Online Letters of Recommendation Tutorial
Graduate Applicants
Process for requesting Letters of Recommendations

• Applicants will be able to make online Letter of Recommendation (LoR) requests via the Graduate Supplemental Upload website using their SacLink (SacState) login credentials. If you haven’t created your SacLink Account, please visit https://www.saclink.csus.edu in order to do so as applicants are required to have an active SacLink account.

• Applicants must enter the name and e-mail address of the recipient (person whom they are requesting complete the LoR) into the online request website.

• Applicants have the ability to upload files that the recipient can view/fill out. For example: If an applicant’s program has a specific LoR form, or other requirements relating to LoRs, applicants should attach this information to the online request so the recipient can see them.
Process for requesting Letters of Recommendations

• For each request, applicants are required to choose whether or not they waive their right to examine the LoR created by the recipient. They also have the option to include personal messages with their LoR requests.

• Applicants are required to select a “Due Date” for each LoR request.

• Applicants can make multiple LoR requests using this system.

• The online LoR request process notifies recipients via e-mail.

• Applicants may have to resubmit a LoR request if the recipient is unable to complete it by the due date they selected.
• Graduate Applicants can request Letters of Recommendation requests via the Supplemental Upload Submission website. ([https://gradsup.webhost.csus.edu/](https://gradsup.webhost.csus.edu/))
Graduate Supplemental Upload Website

• Login with your SacLink credentials
The status of any prior LoR requests will be displayed here.
To begin, click on this link.

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

No requests made.

UPLOAD SUPPLEMENTAL DOCUMENTS

Uploaded Documents:
Upload Space Used: 0MB/100MB
0%
No documents uploaded.
Online LoR Request Website

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.

• The status of any prior LoR requests will also be displayed here.

Click this link to continue.
Online LoR Request Website

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 use to 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.

Identify the name and e-mail address of the person you are requesting a LoR from.

- Include a message to the recipient.
Select a due date for this LoR.

**NOTE:** This is the date that response link will stop working. Please be sure to allow for additional time so your recipients can complete their review.

If this date passes and your recipient has not responded, you will need to cancel the request and make a new one.

- Select whether or not applicants waive their rights to examine this specific LoR.
Online LoR Request Website

Do not worry if the process indicator does not immediately change after an item has been uploaded.

Select and upload items/information for the recipient. If your program requires LoRs to be completed on a specific form, you would attach that here.

• Select whether or not applicants waive their rights to examine this specific LoR.

NOTE: You may have to re-select this if the webpage refreshes.
Once every field has been filled, click the “Send Request” button.

NOTE: You may have to re-select this option as a page refresh may have cleared your selection.
Online LoR Request Website

NOTE: Below will show the current status of your LoR requests. You have the ability to cancel pending/incomplete LoR requests.

The page will reload with this message. Once you see it, your LoR request is complete.

When your recipient completes the LOR request, this will change from “No” to “Yes”