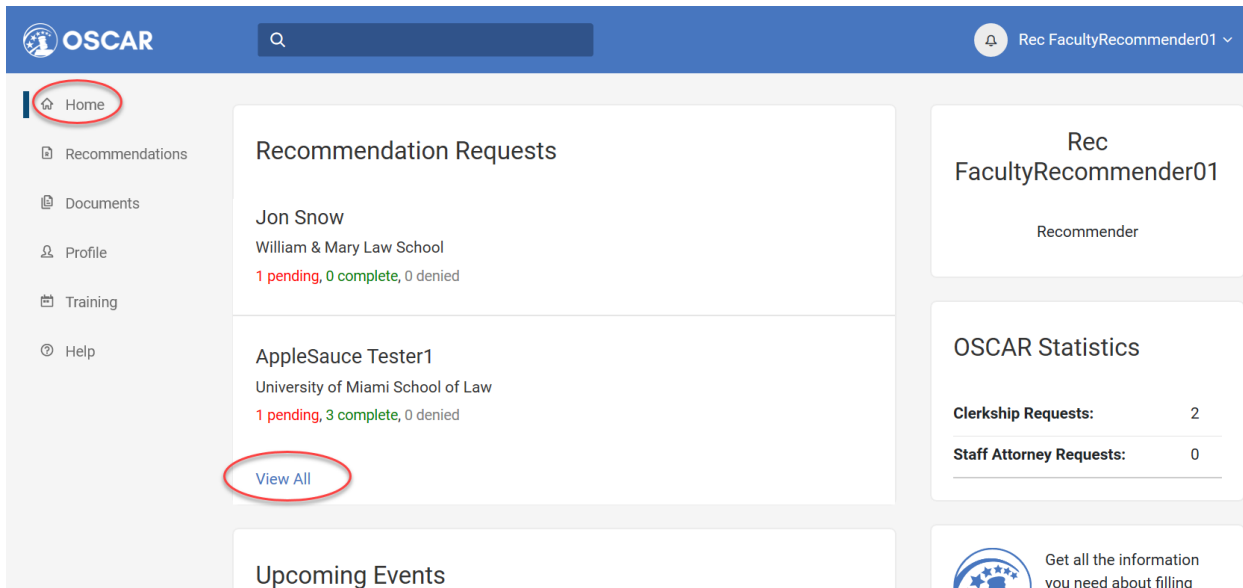# Upload a Recommendation Letter from a File

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**:
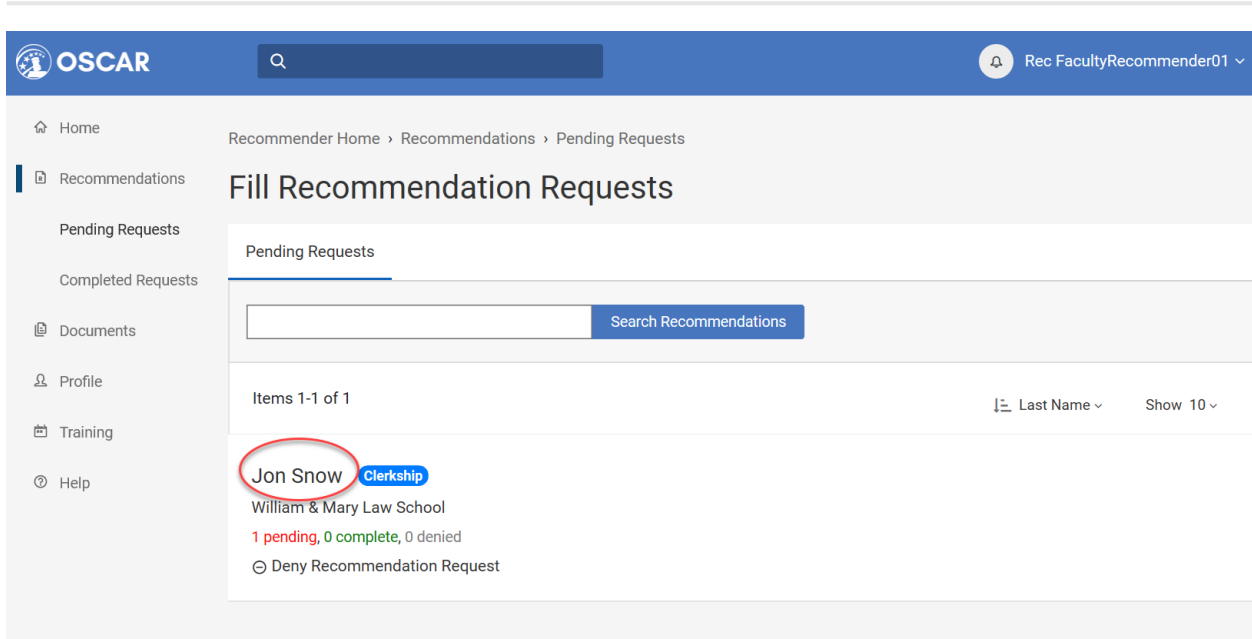

2. To begin filling your recommendation request, on the **Pending Requests** tab**,** select the name of the person requesting a letter of recommendation:

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:

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 | Upload File |

| Cancel | | Next: Review |

5. 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:

7.   Then select **Upload**:

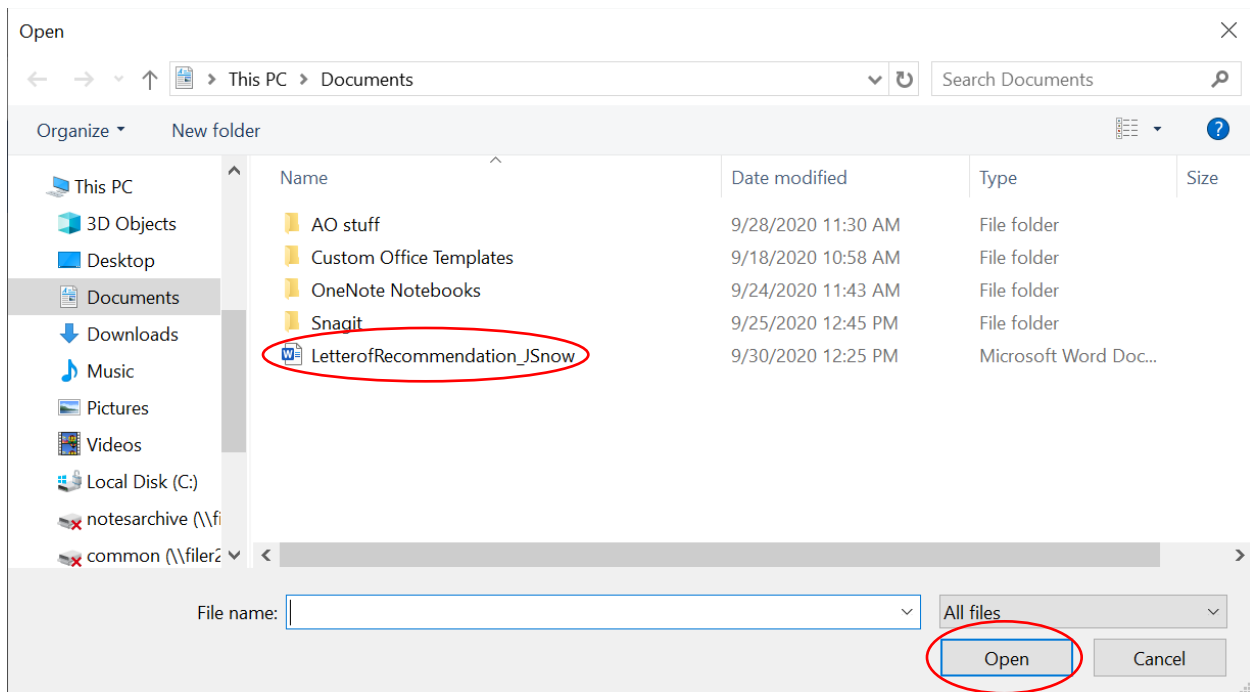**Upload New Recommendation**   ✕

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

Cancel   Upload

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.
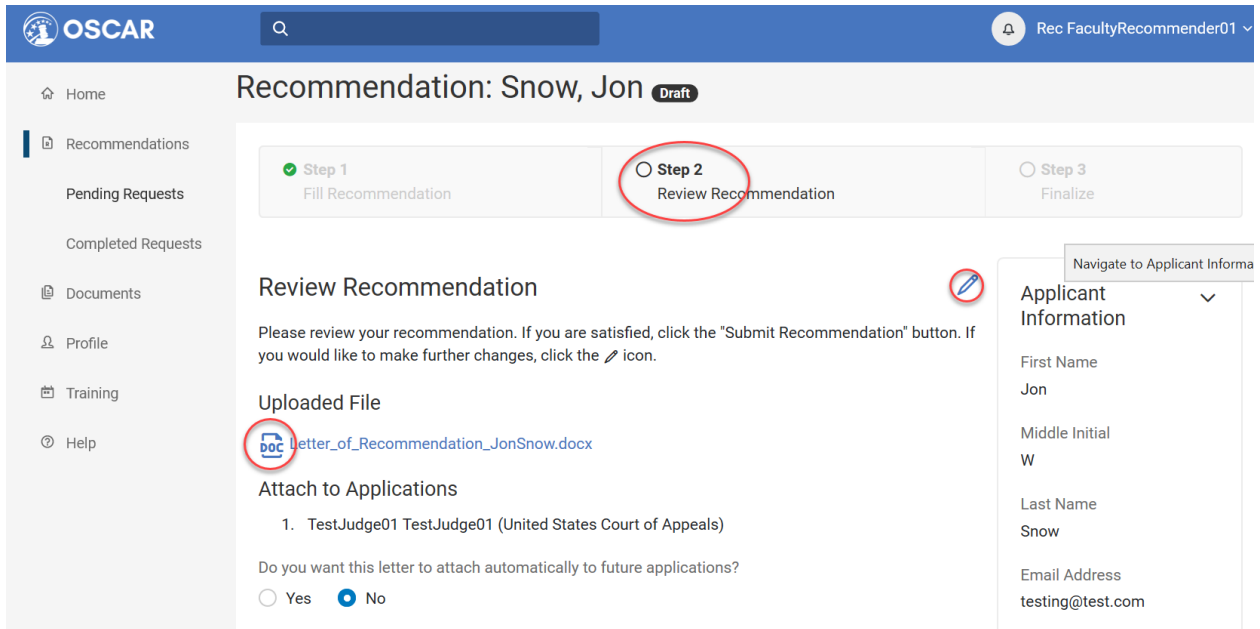
🔘 Select File   ⚪ Online Editor

LC
LAST USED ON 2020-10-23   ✕

Cancel   Next: Review

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**.)

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)

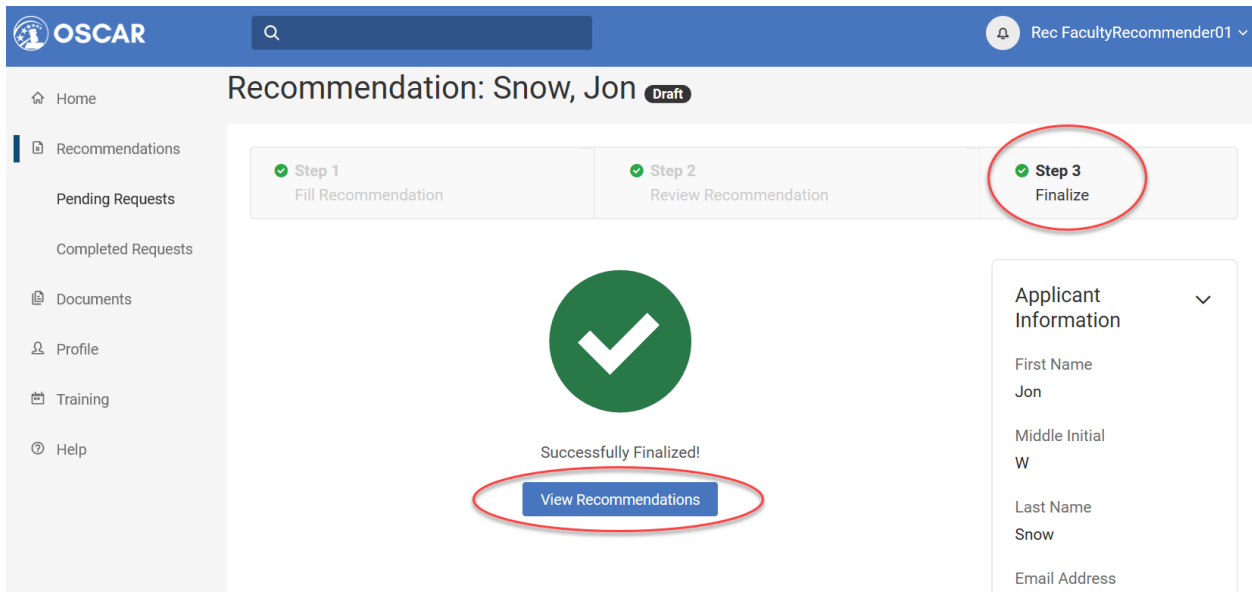Do you want this letter to attach automatically to future applications?

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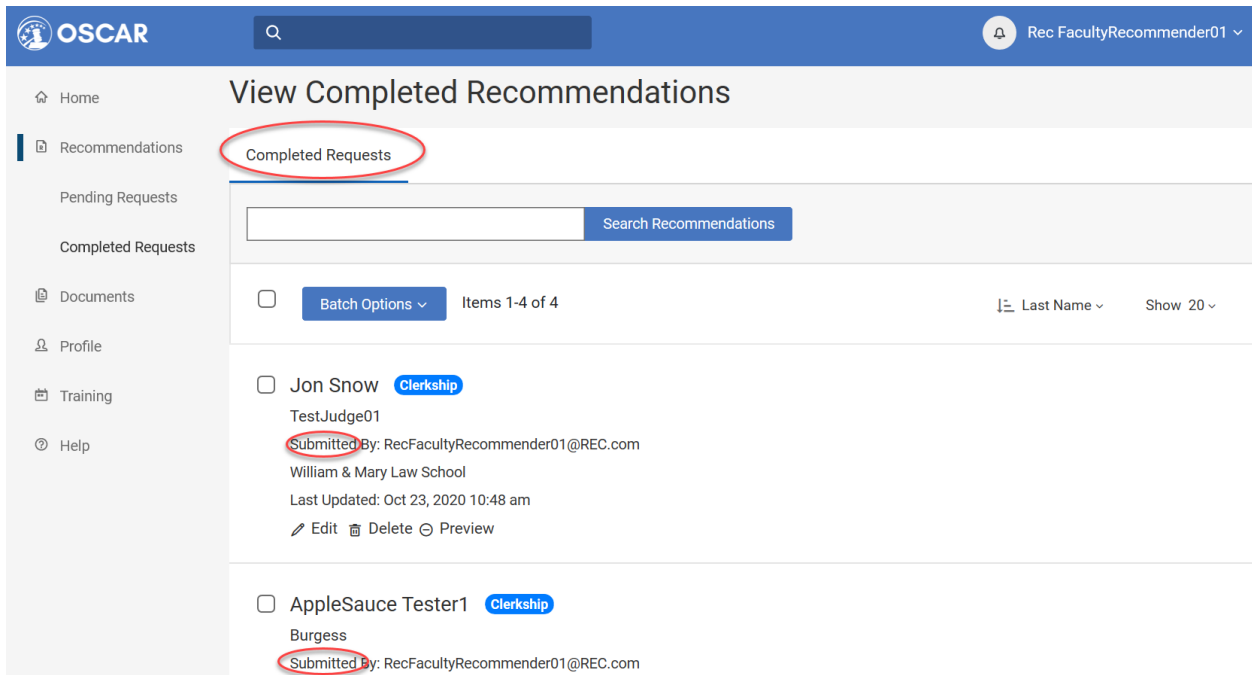
12. Here you can view your **Completed Requests**:

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.