

Cal State Apply Application for Graduate Admission – Letter of Recommendation Process

1. Student designates letter writers within the “evaluations” section of the Cal Apply system

The screenshot displays the 'Evaluations' section of the Cal State Apply system. On the left, a progress indicator shows '2/3 Sections Completed'. Below this, a navigation menu lists 'Agriculture Specialist' (San Luis Obispo Credential), 'East Bay Extension' (East Bay Extension), and 'San Marcos Extension' (San Francisco Extension). The main content area is titled 'Evaluations' and contains the following text:

Letters of recommendation must be academic in nature, and should be chosen to attest to your ability to be successful in a professional education program. The letters will not be considered if they are from a close relative.

Once you have saved an electronic evaluation, an email request will automatically be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

The evaluator list includes:


- Pagdilao, Primrose**: Evaluation Request Status Requested Submitted: 07/06/2017
- Calder, clay**: Evaluation Request Status Requested Submitted: 07/06/2017

At the bottom of the page, there is a footer with links for CSU Admissions, Instructions and FAQs, Contact Us, The California State University, Privacy Policy, Refund Policy, and Accessibility Statement. The Windows taskbar is visible at the very bottom of the screenshot.

2. Student adds email address and message and waives (or does not) rights

Once you have saved the evaluation request, an email request will be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out. Please note: All references submitted within this section of your application are program specific. If you choose to remove this program from your application, please understand your letters will be deleted along with the program.

Evaluator's Information

First Name	<input type="text" value="Primrose"/>
Last Name	<input type="text" value="Pagdilao"/>
Email Address	<input type="text" value="Primrose@sfsu.edu"/>
Due Date	<input type="text" value="07/20/2017"/>  MM/DD/YYYY
Personal Message/Notes	<div style="border: 1px solid #ccc; padding: 5px;"><p>Hey Primrose, will you please write me a letter of recommendation for the Agriculture program at Cal Poly. Sounds like this could really change my life.</p></div> <div style="text-align: right; font-size: small;">154/500</div>

Waiver of Evaluation

I waive my right of access to this evaluation. Yes No

Permission to Contact Reference

I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline.

Permission for Schools to Contact Reference

I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

[Resend This Evaluation Request](#)

3. Letter writer is notified by email with instructions

From: csuinfo@liaisoncas.com [mailto:csuinfo@liaisoncas.com]
Sent: Thursday, July 06, 2017 3:18 PM
To: Primrose Pagdilao <primrose@sfsu.edu>
Subject: Evaluation Request Submitted

Dear Primrose Pagdilao,

Noah Price has applied for admission to Cal State Apply and has requested that you provide an online evaluation of their capabilities as part of their application. The deadline to submit your evaluation of Noah Price is July 20, 2017

[Access the CAS Evaluator Portal](#)

You may also copy and paste the following link into your browser to access the Cal State Apply Evaluator Portal:

<https://evaluator.liaisoncas.com/evaluator/login>

If this is your first time accessing the Evaluator Portal, you will need to create an account. If you have previously created an account, use the logon information previously established to log back in and complete this evaluation. If you do not remember your password and need to reset it, please [click the forgot password link](#).

Noah Price provided the following comments to you in their evaluation request:

Hey Primrose, will you please write me a letter of recommendation for the Agriculture program at Cal Poly. Sounds like this could really change my life.

If you have any questions about this evaluation request, please contact Cal State Apply Customer Service at 857-304-2087 Monday through Friday, 9:00 AM to 5:00 PM Eastern Time.

Sincerely,

Cal State Apply Staff

4. Writer must register and then fill in Likert rating form and upload a document (letter):



[Help](#)

Centralized Application Service

Welcome to the Centralized Application Service Evaluation Portal

You have been asked by one of our applicants to provide a detailed reference for them by completing an evaluation form. If you have previously acted as an Evaluator using this service in the past, please sign-in to view a list of all your previous as well as current evaluation requests.

If this is your first time using this service, create your account. Once complete, you will be able to view and submit evaluations.

If you have questions at any point, please visit the [Help Center](#) for FAQs and General Instructions.

Sign In

Don't have an account? [Create an account](#)

Username:

Password:

[I forgot my username or password](#)

Edit My Account

Below is the current information used to create your account. If you need to update or change any of the following information, you can do that here. Once all changes are complete, click on "Update Profile".

User Information

* Title:

Please enter title

* First Name:

Middle Initial:

* Last name:

Suffix:

Contact Information

* Primary Phone:

* Primary Email:

* Street Address 1:

You must enter a street address

Street Address 2:

* City:

A city or town is required

* Country:

Country is required

Open Evaluations

Below is a list of all of your evaluations requests. Click **Accept** and then click on the applicant's name to get started on their reference. Some applicants may appear in the list more than once if they applied to multiple programs.

Applicant	CAS	Institution	Program	Waived Access	Requested Completion Date	Evaluation Type	Request Status
Noah Price	Cal State Apply 2018	San Luis Obispo Credential	Agriculture Specialist	Yes	Jul 20, 2017	Individual	<input checked="" type="button" value="Accept"/> <input type="button" value="Decline"/>

Evaluation History

No Evaluation History

Requested: 1

Accepted: 0

Completed: 0

Declined: 0

Expired: 0



Noah Price

CAS ID: 3933933695

Requested Completion Date: Jul 20, 2017

EMAIL: nprice@sfsu.edu

PHONE: +14154053506

CAS, Organization, Program: Cal State Apply, San Luis Obispo Credential, Agriculture Specialist

Relationship

* How long have you known the applicant?

* How well do you know the applicant?

* In what capacity do you know the applicant?

Evaluation Ratings

	Excellent (5)	Good (4)	Average (3)	Below Average (2)	Poor (1)	Not Observed
Adaptability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intellectual Ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written Communication	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Overall Recommendation

* Recommendation Concerning Admission:

Document Upload

Select a file to upload

Supported File Formats: Microsoft Word (.doc or .docx) Portable Document Format (.pdf) Rich Text (.rtf) Plain Text (.txt)

Browse to your evaluation letter to upload.

Browse...

Upload File

Maximum file size: 10MB


Applicant's Comments

Noah Price: Hey Primrose,

will you please write me a letter of recommendation for the Agriculture program at Cal Poly. Sounds like this could really change my life.

Save Evaluation

Submit Evaluation

 Preview Evaluation

5. The letter writer receives confirmation of submission

From: csuinfo@liaisoncas.com [mailto:csuinfo@liaisoncas.com]
Sent: Thursday, July 06, 2017 3:31 PM
To: Jackson Clay Calder <jccalder@sfsu.edu>
Subject: Recommendation Submitted

Dear Jackson Calder,

Thank you for submitting your recommendation for Noah Price. We have notified Noah Price that your recommendation has been submitted.

If you have any questions about this recommendation submission, please contact Cal State Apply Customer Service at 857-304-2087 Monday through Friday, 9:00 AM to 5:00 PM PacificTime.

Sincerely,

Cal State Apply Customer Service

Please do not reply to this automated message.

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