

# Letters of Recommendation



*Applicants should contact their recommenders in a timely manner and inform them of the deadline for completion. Letters of recommendation must be submitted by the recommender, not the applicant.*

1. Navigate to the Letters of Recommendation Instructions section beneath your checklist and select "Recommender".

## Letters of Recommendation Instructions

### Recommender

Your application requires one letter of recommendation. Click the word "**Recommender**" above to submit your recommender's name.

2. Select the "Add Recommender" button.

## Recommenders

### Degree Program Information

Field	Value
Admit Term:	2021 Spring
Admit Type/Level:	Graduate Regular
Campus:	Tallahassee
Degree:	Master's Degree
Major:	Risk Management and Insurance - MS

Name	Status
<a href="#">Add Recommender</a>	



### 3. Fill out the Recommender Form. When finished, hit the "Send to Recommender" button.

**Add Recommender**

Type  Academic Recommendation  Professional Recommendation

Prefix

First Name

Last Name

Organization

Position/Title

Relationship

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

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Your name will be displayed to recommender as:  
 Test Michael Test Walsh **Change**

Comments to Recommender  
 Please list the program (major) you are applying to and any comments you have for this recommender:

**Send To Recommender**
Save
Cancel

***Make sure to include the correct email address for your recommender. Once you hit "Send to Recommender", we will send an email to your recommender containing a link to upload their letter of recommendation to your application.***

***If your recommender has difficulty accessing the provided link, they may email their letter to [grad-help@fsu.edu](mailto:grad-help@fsu.edu) as an attached PDF or Word document.***

### 4. Repeat step 3 for each of your recommenders. You can check the status of your recommendation letters on your checklist.

Application Checklist	
Status	Details
✘ Awaiting	Official Transcript for Florida State University
✘ Awaiting	<b><u>Graduate Business Applicant Statement</u></b>
✘ Awaiting	<b><u>Graduate Self-Reported Test Scores</u></b>
✔ Received	Resume/Curriculum Vitae
Optional	<b><u>Graduate Business GMAT/GRE Waiver Request Form</u></b>
✘ Awaiting	<b><u>Residency Declaration</u></b>
✘ Awaiting	Recommendation from Albus Dumbledore, Hogwarts School of Witchcraft and Wizardry Sent to recommender on 07/19/2021.
✘ Awaiting	Recommendation from Severus Snape, Hogwarts School of Witchcraft and Wizardry Sent to recommender on 07/19/2021.
✔ Received	Resume/Curriculum Vitae

