

Letters of Recommendation

When you register your recommenders in the ApplyWeb application, each recommender will receive an e-mail notification to complete the recommendation form through ApplyWeb.

Letters of recommendation must be received no later than the application deadline.

Tips for Registering Recommenders:

- You will need each recommender's name, mailing address, e-mail address, phone number, institution or employer, and title.
- Under the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974, if you check "yes" to waive your right to see this document, you will not be granted access to this information as an enrolled student. It is recommended you check the waiver box "yes" for each recommender. Many recommenders will not submit a letter if you select "no." You will not be able to change the waiver status once your recommender has signed into their recommendation account.
- You may register your recommenders in ApplyWeb before completing your application. In ApplyWeb select "Submit Recommendation Request" to confirm, and proceed with the application.

After Registering Your Recommenders:

- You may submit your application before all your letters of recommendation are received. Recommenders have until the application deadline to upload their letters.
 - Check the status of your letters of recommendation or resend the notification email to your recommender using the [ApplyWeb Activity Page](#).
 - If you need to change who your recommenders are, you will be able to do so if the status for that recommender is "Not Started." Change the name of the recommender and the e-mail address. The other contact information is not editable.
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Exceptions

If your recommender needs to send a letter of recommendation by postal service or e-mail, you must use the letter of recommendation form below.

[2-year M.Arch. Letter of Recommendation Form](#) (PDF)

[3-year M.Arch. Letter of Recommendation Form](#) (PDF)

Master of Urban Design Letter of Recommendation Form