

# Student: Requesting a College Letter of Recommendation (non-Common App)

Written by Jenny

Updated over a week ago

- In this article, we will show students how to request a letter of recommendation for a College Application. Refer to this other article you're looking for [requesting a Common App Teacher Evaluation](#).

**NOTE:** You will only have access to request letters of recommendation if your school has the SchooLinks College Application Manager. If you're not sure if your school has College Application Manager, ask your counselor.

## Why would I request a letter of recommendation on SchooLinks?

Requesting a letter of recommendation on SchooLinks allows for you to electronically send that letter to the colleges that you're applying to. You can also track if and when your recommendation letters have been uploaded.

Your recommenders will have access to your SchooLinks profile to help them write the best letter possible. To learn how to update your profile, go to [Building your student profile](#).

**Tip:** It's usually best to personally ask anyone you want to request a recommendation from BEFORE you submit a request for a letter of recommendation on SchooLinks.

## 1. Accessing the College Application to request a Letter of Recommendation

Start by clicking the **Colleges** icon, then **College Applications**.

## 2. Select the College Application

**Note:** If you haven't started tracking any college applications in SchooLinks yet, you should check out this article on [how to add a college application](#).

Here, you will select the application for which you need to request a letter of recommendation by clicking on the School or the **Edit** pencil.

COLLEGES College Application Manager Student Demo Mode

Exit Demo X Switch user Arden Nelson

School search Favorites & lists Admission stats Final list **College applications** Enrollment decision

Board List Search for an application by name Comments + Add application

Recommendation tracker  
 0 Fulfilled 1 Pending 0 Declined  
 View all requests

FAFSA/TASFA NOT FILED  
 Update Status

common app CONNECTED  
 Log in →

Application setup COMPLETE  
 Personal details  
 Fee waiver eligibility  
 FERPA waiver

3 Incomplete  
 Edit an application below to request recommendations or update checklist.

- American University  
 Regular Decision | Jan 15  
 0/2 1/1
- Rice University  
 Regular Decision | Jan 4  
 0/2 0/2
- University of Pennsylvania  
 Regular Decision | Jan 5  
 0/2 0/1

0 Completed & pending  
 Complete the student checklist to mark an application completed.

0 Accepted  
 Add a result to mark a completed application as accepted.

1 Will not complete 0 Withdrawn 0 Denied

### 3. Adding a Letter of Recommendation

On the college's application requirement page, if the school requires a specific number of recommendations you will click on **Add Recommender**. If requirements are optional you will click on **Request Teacher Recommendation**.

COLLEGES College Application Manager Student Demo Mode

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Back

University of Pennsylvania >  
 Admissions | Application Info | Financial Aid

Application status: In Progress Comments

Method	Type	Deadline	Destination
Coalition	Regular Decision	Jan 05	In Network

STUDENT CHECKLIST

- Submit Application  ...  
 Submit your application forms and any required essays.
- Test Scores  ...  
 COVID-19 Update: In response to COVID-19, Penn will not require applicants to submit the SAT, ACT, or SAT Subject Tests for the 2020-21 application cycle. This applies to first-year and transfer applicants. Applicants who do not submit SAT, ACT, or SAT Subject Test scores will not be at a disadvantage in the admissions process. Students who are able to take the SAT, ACT, and/or SAT Subject Tests and wish to report them may continue with that plan.

+ New Student Requirement

TEACHER RECOMMENDATIONS

Remember to update your student profile and communicate with your teachers before adding them as a recommender on SchoolLinks.

1 Required • 1 Optional

Instructions from college: Option 1: Submit your high school counselor recommendation and two teacher recommendations OR Option 2: Submit your high school counselor recommendation, one teacher recommendation, and one other recommendation. We don't prefer one option over the other and encourage you to choose the option that works best for you.

+ Add Recommender Required

+ Request Teacher Recommendation

COUNSELOR DOCUMENTS

We've researched what documents are required and automatically requested them from your counselor.

- Transcript  
 + Added 12/21/2022 as preset
- Mid Year Transcript  
 + Added 12/21/2022 as preset
- Counselor Recommendation (General)  
 + Added 12/21/2022 as preset

+ Request Counselor Document

### 4. Selecting your Recommender

## Adding a Recommender

You have a few options when it comes to determining who you would like to request an evaluation from:

1. Choose an existing recommender
2. Request a recommendation from a new teacher with an account
3. Request a recommendation from a new teacher without an account

### Request Teacher Recommendation

Select the type of recommendation.

**General (Most common)**  
Not specific to a college and can be assigned to any application

**College-specific**  
Customized for this college and can only be assigned to this application

Your school has disabled college-specific recommendations.

Assign a teacher to complete a teacher evaluation for **Baylor University**. They'll receive an invitation to fulfill your request on SchoolLinks.

If this college requires a counselor recommendation, it will be automatically requested in "Counselor Documents".

**3**

Search teachers

Justin Mills	<b>1</b> →	<b>PENDING</b>
Ben James		<b>PENDING</b>
Katie Smith counselor@test.com	←	<b>2</b>
Counselor SchoolLinks counselor@schoolinks.com		
Aaron Harper AHarper@counselor.com		
Nathan Hart NHart@counselor.com		

## Choose an existing recommender to assign to this application

If you have already requested a teacher evaluation for another school, you can assign an existing teacher to this school. These teachers will show up as Pending, Declined, or Fulfilled depending on the status of the already submitted recommendation.

## Request a recommendation from a new teacher who has a SchoolLinks account

You can also request a recommendation from a new teacher by searching for them by name in the search field.

## Request a recommendation from a new teacher who does NOT have a SchoolLinks account by adding them manually

If after searching for your teacher you don't see the teacher listed, you can click **Add them Manually**. This will open up an option for you to provide their First and Last Name and Email to request a recommendation from them. Note: You must use the search first in order to see this option.

Regardless of the method you chose, once you have selected a teacher, click **Next**. You will then be prompted to add an optional custom message that will be sent to your teacher, along with your evaluation request.

✓ SELECT TEACHER ✎ ADD DETAILS ✕

Invite a teacher to fulfill your request on SchoolLinks or [search teachers instead](#)

<p>First name Andrea</p>	<p>Last name Sellers</p>
<p>Email staff187@demo.com</p>	

**(Optional) Add a custom message to send to your teacher along with your request:**

Custom message

CancelSubmit Request

To finalize the request, click **Submit Request**.

You will now see the assigned teacher's name and the status of your teacher evaluation! The teacher will be alerted that you have requested an evaluation and will be instructed to complete it for your application.

COLLEGE Application Manager Student Demo Mode Exit Demo X Switch user Arden Nelson

HOME SCHOOL ACTIVITIES COLLEGES CAREERS FINANCES PROGRAMS

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- Andrea Sellers (General) [Remove](#)  
Requested 12/21/2022 by Arden Nelson

+ Request Teacher Recommendation

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## 5. Tracking and Editing your Letters of Recommendation

Requesting a recommendation is only the beginning of the process - the next step is ensuring that the teacher completes the request. If you'd like to check on the status of all of your requests for a Letter of Recommendation (non-Common App) or Teacher Evaluations (Common App) or want to change your recommender to someone else, you can do so in [Tracking and Editing Teacher Evaluations and Letters of Recommendation.](#)