

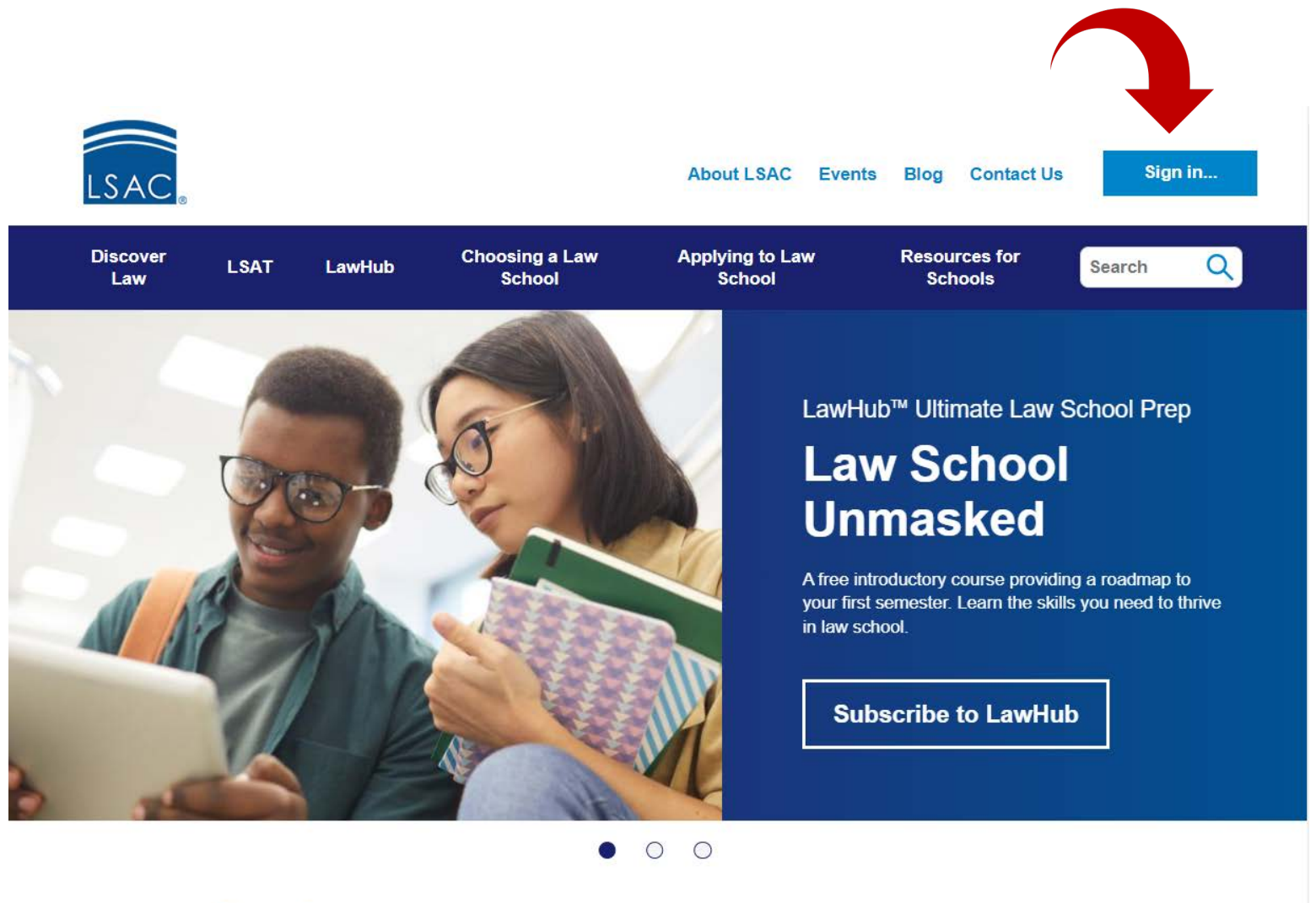
Requesting Letters of Recommendation through LSAC

Step-by-Step Instructions

BYU Pre-Professional Advisement Center

STEP 1:
Visit [LSAC.org](https://lsac.org)

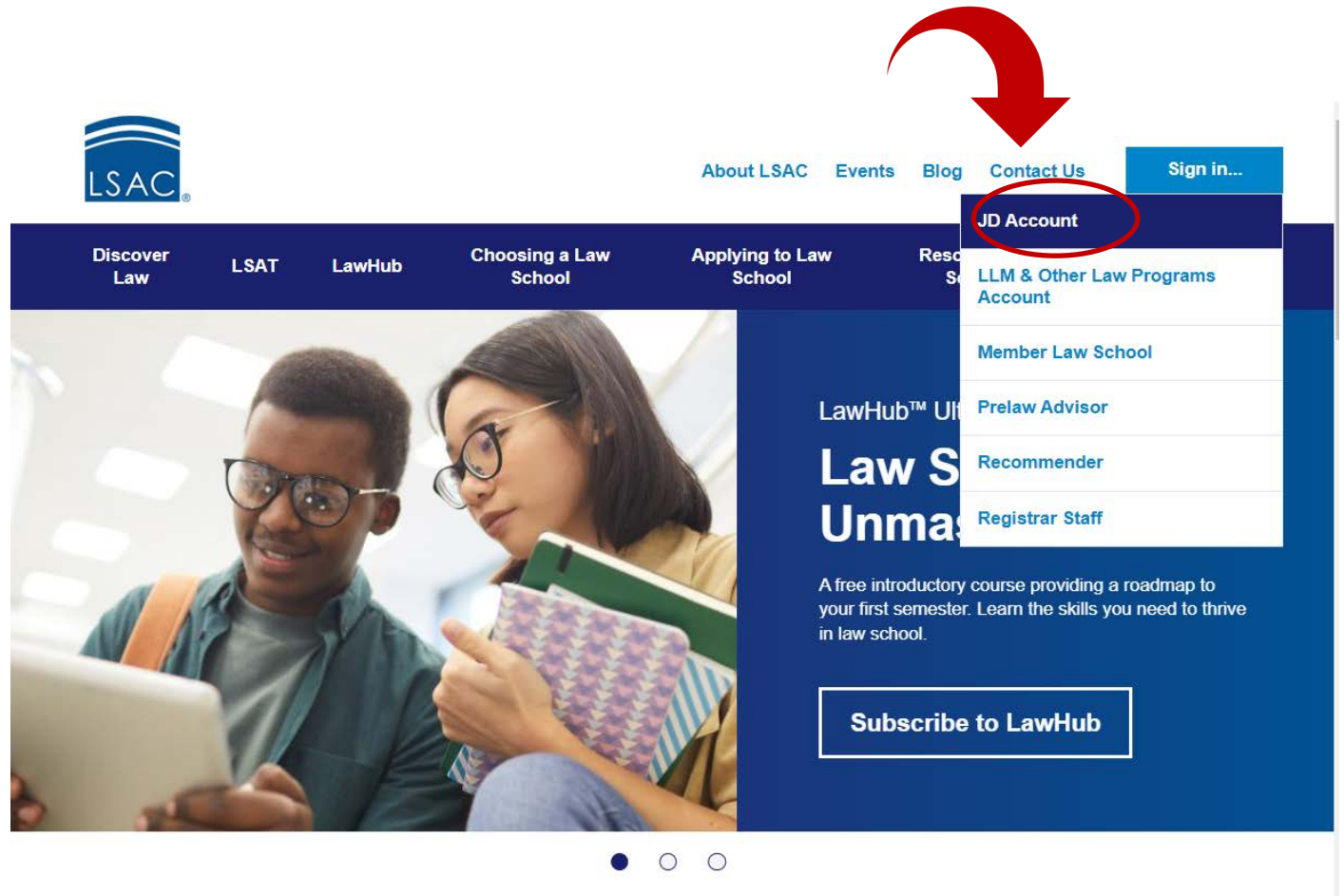
Hover over 'Sign in...' in
the upper right corner.



STEP 2:

Select JD Account

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



STEP 3:

Log Into LSAC Account



Law School Admission Council

Sign In to your LSAC Account

Username

Password

Sign in

[Having trouble logging in?](#)

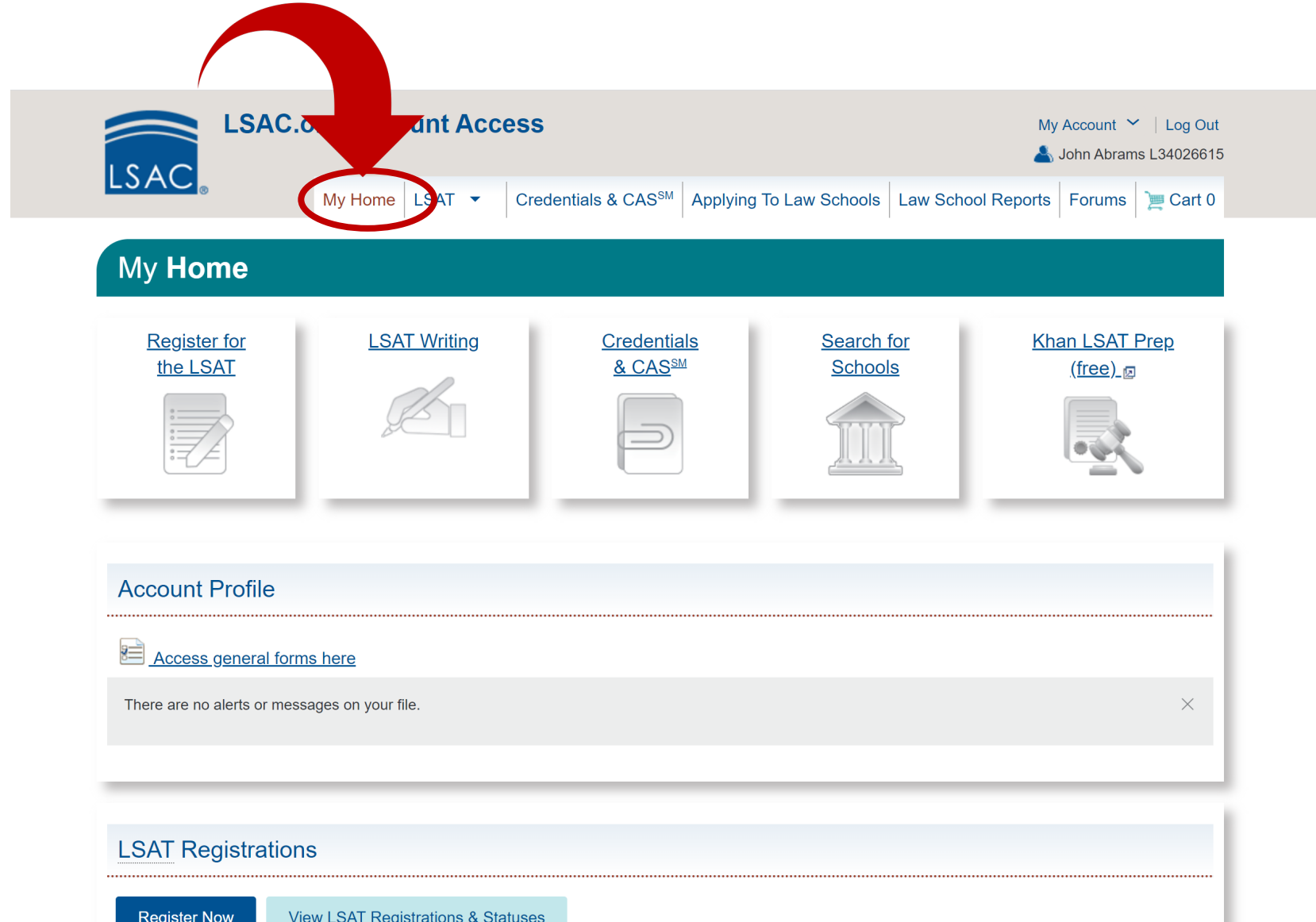
[Forgot your password?](#)

[Forgot your username?](#)

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

STEP 4:

Click on the 'My Home' Header



The screenshot shows the LSAC account dashboard. At the top, the LSAC logo is on the left, and the text "LSAC Account Access" is in the center. On the right, there are links for "My Account" and "Log Out", along with the user's name "John Abrams" and ID "L34026615". Below this is a navigation bar with links: "My Home", "LSAT", "Credentials & CASSM", "Applying To Law Schools", "Law School Reports", "Forums", and "Cart 0". A large red arrow points from the top of the page down to the "My Home" link, which is circled in red. Below the navigation bar is a teal header labeled "My Home". Under this header are five tiles: "Register for the LSAT" (with a notepad icon), "LSAT Writing" (with a pen icon), "Credentials & CASSM" (with a folder icon), "Search for Schools" (with a building icon), and "Khan LSAT Prep (free)" (with a book and gavel icon). Below these tiles is a section titled "Account Profile" with a link "Access general forms here" and a message "There are no alerts or messages on your file." Below that is a section titled "LSAT Registrations" with two buttons: "Register Now" and "View LSAT Registrations & Statuses".

LSAC Account Access

My Account | Log Out

John Abrams L34026615

My Home | LSAT | Credentials & CASSM | Applying To Law Schools | Law School Reports | Forums | Cart 0

My Home

- [Register for the LSAT](#)
- [LSAT Writing](#)
- [Credentials & CASSM](#)
- [Search for Schools](#)
- [Khan LSAT Prep \(free\)](#)

Account Profile

[Access general forms here](#)

There are no alerts or messages on your file.

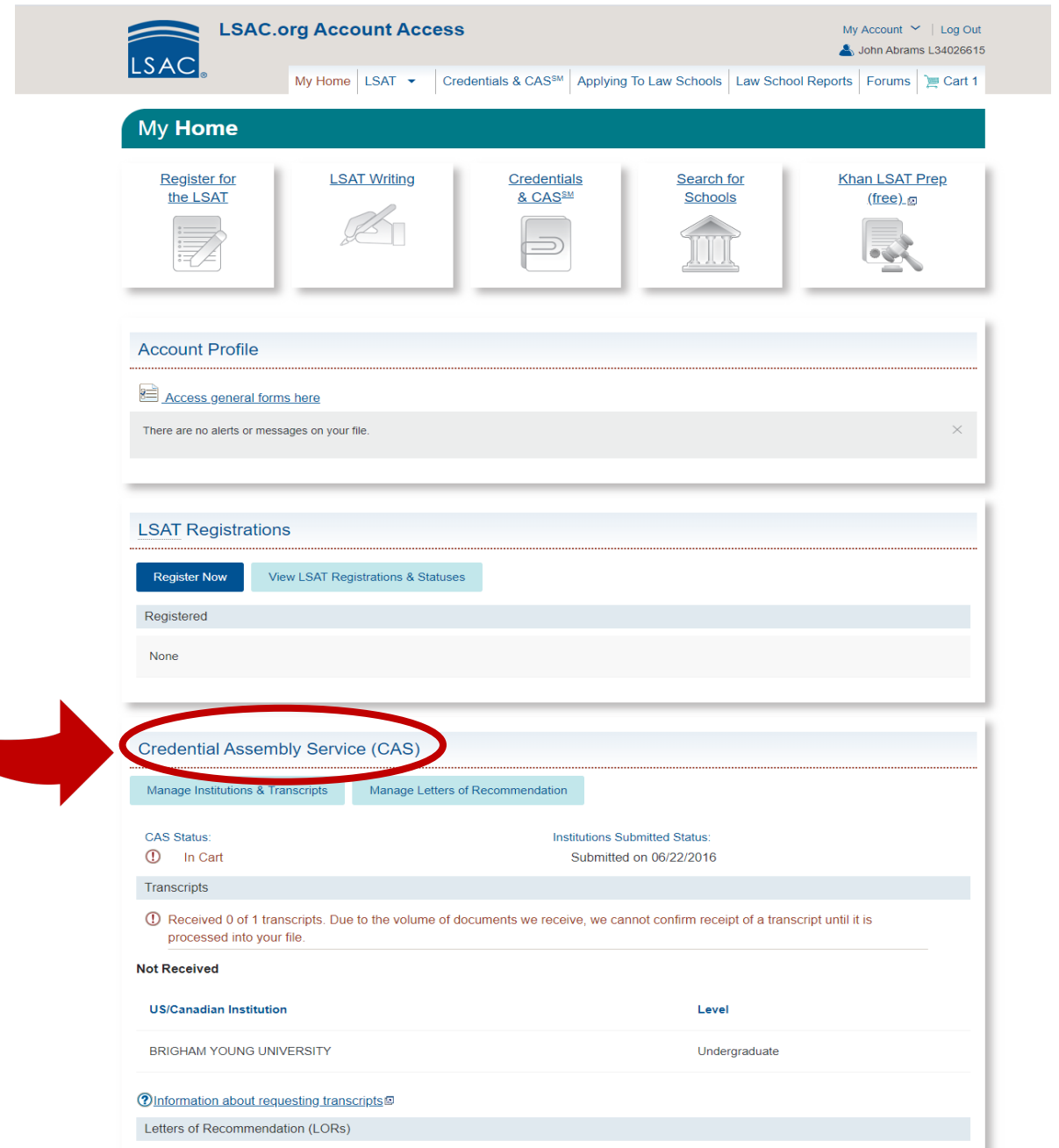
LSAT Registrations

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

STEP 5:

Scroll down to the Credential Assembly Service Section.

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



The screenshot shows the LSAC.org Account Access page. The top navigation bar includes the LSAC logo, the text "LSAC.org Account Access", and links for "My Account" and "Log Out". Below this, a secondary navigation bar contains links for "My Home", "LSAT", "Credentials & CAS", "Applying To Law Schools", "Law School Reports", "Forums", and "Cart 1".

The main content area is titled "My Home" and features five tiles: "Register for the LSAT", "LSAT Writing", "Credentials & CAS", "Search for Schools", and "Khan LSAT Prep (free)".

Below the tiles is the "Account Profile" section, which includes a link to "Access general forms here" and a message stating "There are no alerts or messages on your file."

The "LSAT Registrations" section contains two buttons: "Register Now" and "View LSAT Registrations & Statuses". Below these buttons, there are two rows: "Registered" and "None".

The "Credential Assembly Service (CAS)" section is highlighted with a red circle and a red arrow. It contains two buttons: "Manage Institutions & Transcripts" and "Manage Letters of Recommendation".

Below the buttons, the "CAS Status" is shown as "In Cart" with a warning icon. The "Institutions Submitted Status" is shown as "Submitted on 06/22/2016".

The "Transcripts" section includes a message: "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."


The "Not Received" section contains a table with two columns: "US/Canadian Institution" and "Level". The table has one row: "BRIGHAM YOUNG UNIVERSITY" and "Undergraduate".

At the bottom, there is a link for "Information about requesting transcripts" and a section for "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
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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	<div>View to Print</div> <div>Resend</div>	L2 - Harvard Law School	Requested	08/12/2016
Stoller, Scott	<div>View to Print</div> <div>Resend</div>	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	Edit Show
Stoller, Scott	Recommender	Edit Hide
Stoller, Scott	Recommender	Edit Hide

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.

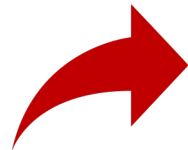
* DO YOU WAIVE YOUR ACCESS RIGHTS?

☒ Yes

☐ No

Continue

[Cancel](#)




STEP 10:

Enter 'Recommender Information' and scroll down

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



**LSAC.org Account Access**

My Account | Log Out
John Abrams L34026615

My Home | LSAT | Credentials & CASSM | Applying To Law Schools | Law School Reports | Forums | Cart 1

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 11:

Enter 'Recommender Contact Information' and scroll down

Finding a professor's work address:

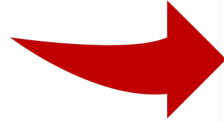
1. Go to the professor's department's website.
2. Find the faculty directory and locate your professor.
3. Find office address in the professor's listed information or on his/her CV.



* E-mail address	
<input type="text"/>	
RECOMMENDER CONTACT INFORMATION	
* Country	
Select a country	USA
Building/department (if applicable)	BYU College of Humanities
In care of (school or company, if applicable)	Brigham Young University
* Street address	0000 JFSB
* City	Provo

STEP 12: 'Letters of Recommendation'

Indicate the number of letters you are requesting from this recommender



Letters of Recommendation

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

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.

Submit[Cancel](#)

STEP 12 (Continued):

Click 'Submit'

Letters of Recommendation

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	<div>View to PrintE-mail</div>	L4 - BYU		
Stoller, Scott	<div>View to PrintResend</div>	L2 - Harvard Law School	Requested	08/12/2016
Stoller, Scott	<div>View to PrintResend</div>	L3 - BYU	Requested	10/04/2018

STEP 14:

Click 'Email'

My Recommenders					
Add/Edit My Recommenders					
? Should I print or email? Some recommenders are <i>hidden</i> .					
Recommender Name	Action		ID - Description	Status	Status Date
Doe, Jane	View to Print	E-mail	L4 - BYU		
Stoller, Scott	View to Print	Resend	L2 - Harvard Law School	Requested	08/12/2016
Stoller, Scott	View to Print	Resend	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	<div><div>View to Print</div><div>E-mail</div></div>	L4 - BYU		
Stoller, Scott	<div><div>View to Print</div><div>Resend</div></div>	L2 - Harvard Law School	Requested	08/12/2016
Stoller, Scott	<div><div>View to Print</div><div>Resend</div></div>	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](https://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.


RE: John Abrams
3328 WSC
Provo, UT 84602

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

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.

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

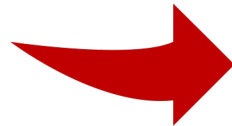
Description
BYU

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