1. Go to LSAC.org to log in
2. On the home page, go to the letters of recommendation section under the Credential Assembly Service heading. Click ‘Manage Letters of Recommendation’
3. Add the names of your Recommenders

4. Continue to add the names of Recommenders
This will be the next page you will be redirected to. It is an electronic waiver that allows you to waive your rights to view the Letter of Recommendation. Click **Yes** or **No**. We **strongly** recommend waiving your rights to view this letter.

Once you have clicked either **Yes** or **No**, then click **Continue**.
5. You will now enter in the Recommender info

Use his/her office address; if not a professor, enter the information you think he/she would prefer.

Designate where the letter should be sent under “Letter Description.” For a general recommendation letter, a simple General, All Schools is sufficient. For a specific letter, use the name of the school (e.g. Harvard). Make sure your description is appropriate and professional as the law schools will see it.
When you return to the LOR homepage, you will have the option to either email them the request form or you can print the form off and personally give it to them.

There is no preferred way to send the request form to the letter writer, it is merely what is personally easiest for you and the writer.
If you click **E-mail** this is what the page will look like. Please make sure all the information listed is correct before you click **Send E-Mail**.

Once you clicked **Send E-Mail** your request will be sent to the Recommender via E-Mail.
You will be redirected to the Main Letter of Recommendation page. There you will see the status of the email will be labeled as “requested” to the Letter Writer.
If you decide to print the request form for the Letter Writer, click **View to Print**.

Once you click **View to Print**, a PDF pop-up will open that you will then print off and give to the Letter Writer.

*Make sure your pop-up blocker is disabled*
Give this form to the appropriate recommender, asking him/her to use it as a cover sheet to their letter. (You can reprint this at any time)

For further recommender info click here.

For more application resources click here.

Law School Admission Council
600 Penn Street
PO Box 8006
Newtown, PA 18940-8006
USA

APPLICANT: This form must be fully completed as School Admission Council (LSAC) to match the letter 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 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 completed, you may inspect this letter at that school if you have voluntarily waived this right by electronically signing the following statement:

"I understand that letters and statements of recommendation concerning me are to 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 recommendations under the Federal 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: Scott Stoller’s Letter
RECOMMENDER: The person whose participating law schools. This applicant has submitted your signed letter as soon as possible. Otherwise, it will be sent to study law, including qualified and advanced academic study. Evidence of over helpful in assessing candidates for admission. To the extent of the relative strength of the recommendation, the applicant will add to the diversity of the institution.

To submit your letter by postal mail, you must attach your letter to the applicant's file. Letters received without supporting materials (e.g., resumes) will not be accepted. Please sign the form and mail the form and your signed letter. LSAC at the address shown above. If you return address, please place your signature on 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: 34028610016824337 (Website address: https://ApplicantReferences.LSAC.org)

From: Scott Stoller
3328 WSC Brigham Young University
Provo, UT 84604

Phone:
E-mail: scott.stoller@byu.edu

Make sure all the information you have entered is correct.
Still running into problems? Come by our office (3328 WSC) and we will help you sort it out.