



TUTORIAL TO COMPLETE YOUR:

REFERENCE LETTER

Human Capital Department
National Research and Development Agency

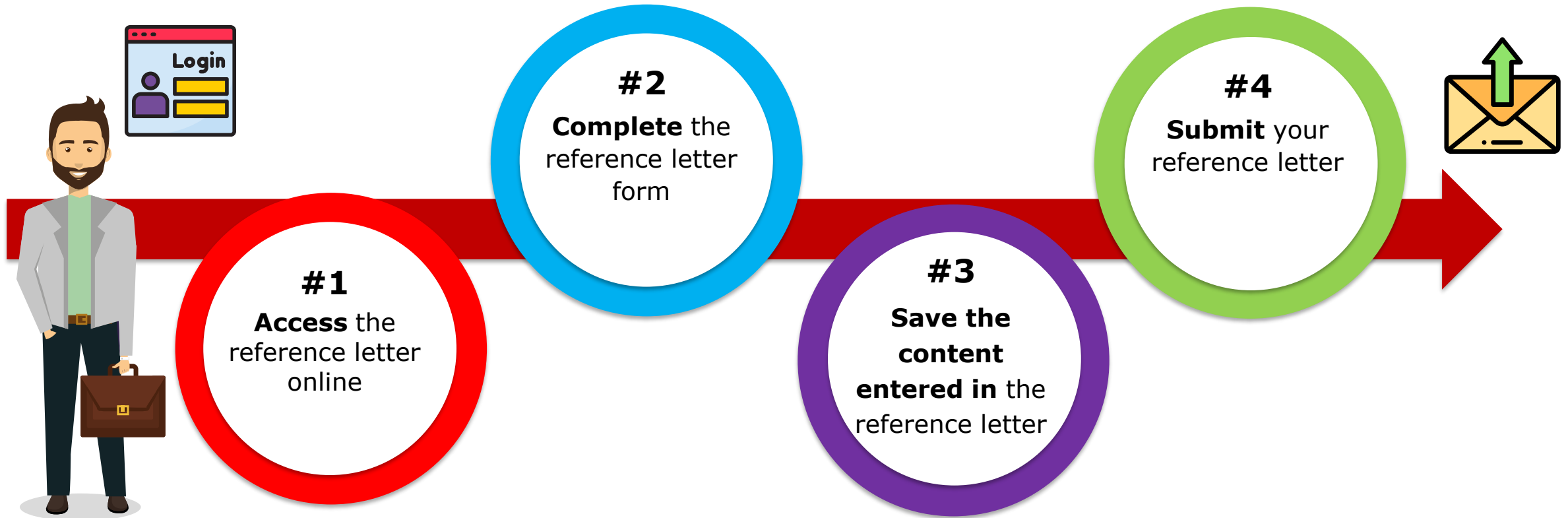


HUMAN CAPITAL DEPARTMENT

HOW TO SEND YOUR REFERENCE LETTER?

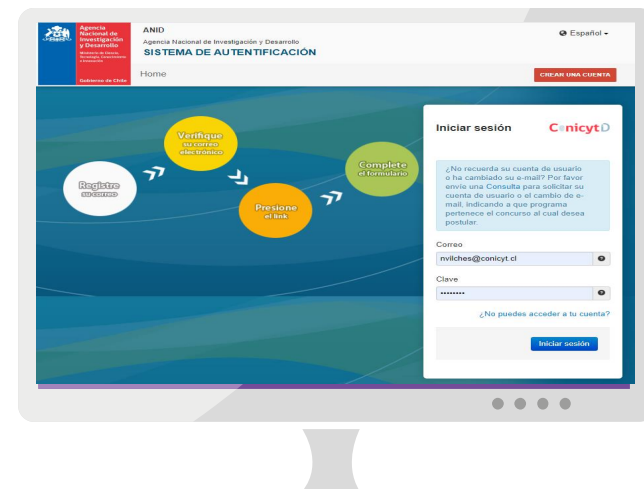
To send your reference letter, you must be registered in the **Online Application System (SPL)**. For more information [click here](#).

Then, follow these **4 steps**:

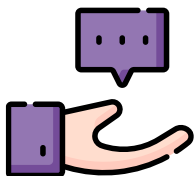


BEFORE STARTING, CONSIDER THAT...

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

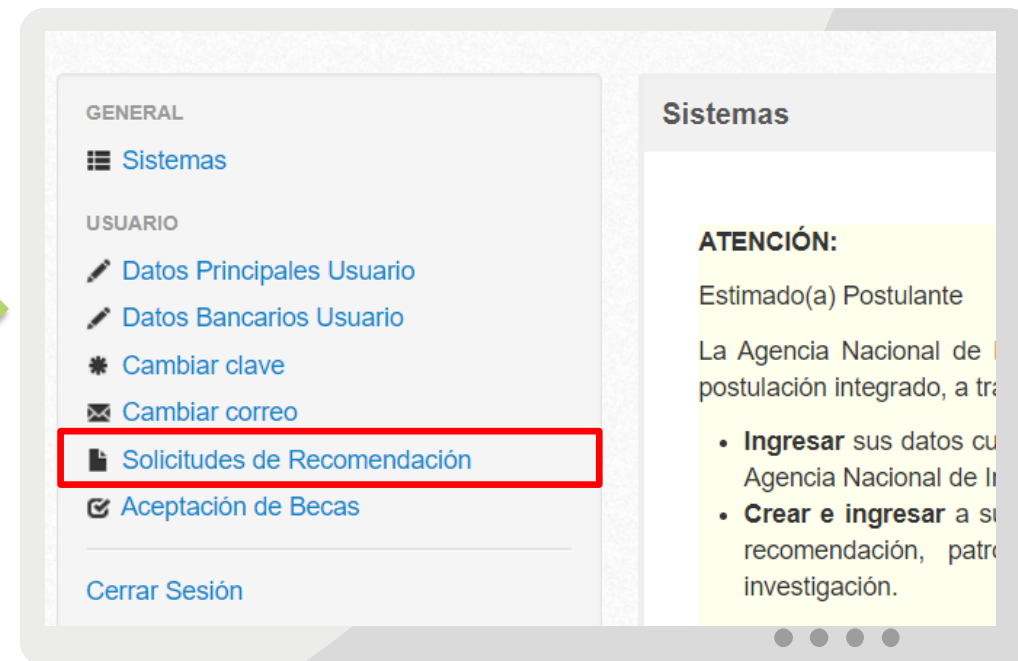
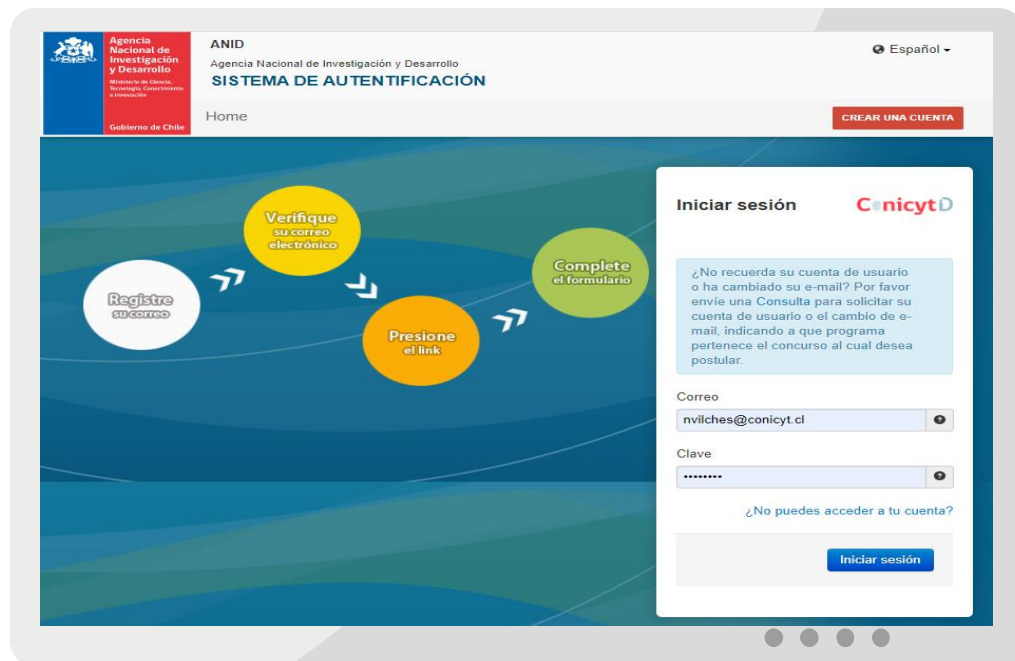


- To send the reference letter **you need to create an account in the SPL**. For more information [enter here](#).
- Recommendation requests have a deadline, so you can only send the letter during the scholarship application period.
- If you **do NOT send the letter within the established deadline**, 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 THE REFERENCE LETTER

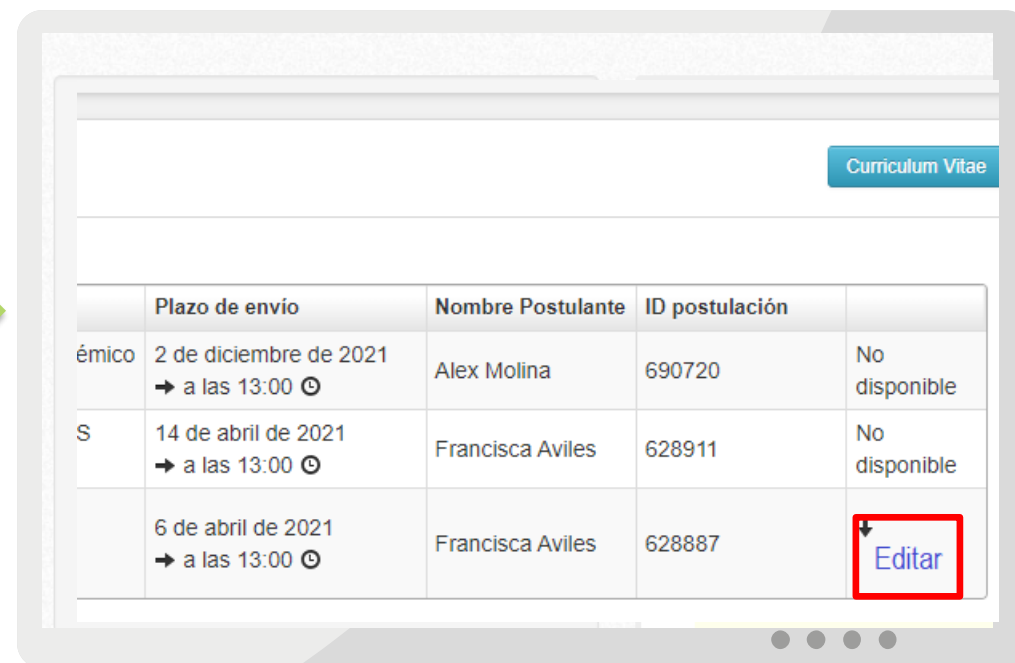
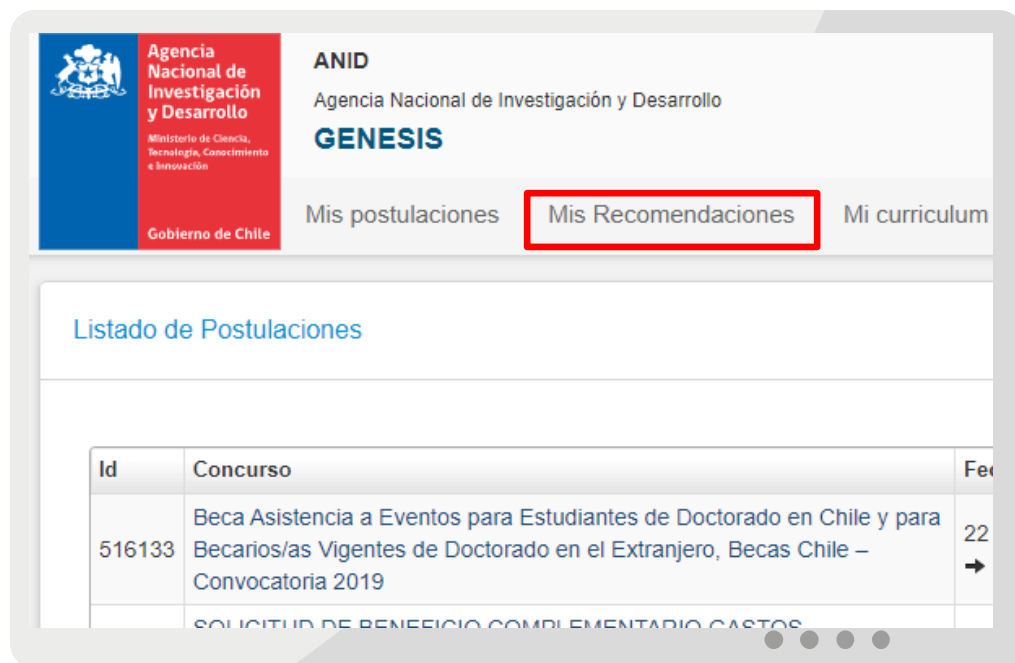


Go to <https://spl.anid.cl> and log in with your **email** and **password**.

If you are **not registered yet**, [enter here](#).

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

ACCESS THE REFERENCE LETTER



Then go to **Mis Recomendaciones** (*My references*).

In this section you can view all the recommendation requests that the applicants have requested (**History**).

Go to the applicant's reference form and click **Editar** (*Edit*).

For more information [go here](#).

COMPLETE AND SEND THE RECOMMENDATION LETTER

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

<https://spl.anid.cl>



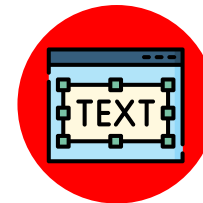
Complete **all the reference form fields**.



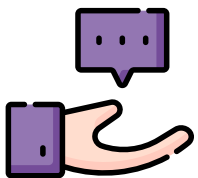
Before **Submitting**, you **must Save**. Otherwise, the system **will NOT let you send the reference letter**. For more information, [click here](#).



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

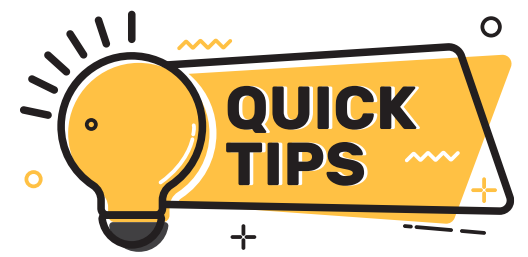


Copy the questions from the form into a text editor(e.g. MS Word) to avoid information losing. Then, **paste** the content back in as **plain text**.



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.

CONSIDERACIONES IMPORTANTES



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 support.



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**.

