SOLO Application System Recommendation Process

1. Go to solo.stanford.edu then log into the application system.

2. Once you have logged in, you will see in the top left corner a link to your account. Click it.

3. Scroll down your account page and you will see the “Submitted – Needs Action” box listing each of your applications in the system and the “Request Recommendation” button for each application. Click the button.

Submitted - Needs Action
4. Your Recommendation Form will pop up. This is where you will send an email to your recommender. If your recommender is from Stanford, please use their email address with their SUID. We recommend that you explain a bit about the program and what you would like the recommender to highlight in the message portion.

Request a Recommendation

Email

Date Due

02/08/2015
E.g., 01/20/2015

Message

☐ I do waive my rights to inspect the contents of the following recommendation

Send your request

5. This is how your message will appear to your recommender. It is up to you to remind your recommender to complete their recommendation by the deadline.

[Stanford Off Campus Learning Opportunities] You have been requested to provide a recommendation

From: Off Campus Learning Opportunities
To: vwilhelm@stanford.edu

Hi Victoria Wilhelmsen,

You have been requested to provide a recommendation with the following note:

Can you recommend me?

Go to the following link to provide your recommendation letter: [Provide recommendation].
Keep in mind that this request is due: Tue, 01/20/2015 - 00:00.
Requester name: Pauline Larmaraud.
Applying for the following opportunity: OIA Fellowship.
Pauline Larmaraud choice to waive the right to inspect the contents of the recommendation: Yes.