5. Check the status of your Recommendations

Since you have done such an awesome job on your Master Application & Addendums, it is important that your teacher recommendation is submitted to make everything complete.

We can only accept recommendations through our WebPortal, and below you will find instructions on how to:

A. check the status of your recommendation,
B. remind your recommender and
C. change the email address of your recommender.

A. Check the status of your recommendation
- Place your cursor on the SCHOLARSHIP APPLICANT and a drop down menu will appear,
- On the drop down menu select References.
- Under the Status column it will say COMPLETED or NEW:
  - COMPLETED means your recommendation was submitted.
  - NEW means your recommendation has NOT been submitted.

B. Remind your recommender
If the status of your recommendation is NEW you are able to send a reminder email to your recommender
- Click the “Send Email” button to send a reminder email to your recommender

C. Change the email address of your recommender
If the status of your recommendation is NEW you are able to update the email address
- Place your cursor in the editable email address box and make necessary changes.
- Click the “Send Email” button to send an email to the new address.

NOTE: You can change your recommender completely if you wish, however the name on the request can not be changed.