

# How to request recommendation letters in Xello

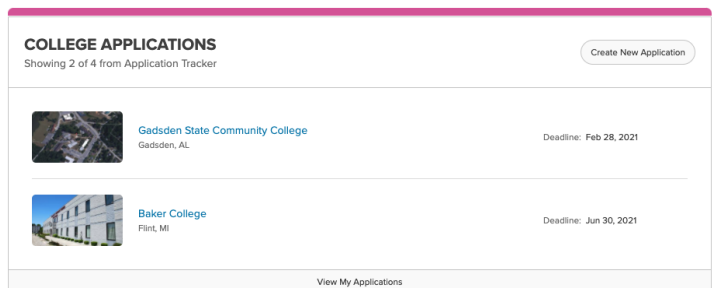
## 1 Choose your request method

If you are not using Common App to apply to a college, you can request recommendation letters in **Xello**. First, make sure your high school is set up with this feature.

If your high school does not have this feature, talk to your school counselor. They will tell you the best way to send recommendation letters to colleges.

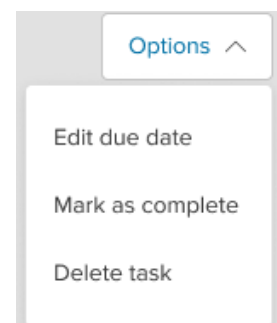
## 2 Select your college

- From your dashboard, under Goals and Plans, click **College Planning**.
- Under **College Applications**, select the college you'd like to send a letter to or click **View my applications** to see the full list. If you don't have an application for that college yet, click **Create new application**.
- Follow the steps and select an application method and admission type.



## 3 Edit due date

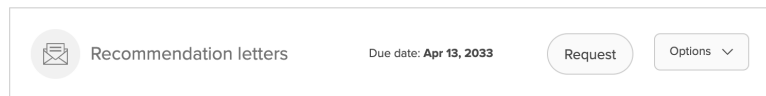
- Under the college's **Application checklist**, you will find recommendation letters listed.
- Next to the Request button, select the **Options** menu.
- Select **Edit due date** from the list.



- Enter the date you need to send your recommendation letter by. It's a good idea to set a due date that occurs before the application deadline. This will help ensure your referrer sends it on time.

## 4 Add your referrer

- To add your referrer's details, click the **Request** button.
- A new page will open where you can enter the details for your chosen referrer. You will need their **name** and **email address**. Click Next when you are ready to go to the next screen.



## 5 Send your letter request

On the **Add details** page you will be prompted to enter a personal note for your referrer. Check out the **Need help** box for useful tips on what to include. You can also upload a resume or brag sheet to let your referrer know your achievements.

When you are ready to send your letter request, click the **Send** button. A success banner at the top of the screen will let you know your letter request has been sent.

## 6 Track your statuses

Status updates will let you track letters for each referrer you send a request to. You should check these status updates regularly. You'll be able to see:

- when your referrer sends your letter to your high school
- when your high school sends your letter to your college
- if your letter was not sent on time
- when the college receives it

## 7 Mark as complete

When the college has confirmed receipt of your letters, it's a good idea to check this task off your list.

- Under the **Options** menu, select **Mark as complete** from the list. This will let you know you have one less task to do and help you stay organized!