

Letter of Recommendation Request for College Application

- Ask your recommender in person if they would be willing to write you a letter of recommendation.

Things to consider before asking for a letter:

- a. **Does the college require a letter of recommendation?**
 - b. **How well does this recommender know you?** Bonus if they teach a subject related to your potential major or if it was a rigorous course.
 - c. **When do you need your letter of recommendation?** (Your recommender will need at least 2-3 weeks to write a good letter).
- **Complete** the [Letter of Recommendation Request form](#) and **share** with your recommender.
 - Log into your Scoir account.
 - Go to the **My Colleges** page.



- Click **Application Documents** button to open the **Application Documents** window and then click the **Request a Recommendation** button.

The screenshot shows the 'Application Documents' window. At the top is a search bar and a navigation bar with 'Application Documents' (highlighted with a red arrow), 'Sort: Deadline', and icons for a list and download. Below is a table titled 'Teacher Recommendation Status' with columns 'TEACHER', 'STATUS', and 'ACTIONS'. The table lists 'Art Teacher' and 'Susan Teacher', both with 'Created' dates in green boxes. A large red arrow points from the 'ACTIONS' column to a 'Request a Recommendation' button. A 'Close' button is at the bottom right.

TEACHER	STATUS	ACTIONS
Art Teacher	Created Aug 18, 2020	
Susan Teacher	Created May 17, 2021	

- Search for your teacher recommender by typing their last name in the 'Teacher' box.
If the person you are requesting to write a recommendation for you is not in your high school as staff, they will not show up as an option and you will need to contact your Counselor or Career & College Specialist.
- Specify whether or not you'd like the recommendation to be for a specific college. If you do want the recommendation request to be college specific, select the college to which you would like the recommendation to be sent.
- Compose the request by editing the Subject and Message. Once finished, click **Send**.
- Follow-up with your recommender to be sure they have received your Letter of Rec
Brag sheet and the request in Scoir.
- Thank your recommender. This can be done by email or a handwritten note.

The screenshot shows the Scoir website interface. At the top, there is a navigation bar with the Scoir logo and links for 'College Search', 'My Colleges' (which is highlighted), 'My Profile', and several icons for notifications, search, and user settings. Below the navigation bar, there is a search bar with the placeholder text 'Search for a College' and two buttons: 'Surprise Me!' and 'Advanced Search'. The main content area is titled 'Welcome to Your Scoir Account' and includes a sub-header: 'See what Scoir can offer you, and learn how to get started no matter where you are in your college search process.' Below this, there is a 'Your Next Step!' section with a question: 'First Generation Student?' and a definition: 'First generation student means neither parent or guardian has received a 4 year college degree. Are you a first generation student?'. There are two radio buttons for 'Yes' and 'No'. At the bottom, there is a sidebar with links for 'Visits & Deadlines', 'Upcoming Visits & Office Hours', 'Surveys', and 'Links', each with a 'Show' button and a dropdown arrow.