LETTER TRACKER
INSTRUCTIONS
LETTER WRITERS
The purpose of this presentation is to help letter writers upload their letters onto Letter Tracker. It goes through all steps that letter writers see.

If you are not able to find the email request sent from the student, look in your junk/spam. If you still can’t find it, have the student send you another request.
RECEIVING THE EMAIL

A student has requested a letter of recommendation
Preprofessional Advisement Center <noreply@thunderbolt.byu.edu>

Sent: Thu 4/24/2016 10:24 AM
To: Allison Barnes

The applicant identified below has asked you to provide a letter of recommendation. He/she has waived the right to view your letter and will not have access to view it.

Applicant name: Allison Barnes
Applicant email: allison.barnes@gmail.com
Recommendation description: Medical

Admissions Committees require that letter include the following in their letters to prove validity:
Be in PDF format.
Include an actual signature.
Be on official letter head (if you do not have access to official letter head, you must put your contact information at the top of the letter).

Click the link below to upload your letter:

Upload your letter for Allison Barnes here

OR
copy and paste this URL into your web browser’s address bar

http://ppalettertracker.byu.edu/recommender_page.php?reqid=12bb0120365e

Allison Barnes has included the following personal message:

Type your personal message here!

HELPFUL RESOURCES:
If you prefer to submit your letter by mail, please follow submission instructions on the attached cover sheet.
Attached you will find instructions/tips on how to write a letter of recommendation for medical/dental school.

If you are unable to upload your letter through the link or are experiencing other difficulties you may email the letter to healthprosec@byu.edu, and the letter secretary will upload it for you.

Aspects of the email requesting the letter from letter writers.

- Used only if mailing a physical letter.
- Helpful tips in how to write and what to include in a letter.
- How to upload your letter.

*These will all be explained in further slides.
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To Letter Writer,

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Welcome to Letter Tracker

Click “Yes, login” if you are a BYU professor or are currently associated with BYU and have a netID.

If you are a letter writer not associated with BYU or do not have a netID, click “No, continue”. This will lead you to make a Letter Tracker account so you can upload your letter.
CREATE A LETTER TRACKER ACCOUNT

• If you do not have a BYU netID, you will need to create a Letter Tracker account. Click “Create an account” and fill out the appropriate information.
• If you have previously created an account: enter in your email and password on the left.
CREATE AN ACCOUNT

Fill out the information to make a Letter Tracker account.

Please use the email used to request the letter.
WHAT TO INCLUDE IN YOUR LETTER

• The request email that was sent to you from Letter Tracker includes many suggestions of what to write about.

• We review the letters by checking for the following details, please be sure to include:
  • Letterhead
  • Date
  • Handwritten signature
To upload the letter, click on “Upload letter” for the student who requested your letter.

Be sure the letter is in PDF format. The file will not upload unless it is a PDF.

If you are re-uploading a letter that has been updated, click “Upload new letter”.
UPLOAD THE LETTER

Click “Choose File” to select the letter from your computer.

Once selected, click “Upload”. Your letter should now show that it has been submitted.

Click “View” to be sure it uploaded properly. If it looks funny to you, it will look funny to the admissions committees.
The cover letter is only for letter writers who would rather send their letters via mail. This is NOT the preferred method, but will be accepted. Include this cover sheet with the letter. Please send the letter to the Letter Secretary at the address listed below.

Student address

Code: 12bb0120365e

To submit your letter by postal mail, you must include this form with your signed letter in order for BYU's Preprofessional Office 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. resumes) with your letter.

Please mail this form and your signed recommendation letter, preferably on letterhead, in a sealed envelope directly to BYU's Preprofessional Office at the address below. If the applicant provides you with an envelope addressed to the Medical School Admissions Committee and bearing his or her return address, please place your signature across the bottom portion of the envelop flap after sealing. Please do not staple your letter to his form.

BYU Preprofessional Office – Letter of Recommendation

Brigham Young University
3328 WSC
Provo, UT 84602
The recommender instructions are provided for your convenience as the letter writer to know what to write and the appropriate format.

Please include:
- Your actual **signature**
- **Letterhead** (if you do not have access to a letterhead, please put your contact information at the top of the letter.)
- Include the **date** of the letter written.
- Also please put the letter in **PDF** format. No other format is accepted in Letter Tracker.
ADDITIONAL HELP

If you have followed all of these instructions and still cannot upload your letter, or have other questions, feel free to contact the Preprofessional Advisement Center at:
(801)422-3044 from 8am-5pm
Or the letter secretary at:
healthprosec@byu.edu

Thank you!