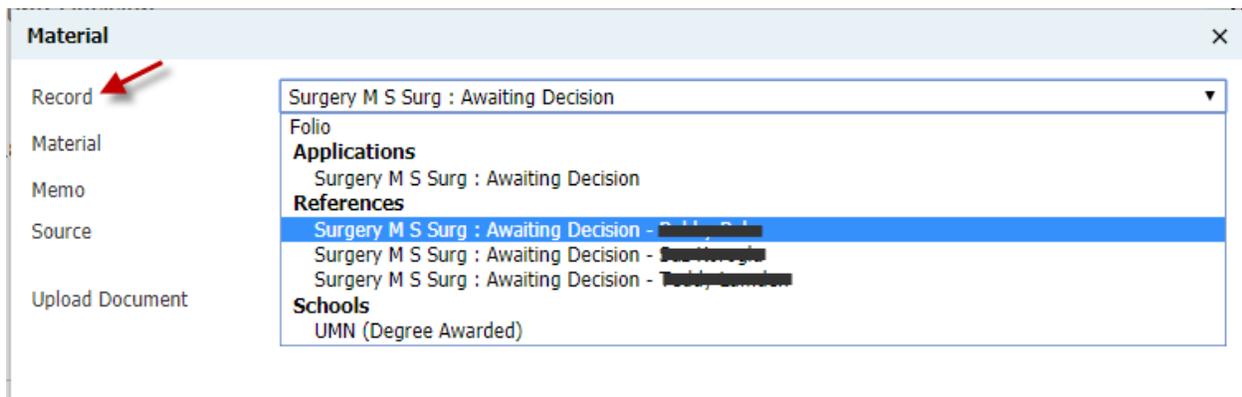


Upload Letters of Recommendation

This only works if the user has **Update Application** access privileges

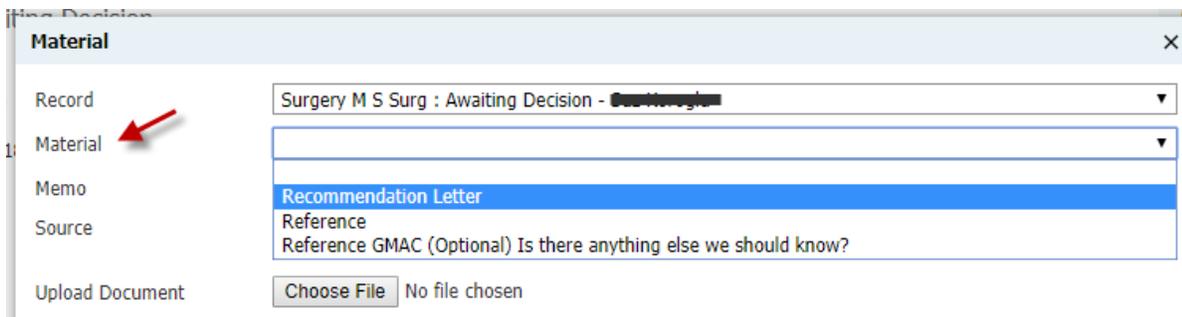
1. Navigate to the applicant's application, and locate the **Materials** section
2. Click on **New Material**
3. In the Record dropdown, select the appropriate recommendation provider's name under **References**



The screenshot shows a 'Material' form with a sidebar on the left containing options: Record, Material, Memo, Source, and Upload Document. A red arrow points to the 'Record' option. The main area shows a dropdown menu with the following content:

- Surgery M S Surg : Awaiting Decision
- Folio
- Applications**
 - Surgery M S Surg : Awaiting Decision
- References**
 - Surgery M S Surg : Awaiting Decision - ~~Source/Source~~
 - Surgery M S Surg : Awaiting Decision - ~~Source/Source~~
 - Surgery M S Surg : Awaiting Decision - ~~Source/Source~~
- Schools**
 - UMN (Degree Awarded)

4. In the **Material** dropdown, select the Material type **Recommendation Letter** then **Upload**



The screenshot shows the 'Material' form with the 'Record' dropdown still open. A red arrow points to the 'Material' option in the sidebar. The 'Material' dropdown menu is open, showing the following content:

- Recommendation Letter
- Reference
- Reference GMAC (Optional) Is there anything else we should know?

Below the dropdown, there is a 'Choose File' button and the text 'No file chosen'.

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