

## How to Override Letters of Recommendation

- 1) Please click on Add Recommender:

### References

Michigan State University may require letters of recommendation. Please check your program requirements to determine if additional letters of recommendation are needed.

Name	Status
<a href="#">Add Recommender</a>	
<a href="#">Continue</a>	

- 2) For each recommender, add in a single letter for portions: First Name, Last Name, Organization, Position/Title, Relationship, as well as email address (example: [K@gmail.com](mailto:K@gmail.com), used below). You can choose to waive or not waive your right to access the report. **Please sign the bottom of each recommender with your name:**

#### Add Recommender

Prefix	<input type="text" value="v"/>
First Name	<input type="text" value="K"/>
Last Name	<input type="text" value="K"/>
Organization	<input type="text" value="K"/>
Position/Title	<input type="text" value="K"/>
Relationship	<input type="text" value="K"/>
Telephone	<input type="text"/>
Email	<input type="text" value="K@gmail.com"/>

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

Your name will be displayed to recommender as:  
This is a Drill Test [Change](#)

Under the provisions of the Family Educational Rights and Privacy Act of 1974 the applicant has selected the following option:

- ☒ I waive my right to access this report.  
☐ I do not waive my right to access this report.

In place of your signature, please type your full legal name:

Upon sending this form to your recommender, you will no longer be able to change your decision about whether to waive your right.

- 3) Please do this three times, using different characters. Be sure to click “Send to Recommender” after each recommender.

Thank you!