

# Letters of Recommendation

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What, When, How and Why?

# What letters do I need?

- Many Private Colleges and Out of State public colleges require letters of recommendation
- Check Common Application [website](#) and individual college websites to see if you need letters of recommendation from teachers and/or counselors
- Check Individual School websites to see if they have specific requirements for teacher letters of recommendation
- UC/CSU campuses DO NOT accept letters of recommendation!

# How to check recommendation requirements in Common App

The screenshot shows the Common App navigation bar with tabs for Dashboard, My Colleges, Common App, College Search, and Financial Aid Resources. The College Search tab is active, displaying a search form with the text 'College Search' and a button for 'Application Requirements'. The search input field contains 'santa clara university'. Below the input is a filter button labeled 'More filters'. A single search result is shown for 'Santa Clara University, Santa Clara, CA - USA'. Two orange callout boxes provide instructions: one points to the search input field with the text 'Search for a college', and the other points to the college name in the results with the text 'Click on the college name to get more info'. On the right side, a 'Need help?' section contains two FAQ items: 'How do I find colleges that are a good fit for me?' and 'How do I search for a college?', each with a 'Read more' link.

Dashboard My Colleges Common App College Search Financial Aid Resources

## College Search

Application Requirements

College or City Name

santa clara university

Separate multiple search terms with a comma, e.g.: Washington, Boston

More filters

1 result

Santa Clara University  
Santa Clara, CA - USA

Need help?

How do I find colleges that are a good fit for me?  
Planning for college doesn't have to be stressful. There are many free tools that can help you explore [Read more](#)

How do I search for a college?  
The **College Search** tab allows you to find the Common App member colleges that interest you. You can start a [Read more](#)



- Amherst College
- Boston University**
- College Information
- Application
  - Questions
  - Recommenders and FERPA
  - Review and Submit - Common App
- Gonzaga University
- Santa Clara University

# Boston University

## Contact Info

Phone: (617) 353-2300

Email: [admissions@bu.edu](mailto:admissions@bu.edu)

Address: 233 Bay State Rd  
Boston, MA 02215  
USA

Links: [College Website](#) · [Virtual Tour](#) · [College Navigator](#)



## Application Deadlines

### September

#### First Year

Early Decision - 11/01/2022  
Regular Decision - 01/04/2023  
Early Decision II - 01/04/2023

### January

#### First Year

Regular Decision - 11/01/2022

## Application Information

### Application Fees:

First Year International Fee - \$80  
First Year Domestic Fee - \$80

### Standardized Test Policy:

Never required  
SAT without Essay or ACT without Essay  
[Test Policy Information](#)

### Courses & Grades:

Not Used

### Recommendations:

School Report Required  
Counselor Recommendation Required  
Mid Year Report Required  
Final Report Required  
Teacher Evaluation(s): 1 Required, 1 Optional  
Other Evaluation(s): 0 Required, 1 Optional

### Saves school forms after matriculation:

Yes

Can a college see the list of colleges on the My Colleges list?

A school cannot view any other schools on your My Colleges list and does not receive any information [Read more](#)

When is the deadline for my application submission?

To meet an application deadline, you must submit your application materials by 11:59 pm on the [Read more](#)

What is the min/max word count for the essays on the Questions page or Writing Supplement?

Each school has different requirements/word counts for their essay questions, so be sure to check the [Read more](#)

## University of Oregon

### Contact Info

Phone: [1-800-BE-A-DUCK](tel:1-800-BE-A-DUCK)

Email: [admissions@uoregon.edu](mailto:admissions@uoregon.edu)

Address: 1217 University of Oregon  
Eugene, OR 97403-1217  
USA

Links: [College Website](#) · [Virtual Tour](#) · [College Navigator](#)



### Application Deadlines

#### Fall 2023

##### First Year

Early Action - 11/01/2022  
Regular Decision -  
01/15/2023

#### Winter 2023

##### First Year

Regular Decision -  
10/15/2023

#### Spring 2023

##### First Year

Regular Decision -  
02/01/2023

#### Summer 2023

##### First Year

Regular Decision -  
03/01/2023

### Other Deadline Information

For applications received after our stated deadlines, admission consideration is usually still available on a case-by-case basis, though scholarship eligibility will likely have ended. Students wanting specific guidance on this topic can contact Admissions for more information. Please be aware that there are additional [deadlines](#) for some departments and also for scholarship consideration.

### Application Information

#### Application Fees:

First Year International Fee - \$75  
First Year Domestic Fee - \$65

#### Standardized Test Policy:

Never required  
See website

[Test Policy Information](#)

### Courses & Grades:

Required

#### Recommendations:

School Report Required  
Final Report Required  
Teacher Evaluation(s): 0 Required, 2 Optional  
Other Evaluation(s): 0 Required, 1 Optional

#### Saves school forms after matriculation:

Yes

Need help?



How do I find colleges that are a good fit for me?

Planning for college doesn't have to be stressful. There are many free tools that can help you explore. [Read more](#)

How do I search for a college?

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No  
Counselor  
Rec  
Needed

# When & how do I need to request my letters?

## Teacher Letters:

- Reach out to teachers as soon as possible (if you haven't already asked)
- Initial request should be IN PERSON!
- Follow up with any necessary materials your teacher needs

## Counselor Letters:

- Email your counselor or stop by in person to request a letter
- Complete the Letter of Rec Survey in Naviance
- Create a Resume in Naviance (or use one you already have)
- Notify your counselor **AT LEAST** three weeks before your first deadline, but also follow the general deadlines

# **Request deadlines for Counselor LORs**

Deadline for any EARLY letters - **September 29**

Deadline for Regular Decision Letters - **November 17**

# How to Add Teacher Recommendation Requests in Naviance

- Match Your Common Application Account with your Naviance Account - see slides from College Center
- Add the teacher requests in Naviance
- Specify which schools you would like each teacher to submit the letter to in the dropdown box



# Teacher Letters



You are viewing Naviance Student as Kim Student



Home Self-Discovery Careers **Colleges** Planner

EN [Log Out](#)

## Kim's Future Planning

College Home

### Find Your fit

- SuperMatch College Search
- College Events
- Scattergrams
- Advanced College Search
- College Lookup

### Research Colleges

- Colleges I'm Thinking About
- College Visits
- College Compare
- College Resources
- Enrichment Programs
- College Maps

### Apply to College

- Colleges I'm Applying to
- Manage Transcripts
- Letters of Recommendation**
- Test Scores

### Scholarships & Money

- College-Specific Scholarships
- National Scholarship Search
- Scholarship Search
- Favorite Scholarships

Find your College and Career Center will lead you to success. Please read your emails regularly. We are here to help. Virtual visits will be conducted from October and November.

### No Path Selected

Plan for life after high school and select the path that will lead to future success.

[Select Path](#)

[Additional Information from Your School](#)

## Career Essentials

### Important Skills



Explore and favorite careers to discover the skills you'll need to succeed.

[Explore and Favorite Careers](#)

### Top Knowledge Sets



Explore and favorite careers to discover the knowledge areas you'll need to succeed.

[Explore and Favorite Careers](#)

## Tasks from My School

Relax, you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to My Planner to see what's next or create a goal or to-do.

[Go to My Planner](#)

## What's New

Hofstra University will be visiting your school on Wednesday, September 20th, 2023 at 12:48 pm [more info](#)

Santa Clara University will be visiting your school on Wednesday, September 20th, 2023 at 2:20 pm [more info](#)

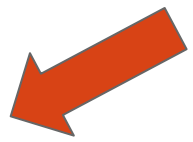
Syracuse University will be visiting your school on Thursday, September 21st, 2023 at 10:02 am [more info](#)

### Letters of recommendation

## Your Requests

You can request new letters of recommendation and track the most recent status of your requests here.

Add Request



Recommendation For ^	Deadline ^	Recommender(s)	Status ⓘ	Cancel Request
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Your recommendation requests will show up here.

Add Request



## Letters of recommendation

### Add new request

Here you can ask a teacher to write you a letter of recommendation. Make sure you give your teachers plenty of time to write your recommendations!

Cancel

Submit Request

#### 1. Who would you like to write this recommendation?\*

Select A Teacher



#### 2. Select the recommendation request type:\*

Looks like you don't have colleges in your *Colleges I'm Applying To* list yet. Click [here](#) to add.

#### 3. Include a personal note to remind your recommender about your great qualities and any specifics about your request:

Thank you so much for your willingness to write my letter of recommendation. Please let me know if you need any additional information from me! I really appreciate your time and help!

2813 characters remaining

Cancel

Submit Request

# Counselor Letter

The screenshot shows the Naviance user interface. At the top, there is a navigation bar with links for Home, Careers, Colleges, and Planner. A search bar is present with the text "Search for Colleges" and a search icon. The user is logged in as "Kim Student" at Carlmont High School. A dropdown menu is open, showing options like "About Me Home", "Account", "My Account", "Documents and Notes", "Resume", "Goals", "Portfolio", "Journal", "Test Scores", "Documents Shared with Me", and "Surveys". The "Surveys" option is highlighted with a red box and a red arrow. Another red arrow points to the "About Me" dropdown menu. Below the search bar, there is a message: "No Welcome Message is available at this time." with a "Read more" button. The "My Favorites" section lists "COLLEGES I'm thinking about", "COLLEGES I'm applying to", "CAREERS AND CLUSTERS I'm thinking about", and "SCHOLARSHIPS & MONEY Favorite Scholarships". The "Important To-Dos and Tasks" section states: "Relax, you have no overdue or upcoming to-dos and tasks. However, you can get ahead by going to My Planner to see what's next or create a goal or to-do." with a "See All in My Planner" button. The "What's New" section says: "Nothing new to review this visit. Check back later."

# Answer questions thoroughly and thoughtfully

Edit Responses

1. List any courses taken outside of Carlmont that are NOT listed on your transcript. Be sure to list when and where you took them and why you chose to take a course outside of Carlmont.
2. Please inform us of anything special that needs to be explained about your transcript such as, inconsistencies, scheduling conflicts, mid-year level changes or withdrawing from a course.
3. What is your parent or guardian's highest education level?
4. What do you plan to study in college and what influenced/motivated you to go into this field?
5. Think back during your freshman year to now as a senior, can you tell me how you have grown either academically or personally over the years?
6. Describe your dream job and why it is your dream.
7. Provide five adjectives that describe you. Which adjective is the most important one to you and why?
8. Are there any circumstances outside of school that have interfered with your academic performance or life? Consider family, health challenges, after school responsibilities, moving, etc. Describe these circumstances and the strategies to overcome these?
9. What do you do in your free time on the weekends or the summer?
10. Reflecting on quarantine and distance learning or recent world events, was there anything that particularly impacted you and how? Did this inspire you to action or changes?
11. Have you traveled or lived in a place that has had a considerable influence on you and how? If not, please feel free to share a family or community experience that has influenced you.
12. What was your most meaningful volunteer or work experience? Why?
13. What do you consider your greatest asset and why? And/or what are you most proud of?
14. What else would you like your top choice college to know about you?
15. Please provide your cell phone number in case we need additional information or need to follow up.

# Complete your Resume or email one to your counselor

The screenshot shows the NAVIANCE BY POWERSCHOOL website interface. At the top left, the logo reads "NAVIANCE BY POWERSCHOOL". The navigation bar includes "Home", "Careers", "Colleges", and "Planner". On the right side of the navigation bar, there are icons for a heart, a speech bubble, an envelope, a user profile "KS", and "About Me", followed by a "LOG OUT" button. A large red arrow points from the top right towards the "About Me" area.

Below the navigation bar, the user is greeted with "Welcome, Kim!". There is a search bar for colleges with the placeholder text "Type a college name".

A dropdown menu is open, showing the following options:

- About Me Home
- Account
- My Account
- You are logged in as **Kim Student** at Carlmont High School
- Documents and Notes
  - Resume** (highlighted with a red box and a red arrow pointing to it)
  - Goals
  - Portfolio
  - Journal
  - Test Scores
  - Documents Shared with Me
- Surveys
  - Surveys From Your School

# Why do I need Letters of Rec?

## Teacher vs. Counselor Letters

### Teacher Letter

- Speaks to your impact on the classroom learning environment
- May reference to specific classroom projects/assignments
- Your work ethic in the classroom
- Overcoming challenges/obstacles in the classroom
- YOU AS A STUDENT

### Counselor Letter

- Contribution to school and outside community
- Personal obstacles that you've overcome
- Exceptional circumstances or background
- Growth as a person throughout high school
- YOU AS A PERSON

# Do's and Don'ts

## DO

- **Read your emails!**
- **Ask early**
- **Complete all questionnaires thoroughly and early**
- **Check your Common App to see if letters have been submitted**
- **Thank your recommenders**
- **Let your recommenders know your results**
- **Ask questions! We're here to help**

## DON'T

- **Change deadlines without speaking to your recommenders (teachers and counselor)**
- **Ask for recommendations "just in case"**
- **Ask more teachers for recommendations than you need**



**QUESTIONS???**