

## Cal State Apply Graduate Admissions | Letters of Recommendation Submission

What to expect...

### Prior to starting your application:

Consider attending an Impressive Graduate School Applications Workshop to review best practices regarding letters of recommendation, personal statements, entrance exams and other common questions. Click [here](#) for dates and times.

- Determine how many recommendations your intended graduate program requires
- Decide who will write a letter of recommendation and submit it through Cal State Apply on your behalf
- Connect with letter writers in advance, obtain their commitment to write a strong letter of recommendation for you
- Collect their email address, full name, and professional title - You will need this contact information when completing the Cal State Apply application

### For Applicants - Complete the Recommendations in Cal State Apply:

**Step 1:** Log in to your Cal State Apply portal.

— CAL STATE —  
**APPLY**

## Welcome to The California State University

Thank you for your interest in The California State University. You can apply for the 2021-2022 cycle here, including Fall 2021, Winter 2022, Spring 2022, and Summer 2022. If you are interested in applying to a prior term, click [here](#).

To determine the exact deadline for your desired program, visit the [Application Dates & Deadlines](#) page.

Refer to the [Applicant Help Center](#) for additional information, including [browser requirements](#). Here, you can chat with us for live support.

Click [here](#) for a COVID-19 statement from The California State University.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

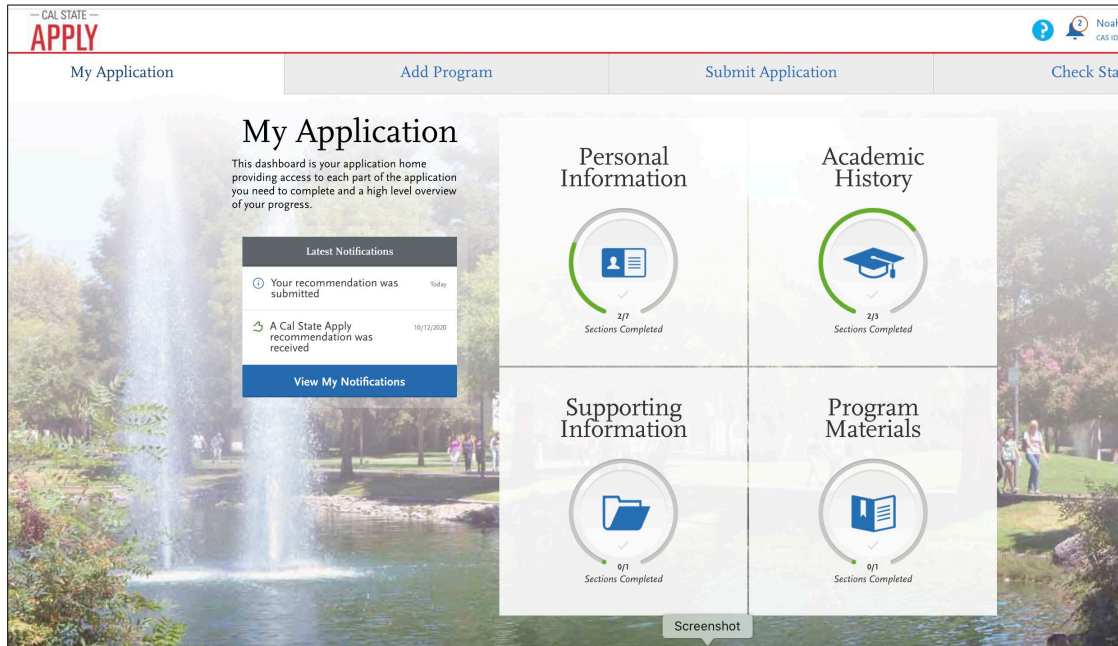
**Sign In**

**Create an Account**

[Forgot your username or password?](#)

Screenshot

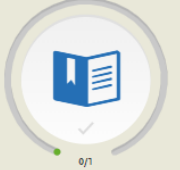
**Step 2:** Click on the **Program Materials** quadrant of your Cal State Apply application.



**Step 3:** In the **Program Materials** quadrant click on the **Recommendations** section, then click on the **+ Request General Letter Upload Recommendation** link.


-- CAL STATE --  
**APPLY**

My Application Add Program



Sections Completed

Computer Science  
San Francisco Graduate



Computer Science Deadline: 03/01/2021

[Home](#)    [Questions](#)    [Documents](#)    [Recommendations](#)

## Recommendations

You can use the Recommendations feature to manage submission of letters of recommendation. Two letters of recommendation should be from instructors or other persons qualified to comment on your ability to succeed in graduate studies. Because admission to the program is competitive, recommendation letters can help to support your application. Letters of recommendation should come from an academic or professional reference and should include information to help us determine if you are a serious and qualified candidate.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

**General Letter Upload** 2 required - 2 total allowed

[+ Request General Letter Upload Recommendation](#)

**Step 4: Invite your Letter of Recommendation writers to submit a letter on your behalf through Cal State Apply:** Enter your writer's email address and full name. You can assign a due date by which you would like the letters to be submitted. We recommend giving your letter writers a deadline 1-2 weeks in advance of your application deadline. This will give you a cushion to follow up with them if they miss your early deadline so that they could still submit it by the application deadline. You do **not** have to wait until your letter writers upload a letter to submit the application.

You must include a personal note. This note will appear in the body of the email your writer will receive.

The letter writer will now receive an email invitation to submit the letter of recommendation through Cal State Apply.

## General Letter Upload Recommendation Request!



Once you have saved the recommendation request, an email request will be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

\* Indicates required field

### Recommender's Information

* First Name	<input type="text" value="Noah"/>
* Last Name	<input type="text" value="REDACTED"/>
* Email Address	<input type="text" value="REDACTED"/>
* Due Date	<input type="text" value="01/30/2021"/> MM/DD/YYYY
* Personal Message/Notes	<input type="text" value="Demo"/>

1 word 4/500

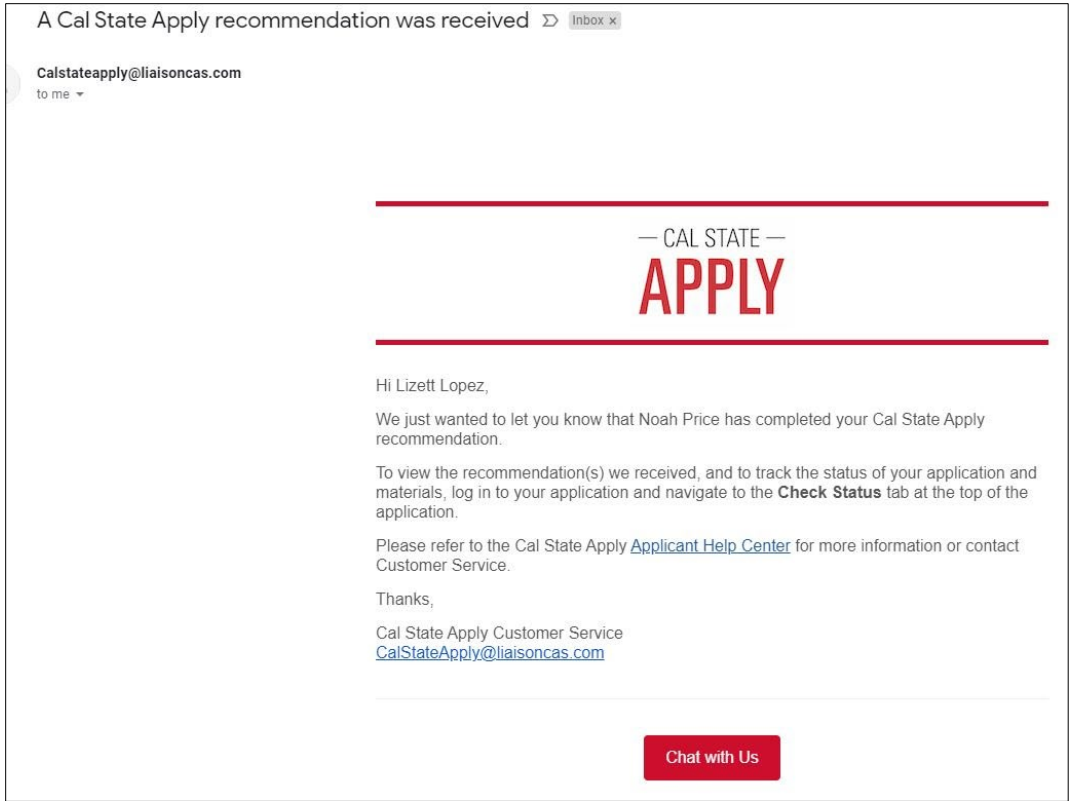
### Waiver of Recommendation

- \* I waive my right of access to this Recommendation.  Yes  No
- \* Permission to Contact Recommender
- I hereby give permission to contact this recommender via email to request the completion of the recommendation form and letter of recommendation. If my recommender does not submit an online recommendation form in response to the email request, it is my sole responsibility to contact the recommender directly to ensure all recommendations required by my designated schools are received by the deadline.
- \* Permission for Schools to Contact Recommender
- I understand that the schools to which I am applying may contact the recommender either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.



Resend This Recommendation Request

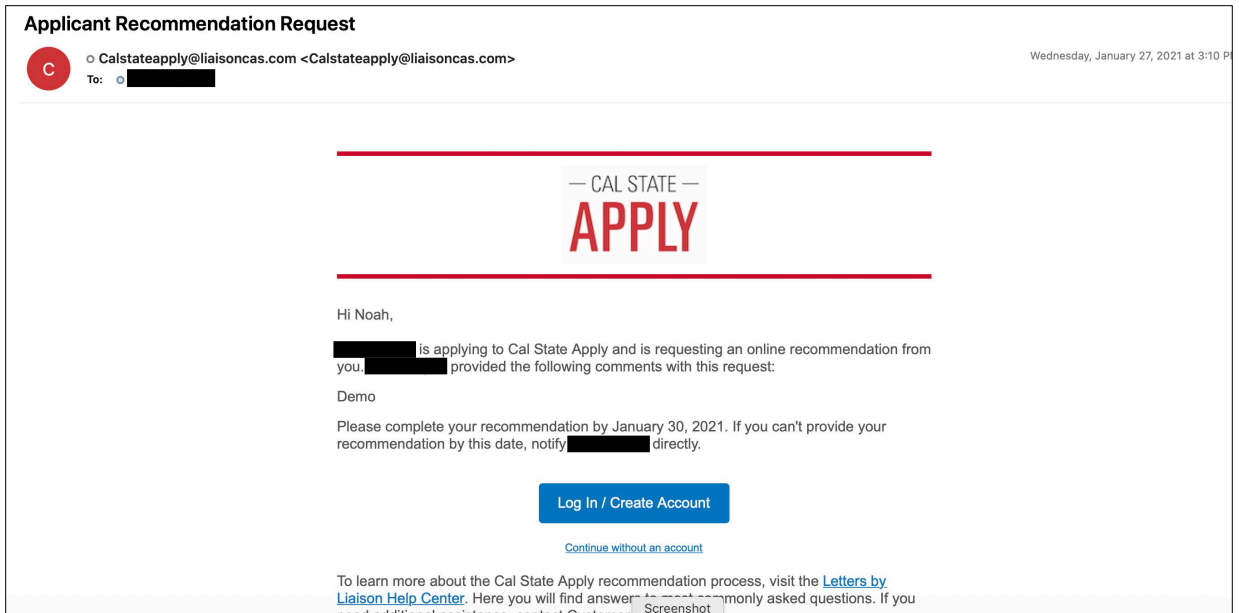
**Step 5:** You will receive a confirmation email once the letter of recommendation has been submitted by the letter writer



**For Letter Writers - Complete the Recommendations in Cal State Apply:**

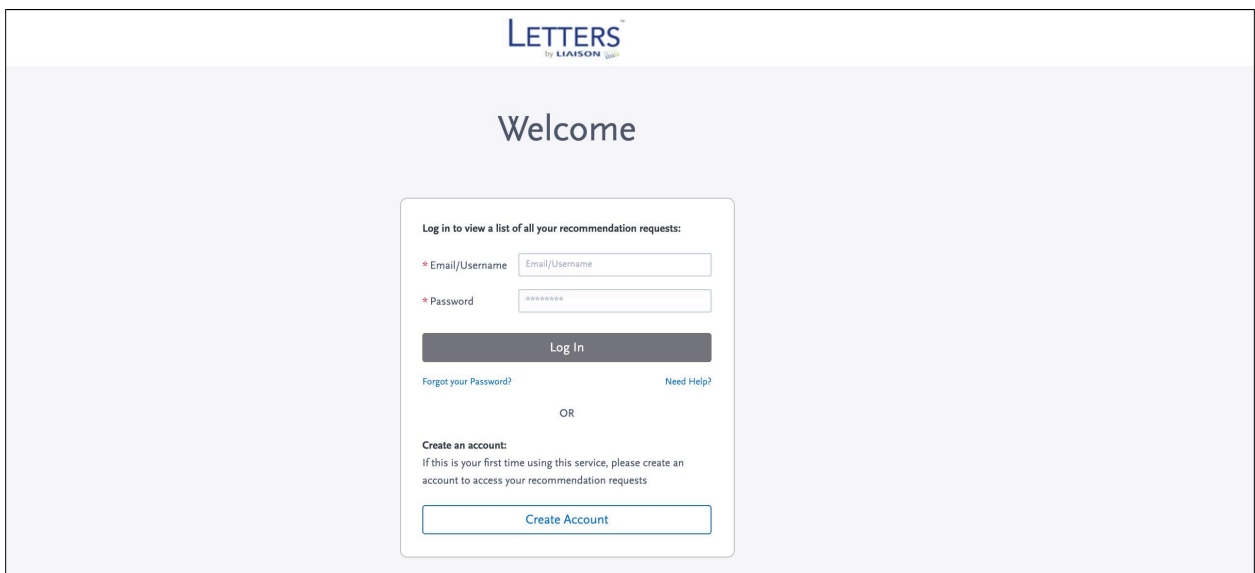
**Step 1:** Writers check your email! Please note that the email request will come from [calstateapply@liaisoncas.com](mailto:calstateapply@liaisoncas.com). Check spam or junk folders if you do not receive an email upon notification from Cal State Apply. Also check your company's firewall if you do not see the email in your junk or spam filters.

**Calstateapply@liaisoncas.com**  
Applicant Recommendation Request 1/27/21  
Hi Noah, [REDACTED] is applying to Cal State Apply and is...



**Step 2:** You should login/create account, or you may continue without an account. Be sure to use the same e-mail address that the applicant input to Cal State Apply.

**Note:** If you have difficulties logging into the system because it recognizes you from other letter submissions, click on the **Liaison Help Center** for general troubleshooting guidance.



# Help Center Support

The screenshot shows the 'LETTERS by LIAISON' logo at the top left. Below it is a search bar with the text 'How can we help you?'. The main heading is 'Letters by Liaison Help Center'. There are two main content areas:

- Accessing Your Account:** Includes a sub-heading 'Learn how to create an account, access an existing account, and reset your password.' and three links: 'Create an Account', 'Access an Existing Account', and 'Reset Your Password'.
- Completing a Recommendation:** Includes a sub-heading 'Learn how to access your recommendation requests, complete or decline a request, and review any completed requests.' and five links: 'Review Your Recommendation Requests', 'Complete a Recommendation', 'Decline a Recommendation Request', 'Review Completed Recommendations', and 'Screenshot' (with a tooltip for 'ation Hours').

**Step 3:** You will see the applicant, or a list of applicants, who have invited you to submit a letter. Click **Start** to upload a letter of recommendation save as a PDF.

The screenshot shows the 'LETTERS by LIAISON' logo at the top left and a user profile icon with the name '██████' at the top right. The main heading is 'Requests'. On the left side, there are filters for 'View' (Expanded/Collapsed), 'Sort By' (Requested On), and 'Show' (Accepted (1), Requested (1), Completed (1), Declined (0), Expired (0), Clear All). The main content area displays a list of requests:

Request ID	Status	Applicant Email	Applying to	Programs	Type	Access	Requested On	Requested By	Actions
> ██████	Accepted	██████	Cal State Apply	San Francisco Graduate - Anthropology	General Letter Upload	Waived	Jan 27, 2021	Jan 30, 2021	Decline Continue
> Testing Testing	Requested	██████	Cal State Apply	San Francisco Graduate - Computer Science	General Letter Upload	Waived	Jan 27, 2021	Feb 28, 2021	Decline Start

A 'Screenshot' button is located at the bottom center of the page.

**Step 4:** You can drop files into the upload field or upload a file from your computer. You will have a chance to preview the file and confirm before submission.

[Back to Requests](#)

## Recommendation - [REDACTED]

**Request Information:**

Type: General Letter Access: Waived Upload

Applicant Email: [REDACTED]

Requested On: Jan 27, 2021 Requested By: Jan 30, 2021

Applying To: Cal State Apply

**Instructions**

The requestor listed has applied to a program at a California State University campus. Pursuant to the Family Educational Rights and Privacy Act of 1974, your response may be made available to the student, at their request.

Please save your changes as you work. If you step away from the page without saving you will lose your responses.

Note from Lizett: Demo

\* Indicates required field

**Upload Letter**

\* Upload Your File

Upload the letter below

**Note:** the file in Microsoft Word (.doc or .docx), Portable Document Format (.pdf), Rich Text Format (.rtf), or Plain Text File (.txt).

Drop files here to attach  
or  
[Click to browse](#)

[Save & Exit](#) [Preview & Submit](#)

Screenshot



[Back to Requests](#)

## Recommendation - [REDACTED]

### Request Information:

Type: General Letter Access: Waived  
Upload

### Applicant Email:

[REDACTED]

Requested On: Requested By:  
Jan 27, 2021 Jan 30, 2021

### Applying To:

Cal State Apply

### Instructions

The requestor listed has applied to a program at a California State University campus. Pursuant to the Family Educational Rights and Privacy Act of 1974, your response may be made available to the student, at their request.  
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Demo

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### Upload Letter

\* Upload Your File

Upload the letter below

**Note:** the file in Microsoft Word (.doc or .docx), Portable Document Format (.pdf), Rich Text Format (.rtf), or Plain Text File (.txt).



Grad Dept Decision  
Instructions\_CS.pdf

Remove

Save & Exit

Preview & Submit

Screenshot

**Step 5:** You will receive a confirmation note and email from Cal State Apply once the letter of recommendation has been submitted successfully.

# Requests

Request is Submitted

View:  Expanded  Collapsed

Sort By: Requested On

Ascending  Descending

Show:

- Accepted (0)
- Requested (1)
- Completed (2)
- Declined (0)
- Expired (0)

[Clear All](#)

**> Testing Testing - Requested** Decline Start

Applicant Email: [REDACTED] Type: General Letter Upload Requested On: Jan 27, 2021

Applying to: Cal State Apply Access: Waived Requested By: Feb 28, 2021

Programs: San Francisco Graduate - Computer Science

Screenshot

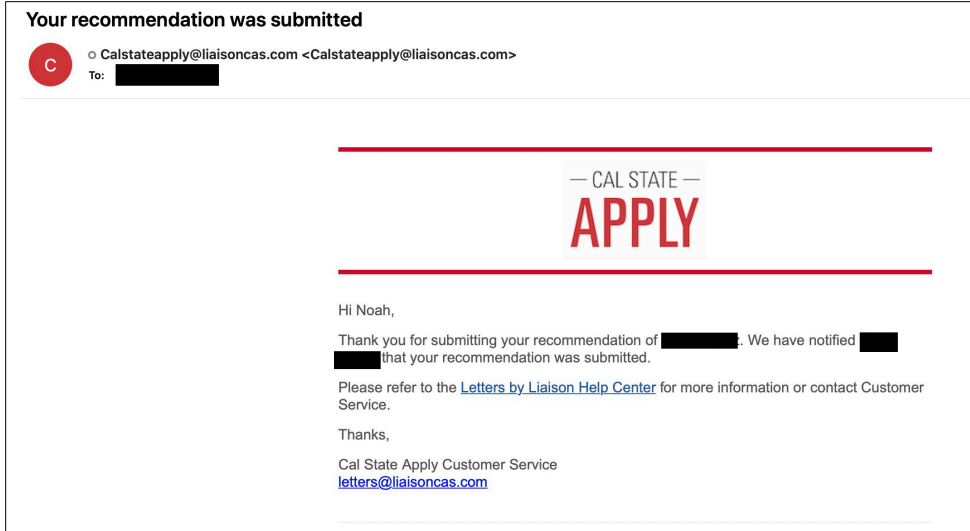
## Confirmation Email

Today

**Calstateapply@liaisoncas.com**

**● Your recommendation was submitted** 8:45 AM

Hi Noah, Thank you for submitting your recommendation o...



**Step 6:** The applicant will also receive a confirmation email once the letter of recommendation has been submitted

