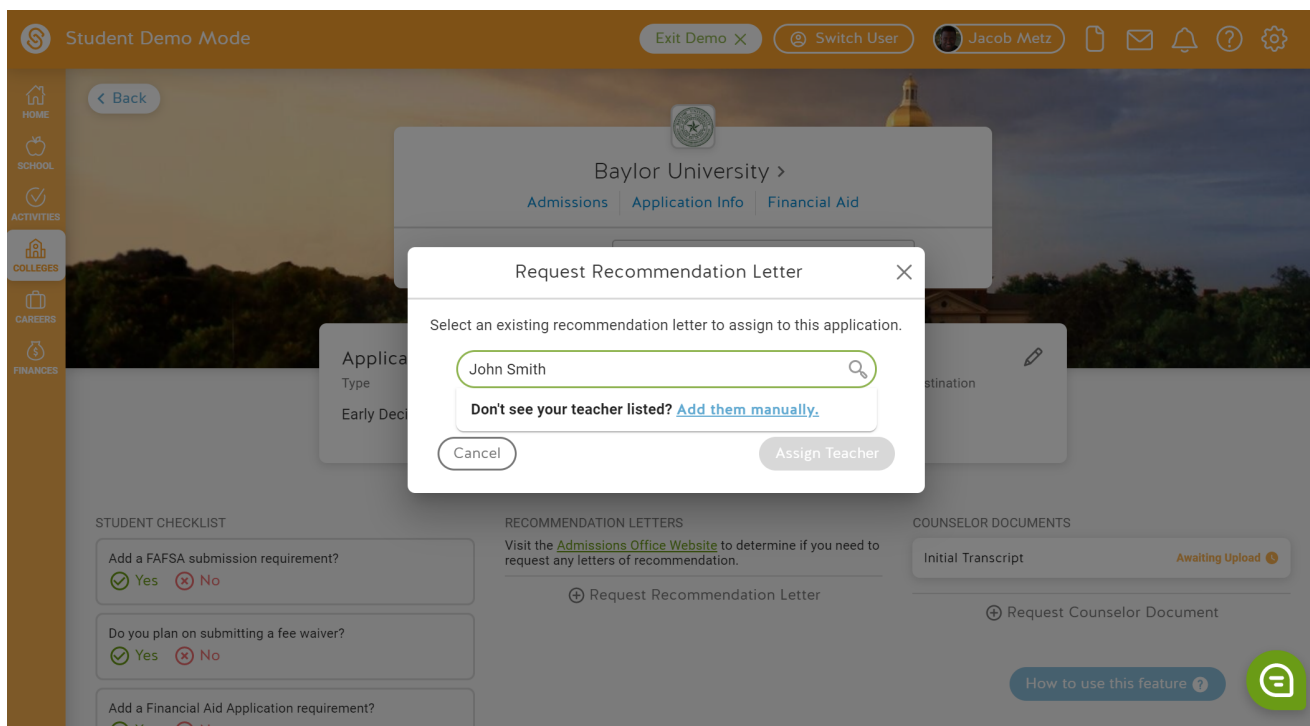
Type	Deadline	Method	Fee Waiver	Fin Aid	Destination
Early Decision	11/01/2020	School-Specific Online Application	-	-	

Below the table are three sections: 'STUDENT CHECKLIST' with checkboxes for 'Add a FAFSA submission requirement?', 'Do you plan on submitting a fee waiver?', and 'Add a Financial Aid Application requirement?'; 'RECOMMENDATION LETTERS' with a link to the 'Admissions Office Website' and a '+ Request Recommendation Letter' button highlighted by an orange arrow; and 'COUNSELOR DOCUMENTS' with a button for 'Initial Transcript' (labeled 'Awaiting Upload') and a '+ Request Counselor Document' button. A 'How to use this feature' link and a green chat icon are at the bottom right.

4. Selecting your Recommender

You will be shown a search bar that you can use to find teachers and staff at your school by searching their name or email address. If the person you're looking for doesn't show up, don't worry! You can manually add their contact information to request by clicking **Add them manually**.

After you've selected or added your recommender, click **Assign Teacher**. We'll send them an email with a link to add a letter of recommendation for you, and you can see when they've submitted on the application.



Tracking and Editing your Letters of Recommendation

Requesting an evaluation is only the beginning of the process - the next step is ensuring that the teacher completes the requested evaluation. If you'd like to check on the status of all of your requests for a Letter of Recommendation (non-Common App) or Teacher Evaluations (Common App) or want to change your recommender to someone else, you can do so in [Tracking and Editing Teacher Evaluations and Letters of Recommendation](#).

Did this answer your question?