Instructions for uploading recommendations:

Click on the “Recommenders” tab in the application

Enter the names and email addresses of three people that you have asked to write recommendations on your behalf and click send. Make sure the email addresses are entered correctly!
Draft the message advising your recommenders that they will need to follow a link to upload the recommendation letter. They should enter the same email address that you entered when you sent the link. An email will be sent directly to the recommender with a custom link that they will click on to upload their letter.

This is what your recommender will see. They will need to click on the link provided in the email.
The recommender will enter their email address. They MUST use the email address that you sent the link to.

The Recommender will click “browse” to upload their letter.
When the recommender is finished uploading they will click “finished.”

They will then receive this message:
To see if your recommenders have uploaded their letters log into your application and click on the “attachments” page:

The “Uploaded Files” list will show you what is currently attached to your application. You will not be able to submit your application until all required attachments have been uploaded.