

# Upload a Recommendation Letter from a File

## Tip Sheet

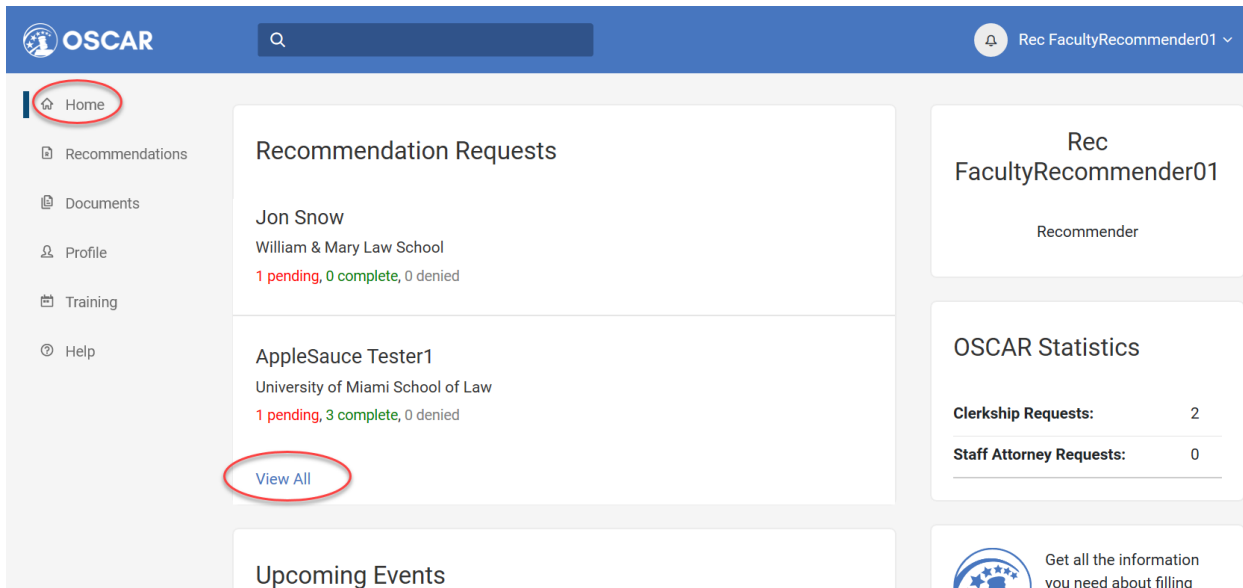
### How to Submit a Pre-written Recommendation Letter

OSCAR also allows you to upload a pre-written letter in Word or PDF format. This is a good option if you want to use your own letterhead and include a signature. Once you have written your letter and saved it in Word or as a PDF file, you can upload it in two ways:

1. You can click the secure login link in the recommendation request email you received from OSCAR to upload the letter directly. Skip to Step 3 if you are using the secure link.
2. You can log into your OSCAR account and follow the steps below to upload your letter of recommendation:

### Uploading a Word or PDF Letter

1. On your Home page, you will see a list of pending **Recommendation Requests**. To see all of your requests, select **View All**:

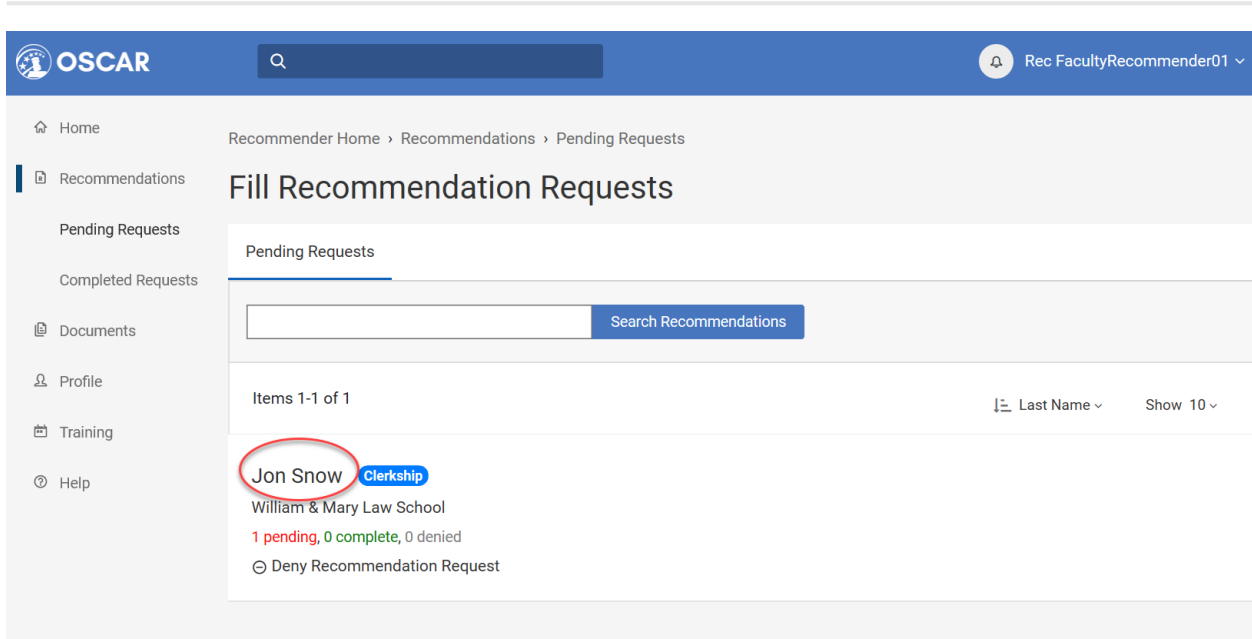


The screenshot shows the OSCAR web application interface. The top navigation bar includes the OSCAR logo, a search bar, and a user profile dropdown for 'Rec FacultyRecommender01'. The left sidebar contains navigation links: Home (circled in red), Recommendations, Documents, Profile, Training, and Help. The main content area is titled 'Recommendation Requests' and lists two entries:

- Jon Snow**, William & Mary Law School, with 1 pending, 0 complete, and 0 denied requests.
- AppleSauce Tester1**, University of Miami School of Law, with 1 pending, 3 complete, and 0 denied requests.

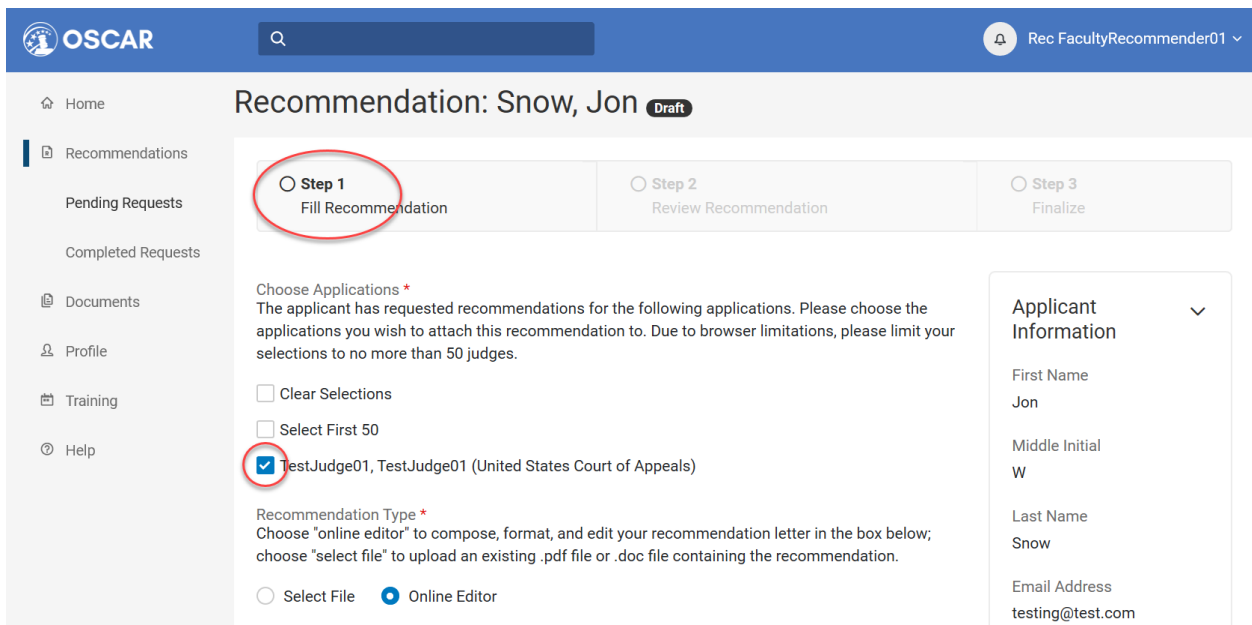
A 'View All' button is circled in red below the list. To the right, there are two summary cards: 'Rec FacultyRecommender01' (Recommender) and 'OSCAR Statistics' showing 2 Clerkship Requests and 0 Staff Attorney Requests. At the bottom, there is an 'Upcoming Events' section and a footer with the OSCAR logo and the text 'Get all the information you need about filling'.

2. To begin filling your recommendation request, on the **Pending Requests** tab, select the name of the person requesting a letter of recommendation:



The screenshot shows the OSCAR Recommender Home interface. The breadcrumb trail is "Recommender Home > Recommendations > Pending Requests". The main heading is "Fill Recommendation Requests". On the left sidebar, "Pending Requests" is selected. The main content area shows a search bar with the text "Search Recommendations". Below the search bar, it indicates "Items 1-1 of 1". A red circle highlights the name "Jon Snow" with a "Clerkship" tag. Below the name, it says "William & Mary Law School" and "1 pending, 0 complete, 0 denied". There is a "Deny Recommendation Request" button.

3. OSCAR will open the 3-step process for filling the request. In **Step 1**, under **Choose Applications**, check the box for the application you wish to attach this recommendation to:



The screenshot shows the OSCAR Recommendation: Snow, Jon interface. The breadcrumb trail is "Recommendation: Snow, Jon" with a "Draft" tag. The main heading is "Recommendation: Snow, Jon". On the left sidebar, "Recommendations" is selected. The main content area shows a progress bar with three steps: "Step 1: Fill Recommendation" (circled in red), "Step 2: Review Recommendation", and "Step 3: Finalize". Below the progress bar, there is a section titled "Choose Applications \*". The text says: "The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges." There are three checkboxes: "Clear Selections", "Select First 50", and "TestJudge01, TestJudge01 (United States Court of Appeals)" (checked and circled in red). Below this, there is a section titled "Recommendation Type \*". The text says: "Choose 'online editor' to compose, format, and edit your recommendation letter in the box below; choose 'select file' to upload an existing .pdf file or .doc file containing the recommendation." There are two radio buttons: "Select File" and "Online Editor" (selected). On the right side, there is a section titled "Applicant Information" with a dropdown arrow. The information includes: First Name: Jon, Middle Initial: W, Last Name: Snow, and Email Address: testing@test.com.

4. Choose the **Select File** button and then select **Upload File** or use the drop down next to **Choose a recent file**:

Choose Applications \*

The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.

- Clear Selections
- Select First 50
- TestJudge01, TestJudge01 (United States Court of Appeals)

Recommendation Type \*

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

- Select File
- Online Editor

Choose a recent file  or

- Before selecting your pre-written letter from your files, you will be asked to assign it a Template Name and a Template Type (mandatory fields), as shown below:

Upload New Recommendation ×

\* indicates a required field

**Template Name \***


LC ×

**Template Type \***

Choose which type of application this recommendation template will be used for.

Judge

Maximum File Size: 1MB



Browse

6. Once you have provided a template name and type, select **Browse** and choose the Word or PDF letter from your browsed files. Then select **Open**, as shown below:


### Upload New Recommendation

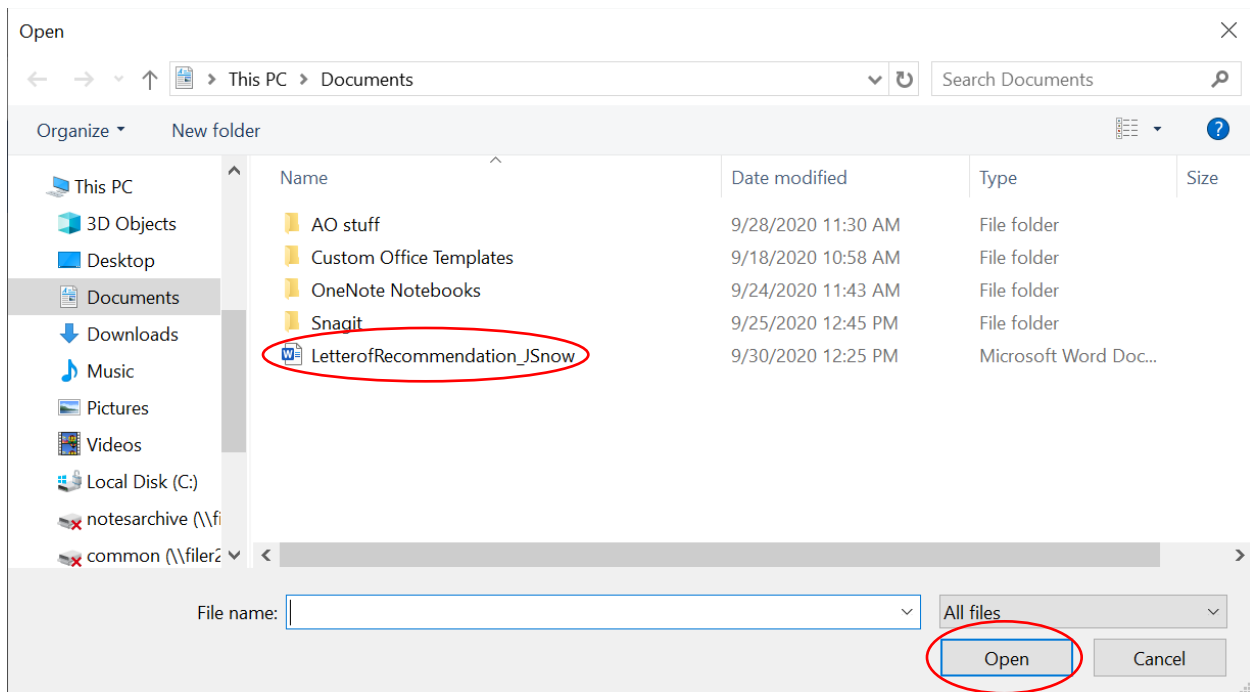
Template Name \*

Template Type \*  
Choose which type of application this recommendation template will be used for.

Judge

Maximum File Size: 1MB

  
**Browse**



7. Then select **Upload**:

### Upload New Recommendation ✕

Template Name \*

Template Type \*  
Choose which type of application this recommendation template will be used for.

Judge

Maximum File Size: 1MB

Letter of Recommendation\_JonSnow.docx

100% Cancel

8. Then select **Next: Review**:

Choose Applications \*

The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.

Clear Selections

Select First 50

TestJudge01, TestJudge01 (United States Court of Appeals)

Recommendation Type \*

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

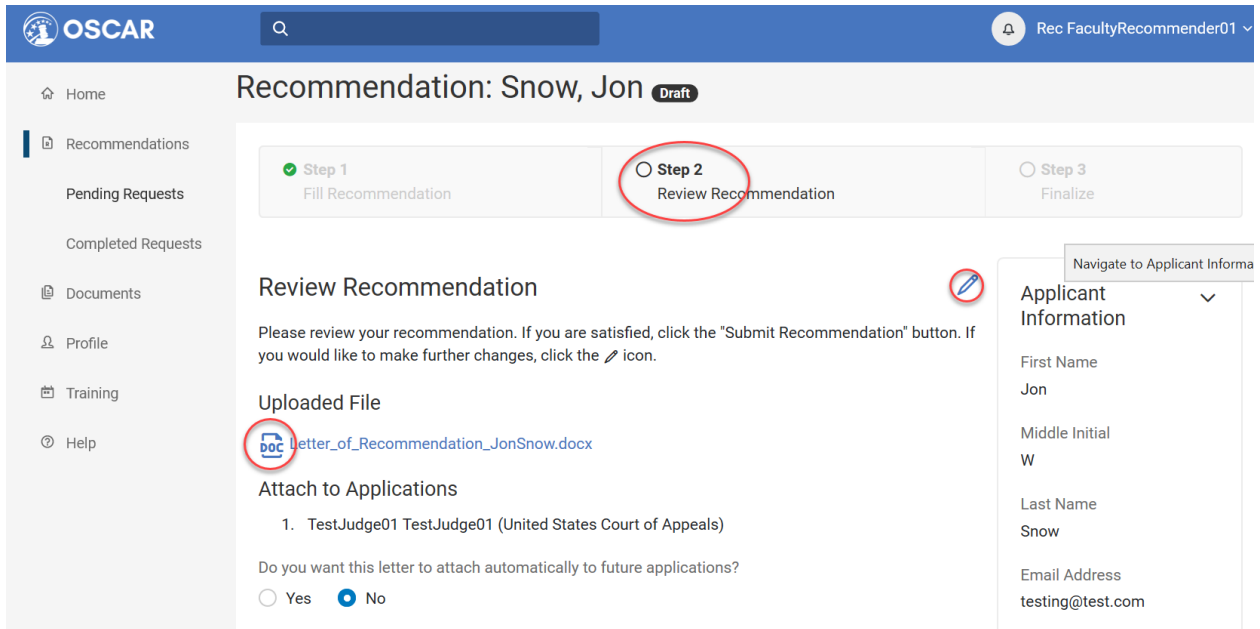
Select File  Online Editor

LC✕

LAST USED ON 2020-10-23

n/recommender/fill/clerkship?s=FillRecommendationSection&mode=fc


9. OSCAR will open in **Step 2**. First, under **Review Recommendation**, you can look over your attached letter to make sure it is correct by opening the uploaded file. (If you want to make changes, click on the edit (pencil) icon, which will return you to **Step 1**.)




The screenshot shows the OSCAR web application interface. At the top, there is a blue header with the OSCAR logo and a search bar. Below the header, a navigation menu on the left lists: Home, Recommendations, Pending Requests, Completed Requests, Documents, Profile, Training, and Help. The main content area is titled "Recommendation: Snow, Jon" with a "Draft" status. A progress bar at the top of the main area shows three steps: Step 1 (Fill Recommendation), Step 2 (Review Recommendation), and Step 3 (Finalize). Step 2 is currently selected and highlighted with a red circle. Below the progress bar, the "Review Recommendation" section contains the following elements: a red pencil icon for editing, a paragraph of instructions, an "Uploaded File" section with a document icon and the filename "Letter\_of\_Recommendation\_JonSnow.docx", an "Attach to Applications" section with a list of applications (1. TestJudge01 TestJudge01 (United States Court of Appeals)), and a question "Do you want this letter to attach automatically to future applications?" with radio buttons for "Yes" and "No" (where "No" is selected).

10. If you are satisfied with your letter, under **Attach to Applications**, select **Yes** or **No**. Then select **Submit Recommendation** to get to the final step:

## Review Recommendation

Please review your recommendation. If you are satisfied, click the "Submit Recommendation" button. If you would like to make further changes, click the  icon.

### Uploaded File

 Letter\_of\_Recommendation\_JonSnow.docx

### Attach to Applications

1. TestJudge01 TestJudge01 (United States Court of Appeals)

Do you want this letter to attach automatically to future applications?

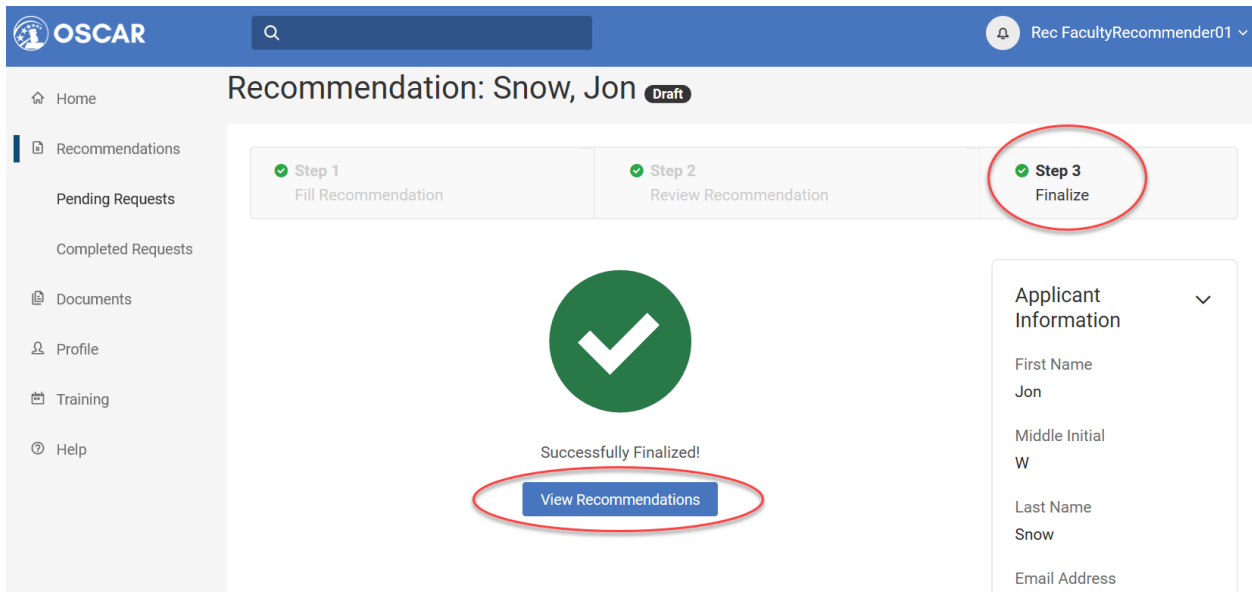
Yes  No

Note: OSCAR archives unused recommender accounts and recommendation letters on a yearly basis. Recommendation letters will not remain on the system indefinitely, even if you select the automatic attachment and choose "Never."

Cancel

Submit Recommendation

11. OSCAR will open in **Step 3**. This step confirms your submitted recommendation. To see all your completed recommendations, click **View Recommendations**:



OSCAR | Rec FacultyRecommender01

Recommendation: Snow, Jon **Draft**

Step 1: Fill Recommendation | Step 2: Review Recommendation | **Step 3: Finalize**

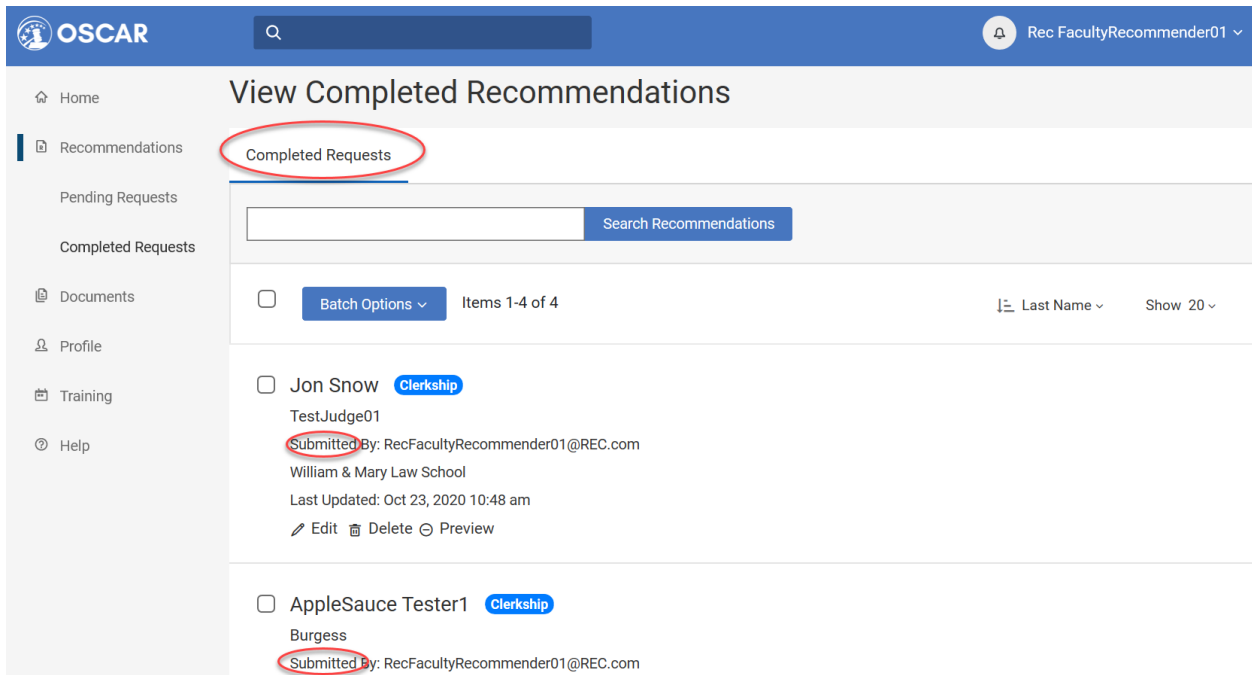
Successfully Finalized!

[View Recommendations](#)

Applicant Information

- First Name: Jon
- Middle Initial: W
- Last Name: Snow
- Email Address:

12. Here you can view your **Completed Requests**:



OSCAR | Rec FacultyRecommender01

View Completed Recommendations

Completed Requests

Search Recommendations

Batch Options | Items 1-4 of 4 | Last Name | Show 20

- Jon Snow **Clerkship**  
TestJudge01  
**Submitted By:** RecFacultyRecommender01@REC.com  
William & Mary Law School  
Last Updated: Oct 23, 2020 10:48 am  
Edit Delete Preview
- AppleSauce Tester1 **Clerkship**  
Burgess  
**Submitted By:** RecFacultyRecommender01@REC.com

*Note:* You can also compose a letter using OSCAR’s online editor tool and easy-to-use templates. See the [Enter a Recommendation Letter Using the Online Editor tip sheet](#), the [Quick Reference Guide – Recommenders](#), and other helpful [Recommender Resources](#) found on your home page in OSCAR.