

EXETER SUMMER RECOMMENDATION PROCESS

As part of the online application, you will request recommendations from your teachers by entering their email address on the application. Teachers will receive an email with a link to your online recommendation form. You will be able to monitor the status of each recommendation request and take action if necessary.

IMPORTANT - Before submitting your application:

1. Check with your teacher/recommender to make sure they are willing and able to submit a recommendation for you.
2. Verify the email addresses of your recommenders.
3. Verify that you have entered the correct contact information in each of the three (3) recommendation fields: Math/Science, English/Humanities, or Guidance/Principal.
4. Check with your school to determine the best person to enter as the Guidance/Principal recommender. It should be someone who can verify attendance, class standing, any disciplinary actions, and who can provide your transcripts, (i.e., Advisor, Guidance Counselor, Principal.) *This person will be required to upload a digital copy of your transcripts before submitting the recommendation.*

Note: your recommendation requests will not be sent until your application fee has been received.

Is this optional?

No. All three recommendations and transcripts must be submitted through our online system.

Can I send the recommendation link to my teachers before I complete my application?

No. You must complete, pay the application fee, and submit your application before the emails are sent to your recommenders.

AFTER SUBMITTING THE ONLINE EXETER SUMMER APPLICATION – FAQ’S

What should my teachers/recommenders expect?

Once we receive your online application and application fee, your teachers will receive an email requesting a recommendation with a link to the corresponding recommendation listed on your application. When your teacher clicks the link in the email, he/she will be prompted to create a login account to the online recommendation system. If your teacher receives multiple recommendation requests at the same email address, they will all be accessible via one account.

Your teacher can save a partially completed recommendation and come back to it. Once submitted, you and your teacher will receive an email confirming submission.

How will I know my teacher completed my recommendation?

You will receive an email after your teacher submits your recommendation form.

How do I check the status of my recommendation requests?

You can check the status of your recommendation request(s) at your [ApplyWeb status page](#) by clicking on the “Review your Activity” link.

Possible statuses are:

Has not started yet

Your teacher has not accepted your recommendation request. If you wish, you may send a reminder by clicking the **Take action** drop down and selecting **Send reminder**.

In progress

Your teacher has accepted your recommendation request but has not submitted the final recommendation. If you wish, you may send a reminder.

Completed

Your recommendation has been submitted.

Declined

Your teacher has declined your request. See next question for details.

What if my teacher declines my recommendation request?

If your teacher declines your request, you will receive an email notification. You will also see a “Declined” status on your [ApplyWeb status page](#).

What should you do next?

If one of your recommendation requests is denied, you can send a new request to a different recommender. Do this at the [ApplyWeb status page](#).

Note: Once the recommendation link has been opened and accepted, you cannot change the recommender. Be sure to check with your recommenders before submitting your application.

Useful Links

[How to apply?](#)

[Check Status of your Online Application and Recommendations](#)