

Instructions for applicants to exclude referees or change referee information

Applicants are able to exclude referees that they have submitted from their application as long as it is before all references have been submitted. They may wish to do this if an existing referee is non-responsive, or if they need to update information on an existing referee.

- 1. From within the applicant status portal, applicant should scroll to the bottom of the page below the checklist and click the link to re-visit the recommendations page.**

Application Checklist

Application Submitted: 10/04/2021

Status	Details	Date
✘. Awaiting	CV	
✘. Awaiting	Instructional Experience Chart	
✘. Awaiting	Recommendation from Test Test, test Sent to recommender on 10/04/2021.	
✘. Awaiting	Recommendation from Test Test, test Sent to recommender on 10/04/2021.	
✔. Received	Transcript for University of Toronto Dates Attended: 8/2008 to 5/2012, Degree: Bachelor of Arts, Conferred: 5/2012	09/23/2021

To re-send notification emails to your recommenders, re-visit the recommendations page, click "Edit", and then click "Send Reminder".

NOTE: If all references are submitted, this link to the recommendation page will no longer be available in the status portal.

2. Applicant will be brought back to the Recommendations page, but cannot access/edit any other pages of the application from here:

MaggieTEST FeeTEST [Logout](#)

Recommendations

The University of Toronto will invite your referees to submit an electronic reference via email using the information provided below. Please note that different programs have different reference requirements: some will only accept academic references, while others may require a professional reference as well. It is your responsibility to select your referees with these requirements in mind.

We strongly recommended that you contact your referees before you supply their information, confirm that they are available to submit a reference, and confirm the institution/organization email address that they wish you to use. Email addresses from Gmail, Hotmail, Yahoo!, or other anonymous email service providers are not allowed. References submitted through dossier services such as Interfolio are not accepted.

If you cannot provide an institution/organization email address for a referee, contact the graduate unit to which you are applying and let them know that your referee does not have an institutional email address. The graduate unit has the option to either approve a non-institutional email address for the referee, or to require that the reference be submitted in hard copy.

If the graduate unit requires a hard copy of the reference, it is your responsibility to contact your referee to make this request. The referee may provide you with the reference or send it directly to the graduate unit. Either way, the reference must arrive at the graduate unit in a sealed envelope, with the referee's signature across the seal, by the posted deadline. Some units provide specific templates for references; please contact the graduate unit or check their website for additional instructions.

Name	Status
Add Recommender	
Test, Test	Sent to recommender on Octo... Edit
Test, Test	Sent to recommender on Octo... Edit

[Continue](#)

3. From here, they can click “Edit” on a previously submitted referee, and then choose to “Exclude” this reference:

← Edit Recommender
Prev Next ×

Type	Academic Recommendation
Prefix	
First Name	Test
Last Name	Test
Organization	test
Position/Title	test
Relationship	test
Telephone	test
Email	test@gmail.com
Status	Sent to recommender on 10/4 at 9:06 AM

Your name will be displayed to recommender as:
MaggieTEST ProductionTEST

Send Reminder
Exclude
Cancel

NOTE: From here, an applicant can also initiate another email notification to an existing referee by clicking "Send Reminder".

4. The excluded referee will be removed from the applicant's checklist in their status portal and from the checklist in the Admin view of Slate.

5. From within the recommendations page, the applicant can then click "Add Recommender" to submit corrected information for the existing referee, or replace the referee altogether:

graduate unit or check their website for additional instructions.

Name	Status
Add Recommender Test, Test	Sent to recommender on Octo... Edit
Test, Test	Sent to recommender on Octo... Edit