



Contents

Within the online Applicant Information Form

[How does it work?](#)

[Is it optional?](#)

[Should I wait until my teacher knows me better?](#)

[Why ask if I'm on a block schedule?](#)

After submitting the online Applicant Information Form

[What should my teacher expect?](#)

[How do I know if my teacher completed my recommendation?](#)

[How do I check the status of my recommendation requests?](#)

[What if my teacher declines my recommendation request?](#)

Useful Links

Within the online Applicant Information Form

How does it work?

As part of the online Applicant Information Form (AIF), you can request recommendations from your teachers. They can then complete your recommendation online, eliminating the need for you to provide paper recommendation forms. You will be able to monitor the status of each recommendation request and take action if necessary.

Remember, your recommendation requests are not sent until you SUBMIT your online AIF.

You are required to enter contact information for your recommenders even if you do not use the online system. This information helps us manage your overall application file).

Extracurricular Recommendation
To be completed by someone other than a classroom teacher.
Only one extracurricular recommendation is required.
If you wish to submit more than one extracurricular recommendation, [download](#) and print additional copies of the form.

First Name Barbara	Last Name Someone	Position/Title Track Coach
Organization/Institution	Phone Number	Email Address coach@school.edu

Send teacher an electronic request for this recommendation?
 Yes No
If you choose No, you will need to supply your teacher with a paper form to complete.

Figure 1: Choosing to use online recommendations

Should I wait until my teacher knows me better?

It's not necessary to delay your application. It's possible that your teacher might prefer to learn more about you and submit the recommendation later in the fall. If they wish, teachers are able to postpone completion of recommendations. The email that your teacher receives will include instructions to accept your recommendation request immediately, and return to complete the recommendation when ready, as long as it's no later than January 15.

Why ask if I'm on a block schedule?

When completing the online AIF, you are asked whether you are on block schedule. Your answer will determine which recommendations are required.

- If you answer **No** to the block schedule question...
you will see the standard Math, English, and Extracurricular recommendations
- If you answer **Yes** to the block schedule question...
the following questions appear
 - Are you taking math?
 - If Yes, you will see the Current Math Teacher recommendation
 - If No, you will see two recommendations: Last Year's Math and Current Science
 - Are you taking English?
 - If Yes, you will see the Current English Teacher recommendation
 - If No, you will see two recommendations: Last Year's English and Current Humanities

You will also see the Extracurricular recommendation.

Note that the block schedule questions appear in the School Information section on Page 2 of the online AIF, and you will see the recommendations on Page 4. For more information about the rules for recommendations and block schedules, refer to the detailed [Application Procedures](#).

After submitting the online Applicant Information Form

What should my teacher expect?

After you submit your AIF, each of your teachers will receive an email explaining that you have requested a recommendation from them.

When your teacher clicks the link in the email, he/she will be prompted to create a logon to the online recommendation system. If your teacher has received multiple recommendation requests, they all will be accessible via one logon.

Your teacher can save a partially completed recommendation and come back to it. When ready, the teacher clicks submit. Both you and your teacher will receive an email confirmation that the recommendation has been submitted.

How do I know if my teacher completed my recommendation?

You will receive an email when your teacher submits your final recommendation form. You can also check using your status page for the online AIF/Recommendations (<https://www.applyweb.com/cgi-bin/ustat>).

LionLinks is another way to check. LionLinks provides the status of all the materials required for your application, including the status of your essays, school report, transcripts, and testing. Using LionLinks you can see what materials the Admissions Office has received and posted to your file.

Within a few days you will see this recommendation marked as “Received” in LionLinks (please allow for processing time). This means your recommendation has been reviewed by the Admissions Office, it meets our requirements, and has been added to your overall application file.

How do I check the status of my recommendation requests?

You can check the status of your recommendation request at your ApplyWeb status page:

<https://www.applyweb.com/cgi-bin/ustat>. Possible statuses are:

Has not started yet

Your teacher has not yet 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 yet submitted the final recommendation. If you wish, you may send a reminder.

Completed

Your recommendation has been submitted. You should now see this recommendation marked as “Received” in LionLinks (please allow a few days for processing).

Declined

Your teacher has declined your request. See the next section 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 your extracurricular recommender declines, you can send a new request to a different extracurricular teacher. Do this at **the ApplyWeb status page**.
- If your math or english recommender declines, call the Admissions Office for help determining your options.

The screenshot displays the 'Activity for Just Testing (ljenni13)' page. It includes the following information:

- Submitted Forms:** Phillips Exeter Academy, Application for Admission for Fall 2011.
- Status:** Data sent, received, and confirmed. [Application home...](#)
- Order ID:** EXETER_LJENNI13_20100908172531
- Started:** 02:31 PM, September 08, 2010 (PST)
- Sent:** 05:25 PM, September 08, 2010 (PST)
- Institution home page:** <http://www.exeter.edu/admissions>
- Online Letters of Recommendation:**

Name	Status	Waive status	Action
John Smith	Has not started yet	Yes	Take action...
Barbara Kim	Declined	Yes	Take action...
David Shah	Completed!	Yes	
- Visited Forms:** (Section header visible)

Figure 2: Checking recommendation status

Useful Links

Name	Purpose	URL
Status Page at ApplyWeb	Check the status of your recommendations. This page is only for the online application and recommendation system. Be sure to use LionLinks to monitor your overall application.	https://www.applyweb.com/cgi-bin/ustat
Application Procedures	Detailed procedures and policies regarding the entire application process	http://www.exeter.edu/documents/Application_Procedures.pdf
Checklist	Lists all required materials and deadlines	http://www.exeter.edu/documents/Application_Checklist.pdf
Lion Links	Monitor your entire application, including the status of your essays, school report, transcripts, testing, and interview.	http://lionlinks.exeter.edu