Requesting a Letter of Recommendation via MySacState

Students should personally request a letter of recommendation from their recommender **before** beginning this process to ensure that your letter is submitted in a timely manner. It will take at least three days *after* you submit your online graduate application for you to create your SacLink account and begin requesting letters of recommendation, so be sure to start this process as soon as possible!

 After completing your CAL STATE APPLY application and paying the application fee, you will receive an email from the University Office of Graduate Studies (OGS) with instructions on how to create a SacLink account, which must be done before you can request a letter of recommendation. The email is titled, "Sacramento State – Graduate Application Received," and looks like this:



October 12, 2016

Dear Sanitta

Sac State ID: 213456789

Thank you for your application to California State University, Sacramento for the Fall 2017 semester.

The Office of Graduate Studies looks forward to working with students in every aspect of their future academic career. If you are a current or returning Sacramento State University student, by submitting an application to the university, you grant the university access to your academic record(s).

Please note your Sac State ID in the top right corner of this letter. If you currently do not possess a Saclink account, you will use your Sac State ID to set up an account at www.saclink.csus.edu. Your Saclink account is necessary in order for you to access My Sac State (http://my.csus.edu), the University's one-stop access point for campus resources. This number will also serve as your student identification number.

If you were a previous Sacramento State student or already posses a Saclink account you may not have to set up a new account, however, you may only have to reactivate your account through Information Resources & Technology (IRT) Service Desk at: http://www.csus.edu/irt/FAQ/accounts-and-passwords/

If the department requires additional documents, you can uploaded them using your My Sac State account at https://gradsup.webapps.csus.edu/. Letters of Recommendations must be sent directly to the department in unopen envelopes from the recommender. For more information on supplemental materials, please contact your department.

By using My Sac State, applicants can check the status of their application, fees, residence, and verify their personal information. As an applicant, you will be able to use My Sac State to keep your email and personal address up to date. It is important that you check your email account you put down when you applied on CSUMentor, AND your Saclink email as the University's official means of communication and all future emails will be sent to one of these email addresses. If you are a returning Sacramento State University student, please make sure that your Sac State email is set not to forward messages to another email account.

Follow us on: Facebook Twitter

Once again, thank you for your interest in California State University, Sacramento.



Your SacLink ID will be contained within that email. Use your SacLink ID to create a SacLink account at www.saclink.csus.edu.

2. After creating your SacLink account, use the following link to begin the process of uploading application documents: https://gradsup.webapps.csus.edu. Click on The "SIGN IN" button and sign in with your SacLink login



SUPPLEMENTAL DOCUMENT SUBMISSION

Use this application to upload additional documentation to supplement your application and to request letters of recommendation.

Please follow the link below to sign in and begin using the application.



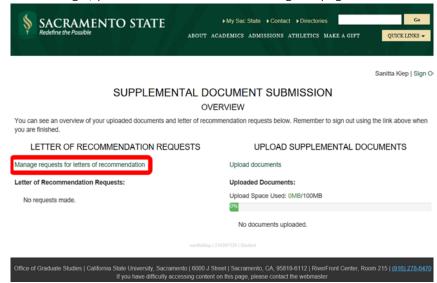
Office of Graduate Studies | California State University, Sacramento | 6000 J Street | Sacramento, CA, 95819-6112 | RiverFront Center, Room 215 | (916) 278-6470

Sign in with your SacLink Login

SACRAMENTO STATE Redefine the Possible SacLink Username			
sanittakiep			
SacLink Password			
•••••			
Login	Manage Password		
Username/Password Help			
Username/Password Help Need to register? Visit the Saclink website if you need Account.	to register for a SacLink		

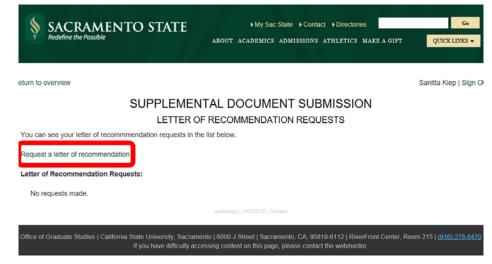


3. After logging in with your SacLink login, you will be taken to the following webpage:



Click on the MANAGE REQUESTS FOR LETTERS OF RECOMMENDATION link on the left to begin the process of requesting a letter of recommendation.

4. Clicking on the MANAGE REQUESTS FOR LETTERS OF RECOMMENDATION link from step 3 will take you to the following webpage:





Click on the REQUEST A LETTER OF RECOMMENDATION link

5. Clicking on the REQUEST A LETTER OF RECOMMENDATION link from step 4 will take you to the following webpage:



Fill in each field appropriately:

- Recipient name: Name of recommender you would like a recommendation from
- Recipient email: The email address belonging to the recommender
- Message Body**: A short message that your recommender will receive with the rest of the letter request
 - **The message body shown below is a good example of what should be sent to your recommender

Message Details		
Recipient Name:	Jeanie Williams	
Recipient E-mail:	Jeanle.girl@yahoo.com	
Message Body:	655	
The college that I am ap require any recommend indicate that this is a rec number and the degree	oplying for (Sacramento Sta ation format, so any letter f commendation for me by ind I am applying for in the lett mendation for me is XYZ.	of recommendation to my university. ate's College of Business) does not format that you choose is OK. Please cluding my full name, student ID ler. Please note that the deadline to After that date, the link to the letter of
Due Date:	02/02/2017	



Instead of "XYZ", you should list an appropriate Due Date for your recommender to submit a recommendation. Recommendation deadlines should be at least a month before the application deadline, or as in advanced from the application deadline as possible.

<u>PLEASE NOTE</u>: A link will be sent to your recommender that will allow them to submit your letter of recommendation. If your recommender does not submit a letter of recommendation for you before the deadline you chose, the link will expire and you will have to **CANCEL** the recommendation request before you can **RE-REQUEST** a recommendation to the same email address.

6. Select YES or NO to the question, "Do you wish to waive your right to examine this letter of recommendation?"

Do you wish to waive your right to examine this letter of recommendation?

○Yes ● No

If you check YES: You will not be able to view the letter submitted on your behalf, even if you are admitted and enroll at California State University, Sacramento.

If you check NO: If you are admitted and enroll at California State University,

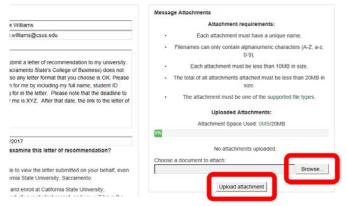
Sacramenta your latter will become part of your student record, and you will have the

Please note:

- If you check YES: You will not be able to view the letter submitted on your behalf, even if you are admitted and enroll at California State University, Sacramento.
- If you check NO: If you are admitted and enroll at California State University, Sacramento, your letter will become part of your student record, and you will have the right to inspect that record (including your letter) after you enroll. Please note that you ONLY have this right if you enroll at California State University, Sacramento. If you do not enroll, you do not have the right to view your letter.
- Both your recommendation providers and your program of interest can see whether you have chosen to waive your right to inspect your recommendation.



7. Message Attachments: Use the BROWSE button on the right-hand side of the page to search for documents on your device, and use the, "UPLOAD ATTACHMENT," button to upload any documents (for example, your resume) you would like to send to your recommender along with the request for a recommendation. Attaching documents to your recommendation request will give your recommender a reference about you when writing your recommendation. Remember that you can only upload one document at a time.

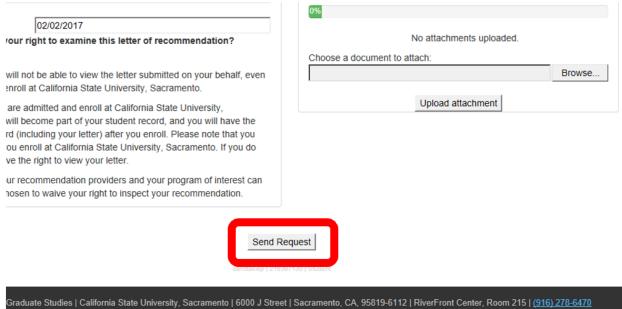


Please take note of the upload requirements listed below. You will not be able to upload documents that do not follow these requirements.

- Each document must have a unique name.
- Filenames can only contain alphanumeric characters (A-Z, a-z, 0-9)
- Each document must be less than 10MB in size.
- The total of all documents uploaded must be less than 100MB in size.
- The document must be one of the supported file types:
 - pdf Adobe Portable Document Format
 - .doc Microsoft Word (97-2003) Document
 - .docx Microsoft Word (2007+) Document
 - .txt Plain-text Document
 - .rtf Rich Text Document
 - .xls Microsoft Excel (97-2003) Spreadsheet
 - .xlsx Microsoft Excel (2007+) Spreadsheet
 - .csv Comma Separated Value file
 - .tiff Tagged Image File Format
 - .jpeg Joint Photographic Experts Group (JPEG) Image File
 - .jpg Joint Photographic Experts Group (JPEG) Image File



- .gif Graphics Interchange Format (GIF) Image File
- .png Portable Network Graphics (PNG) Image File
- .psd Adobe Photoshop Document
- .ppt Microsoft PowerPoint (97-2003) Presentation
- .pptx Microsoft PowerPoint (2007+) Presentation
- 8. Once you have filled out all of the appropriate fields and uploaded your message attachments, you are ready to submit a request for a letter of recommendation. Click the "SEND REQUEST" button at the bottom of the page to send the request.



After you click the "SEND REQUEST" button, a message will pop up on your screen indicating that the request was sent successfully.

If you have difficulty accessing content on this page, please contact the webmaster

For questions or concerns about requesting letters of recommendation, please contact the MPS office at cba-gbac@saclink.csus.edu.

