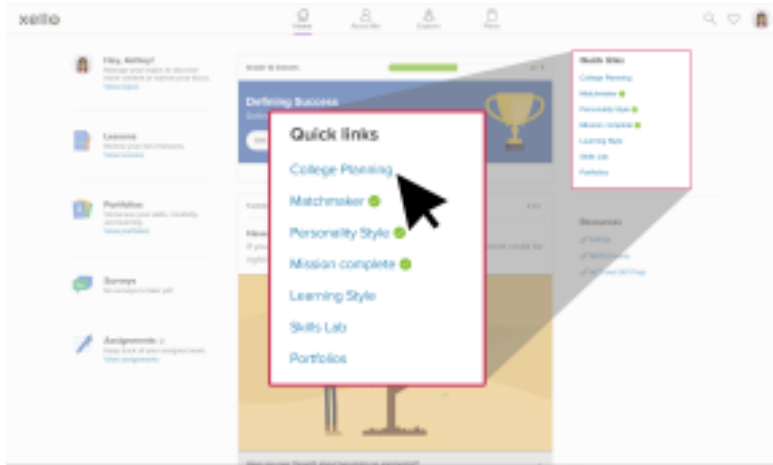


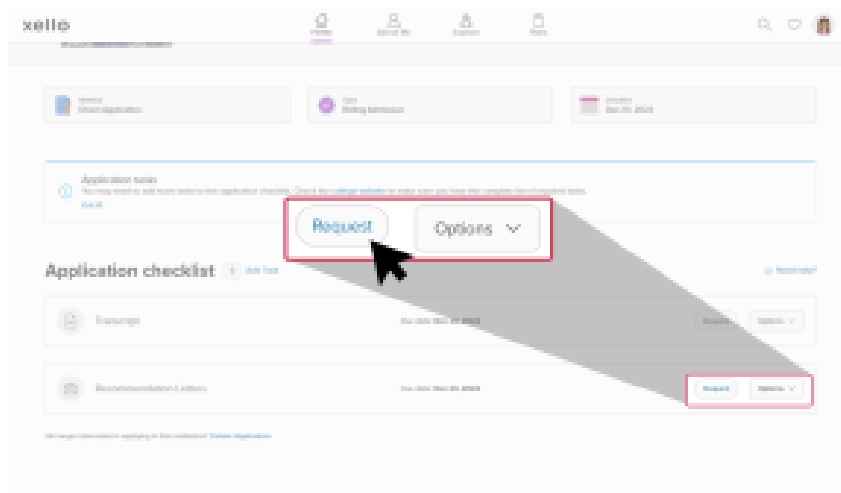
# Request a recommendation letter

How students request a recommendation letter:

- o From their dashboard, under **Quick links**, they click **College Planning**.



2. Under **College applications**, they select the institution to which they'd like a letter sent.
  - o If the institution isn't visible at the top of the list, they click **View my applications** to open their full list of college applications.
3. Under **Application checklist**, they find **Recommendation letters**.
4. To the right, they click **Request** to open the **Recommendation letter request** page.



5. They can search for and select an educator who has an account in Xello. For referrers who don't have a Xello account, the student manually enters the referrer's name and email. Then they click **Next**.

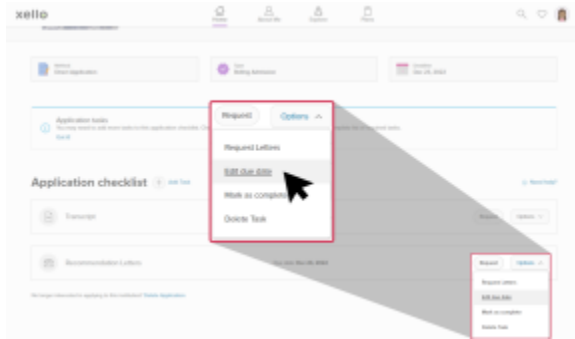
6. They are prompted to write a personal note with a minimum of 100 characters.
  - o Helpful tips are included in the **Need help?** section to foster ideas on what to include in the note.
  - o Students can opt to attach a resume or brag sheet.
7. To finish sending the request, the student clicks **Send**.

## Edit a due date to the request

Each request for a recommendation letter includes a due date. Due dates are automatically added based on the application deadline, but students can also add a custom date. This due date will show on their **Application checklist**, on your own Xello account under **Recommendation letters**, and directly in the letter for the referrer. This gives students greater freedom and control over their own application tracking process.

How students add a custom due date to a request:

1. From the correct institution, under the **Application checklist**, they find **Recommendation letters**.
  - o When students initially make the request, the application deadline is automatically added as the due date for the letter.
2. To the right, they click **Options** and select **Edit due date** to add a new date.



3. They select a date and click **Save**.
  - o The due date shows in the same line as **Recommendation letters** on their **Application checklist**, in the letter sent to the referrer, and in your Xello account.