



Welcome!

This document contains important information regarding the recommendation process for the Stanford's Master of Liberal Arts Program.

Applicants to Stanford's Master of Liberal Arts Program use Stanford's on-line admissions and recommendation system. Letters of recommendation must be submitted on-line; paper letters will not be accepted. The on-line form and uploaded recommendation letter must be submitted by January 26, 2016.

Steps to submitting your recommendation—please be sure to follow through step 6 for successful submission:

1. The applicant enters your name and contact information in their on-line application. Once they have entered your information, you will receive an email from the application system (Stanford University will appear in the "From" field).
2. In the email is a link to the on-line recommendation system. Once in the system you will be asked to create a password so that you can save and return to your recommendation if needed.
3. Once you are logged in, select Accept if you are willing to provide a recommendation for that applicant. You will be taken to the Recommendation Form. Please verify or complete filling in the 'Your Information' section and complete the 'Evaluation' section.
4. Click the Choose File button and select your file.
5. You can preview your uploaded file by selecting Preview.
6. Click the **Submit** button at the bottom of the page to complete your recommendation and wait to receive the confirmation page.

Thank you for writing a recommendation for this applicant.

The on-line form and uploaded letter are due by midnight, January 26, 2016.