

COLLEGE OF BUSINESS ADMINISTRATION MBA PROGRAM SERVICES

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!

1. 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 possess 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 upload them using your My Sac State account at <https://gradsup.webapps.csus.edu/>. Letters of Recommendations must be sent directly to the department in unopened 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.

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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.

Sign In

Office of Graduate Studies | California State University, Sacramento | 6000 J Street | Sacramento, CA, 95819-6112 | RiverFront Center, Room 215 | (916) 278-6470
If you have difficulty accessing content on this page, please contact the webmaster.

Sign in with your SacLink Login

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

SACRAMENTO STATE
Redefine the Possible

My Sac State | Contact | Directories | | Go

ABOUT | ACADEMICS | ADMISSIONS | ATHLETICS | MAKE A GIFT | QUICK LINKS

Sanitta Klep | Sign Out

SUPPLEMENTAL DOCUMENT SUBMISSION

OVERVIEW

You can see an overview of your uploaded documents and letter of recommendation requests below. Remember to sign out using the link above when you are finished.

LETTER OF RECOMMENDATION REQUESTS

[Manage requests for letters of recommendation](#)

Letter of Recommendation Requests:

No requests made.

UPLOAD SUPPLEMENTAL DOCUMENTS

Upload documents

Uploaded Documents:

Upload Space Used: 0MB/100MB

0%

No documents uploaded.

sanittaklep | 216397130 | Student

Office of Graduate Studies | California State University, Sacramento | 6000 J Street | Sacramento, CA, 95819-6112 | RiverFront Center, Room 215 | (916) 278-6470
If you have difficulty accessing content on this page, please contact the webmaster.

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:

SACRAMENTO STATE
Redefine the Possible

My Sac State | Contact | Directories | | Go

ABOUT | ACADEMICS | ADMISSIONS | ATHLETICS | MAKE A GIFT | QUICK LINKS

Sanitta Klep | Sign Out

SUPPLEMENTAL DOCUMENT SUBMISSION

LETTER OF RECOMMENDATION REQUESTS

You can see your letter of recommendation requests in the list below.

[Request a letter of recommendation](#)

Letter of Recommendation Requests:

No requests made.

sanittaklep | 216397130 | Student

Office of Graduate Studies | California State University, Sacramento | 6000 J Street | Sacramento, CA, 95819-6112 | RiverFront Center, Room 215 | (916) 278-6470
If you have difficulty accessing content on this page, please contact the webmaster.

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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:

Return to letter of recommendation requests

Sacramento State
Redefine the Possible

My Sac State Contact Directories

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT

QUICKLINKS

SUPPLEMENTAL DOCUMENT SUBMISSION

REQUEST A LETTER OF RECOMMENDATION

This form allows you to create a request that will be e-mailed to the recipient including any attachments uploaded. Along with your text, the recipient will receive a link they can complete your request and upload the completed letter of recommendation which will be automatically associated with your application. You can check the status of your request on the letter of recommendation requests page.

Message Details

Recipient Name:

Recipient E-mail:

Message Body:

Due Date:

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, 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.

Message Attachments

Attachment requirements:

- Each attachment must have a unique name.
- Filenames can only contain alphanumeric characters (A-Z, a-z, 0-9).
- Each attachment must be less than 10MB in size.
- The total of all attachments attached must be less than 20MB in size.
- The attachment must be one of the supported file types.

Uploaded Attachments:

Attachment Space Used: 0MB/20MB

No attachments uploaded.

Choose a document to attach:

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:

Recipient E-mail:

Message Body:

Hi Jeanie,
 I am putting the deadline of XYZ to submit a letter of recommendation to my university. The college that I am applying for (Sacramento State's College of Business) does not require any recommendation format, so any letter format that you choose is OK. Please indicate that this is a recommendation for me by including my full name, student ID number and the degree I am applying for in the letter. Please note that the deadline to submit a letter of recommendation for me is XYZ. After that date, the link to the letter of recommendation will expire.

Due Date:

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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.

PLEASE NOTE: 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, 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.

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.
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- Both your recommendation providers and your program of interest can see whether you have chosen to waive your right to inspect your recommendation.

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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.

The screenshot displays two side-by-side panels. The left panel is a recommendation request form with fields for the recommender's name (e.g., 'e Williams'), email (e.g., 'e.williams@csus.edu'), and a message body. The right panel, titled 'Message Attachments', lists requirements: unique names, alphanumeric filenames, 10MB size limit, 20MB total size limit, and supported file types. It shows '0MB/20MB' space used and a 'No attachments uploaded' status. At the bottom, there is a 'Choose a document to attach:' section with a text input field, a 'Browse...' button, and an 'Upload attachment' button. The 'Upload attachment' button is highlighted with a red box.

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

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.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.

02/02/2017

your right to examine this letter of recommendation?

will not be able to view the letter submitted on your behalf, even enroll at California State University, Sacramento.

are admitted and enroll at California State University, will become part of your student record, and you will have the rd (including your letter) after you enroll. Please note that you ou enroll at California State University, Sacramento. If you do ve the right to view your letter.

ur recommendation providers and your program of interest can hosen to waive your right to inspect your recommendation.

0%

No attachments uploaded.

Choose a document to attach:

Browse...

Upload attachment

Send Request

Graduate Studies | California State University, Sacramento | 6000 J Street | Sacramento, CA, 95819-6112 | RiverFront Center, Room 215 | (916) 278-6470
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After you click the "SEND REQUEST" button, a message will pop up on your screen indicating that the request was sent successfully.

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