

Online Letters of Recommendation Tutorial Graduate Applicants

Process for requesting Letters of Recommendations

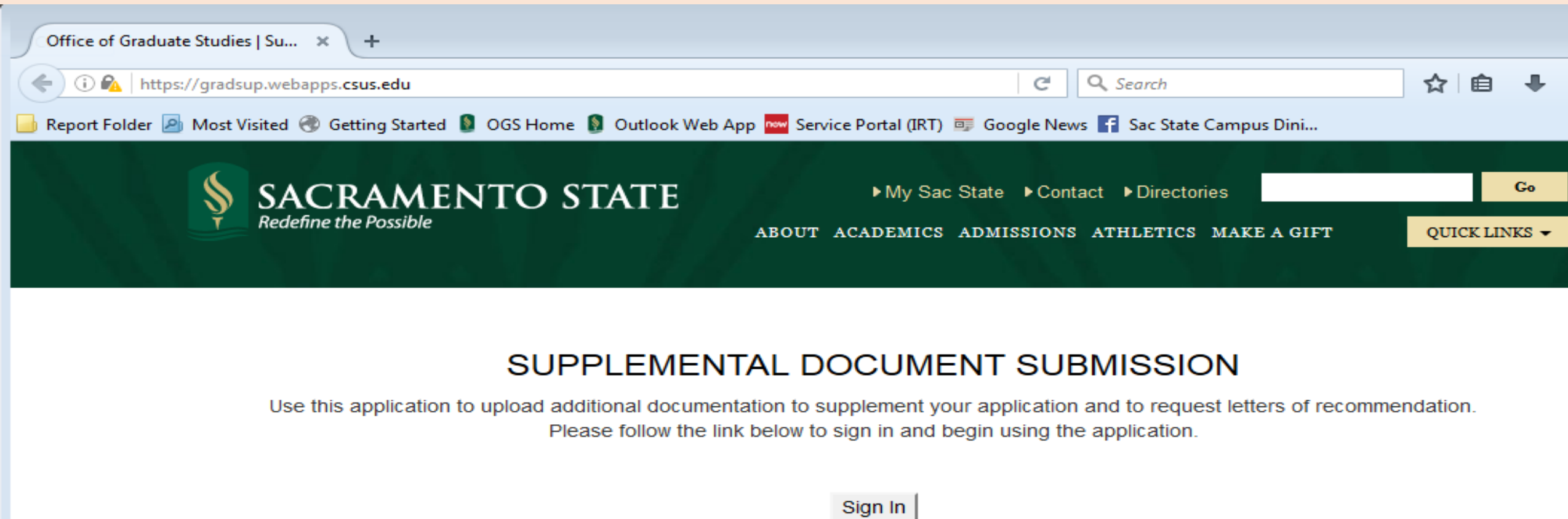
- Applicants will be able to make online Letter of Recommendation (LoR) requests via the Graduate Supplemental Upload website using their **SacLink (SacState) login credentials**. If you haven't created your SacLink Account, please visit <https://www.saclink.csus.edu> in order to do so as applicants 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 Supplemental Upload Website

- Graduate Applicants can request Letters of Recommendation requests via the Supplemental Upload Submission website. (<https://gradsup.webhost.csus.edu/>)




The screenshot shows a web browser window with the address bar displaying <https://gradsup.webapps.csus.edu>. The browser's address bar also shows a search icon and a search input field. Below the address bar, there is a navigation bar with links to various services: Report Folder, Most Visited, Getting Started, OGS Home, Outlook Web App, Service Portal (IRT), Google News, and Sac State Campus Dini... The main content area features the Sacramento State logo and the text "SACRAMENTO STATE" with the tagline "Redefine the Possible". To the right of the logo, there are links to "My Sac State", "Contact", and "Directories". Below these links, there is a search bar and a "Go" button. Further down, there is a navigation bar with links to "ABOUT", "ACADEMICS", "ADMISSIONS", "ATHLETICS", and "MAKE A GIFT". To the right of this bar is a "QUICK LINKS" dropdown menu. The main content area is titled "SUPPLEMENTAL DOCUMENT SUBMISSION" and contains the text: "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." Below this text is a "Sign In" button.

Office of Graduate Studies | Su... x +

https://gradsup.webapps.csus.edu

Report Folder Most Visited Getting Started OGS Home Outlook Web App Service Portal (IRT) Google News Sac State Campus Dini...

 **SACRAMENTO STATE**
Redefine the Possible

► My Sac State ► Contact ► Directories

ABOUT ACADEMICS ADMISSIONS ATHLETICS MAKE A GIFT

QUICK LINKS ▼

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

Graduate Supplemental Upload Website

- Login with your SacLink credentials



SACRAMENTO STATE
Redefine the Possible

SacLink Username

SacLink Password

Login

Manage Password

[Username/Password Help](#)

Need to register?

Visit the [Saclink website](#) if you need to register for a SacLink Account.

Having troubles logging in?

Contact the IRT Service Desk at servicedesk@csus.edu or 916-278-7337.

Graduate Supplemental Upload Website



SACRAMENTO STATE
Redefine the Possible

► My Sac State ► Contact ► Directories

Go

[ABOUT](#) [ACADEMICS](#) [ADMISSIONS](#) [ATHLETICS](#) [MAKE A GIFT](#)

[QUICK LINKS](#) ▼

Olayemi Sholotan | [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/

0%

No documents uploaded.

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

Graduate Supplemental Upload Website



SACRAMENTO STATE
Redefine the Possible

► My Sac State ► Contact ► Directories

Go

[ABOUT](#) [ACADEMICS](#) [ADMISSIONS](#) [ATHLETICS](#) [MAKE A GIFT](#)

[QUICK LINKS](#) ▼

- To begin, click on this link.

Olayemi Sholotan | [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

UPLOAD SUPPLEMENTAL DOCUMENTS

[Manage requests for letters of recommendation](#)

[Upload documents](#)

Letter of Recommendation Requests:

No requests made.

Uploaded Documents:

Upload Space Used: 0MB/100MB

0%

No documents uploaded.

Online LoR Request Website



SACRAMENTO STATE
Redefine the Possible

► My Sac State ► Contact ► Directories

Go

[ABOUT](#) [ACADEMICS](#) [ADMISSIONS](#) [ATHLETICS](#) [MAKE A GIFT](#)

QUICK LINKS ▼

[Return to overview](#)

Olayemi Sholotan | [Sign Out](#)

Click this link to continue.

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.

Online LoR Request Website

[Return to letter of recommendation requests](#)

[Olayemi Sholotan](#) | [Sign Out](#)

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.

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.

Please note that both your recommendation providers and your program of interest can see whether you have chosen to waive your right to inspect your recommendation.

Message Attachments

Attachment requirements:

~~Each attachment must have a unique name.~~

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

0% No attachments uploaded.

Choose a document to attach:

No file selected.

- Include a message to the recipient.

Online LoR Request Website

[Return to letter of recommendation requests](#)

[Olavemi Sholotan](#) | [Sign Out](#)

SUPPLEMENTAL DOCUMENT SUB REQUEST A LETTER OF RECOMMENDATION

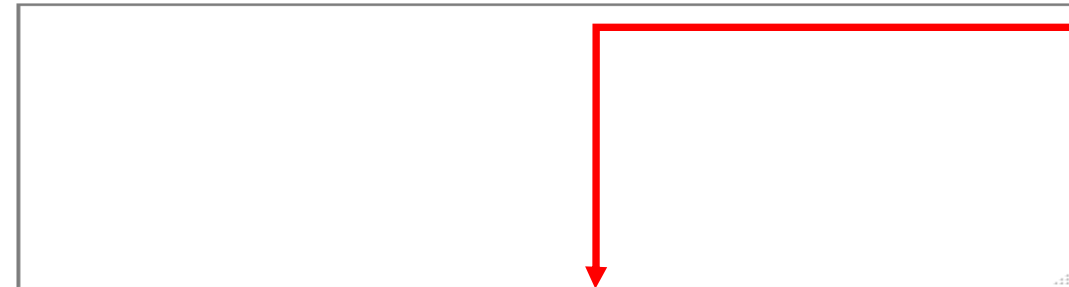
This form allows you to create a request that will be e-mailed to the recipient including any attachments uploaded. Once you complete your request and upload the completed letter of recommendation which will be automatically associated with your request on the letter of recommendation requests page.

Message Details

Recipient Name:

Recipient E-mail:

Message Body:



Due Date:

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

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Message Attachments

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0%

Choose a document

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

[Return to letter of recommendation requests](#)

[Olayemi Sholotan](#) | [Sign Out](#)

SUPPLEMENTAL DOCUMENT SUBMISSION

REQUEST A LETTER OF RECOMMENDATION

recipient including any attachments uploaded. Along with your text, the recipient will receive a link they can use to view the letter of recommendation which will be automatically associated with your application. You can check the status of your request on the [Request Status](#) page.

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

Message Details

Recipient Name:

Recipient E-mail:

Message Body:

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.

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.

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Message Attachments

Attachment requirements:

- Each attachment must have a unique name.
- 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

0%

No attachments uploaded.

Choose a document to attach:

No file selected.

- 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.

Online LoR Request Website

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.

File uploaded successfully!

Message Details

Recipient Name:

Recipient E-mail:

Message Body:

Hello Dr. Cage,

I'm applying for acceptance to Professor Charles Xaviers' Masters of Science Program for Gifted Individuals. Please draft a Letter of Recommendation for me that will accurately reflect my worthiness to become a member of the Marvel Cinematic Universe.

Or at least Marvel's shared Netflix Universe.

Thank you,

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.

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Message Attachments

- 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: 1MB/20MB

5%

File Name	
Superhero-Logo.jpg	remove

Remove all attachments

Choose a document to attach:

No file selected.

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

Return to overview

Olayemi Sholotan | Sign Out

MENTAL DOCUMENT SUBMISSION

TER OF RECOMMENDATION REQUESTS

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

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

Request sent successfully!

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"

Request a letter of recommendation

Letter of Recommendation Requests:

Date Requested	Due Date	Received	Recipient Name	E-mail	Action
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