TUTORIAL HOW TO FILL:

REFERENCE LETTER

Subdirección de Capital Humano
Agencia Nacional de Investigación y Desarrollo

ANIDCAPITAL HUMANO

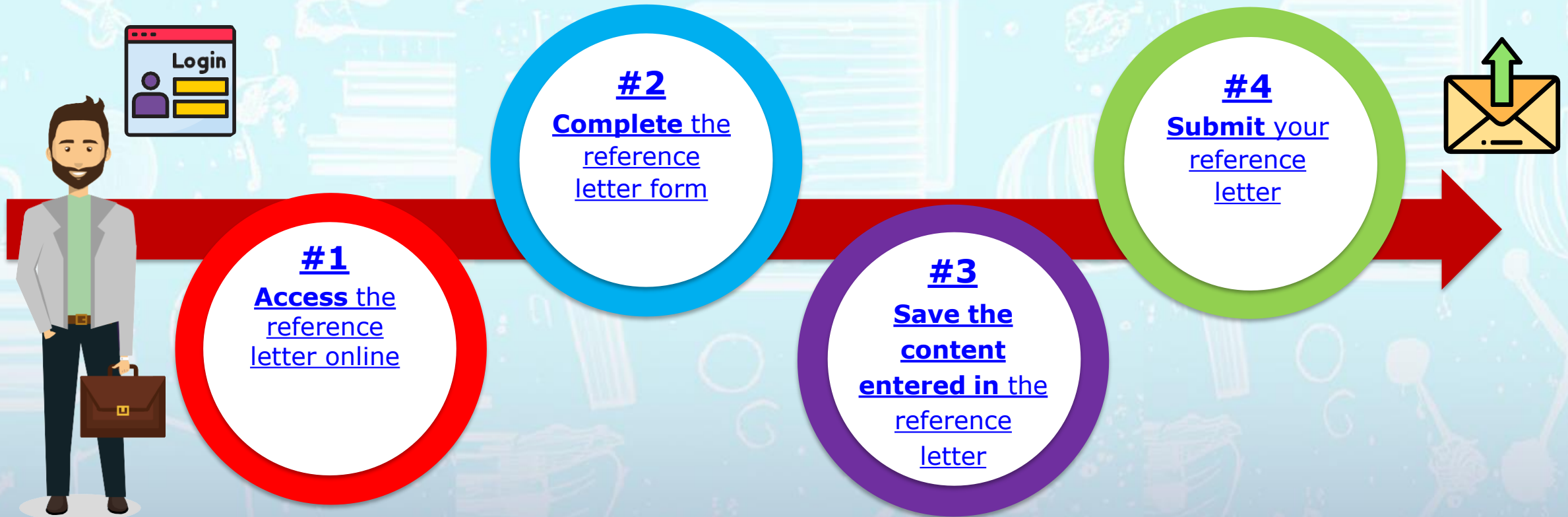# HOW TO SEND YOUR REFERENCE LETTER?

To send your reference letter, you must be registered in the Online Application System (SPL). For more information click here.

Then, you must follow these **4 steps:**

#2
Complete the reference letter form

#4
Submit your reference letter

#1
Access the reference letter online

#3
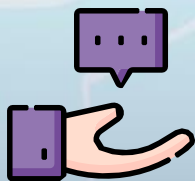**Save the content entered in** the reference letter

BEFORE STARTING, CONSIDER THAT...

Reference letters must be sent **exclusively** through the
**Online Application System (SPL)**:https://spl.anid.cl

- Your SPL account must be associated to the same RUN and Email to which the Reference Request is sent. If you have questions or more than one account created, you can contact us during the inquirí period at Ayuda ANID, which is up to a week before prior the scholarship application period.

▪ To send the reference letter **you need to create an account in the SPL**. For more information enter here.

- Reference requests have a deadline.

▪ If you **do NOT send the letter within the established deadline**, the candidate's application **will NOT be accepted**. **Avoid sending the reference letter on the last day**.

The **deadline for sending the reference letters** is indicated both in the

contest rules and in the **notification mail you received.**
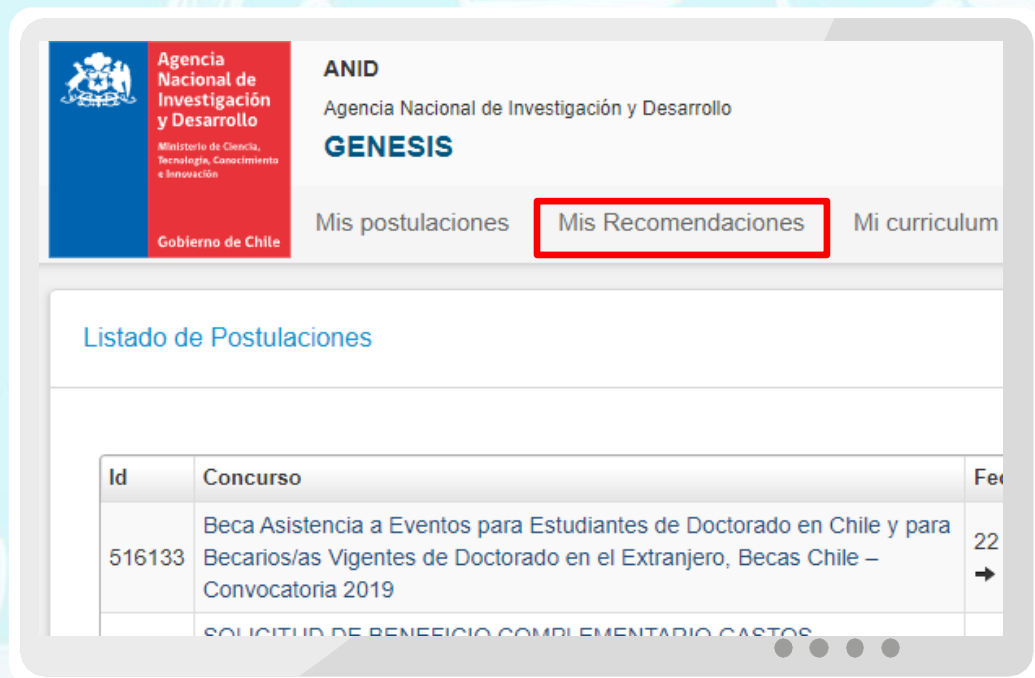
ACCESS TO THE REFERENCE LETTER
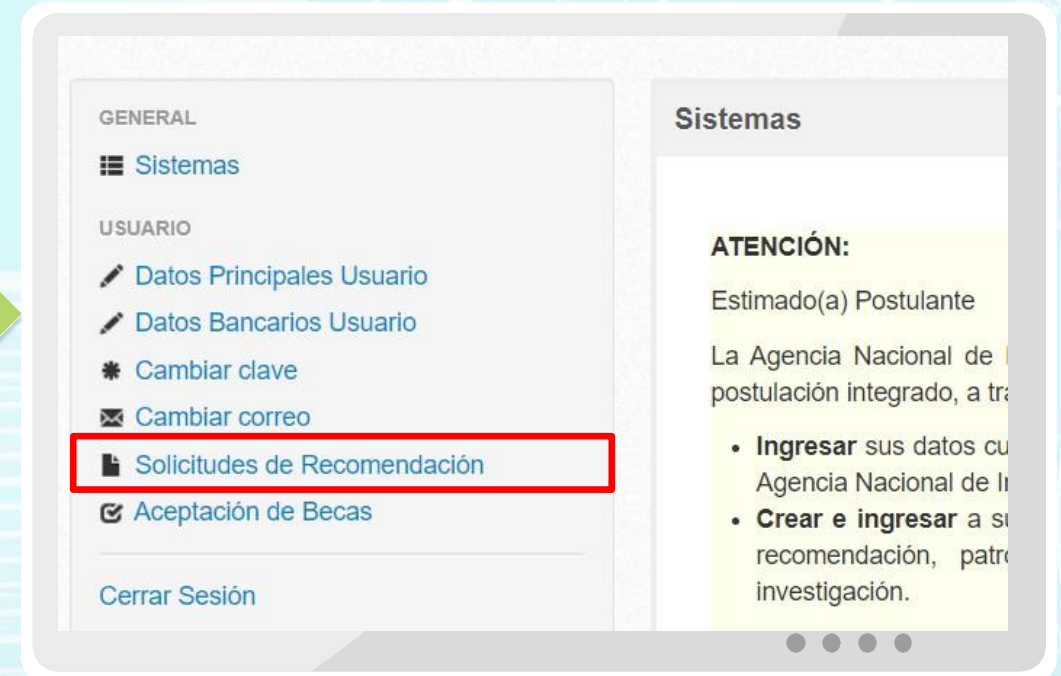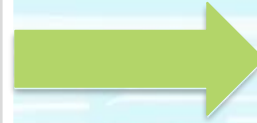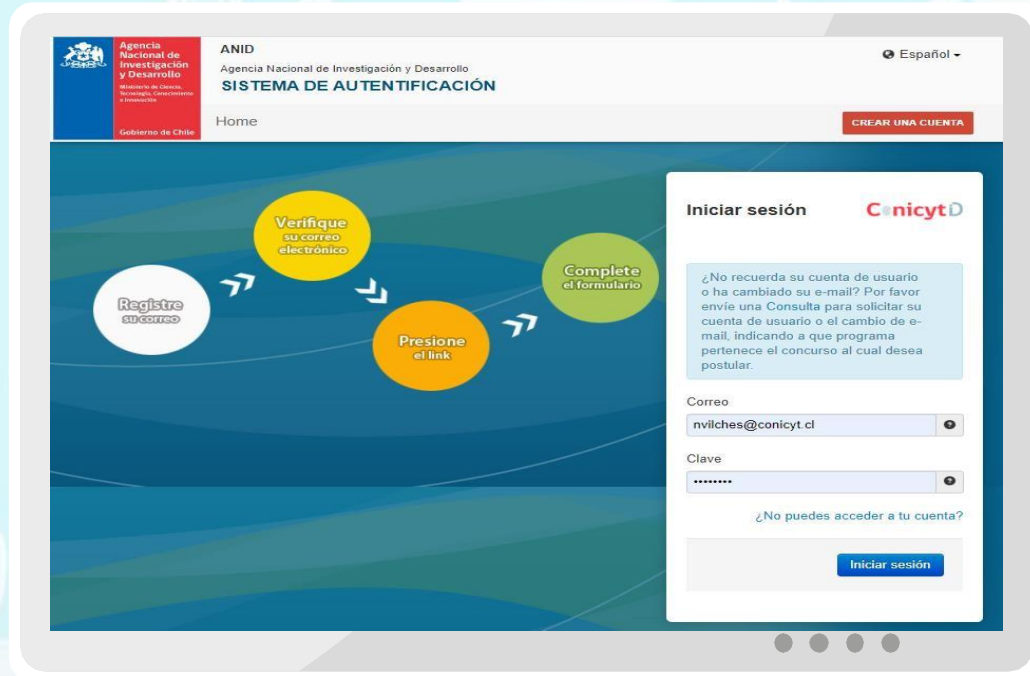
Go to https://spl.anid.cl and log in with your **email** and **password**. If you are not registered yet, enter here.

In the **User Menu** go to **Solicitudes de Recomendación** (*References Request*).

ACCESS TO THE REFERENCE LETTER

Then, go to **Mis Recomendaciones** *(My References)*. In this section you can view all the reference requests that the applicants have requested **(Historic).**
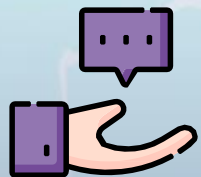
Go to the applicant's reference form and click **Editar** *(Edit)*.
For more information go here.

FILL OUT AND SEND THE REFERENCE LETTER

Reference letters must be sent **exclusively** a through the **Online Application System (SPL)**:

https://spl.anid.cl

Any other method of submission will result in the application being deemed inadmisible.

Remember to Save periodically. The session expires if information is not saved at least once every 45 minutes. Otherwise, you may lose the entered content.

Complete **all the reference form fields.**

Before **Submitting**, you **must Save**. Otherwise, the system **will NOT let you send the reference letter**. For more information, click here.

The System **will notify the applicant automatically** once **you submit the reference letter**.

Copy the questions from the form into a text editor (e.g.MS Word) to avoid information losing. Then, **paste** the content back in as **plain text**.

Reference Form

As a recommendation, it is suggested to request your references from individuals who come from the academic and/or professional field who:

a)   have specific knowledge of your work, academic, or research background; and

b)   are familiar with your research interests or goals for pursuing graduate studies.

Answers with a maximum of **2000 characters**:

1. What is your field of academic/professional specialization and what is your relationship with the applicant's area of study?
2. How long have you known the applicant and what has your relationship been since then to the present?
3. Describe the applicant's main strengths and weaknesses.
4. Justify the potential and suitability of the candidate to successfully complete the research or graduate studies in the chosen discipline.
5. Evaluate the applicant on a scale of 1 to 7 based on the criteria outlined in the previous questions in relation to their cohort or generation.

YOU MUST CONSIDER

User session expires every **45 min**. Please **Save** periodically.

You must press Guardar y Continuar button before **submitting** the reference letter**.** Otherwise, the system will not let you submit the form.

Make sure you have completed **all the fields in the reference letter.**

Before submitting a question through Ayuda ANID, **please review** the Applicant Help Center.

Paragraph breaks and **special characters** are counted as **4 characters.**

Once the letter is completed, **you will be able to download it in PDF format** for your review and keep.

Remember **if you DO NOT send the letter** within **the deadline**, the application of who you recommend **will not be processed.**

In case you copy information **from a text editor** (MS Word), try to **paste as plain text.**