

### Optional: Letter of Recommendation

Recommendations are not required. However, if you feel it important to provide a letter of recommendation to support your candidacy, you may submit the contact details of your recommender.

If you do indicate that you have requested a letter of recommendation, your application will not be considered complete and not be reviewed until the recommendation has been submitted by your recommender. You should request letters of recommendation as early as possible.

### **Information to share with your recommenders**

Before adding their information to the application form, please contact your recommenders and inform them that they will receive an email from [apply@sps.columbia.edu](mailto:apply@sps.columbia.edu) that will provide instructions regarding their letters. They may wish to add [apply@sps.columbia.edu](mailto:apply@sps.columbia.edu) to their address book or list of contacts to ensure that the message is routed to their inbox.

Ensure your recommender is aware that they will be asked to

- complete a brief evaluation form within the application system and
- upload a letter of recommendation on letterhead (whenever possible). Both components are necessary to fulfill the requirement and must be provided within the application system. We will not accept letters sent via email or post mail.

Inform your recommender that they should expect to

- be contacted by a third party verification provider, Re Vera Services, who will reach out to them via email to confirm that they supplied the recommendation.

We strongly suggest **notifying your recommender of these requirements prior to entering their information into the application form**. Apart from the initial notification sent through the application system, applicants are responsible for notifying and reminding the recommender about the request.

### **Important Notes**

Under no circumstances should you yourself upload a letter on behalf of a recommender. Any person who writes a letter of recommendation must submit that letter themselves.

Letters of recommendation may not be sent via email, nor may paper letters be sent via postal mail. All letters must be uploaded by the recommender directly to the application system.

When providing contact information for recommenders, you must use their institutional or professional email address. References submitted from personal or anonymous email accounts (e.g. Gmail, Yahoo, 123.com, 163.com, etc.) will be subject to additional review and may result in your application being considered ineligible for admission.

You must indicate that you waive your right to view your letters of recommendation.

You may only designate up to three recommenders.