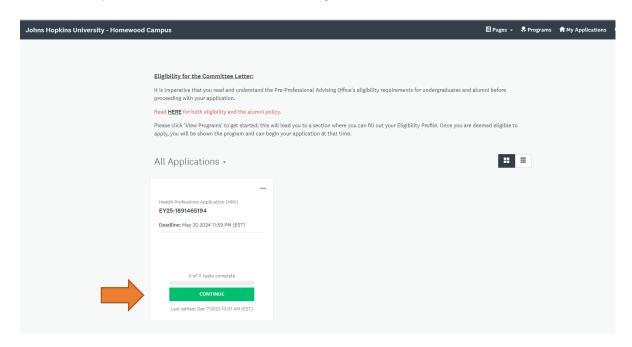


# SMA/HPA Letter of Recommendation (LoR) Request Process

#### There are two important steps to gain access to the LoR request program on SMA:

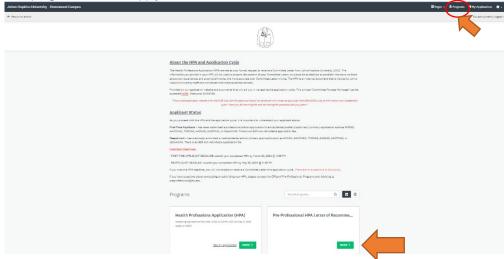
1. Complete the 'Tentative LoR' task in your HPA



\*You must complete the 3-letter minimum LoR requirement and mark the task complete to gain access to the LoR request program\*

2. Access the Letters of Recommendation & Application Materials Program Section

\*You must click "programs" in the top right corner to see the HPA LoR & Materials Program. Click 'more' on the bottom program and click 'apply'.

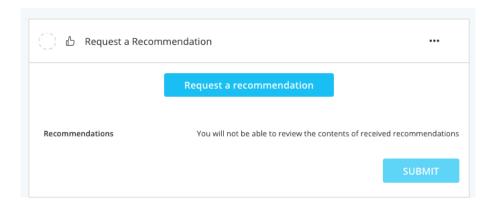




# There are three major components to having recommendation letters submitted:

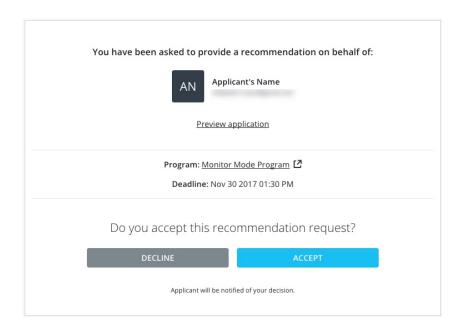
# 1. Applicant Completes the Request

You must fill in the details of the Recommender, including the First Name, Last Name, Email, and a brief message (optional) to send the recommender.



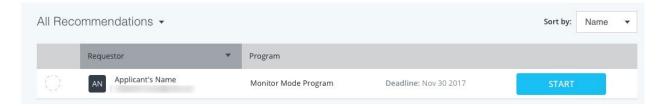
### 2. The Recommender Completes the Recommendation

The Recommender receives an email with an invite to complete your recommendation. This will allow the recommender to login to the site. Upon logging in they will be able to see the application in their recommender panel. If the link times out, hit resend to your request area. A new link will be sent to your recommender





When your recommender clicks **Start** they will be asked if they wish to Accept or Decline the recommendation request from the applicant.



Upon Accepting, the recommender will be able to complete and submit the recommendation for the applicant within the site. You will be notified through email when the recommender uploads their recommendation.

If your recommender Declines, this will displayed to you in your application and an email will be sent to you.

# 3. The Applicant MUST confirm that the Recommendation has been received.

Once the recommender has completed their recommendation, it will be marked as complete to the recommender. However, on the applicant's side, within your application, the task will remain In Progress, until you confirm receipt of the recommendation by clicking Submit.

