

Submit a Reference Letter from **Submittable**

You may opt to upload your own teacher letters OR have them submit them confidentially. To trigger a confidential sponsor letter, you must enter their email under the Support Materials Upload section under **Sponsor Link for Confidential Letters**.

Support Materials Upload *

Acceptable file types: pdf, doc, docx, jpg, gif, mp3, mp4, tiff, png, wav, mov, avi, mpg, 3gp, flv, webm, wmv, ogg, aac, flac, aiff, wma, mkv, m4v, svg.

Choose Files

Please upload your materials here. You are allowed up to 10 files for uploading.

Select up to 10 files to attach. No files have been attached yet.

Sponsor Link for Confidential Letters (Optional)

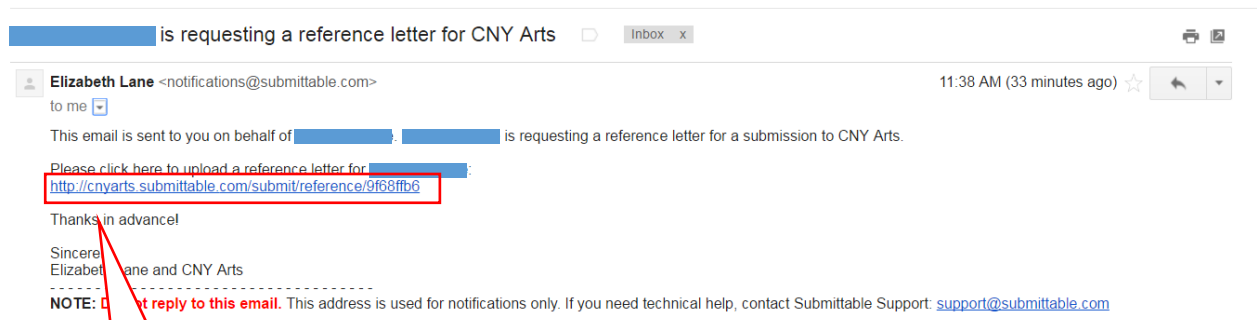
myinstructor@domain.com

If you would like to include a reference letter that is marked confidential by your sponsor, please use this link to enter the email address of your reference. Your reference will receive an email with a link to upload a reference letter. Be sure to have your referer whitelist submittable.com or check their spam folder to ensure they receive your reference request. This is NOT required if you uploaded the Sponsor Letter in the File Upload section.

IMPORTANT! Your request for a sponsor letter will NOT be sent out until you have **submitted the application**. We advise you to submit well in advance of the deadline so your instructor has ample time to complete their letter. We also strongly encourage you to let your sponsor know when the letter link has been sent. You may share this document with them to help.

Submit Save Draft Autosaved to your drafts

For Instructors or Sponsors. Here is what you can expect. Check your inbox for an email from notifications@submittable.com stating this:



Click on this link.

The Sponsor should click on the link within the email to the Reference Letter upload for their student. It will look like the form below.



Reference letter upload for [redacted]

[redacted] has requested a reference letter from you, which will be included in a submission to CNY Arts.

All information in this form, including your uploaded reference letter, will be viewable only by CNY Arts. We recommend including your contact information in your reference letter, or in the field below, so that CNY Arts may easily contact you if needed. **Acceptable file types:** .doc, .docx, .pdf

Name and Title (optional)

Contact information (optional)

Select the **Choose file** link to upload your letter of support. Select the file you wish you upload from your computer.

Once the file is there, you may opt to add your name and title and contact information. Once everything is complete, please click **Submit Reference Letter**.

Once you've successfully submitted, you should get this confirmation message.



You have successfully submitted your reference letter.

Thank you for responding to this request.

Questions? Please contact Liz Lane at elane@cnyarts.org