

**Requesting Letters of  
Recommendation through LSAC  
Step-by-Step Instructions**

BYU Pre-Professional Advisement Center



! [COVID-19 UPDATES](#): July 13 LSAT and June 27-28 Int'l LSAT replaced by [LSAT-Flex](#)



### Register for the August LSAT

The last day to register is July 15.  
Save your seat!

[Register Now](#)

### Do Your Best Work on Test Day

Our new Official LSAT Prep products help you build skills and confidence with real practice tests using the authentic LSAT interface. Or create a free personalized practice plan with Khan Academy Official LSAT Prep. Achieve your full potential on the LSAT!

[Get Started with Official LSAT Prep](#) [Try Khan Academy](#)

[Dates & Deadlines](#)

[Fees](#)

[LSAT Test Prep](#)

[Disability Accommodations](#)

[More About the LSAT](#)

# STEP 1:

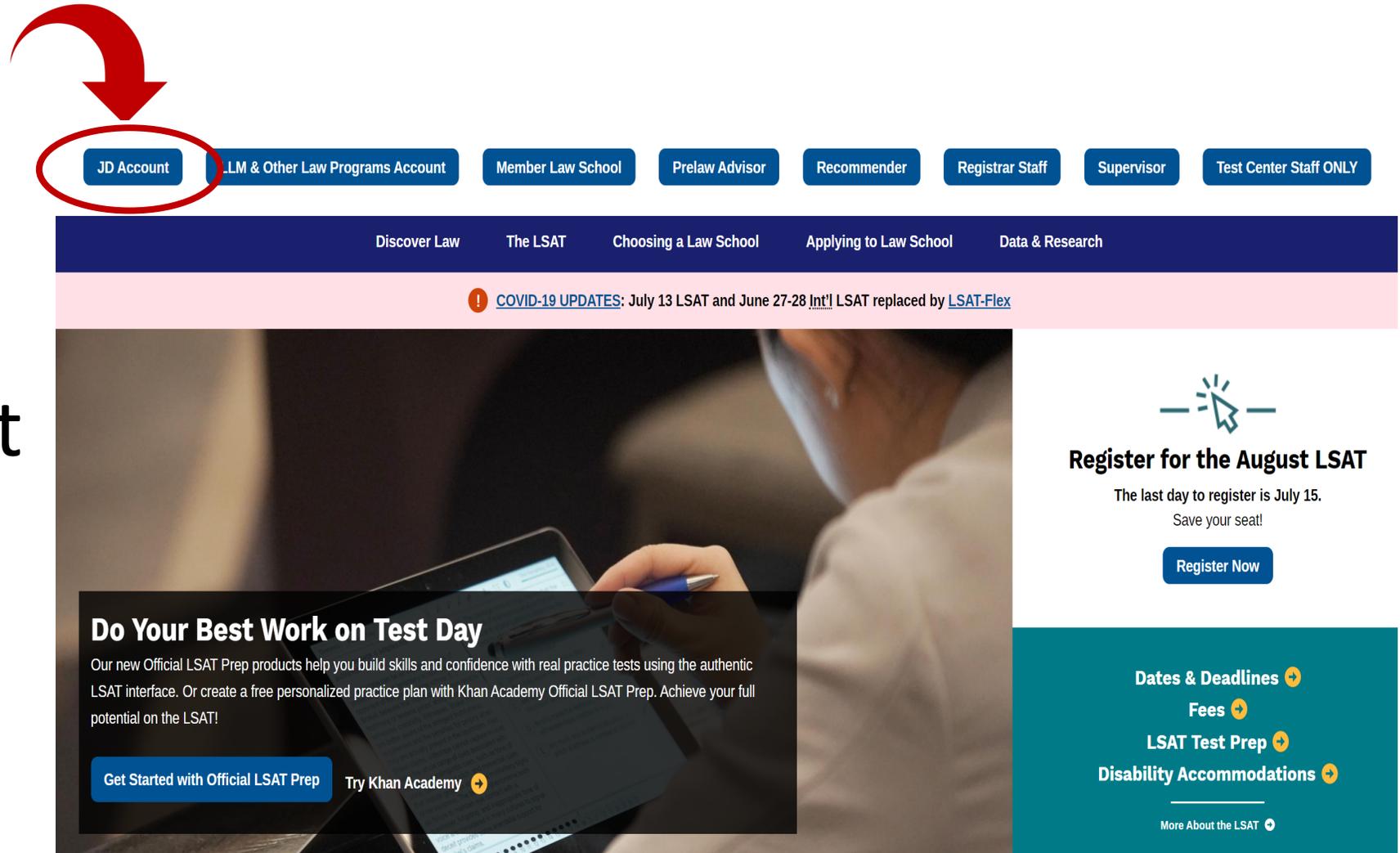
Visit [LSAC.org](https://lsac.org)

Click on 'Log in as' in the upper left corner then select JD Account.

# STEP 2:

## Select JD Account

Select the 'JD Account' option located on the far left of the pop up panel.



The screenshot shows the top navigation bar of the LSAT website. A red arrow points to the 'JD Account' button, which is circled in red. Other buttons in the navigation bar include 'LLM & Other Law Programs Account', 'Member Law School', 'Prelaw Advisor', 'Recommender', 'Registrar Staff', 'Supervisor', and 'Test Center Staff ONLY'. Below the navigation bar is a dark blue header with links for 'Discover Law', 'The LSAT', 'Choosing a Law School', 'Applying to Law School', and 'Data & Research'. A pink banner below the header contains a COVID-19 update: 'COVID-19 UPDATES: July 13 LSAT and June 27-28 Int'l LSAT replaced by LSAT-Flex'. The main content area features a large image of a person using a tablet. On the right side, there is a 'Register for the August LSAT' section with a 'Register Now' button. Below that is a teal sidebar with links for 'Dates & Deadlines', 'Fees', 'LSAT Test Prep', and 'Disability Accommodations', along with a 'More About the LSAT' link.

# STEP 3: Log Into LSAC Account



Law School Admission Council

## Sign In to your LSAC Account

Username

Password

[Having trouble logging in?](#)

[Forgot your password?](#)

[Forgot your username?](#)

Don't have an account? [Sign up now](#)

### My Home

- [Register for the LSAT](#)
- [LSAT Writing](#)
- [Credentials & CAS<sup>SM</sup>](#)
- [Search for Schools](#)
- [Khan LSAT Prep \(free\)](#)

#### Account Profile

[Access general forms here](#)

There are no alerts or messages on your file.

#### LSAT Registrations

[Register Now](#) [View LSAT Registrations & Statuses](#)

**STEP 4:**  
Click on the 'My Home' Header

# STEP 5:

## Scroll down to the Credential Assembly Service Section.

This is the third section down on the 'My Home' page.

LSAC.org Account Access

My Account | Log Out  
John Abrams L34026615

My Home | LSAT | Credentials & CAS<sup>SM</sup> | Applying To Law Schools | Law School Reports | Forums | Cart 1

### My Home

- Register for the LSAT
- LSAT Writing
- Credentials & CAS<sup>SM</sup>
- Search for Schools
- Khan LSAT Prep (free)

#### Account Profile

[Access general forms here](#)

There are no alerts or messages on your file.

#### LSAT Registrations

Register Now | View LSAT Registrations & Statuses

Registered

None

#### Credential Assembly Service (CAS)

Manage Institutions & Transcripts | Manage Letters of Recommendation

CAS Status: In Cart | Institutions Submitted Status: Submitted on 06/22/2016

#### Transcripts

Received 0 of 1 transcripts. Due to the volume of documents we receive, we cannot confirm receipt of a transcript until it is processed into your file.

#### Not Received

US/Canadian Institution	Level
BRIGHAM YOUNG UNIVERSITY	Undergraduate

[Information about requesting transcripts](#)

#### Letters of Recommendation (LORs)

# STEP 6:

## Click 'Manage Letters of Recommendation'

Click the 'Manage Letters of Recommendation' link located under the Credential Assembly Service (CAS) Heading.



### Credential Assembly Service (CAS)

Manage Institutions & Transcripts

Manage Letters of Recommendation

CAS Status:

⚠ In Cart

Institutions Submitted Status:

Submitted on 06/22/2016

#### Transcripts

⚠ Received 0 of 1 transcripts. Due to the volume of documents we receive, we cannot confirm receipt of a transcript until it is processed into your file.

#### Not Received

US/Canadian Institution

Level

BRIGHAM YOUNG UNIVERSITY

Undergraduate

[? Information about requesting transcripts](#)

#### Letters of Recommendation (LORs)

⚠ Received 0 of 2 letters (does not include letters from hidden recommenders)

#### Not Received

Letter of Recommendation

Recommender

Status

Assigned

# STEP 7:

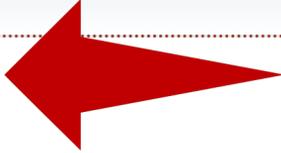
## Click Add/Edit My Recommenders

My Recommenders

[Add/Edit My Recommenders](#)

[? Should I print or email?](#)  
Some recommenders are *hidden*.

Recommender Name	Action	ID - Description	Status	Status Date
Stoller, Scott	<a href="#">View to Print</a> <a href="#">Resend</a>	L2 - Harvard Law School	Requested	08/12/2016
Stoller, Scott	<a href="#">View to Print</a> <a href="#">Resend</a>	L3 - BYU	Requested	10/04/2018



**STEP 8:**  
Click 'Add NEW  
Recommender'

## My Recommenders

Letters of Recommendation that have been printed or emailed to your recommender cannot be removed from your account. If you would like to cancel your request for a Letter of Recommendation, you will need to contact your recommender directly.

[? How to hide or delete?](#)

Name	Designation	Action
Stoller, Scott (hidden)	Recommender	<input type="button" value="Edit"/> <a href="#">Show</a>
Stoller, Scott	Recommender	<input type="button" value="Edit"/> <a href="#">Hide</a>
Stoller, Scott	Recommender	<input type="button" value="Edit"/> <a href="#">Hide</a>

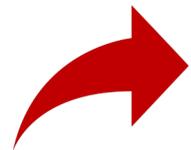
Add NEW Recommender

Back to LORs



# STEP 9: Agree to Wave Your Access Rights

After reading the access  
rights waiver, select yes  
and continue.



### Add Recommender

\* Indicates a required.

#### Access Rights Waiver

Please review the waiver information and indicate your preference.

#### Important Note

We strongly encourage you to respond "yes" and waive your right to view letters of recommendation at the law schools. Recommenders may be more candid and, consequently, the law schools may look more favorably upon your application.

The purpose for which this confidential statement is being obtained is admission to a Credential Assembly Service-participating law school. It will be received and maintained in confidence. If you are admitted and enroll—and if your law school retains letters of recommendation once the admission process is concluded—you may inspect this letter at that school unless you have voluntarily waived this right by answering "yes" below, after reading the following statement.

#### Waiver

I understand that letters and statements of recommendation concerning me are sent to the Credential Assembly Service—participating law schools to which I apply, and I hereby expressly and voluntarily waive any and all access rights I might have to such recommendations under the Federal Family Educational Rights and Privacy Act, and state law, or any other laws, regulations, or policies. (Law School Admission Council will not process this letter if this statement has been modified or altered in any way).

**Once you make a selection for this letter, it cannot be changed.**

\* DO YOU WAIVE YOUR ACCESS RIGHTS?

Yes  
 No

[Cancel](#)



## Add Recommender

\* Indicates a required.

### Recommender

#### RECOMMENDER INFORMATION

Recommender ID

NEW ENTRY

Prefix (optional)

\* First (given) name

Middle name/initial

\* Last (family) name

Suffix (optional)

Title

# STEP 10:

Enter

'Recommender Information' and scroll down

Verify that ALL information is accurate and appropriate prior to submitting the form.



# STEP 11:

## Enter 'Recommender Contact Information' and scroll down

### Finding a professor's work address:

1. Go to the professor's department's website.
2. Find the faculty directory and locate your professor.
3. Find office address in the professor's listed information or on his/her CV.



* E-mail address	<input type="text"/>
<b>RECOMMENDER CONTACT INFORMATION</b>	
* Country	<input type="text" value="Select a country"/>
Building/department (if applicable)	<input type="text"/>
In care of (school or company, if applicable)	<input type="text"/>
* Street address	<input type="text"/>
* City	<input type="text"/>

Example:
USA
BYU College of Humanities
Brigham Young University
0000 JFSB
Provo

# STEP 12: 'Letters of Recommendation'

Indicate the number of letters you are requesting from this recommender



Letters of Recommendation

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LETTER INFORMATION

\* Number of letters from this recommender

L1 LETTER DESCRIPTION

[? What is a Letter Description?](#)

\* Description (max 30 characters)

**Important LOR note: This does not submit your LOR request. Select the appropriate button on the next page to print or e-mail the form.**

[Cancel](#)

# STEP 12 (Continued):

Indicate which schools this letter should be sent to (i.e. “All schools”/“Harvard”/“Schools out of the USA”)

### Letters of Recommendation

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#### LETTER INFORMATION

\* Number of letters from this recommender

#### L1 LETTER DESCRIPTION

[? What is a Letter Description?](#)

\* Description (max 30 characters)

**Important LOR note:** This does not submit your LOR request. Select the appropriate button on the next page to print or e-mail the form.

# STEP 12 (Continued):

Click 'Submit'

### Letters of Recommendation

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**LETTER INFORMATION**

\* Number of letters from this recommender

**L1 LETTER DESCRIPTION**

[? What is a Letter Description?](#)

\* Description (max 30 characters)

**Important LOR note: This does not submit your LOR request. Select the appropriate button on the next page to print or e-mail the form.**



**Complete steps 7-12 for each additional recommender. Continue to Step 13 once all recommenders have been added.**

# STEP 13:

## E-mail or Print Each Request Form

If you choose the print option, it will be your responsibility to personally deliver or mail the form to the recommender.

If emailing, continue to step 14. If printing, skip to step 17.

My Recommenders

[Add/Edit My Recommenders](#)

[? Should I print or email?](#)  
Some recommenders are *hidden*.

Recommender Name	Action	ID - Description	Status	Status Date
Doe, Jane	<a href="#">View to Print</a> <a href="#">E-mail</a>	L4 - BYU		
Stoller, Scott	<a href="#">View to Print</a> <a href="#">Resend</a>	L2 - Harvard Law School	Requested	08/12/2016
Stoller, Scott	<a href="#">View to Print</a> <a href="#">Resend</a>	L3 - BYU	Requested	10/04/2018

# STEP 14:

## Click 'Email'

### My Recommenders

[Add/Edit My Recommenders](#)

[? Should I print or email?](#)  
Some recommenders are *hidden*.

Recommender Name	Action	ID - Description	Status	Status Date
Doe, Jane	<a href="#">View to Print</a> <a href="#">E-mail</a>	L4 - BYU		
Stoller, Scott	<a href="#">View to Print</a> <a href="#">Resend</a>	L2 - Harvard Law School	Requested	08/12/2016
Stoller, Scott	<a href="#">View to Print</a> <a href="#">Resend</a>	L3 - BYU	Requested	10/04/2018

# STEP 15: Verify Information

Double check email prior  
to sending to guarantee  
successful delivery.

### LOR Request

**RECOMMENDER**

Recommender name  
**Jane Doe**

Recommender e-mail  
**jane\_doe@byu.edu**

Recommender title

Please make sure that your recommender information is correct.

The following information will be e-mailed to the Recommender.

**EMAIL INFORMATION**

Candidate name  
**John Abrams**

Candidate e-mail  
**PRELAW@BYU.EDU**

LOR ID  
**L4**

LOR Description  
**BYU**

The candidate has waived his or her right to review the Letter of Recommendation.

An LSAC LOR form must accompany each letter in order to be accepted by LSAC. To submit the letter electronically, your recommender must use the link embedded in the e-mail to create or access an LSAC recommender account. The e-mail includes a PDF LOR form that can be printed out for use by recommenders who prefer to use a paper form and postal mail.

[Send E-mail](#) [Edit](#) [Cancel](#)



# STEP 16:

## Click 'Send Email'

### LOR Request

**RECOMMENDER**

Recommender name  
**Jane Doe**

Recommender e-mail  
**jane\_doe@byu.edu**

Recommender title

Please make sure that your recommender information is correct.

The following information will be e-mailed to the Recommender.

**EMAIL INFORMATION**

Candidate name  
**John Abrams**

Candidate e-mail  
**PRELAW@BYU.EDU**

LOR ID  
**L4**

LOR Description  
**BYU**

The candidate has waived his or her right to review the Letter of Recommendation.

An LSAC LOR form must accompany each letter in order to be accepted by LSAC. To submit the letter electronically, your recommender must use the link embedded in the e-mail to create or access an LSAC recommender account. The e-mail includes a PDF LOR form that can be printed out for use by recommenders who prefer to use a paper form and postal mail.

**Send E-mail** Edit Cancel

# STEP 17:

Click 'View to Print'

### My Recommenders

[Add/Edit My Recommenders](#)

[? Should I print or email?](#)  
Some recommenders are *hidden*.

Recommender Name	Action	ID - Description	Status	Status Date
Doe, Jane	<a href="#">View to Print</a> <a href="#">E-mail</a>	L4 - BYU		
Stoller, Scott	<a href="#">View to Print</a> <a href="#">Resend</a>	L2 - Harvard Law School	Requested	08/12/2016
Stoller, Scott	<a href="#">View to Print</a> <a href="#">Resend</a>	L3 - BYU	Requested	10/04/2018

# STEP 18:

## Click 'Preview'

After clicking preview, a PDF will open.



### Letters Of Recommendation

\* Indicates a required field.

Please make sure that your recommender information is correct. Use the *"Preview button"* to view the prefilled form.

Give the LOR form to your recommender. The recommender must send his or her letter of recommendation and the form to LSAC as instructed on the form.

Address:  
Law School Admission Council  
PO Box 8508  
Newtown, PA 18940-8508

#### RECOMMENDER INFORMATION

Name

Jane Doe

Address

43 S 700 W  
155 East 1230 North  
PROVO, UT 84601

Telephone

E-mail address

jane\_doe@byu.edu

Title

Please review the description below carefully. This description will appear on the LOR form that will be seen by the recommender, LSAC, and the schools that receive the LOR.

#### L4 LETTER DESCRIPTION

Description

BYU

Note

A Letter of Recommendation (LOR) form must accompany each letter of recommendation submitted through the Letter of Recommendation Service. Make sure the recommender understands the importance of attaching the LOR form to the letter and sending them together to LSAC.

WARNING! Once you select *Print*, you will "no longer be able to edit" the recommender information. If you find an error after printing the form, please ask the recommender to note the correct information on the form when he or she sends it to LSAC.

Preview Print Edit Cancel

**STEP 19:**  
Verify that  
information is  
accurate  
  
After verifying  
information, click out of  
the PDF and return to the  
previous LSAC page.



 **Law School Admission Council**  
662 Penn Street  
PO Box 8508  
Newtown, PA 18940-8508  
USA

**Letter of Recommendation Form L4**  
[LSAC.org](http://LSAC.org)

**APPLICANT:** This form must be fully completed and must accompany your letter of recommendation in order for Law School Admission Council (LSAC) to match the letter to your file. Letters received without this completed form or without the recommender's signature will be returned to the recommender.

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**RE:** John Abrams  
3328 WSC  
Provo, UT 84602

Date of birth: January 01, 1980  
LSAC Account Number: L34026615  
Previous Last Name:

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The purpose for which this confidential letter of recommendation is being obtained is admission to a Credential Assembly Service-participating law school. It will be received and maintained in confidence. If you are admitted and enroll-and if your law school retains letters of recommendation once the admission process is concluded-you may inspect this letter at that school unless you have voluntarily waived this right by electronically signing the following statement:

"I understand that letters of recommendation concerning me will be sent to the Credential Assembly Service-participating law schools to which I apply, and I hereby expressly and voluntarily waive any and all access rights I might have to such letters under the Family Educational Rights and Privacy Act, any state law, or any other laws, regulations, or policies." **(Law School Admission Council will not process this form if this statement has been modified or altered in any way.)**

This applicant has electronically waived his/her right as noted above.



Letter description: BYU

**RECOMMENDER:** The person whose name appears above is applying to one or more Credential Assembly Service-participating law schools. This applicant has requested a letter of recommendation from you, and it would be very helpful if you submit your signed letter as soon as possible. Law schools value your candid appraisal of the applicant's ability, academic and otherwise, to study law, including qualities of mind and character, dedication, responsibility, and readiness for the rigors of advanced academic study. Evidence of overcoming adversity, rising to challenges, and achieving beyond expectations are helpful in assessing candidates for admission. You may wish to include how well you know the candidate and in what capacity, your assessment of the relative strength of the candidate within the reference group in which she or he is being compared, and how the candidate will add to the diversity of the law school

**To submit your letter by postal mail, you must include this form with your signed letter in order for LSAC to match the letter to the applicant's file.** Letters received without this completed form or without your signature will be returned to you. Do not send supporting materials (e.g., résumés) with your letter. They will be returned to you. Please complete or correct the lower portion of this form and mail the form and your signed recommendation letter, preferably on letterhead, in a sealed envelope directly to LSAC at the address shown above. If the applicant provides you with an envelope addressed to LSAC and bearing his or her return address, please place your signature across the bottom portion of the envelope flap after sealing. Please do not staple your letter to this form.

**To submit your letter electronically,** access your Applicant Reference account (or create an account if you don't have one) and enter the following ID number: **3402661500478415997** (Website address: <https://ApplicantReferences.LSAC.org>)

---

**From:** Jane Doe  
43 S 700 W  
155 East 1230 North  
PROVO, UT 84601

**Phone:**

**E-mail:** jane\_doe@byu.edu  
LSAC will only use your e-mail to acknowledge receipt of your letter. This form is included in the law school report.

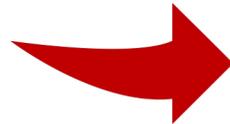
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Rev. 08/2015

# STEP 20:

## Click 'Print.'

Deliver the printout to your recommender so that they can include it in the envelope with their signed letter.



### Letters Of Recommendation

\* Indicates a required field.

Please make sure that your recommender information is correct. Use the *"Preview button"* to view the prefilled form.

Give the LOR form to your recommender. The recommender must send his or her letter of recommendation and the form to LSAC as instructed on the form.

Address:  
Law School Admission Council  
PO Box 8508  
Newtown, PA 18940-8508

#### RECOMMENDER INFORMATION

Name  
Jane Doe

Address  
43 S 700 W  
155 East 1230 North  
PROVO, UT 84601

Telephone

E-mail address  
jane\_doe@byu.edu

Title

Please review the description below carefully. This description will appear on the LOR form that will be seen by the recommender, LSAC, and the schools that receive the LOR.

#### L4 LETTER DESCRIPTION

Description  
BYU

Note

A Letter of Recommendation (LOR) form must accompany each letter of recommendation submitted through the Letter of Recommendation Service. Make sure the recommender understands the importance of attaching the LOR form to the letter and sending them together to LSAC.

WARNING! Once you select *Print*, you will "no longer be able to edit" the recommender information. If you find an error after printing the form, please ask the recommender to note the correct information on the form when he or she sends it to LSAC.

Preview **Print** Edit Cancel

# Frequently Asking Questions

The following link contains answers to commonly asked questions.

<https://os.lisac.org/Help/FAQs.aspx>

**Still have questions?**

**prelaw@byu.edu**

**(801) 422-3044**