Upload Letters of Recommendation
This only works if the user has **Update Application** access privileges

1. Navigate to the applicant’s application, and locate the **Materials** section
2. Click on **New Material**
3. In the Record dropdown, select the appropriate recommendation provider’s name under **References**
4. In the **Material** dropdown, select the Material type **Recommendation Letter** then **Upload**

*Note that the Checklist requirement will automatically update to “Received” once the letter has been uploaded.*