

Letters of Recommendation

The University of Texas at Austin

The graduate program to which you are applying recommends using the **electronic letters of recommendation**. Please read this information carefully:

When you complete the "References" portion of the online application for admission, you will provide the names and email addresses of those individuals which you have asked to provide a recommendation. ***Be sure that the email addresses are current and accurate.***

You will be asked to inform us if you wish to waive the right to view your letters after they are submitted. Please indicate this by answering the associated question on the application for admission.

Upon submission of the completed application and its receipt at the University, an e-mail message will be sent to the addresses you provide and your recommenders will be asked to visit a web site where they can complete a questionnaire. Your recommender will be informed if you have not waived your right to view his/her letter of recommendation.

You will be given the opportunity to monitor & maintain your Requests for Reference using the Graduate & International Admissions Center's Status Check web site. You will receive the link to this site and login information within 48 hours of the submission of your application. From this site, you will be able to re-send requests to your references or to add additional references.

If your recommender is not able to use the electronic recommendation form, you can go to the URL below to view and print a paper *Request for Reference* form and send it to your recommender.

Remember: Use of the electronic letters of reference greatly expedites the processing of your application for admission and is the preferred method submission.

<http://www.utexas.edu/student/admissions/qiadownload/gradref.pdf>

Please print and save this document for future reference.