

How do I request a letter of recommendation for a college or scholarship?



What do I need to know about requesting a letter of recommendation?

- Most often you will need a letter of recommendation for any **Common App** college and possibly a scholarship application
- Give teachers and counselors at least **TWO WEEKS** to write and submit their letters
- If you are applying to any **Common App** college, you will need to complete the **Common App Matching** process within Naviance Family Connection
- Complete the **brag sheet survey** in Naviance Family Connection for teachers/counselors to have specific information to write a strong letter of recommendation
- The **brag sheet survey** can be accessed in the **About me** tab under **surveys to take** and can be updated at any time
- Requests for letters of recommendation go through Naviance but it is good etiquette to follow up with your teachers or counselor in person.

Students- Start here to match your Naviance Family Connection and Common App accounts.

*Common App Matching Tips!

- Make sure you use the same **email address** you chose for your Common App account.
- Make sure the **last name** on your Naviance Family Connection profile matches the last name you used to create your Common App account.
- Make sure your **date of birth** on your Naviance Family Connection profile matches the date of birth on your Common App account.

1. **Create** a Common App account on **Common App Online**

(www.commonapp.org)

Account Creation

2. **Sign** the CA FERPA Waiver & Authorization on **Common App Online**

(www.commonapp.org)

Step 2 - Sign the CA FERPA Waiver & Authorization on [Common App Online](http://www.commonapp.org)

3. **Type** the **email address** in the box provided that you chose for your Common App account and click **Match**

Common App Email Address:

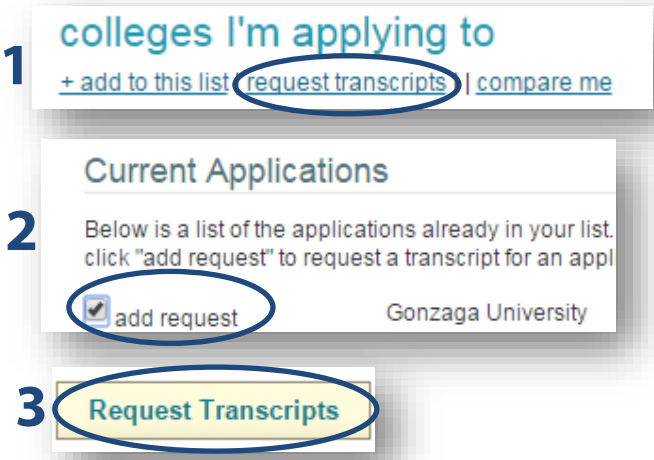

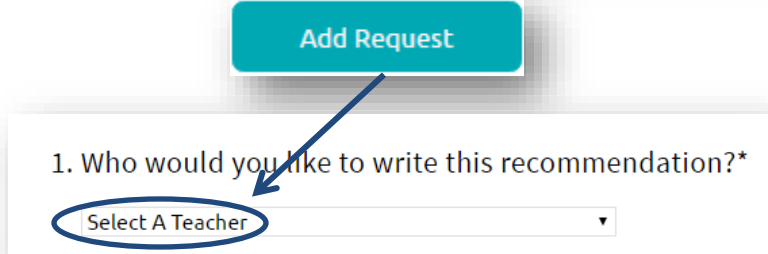
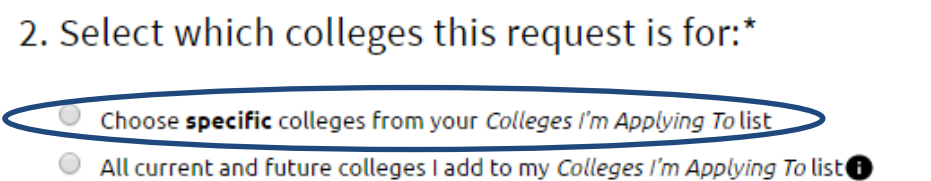
Date of Birth:

Email used for Common App account

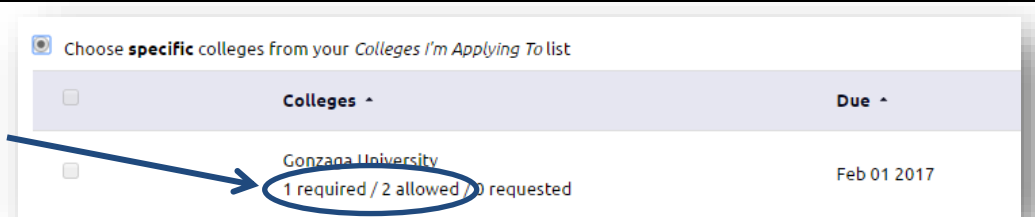
mm/dd/yyyy

Match

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4. You must notify your school counselor that you are applying to schools using the Common App so they can assist with completing your Common App materials including your letter of recommendation.	
5. Request your transcript in Naviance Family Connection when you decide to submit any Common App applications	
6. Click the Colleges tab and then click the link for letters of recommendation	
7. Click the Add Request tab and then click the drop-down list to Select A Teacher . <i>(*Note: The list of teachers is alphabetical and also includes your counselor's name.)</i>	
8. Click to choose an option for sending a letter of recommendation.	

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<p>Option 1: Specific colleges – this will allow you to select colleges from your Colleges I'm Applying To list. <i>*Pay careful attention to how many letters you can have per college.</i></p> <p>Option 2: All current and future colleges I add – this allows a letter to be submitted to every college <i>*Pay careful attention to how many letters you can have per college.</i></p>	 <p>Choose specific colleges from your Colleges I'm Applying To list</p> <p>Colleges ^ Due ^</p> <p>Gonzaga University 1 required / 2 allowed / 0 requested</p> <p>Feb 01 2017</p> <p>2. Select which colleges this request is for:*</p> <p><input type="radio"/> Choose specific colleges from your Colleges I'm Applying To list</p> <p><input checked="" type="radio"/> All current and future colleges I add to my Colleges I'm Applying To list i</p> <p>Selecting this option indicates that you want this teacher's recommendation to be submitted to every college where you apply.</p> <p>If you have questions, please contact your counselor.</p>
<p>9. Type a note to your teacher and/or counselor asking if they will help you by writing a letter of recommendation. Be sure to let them know if you filled out the brag sheet survey.</p>	<p>3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:</p> <p></p> <p>3000 characters remaining</p>
<p>10. Click Submit Request to send the notification</p>	<p>Submit Request</p>
<p>11. Make contact with each teacher and your counselor PERSONALLY to make sure they got the notification through Naviance to write you a recommendation.</p>	
<p>12. Check your Common App application status through Naviance Family Connection</p>	<p>colleges I'm applying to</p> <p>Office Status My App.</p>

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13. **Follow-up** with **teachers** and **your counselor** to make sure they have completed the Common App recommendations and **uploaded/sent** each recommendation into Naviance.

Additional Questions??? Please contact naviance@everettsd.org