



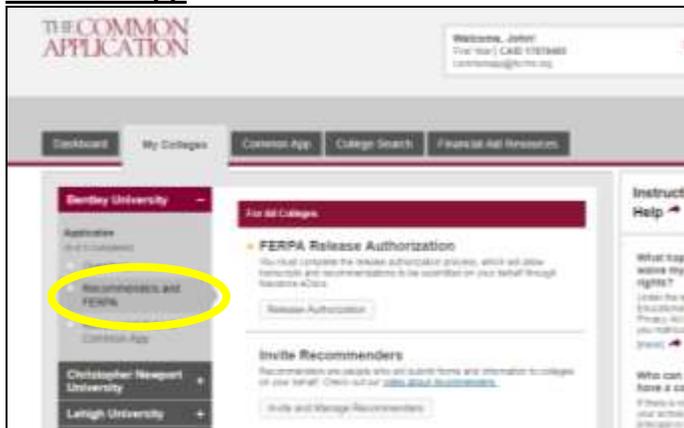
OUTSIDE RECOMMENDATION PROCESS 2022 – 2023

This process is in place for students who have **OUTSIDE** recommenders, those people who are not affiliated with HCRHS. *Example: athletic club coach, boss from work, religious leader, etc.*

There are two ways to request outside recommenders. You can either request them through your application site OR have the outside recommender email their recommendation directly to the admission offices.

1) Assigning a Recommender through Common App or a College's Individual Application

Common App



In the “My Colleges” tab, click “Recommendations and FERPA” for one college. Scroll to the bottom to “Other Recommender”. Be sure the college allows other recommenders. Click “Invite Other Recommender” and follow the prompts to invite your outside recommender. If you want the recommender to write for other colleges, go back to “Recommendations and FERPA” for those colleges and “Assign” the recommender to each individual college. You will see a date the recommender was assigned and you will be able to check the status of the recommender’s progress. Always check with your outside recommender to make sure they are receiving the emails inviting them to the Common App.

Colleges with Their Own Application (not Common App)

There may be a section within the application to assign recommenders; just follow the prompts to assign your outside recommender. If they do not have this option, please follow option #2 below. You should always follow up with your outside recommenders to be sure they are receiving the notices to write a letter for you.

2) Emailing Outside Recommendations Directly to the Admissions Office

You can provide your outside recommender with email addresses for the admissions office and the recommender can email the letter directly to the college. Be sure to get these email addresses accurately from the admissions website before you provide them to your outside recommender. It can be the general admissions email address (example: admissions@rider.edu) or the admission rep that serves Hunterdon County, NJ. Your recommender should include “Letter of Recommendation” in the email subject line. The body of the email should include the student’s name and date of birth, and the attached recommendation.