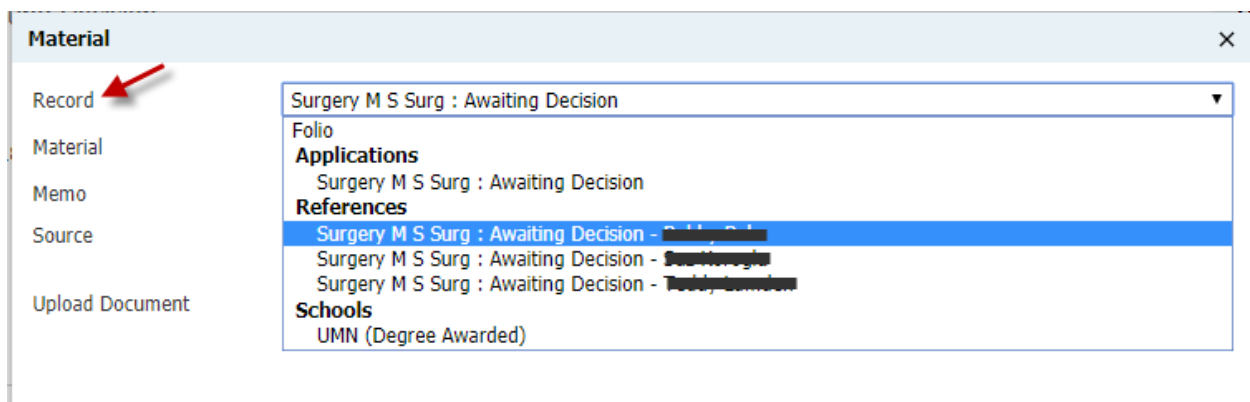


Upload Letters of Recommendation

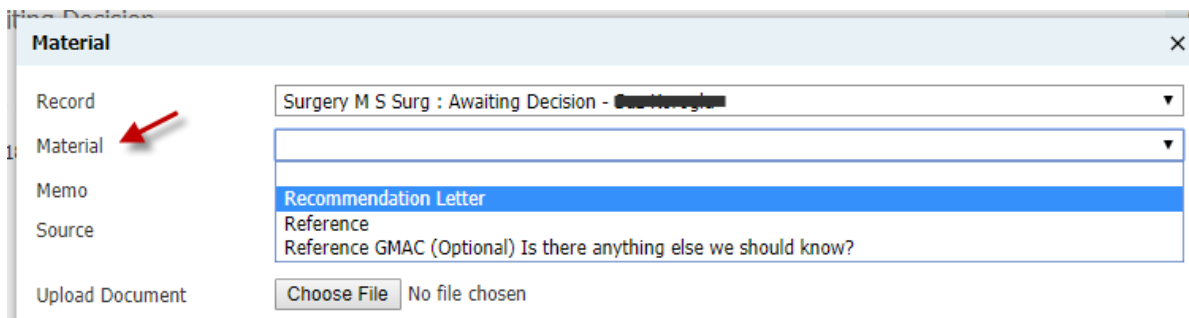
This only works if the user has **Update Application** access privileges

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 'Record', 'Material', 'Memo', 'Source', and 'Upload Document'. The 'Record' dropdown is open, showing a list of records under the 'References' section. The selected record is 'Surgery M S Surg : Awaiting Decision - [Redacted Name]'. Other records include 'Folio', 'Applications', 'References', 'Schools', and 'UMN (Degree Awarded)'.

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



The screenshot shows the 'Material' form with the 'Material' dropdown menu open. The selected material type is 'Recommendation Letter'. Below the dropdown, there is a 'Reference' section with a text area labeled 'Reference GMAC (Optional) Is there anything else we should know?'. At the bottom, 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.