



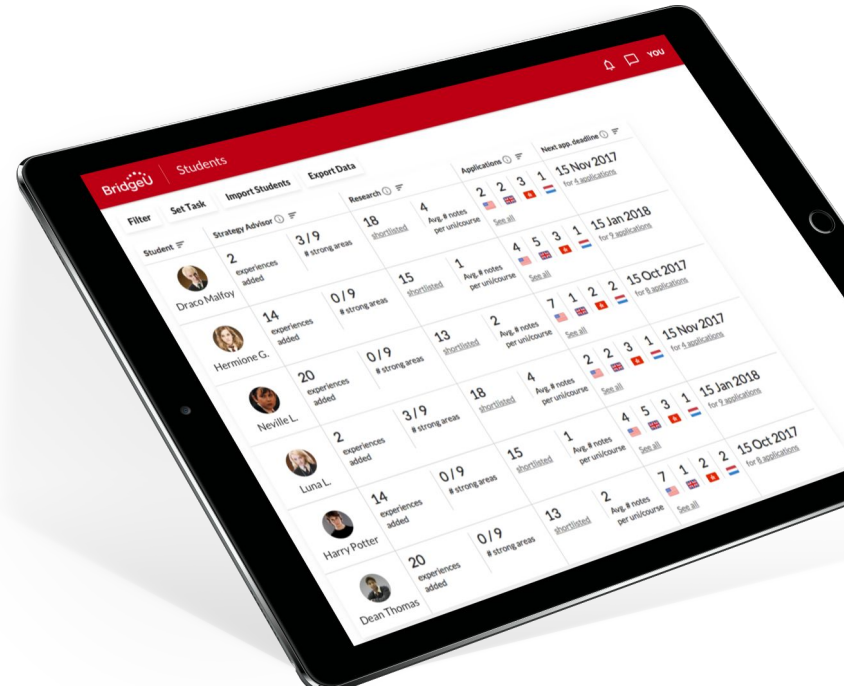
A Guide to BridgeU's Recommendations Tool

Bridging the gap between **school** and the future

www.bridge-u.com

Table of contents

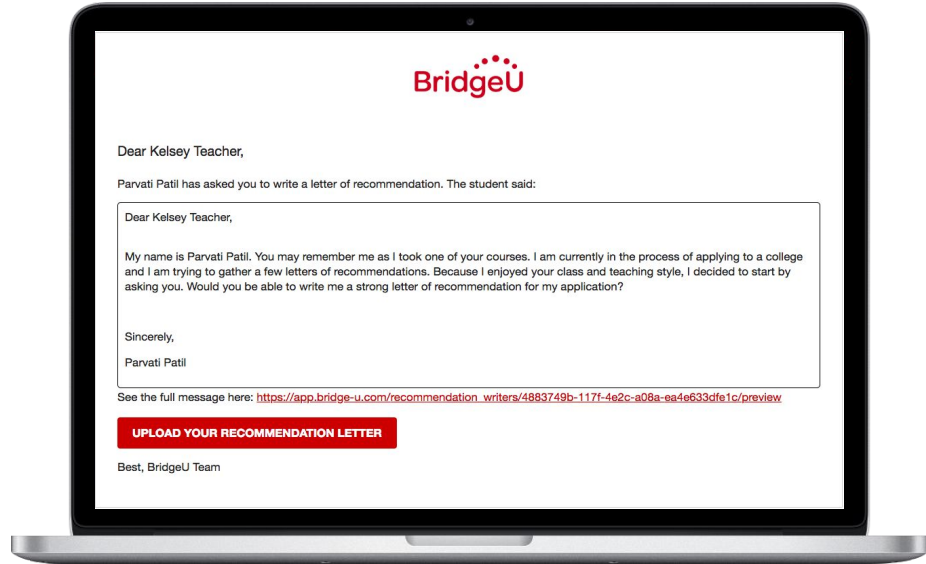
- Overview
- Letters of Recommendation (LoRs)
 - Student Requests
 - Student Information
 - Uploading LoRs



Overview

BridgeU's Letters of Recommendation tool provides a simplified process to streamline the LoR process for teachers and advisors.

- As a teacher, you will receive LoR email requests from students via BridgeU.
- The email requests will provide a link to upload your letter, and view student application information without requiring a BridgeU account
- Once completed and uploaded, the LoRs will be available for advisors to submit to universities. They will not be visible or accessible to students.





Letters of Recommendation

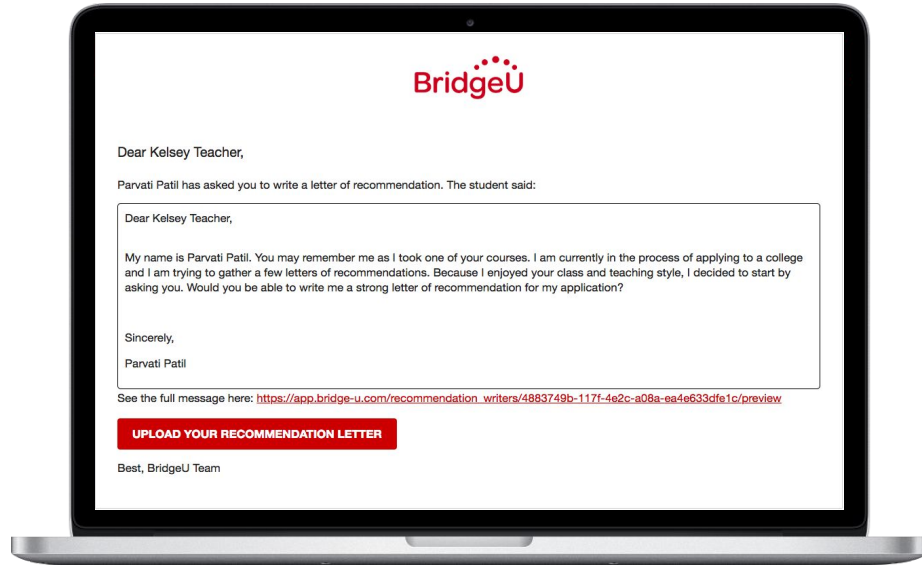
Bridging the gap between school and the future

www.bridge-u.com

Student Requests

Students will send you email requests to write and upload LoRs to support their university applications.

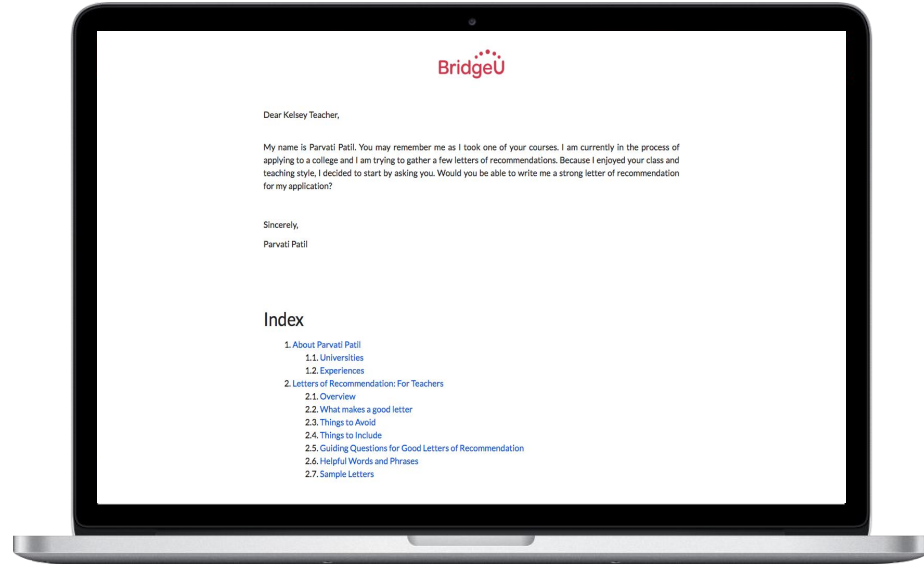
- Search for an email from pat@bridge-u.com where the **subject** is '*[Student name} asks you to write a letter of recommendation.*'
- Review the personalised **note** from the student within the email request.
- You will see a link to review **student information** and a button below to **upload** your LoR.



Student **Information**

Review application preparation the student has completed in BridgeU.

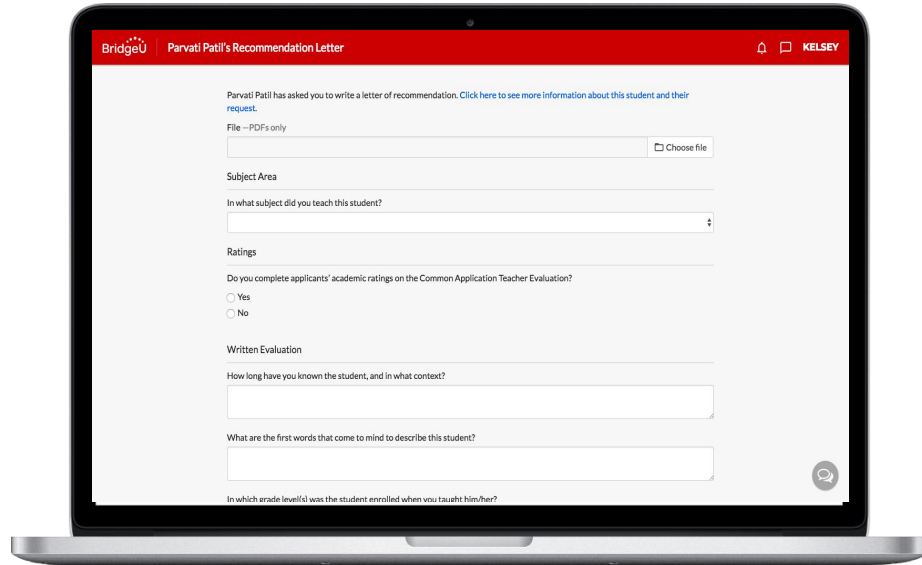
- First, click the **link** towards the bottom of the email after, '*See the full message here:*'
- Review information about the student's applications, including the **universities** they are planning and considering applying to, and the **experiences** they plan to include in their essays and personal statements.
- Review further information about LoRs, including tips and tricks such as **what makes a good letter** and some **sample** LoRs.



Uploading LoRs

Upload your final letter of recommendation and complete the Common Application form.


- At the bottom of the student email request, click the **Upload Your Recommendation Letter** button.
- Make sure your letter is in **PDF** format, then click the **Choose File** button to upload from your computer.
- Fill out the **Common Application form** below, then click **Submit** at the bottom of the page when complete.
- Should you need to **edit** your letter, resave the new version as a PDF and **re-upload** using the same link.
- **Repeat** for each email request you receive.



The screenshot shows a laptop screen with a red header bar containing the BridgeU logo and the text "Parvati Patil's Recommendation Letter". In the top right corner of the header, there is a notification bell icon and the name "KELSEY". The main content area of the form includes a blue link: "Parvati Patil has asked you to write a letter of recommendation. Click here to see more information about this student and their request." Below this is a "File" section with the text "PDFs only" and a "Choose file" button. The "Subject Area" section contains a dropdown menu with the question "In what subject did you teach this student?". The "Ratings" section asks "Do you complete applicants' academic ratings on the Common Application Teacher Evaluation?" with radio buttons for "Yes" and "No". The "Written Evaluation" section has two text input fields: "How long have you known the student, and in what context?" and "What are the first words that come to mind to describe this student?". At the bottom, there is a question: "In which grade level(s) was the student enrolled when you taught him/her?". A small speech bubble icon is located in the bottom right corner of the form area.



www.bridge-u.com

 hi@bridge-u.com

 [@BridgeU](https://twitter.com/BridgeU)

 [BridgeU](https://www.facebook.com/BridgeU)

 [BridgeU](https://www.linkedin.com/company/BridgeU)