


## Steps to Requesting an Electronic Recommendation in TDS

- 1) From the Program Application Page, click "Request Electronic Recommendation".

Your Home Page > Applications > Application > Program Application Page (Pre-Decision)

**Program Application Page (Pre-Decision)**

 This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

**Beyonce Knowles**


<b>Program:</b>	CSU IP Canada: Direct Enrollment
<b>Term/Year:</b>	Academic Year, 2015-2016
<b>Deadline:</b>	02/01/2015
<b>Dates:</b>	TBA

**Application Questionnaire(s)**

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Received
2nd Choice Program Questionnaire (Optional)	<input type="checkbox"/>
CSU IP Scholarship Application (Optional)	<input type="checkbox"/>
Essay Questionnaire	<input type="checkbox"/>
Student Information Questionnaire	<input type="checkbox"/>

**Recommendations**


Requests	Received
Faculty Recommendation (1 required) - Request Electronic Recommendation Copy recommendation from another application	<input type="checkbox"/> 
<i>1 or more required recommendations has not yet been requested.</i>	

**Material Submissions**

- 2) Complete the "Recommendation Request Form" and click "Add User".

Your Home Page > Applications > Application > New Recommendation

**Application : New Recommendation**

 Request a recommendation from a faculty member with this form. Enter the faculty member's name and email address below, then click "add user" to create your request.

**Recommendation Request Form**

**Option 1:**  
Manual Entry

Enter the first name, last name, and email address of the faculty member you would like to request a recommendation from below, then click "Add User." You will then be able to add information about the courses you have taken with that faculty member and submit your request.

<b>First Name:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>Phone:</b>	<input type="text"/>

- 3) Complete the “Recommender Information” page, and then click “Save”, which will submit the request to the faculty member.

Your Home Page > Applications > Recommender Information

### Applications : Recommender Information

 Please fill out the form provided below.

### Recommender Information:

First Name:	Elsa
Last Name:	Sanchez
Email:	esanchez1@calstate.edu
Phone:	<input type="text"/>
Type:	Faculty Recommendation

### Course Information

If applicable, list previous course(s) taken with this professor and corresponding term(s), or any relevant information about your association with this reference:

1000 characters left

### Additional Information

Applicant Notes:

4000 characters left

I waive any right I may have to read or obtain copies of the recommendation which I am requesting  Yes  No

- 4) Once the request has been submitted, the applicant is able to see the status of their request from the Program Application Page. The applicant can write the recommender a follow up email, by clicking the envelope next to recommender’s name.

**Recommendations**

To send an e-mail to a recommender, click the envelope icon next to the name.

Requests	Received
Faculty Recommendation (1 required)	
- Request Electronic Recommendation	
Copy recommendation from another application	
✉ Elsa Sanchez	<input type="checkbox"/>

- 5) The recommender will receive an email from [CSUIP@calstate.edu](mailto:CSUIP@calstate.edu) with a link to complete the electronic recommendation. Here is what the electronic recommendation looks like:

General Information:	
Recommender's Name:	Elsa Sanchez
Applicant Name:	Beyonce Knowles
Intended Program of Study:	CSU IP Canada: Direct Enrollment
Program Location:	Montréal, Canada, North America
Year & term:	Academic Year, 2015 -2016

This applicant waived the right to read or obtain copies of this recommendation.  
All information submitted is confidential.

Faculty Recommendation:
<p><b>Instructions:</b></p> <p>This student is applying to participate in the California State University International Programs, the CSU's systemwide study abroad program. Our program provides qualified students with a demanding academic and personal experience requiring intellectual discipline and a special measure of maturity and motivation. Your recommendation will form a critical part of the total picture of the applicant which emerges as the competitive selection process goes forward.</p> <p>Thank you for taking the time to assist your student, the faculty members involved in selection and our program. Without your help it would be impossible to do a fair and informed job of selecting participants from among the many fine students who apply each year.</p>
<p><b>1. Academic Performance (*)</b></p> <p>Please comment on his/her academic performance in class.</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>4000 characters left</p>
<p><b>2. Attendance (*)</b></p> <p>Does the student attend class regularly?</p> <p>Please select one <input type="button" value="v"/></p>
<p><b>3. Participation (*)</b></p> <p>Is this student actively engaged in class? Please qualify.</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>4000 characters left</p>
<p><b>4. General Suitability (*)</b></p> <p>Please include any other comments on the student's suitability for study abroad.</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>4000 characters left</p>
<p><b>5. Reservations (*)</b></p> <p>This student will be studying abroad for a year. Do you have reservations about this student studying abroad? If yes, please explain.</p> <p>Please select one <input type="button" value="v"/></p>
<p><b>6. Name, Title and Institution (*)</b></p> <p>List your name, title and institution below. Recommendations must come from college/university faculty members or graduate teaching assistants who are familiar with the student's recent academic work. Recommendations will not be accepted from employers, university staff, or administrators.</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>4000 characters left</p>

- 6) Once the recommender has submitted the recommendation, the recommendation will be marked as “received” on the applicant’s Program Application Page. Applicants are *not* able to view the recommendation that has been submitted. However, IP Coordinators do have access to view completed recommendations.

### Recommendations

To send an e-mail to a recommender, click the envelope icon next to the name.

Requests	Received
Faculty Recommendation (1 required) - Request Electronic Recommendation Copy recommendation from another application	
<input checked="" type="checkbox"/> Elsa Sanchez	<input checked="" type="checkbox"/>

## Recommendation Requests: Coordinator FAQ's

**Q:** What do I do if an applicant sent their request, but the faculty member says they did not receive it?

**A:** IP Coordinators have access to resend recommendation requests on behalf of the student. See the instructions below.

- 1) Login to your admin homepage and search for the student by going to Applicant Admin>Search and entering the student's name, then clicking "Search."

Logout | Admin Home | Recommender Home | User: Elsa Sanchez

Administration > Applicant Admin > Search > Simple

**Search : Simple**

Below, you can search for applications based on multiple criteria. List boxes allow you to select multiple values by holding the Ctrl/Cmd key while clicking. Results are returned based on applications that match all selected criteria. For a search based on specific application response data and program parameters, use the Advanced Search.

Advanced Search Search Results Locator Search

**Search Applications:**

Applicant Name:  Program Name:  Program Terms:  Show all terms

Include withdrawn applications

< Cancel - - Reset - - Search >

- 2) From your search results list, click on the student's application.

Administration > Search > Results

**Search : Results**

Following is a listing of applications that meet your search criteria.

Search Search Results

< Back - - Cancel - - Next >

Options: - Select Option - Progress Audit: - Select Phase -

Save Search:  Save Search

You searched for all applicants that have the words **BeyonceKnowles** in the applicant's name.

Group your results by: Applicant

**Results**

Name	Status	Program	Term
Knowles, Beyonce *	Pending	CSU IP Canada: Direct Enrollment (ID 10555 - not ranked)	Academic Year, 2015-2016

\*CSU System Applicants Found: 1 applicant / 1 application

3) From the application overview page, click the black tab labelled “Recommendations.”


Logout | Admin Home | Recommender Home | User: Elsa Sanchez

Administration > Applicant Admin > Application > Overview

### Application : Overview

Use the tabs below to view and change information for this application.

**Search** **Search Results**



**Knowles, Beyonce** ([Edit Profile](#))  
 CSU System Applicant (CALIF STATE UNIV-NORTHRIDGE, NORTHRIDGE, CA)  
 CSU IP Canada: Direct Enrollment  
 Academic Year, 2015-2016  
 Status: Pending  
 Outgoing Applicant  
[▶ expand profile information](#)

Created: 11/13/2014 (by Applicant)  
 Last Updated: 12/15/2014 @ 04:10:21 PM  
 Last Viewed by Applicant: 01/12/2015  
 ID# 10555: *no label* ([Edit](#))

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[Questionnaires](#) | [Materials](#) | [Learning Content](#) | [Assessments](#) | [Documents](#)  
**[Recommendations](#)** | [Journal](#) | [Credit Transfer](#)

-- Add tag to application --

4) This page shows all recommendation requests created by the applicant. To resend a request, locate the faculty member’s name in the list, then click the envelope icon under “Actions.” A prompt will then appear asking whether you want to send the recommendation request. Click “Yes.”

Logout | Admin Home | Recommender Home | User: Elsa Sanchez

Administration > Applicant Admin > Application > Recommendations

### Application : Recommendations

Use the tabs below to view and change information for this application.

**Search** **Search Results**

**Knowles, Beyonce** ([Edit Profile](#))  
 CSU System Applicant (CALIF STATE UNIV-NORTHRIDGE, NORTHRIDGE, CA)  
 CSU IP Canada: Direct Enrollment  
 Academic Year, 2015-2016  
 Status: Pending  
 Outgoing Applicant  
[▶ expand profile information](#)

Created: 11/13/2014 (by Applicant)  
 Last Updated: 01/12/2015 @ 04:03:32 PM  
 Last Viewed by Applicant: 01/12/2015  
 ID# 10555: *no label* ([Edit](#))

[Overview](#) | [Comments](#) | [Status](#) | [Reviews](#) | [Profile](#) | [History Log](#) | [Email](#) | [Itinerary](#)  
[Questionnaires](#) | [Materials](#) | [Learning Content](#) | [Assessments](#) | [Documents](#)  
[Recommendations](#) | [Journal](#) | [Credit Transfer](#)

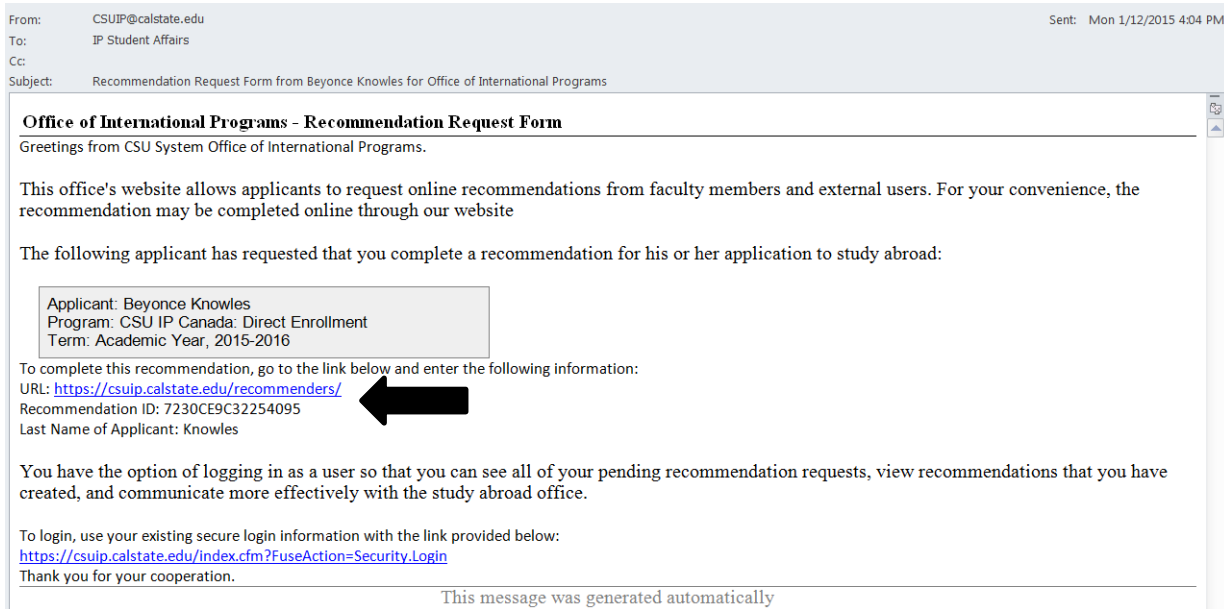
-- Add tag to application --

**Faculty Recommendation Recommendations (1 required)**

Recommender	Phone	Read waiver	Received	Actions
Sanchez, Elsa ( <a href="mailto:esanchez1@calstate.edu">esanchez1@calstate.edu</a> ) Rec ID#: 7230CE9C32254095		No	(Not Received)	

[Record New Recommendation](#)  
[Copy Recommendation From Another Application](#)  
[Generate Recommendation Request for this Application](#)

5) Once you have resent the request, the faculty member will receive an email like the one below with the applicant's information and a link to access the recommendation.



**Q:** I resent the recommendation request, but the faculty member still has not received the email. What should I do?

**A:** Advise the faculty member to check their junk/spam folder for an email from [CSUIP@calstate.edu](mailto:CSUIP@calstate.edu). If they still do not find it, verify that the recommendation was sent to the correct email address.

**Q:** The student entered an incorrect email address when they created their request. What should I do to help them?

**A:** Go into the student's recommendations and click the red "X" next to the faculty member's name to delete that request. Instruct the student to go in and create a new recommendation request using the correct email address. You can also do this for them by clicking "Generate Recommendation Request for this Application," then entering the faculty member's information.

Faculty Recommendation Recommendations (1 required)				
Recommender	Phone	Read waiver	Received	Actions
Sanchez, Elsa ( <a href="mailto:esanchez1@calstate.edu">esanchez1@calstate.edu</a> ) Rec ID#: 7230CE9C32254095		No	(Not Received)	

Record New Recommendation  
 Copy Recommendation From Another Application  
 Generate Recommendation Request for this Application