REQUESTING AN ELECTRONIC RECOMMENDATION

The number of required recommendations will be posted in parenthesis under the Recommendation(s) heading.

In order to request an electronic recommendation online through VT Education Abroad’s application portal, click the hyperlink text labeled ‘Request Electronic Recommendation’ under the Recommendations section.

The following screen will appear:

To request a reference letter from a Virginia Tech faculty/staff member with a VT email account, use **Option 1** and enter his/her **VT EMAIL ADDRESS** into the search feature.

To request a professional or work-related reference letter from an individual not affiliated with Virginia Tech, use **Option 2** and complete **all of the fields** listed.
REQUESTING AN ELECTRONIC RECOMMENDATION

The electronic request feature will send an email directly to the designated individuals from VT Education Abroad soliciting a recommendation. It is the applicant’s responsibility to notify the referent(s) directly informing them of the request, any requisite background information and deadline of the application.

Recommenders will be provided with instructions on how to log in and upload the recommendation letter.

Once complete, a check mark will appear beside the recommender’s name.