

**SUBMITTING A  
RECOMMENDATION LETTER**



**WALLIN**  
EDUCATION PARTNERS

# Recommendation Requests

When a student enters your name and e-mail address as a Recommender in their application, the system will automatically send an e-mail from [info@wallinpartners.org](mailto:info@wallinpartners.org) on their behalf requesting a letter of recommendation from you.

If you did not receive an e-mail request from the student and you were expecting an e-mail, please take the following steps:

- Connect with the student to see if they have the correct e-mail address.
- Check your spam/junk folder for the e-mail message.
- Switch Internet Browsers -- the system will only support the current and the immediately previously major release of:
  - Google Chrome
  - Mozilla Firefox
  - Internet Explorer
  - Apple Safari

# Recommendation Request Message

Dear *<Recommender Name>*:

*<Applicant Name>* has requested that you serve as a reference for a scholarship through Wallin Education Partners. Please note that your referral will remain confidential and not viewable by *<Applicant Name>*. Your referral will only be viewed by those reviewing the student's application, though the applicant will be able to see that it has been successfully submitted.

In your letter of recommendation, please address the candidate's strengths, areas of growth, and preparation for college along with the applicant's potential for success in college. If there are any special circumstances the review committee should take into consideration, please provide that information as well.

You can submit your letter of reference via the following link:

*<Hyperlink to System>*

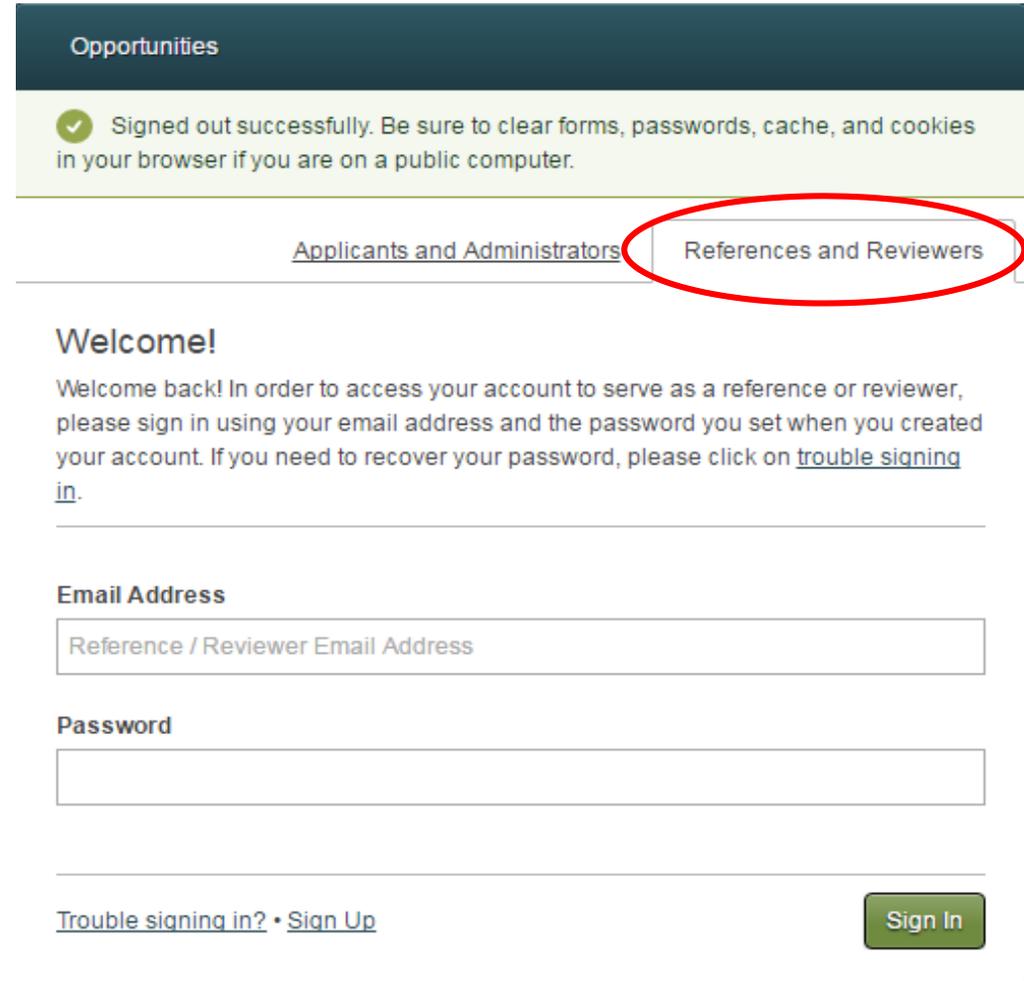
Thank you for your time and consideration.

Wallin Education Partners

# Recommender Sign-In

When You (As a Recommender) select the link in the student's e-mail message, it will direct you to the sign-in page where you will be prompted to create a password.

Please be aware that the sign-in page for you is called "References and Reviewers".



The screenshot shows a web interface for a recommender sign-in. At the top, there is a dark blue header with the word "Opportunities". Below the header is a green success message: "Signed out successfully. Be sure to clear forms, passwords, cache, and cookies in your browser if you are on a public computer." Below the message is a navigation bar with two tabs: "Applicants and Administrators" and "References and Reviewers". The "References and Reviewers" tab is highlighted with a red oval. Below the navigation bar is a "Welcome!" section with a message: "Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using your email address and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#)." Below the welcome message is a form with two input fields: "Email Address" (with placeholder text "Reference / Reviewer Email Address") and "Password". At the bottom of the form is a "Sign In" button. To the left of the button are links for "Trouble signing in?" and "Sign Up".

# Recommender Dashboard

Once you log into the system, you will see the list of students who requested a letter of recommendation from you.

Wallin Education Partners Scholarship Recommendation Form 2018			
Taleya Hamilton	Not Started	October 25, 2017	<a href="#">Begin</a>

Select "Begin" to navigate over to the area to upload the letter.

# Recommendation Letter Submission

[Get Help Now](#) | [Chat With Peers](#)

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Reference Requests

**Taleya Hamilton**

Wallin Education Partners invite you to share all the wonderful insight about your student; however, please use this letter of recommendation as an opportunity to share any weaknesses or challenges the student may have attending college. One of the highlights of our program is our scholar support; therefore, your open and honest observations will help as we get to know the student.

**Describe This Applicant**

\* Upload a letter of recommendation (PDF or DOC format with a letterhead included) below by selecting "Add New File" and selecting the file from your computer:

[View or Add a New File](#)

\* Overall, how would you recommend this student?

Highly recommend: This student is exceptional and should absolutely receive a scholarship.

Recommend: This is a strong student and they are deserving of a scholarship.

Recommend with reservation: This is an average student and should be considered for a scholarship.

Do not recommend: This student should not receive a scholarship.

Please provide a brief explanation if you selected "Do not recommend".

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[Wallin Education Partners Homepage](#)

You will have the opportunity to submit your recommendation letter by selecting "Add a New File".

Answer the question and press "Submit" as shown below.

# Questions?

**info@wallinpartners.org**

**(952) 345-1920**