



Recommender Help Document

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Email Notification for Recommender

If any applicant had named you as their recommender, you will receive an email notification with a link. Please click on the link whenever you are ready to submit your recommendation.

From: globalps@princeton.edu [mailto:globalps@princeton.edu]
Sent: Thursday, May 07, 2015 2:35 PM
To: Student 1
Subject: Recommendation Request from Student 1 for Global Programs System
Global Programs System - Recommendation Request

Greetings from Princeton Global Programs System.

This office's website allows applicants to request online recommendations from faculty members and external users. For your convenience, the recommendation may be completed online through our website or by printing and returning the attached questionnaire form.

The following applicant has requested that you complete a recommendation for his or her application to study abroad:

Applicant: Student 1
Program: Institute of Political Sciences, Paris
Term: Spring, 2015

Previous courses taken with you as instructor:

My Previous courses with this professor are
1. ENG101

Additional notes from this applicant:

This is where the Applicant notes goes..

To complete this recommendation, go to the link below and enter the following information:

URL: <https://gps.princeton.edu/recommenders/>

Recommendation ID: 7194921A903902C9

Last Name of Applicant: TirumalaiTest

You have the option of logging in as a user so that you can see all of your pending recommendation requests, view recommendations that you have created, and communicate more effectively with the study abroad office.

Princeton users, login here: <https://fedqa.princeton.edu/admncas/login?service=https://gps.princeton.edu>


General non-Princeton login: <https://gps.princeton.edu/index.cfm?FuseAction=Security.Login>

Thank you for your cooperation.

Complete Recommendation Online

Once you click on the link, you will be prompted with the following screen to enter the **Recommendation ID** and **Name of the applicant** (which you received in your email)

Online Recommendation Submission Hide Tips

 Please enter the recommendation ID number and the last name of the applicant that was included in the email that you received requesting that you submit a recommendation.

Recommendation Request Information:

Recommendation ID:	<input type="text" value="7194921A903902C9"/>
Last Name of Applicant:	<input type="text" value="Test"/> x

Submit and Check Your Recommendation

Once you click **Validate**, you will see the submissions form. Fill in your comments. Click **Send** for your recommendation to be sent.

General Information:


Recommender's Name:	Recommender 1
Applicant Name:	Student 1
Intended Program of Study:	Institute of Political Sciences, Paris
Program Location:	Paris, France, Europe
Year & term:	Spring, 2015




*This applicant waived the right to read or obtain copies of this recommendation.
All information submitted is confidential.*

Faculty Recommendation:

(*) Indicates the question is required.


1. Under what circumstances, and for how long, have you known the applicant? (*)




Font - Size - Format - 

B *I* U   

body

2. Please comment on the student's academic skills and overall intellectual engagement. (*)

Font - Size - Format - 

B *I* U   

After your submission is received, you will be notified.


 Global Programs System has received your submitted recommendation.

Thank you for using the online recommendation system. Global Programs System has received your submitted recommendation. Please [click here](#) to be taken to the home page or be taken there automatically in a few seconds.

Check Your Recommendation Submission

If you try to click on the email link again, it should give you the following message (after you enter the recommendation id and last name)

Recommendation > Online Recommendation Submission

 The recommendation you entered has already been signed.

The recommendation you entered has already been signed. Please [click here](#) to be taken to the home page.

Recommenders – A Snapshot

Go to your Admin Home page to see a list of pending or complete recommendations that you are tracking.

My Recommendations

Pending:

- Student 1 - Faculty Led Program Proposal (Spring, 2015)
- Student 2 - Faculty Led Program Proposal (Spring, 2015)

Completed:

- Student 3 - Paris Semester Abroad (Fall, 2016) - Signed: 06/19/ 2015
- Student 4 - Paris Semester Abroad (Fall, 2016) - Signed: 06/19/ 2015
- Student 5 - Paris Semester Abroad (Fall, 2016) - Signed: 06/19/ 2015
- Student 6 - History - Japanese Intensive Language Study (Academic Year 2015-2016) - Signed: 04/06/ 2015

[View All Recommendations](#)