

## Tips for Recommenders

### Before You Begin

Recommendations are submitted online by the recommenders themselves via Cal State Apply; they cannot be completed or submitted by the applicant or another party on behalf of the recommender. You may complete and submit your Cal State Apply application before your recommenders submit their letters.

Before getting started, consider the following:

- **All recommendations are submitted electronically** by recommenders using [Letters by Liaison](#), the Cal State Apply Recommender Portal. The College of Education Graduate Studies Office does not accept emailed recommendations, or letters from a third-party vendor.
- **Research each program's requirements.** You should determine whether your program has specific requirements regarding recommender roles or relationships before listing recommenders on your application. Please visit the [program website](#) and check under Application Process -> Online Application -> Program Materials Recommendations Tab.
- **Prepare your recommenders.** Once you choose your recommenders, be sure to inform them about the process and that they will be completing the recommendation electronically. We recommend getting their preferred email address and asking that they monitor that inbox for your recommendation request (which will come from [calstateapply@liaisoncas.com](mailto:calstateapply@liaisoncas.com)), including any junk or spam folders.

### About the Deadline

- The [deadline](#) to submit a recommendation is the same date as the application deadline. Please make sure that your recommenders are able to adhere to this deadline.
- You may start your Cal State Apply application and send the recommendation request at any time before the deadline. Your recommendations may be submitted before or after you have submitted your Cal State Apply application, as long as everything is in by the [application deadline](#).
- You may complete and submit your Cal State Apply application before your recommenders submit their letters. Please be sure to check back in the Cal State Apply system to ensure that the recommenders submit by the deadline.

### Submit a Request

- Once you have started your Cal State Apply application for a CSULB College of Education graduate program, visit the "Program Materials" section of the application.
- In the **Recommendations** section, click **Create Recommendation Request**.
- Enter the recommender's full name and email address.
- Select the date by which you would like this recommendation completed. **The deadline is the same as the application deadline.**
- Enter the brief message we have provided for the recommender.

- Select whether you want to waive your right of access to the recommendation.
- Click the checkboxes to indicate your permission for Cal State Apply (and programs) to contact your recommenders.
- Click **Save This Recommendation Request** to submit it. Once you do so, an email is immediately sent to the recommender.
- We suggest that you then confirm with your recommenders that they received the email notification.

### **After the Recommendation Has Been Submitted**

- Use the **Check Status** tab to monitor the status of your recommendations. Completed recommendations are marked as "Complete" and have a Complete Date listed. Follow up with your recommenders if their recommendations are still marked as "Requested" or "Accepted."
- It is your responsibility to ensure that recommendation requests are received and completed on time. Cal State Apply will not notify applicants about missing recommendations.
- Please note that after a recommender has made a submission, it cannot be changed.

### **Resend the Recommendation Request**

If you need to resend a request:

- In the **Recommendations** section, locate the request you wish to resend.
- Click the **pencil icon** to edit the request.
- Scroll to the bottom of the page and click **Resend this Recommendation Request**.
- **Change the Recommender's Email Address**
- If you entered an incorrect email address for any recommenders (or if any recommender asks that you send the request to a different email address), you must delete these requests and then re-add them with the correct email.

### **Changing Your Recommender**

- If you need to change your recommender, please log in to Cal State Apply and navigate to the Program Materials portion of the application.
- Delete the request for the person you are no longer using. Enter the name and email address for the new recommender.
- Please keep in mind that the deadline for recommendations is the same as the application deadline.