

How to Invite and Assign an “Other Recommender” in Common App

- “Other Recommenders” include people such as a coach, employer, clergy, etc.
- You will only be able to assign an Other Recommender if a college allows at least one type of Other Recommender. But not every school accepts all types of Other Recommenders. Some colleges have selected to only accept certain types of Other Recommenders. If the Other Recommender type that you have invited is not accepted by the college, you will not be able to assign them to that college.
- **Step 1: Invite Your Other Recommender**
 - Log into your **Common App**
 - In your colleges list, click on the **college name** (you will need to do this for each college)
 - Click on **Recommenders and FERPA**
 - Scroll down to the **Invite Recommenders section** and click on **Invite Recommenders**
 - Click on **Invite Other Recommender**
 - Enter email address (personal email address works best), choose your relationship type, enter their name
 - Click on **Add**
 - Common App will send an email to your recommender with instructions on how to submit their letter
- **Step 2: Assign Recommenders**
 - Scroll down to the **Other Recommender section** (still in Recommenders and FERPA)
 - Click on the **dropdown menu**, choose the appropriate name and click on **Assign**
 - Once you submit your application, your letter of recommendation will be automatically sent to the college.
- If your college is not a Common App school, please talk to your School Counselor.