

First - Do I need a Recommendation Letter?

Few colleges require letters of recommendation. Check with each college for specific requirements. PLEASE do not ask a teacher or counselor to write a letter on your behalf if the colleges do not require it.

If you need a TEACHER letter of recommendation:

1. If a Common App Teacher Evaluation and/or teacher letter of recommendation are required, you MUST make the request via [Naviance Student](#).
2. Start by filling out the Teacher Recommendation Survey found on the "About Me Home" tab in Naviance Student for each teacher. Copy your results of the survey.
3. Select the "Colleges" tab and make your request in the "Letters of Recommendation" section by Adding a Request and then select your teacher's name in the drop down of options.
4. Choose the Specific Colleges you want that teacher to submit letters to.
5. Make sure to follow up with each teacher and write them a thank you note for all the time this will take them.

Repeat these steps for any additional colleges that you later add to Naviance and apply to, if they require a Common App Teacher Evaluation and/or teacher letter of recommendation.

If you are using the Common App to apply to U of M-Twin Cities, a Common App Teacher Evaluation and letter of recommendation are NOT required.