



**TUTORIAL TO COMPLETE YOUR:**

# **REFERENCE LETTER**

Human Capital Department  
National Research and Development Agency

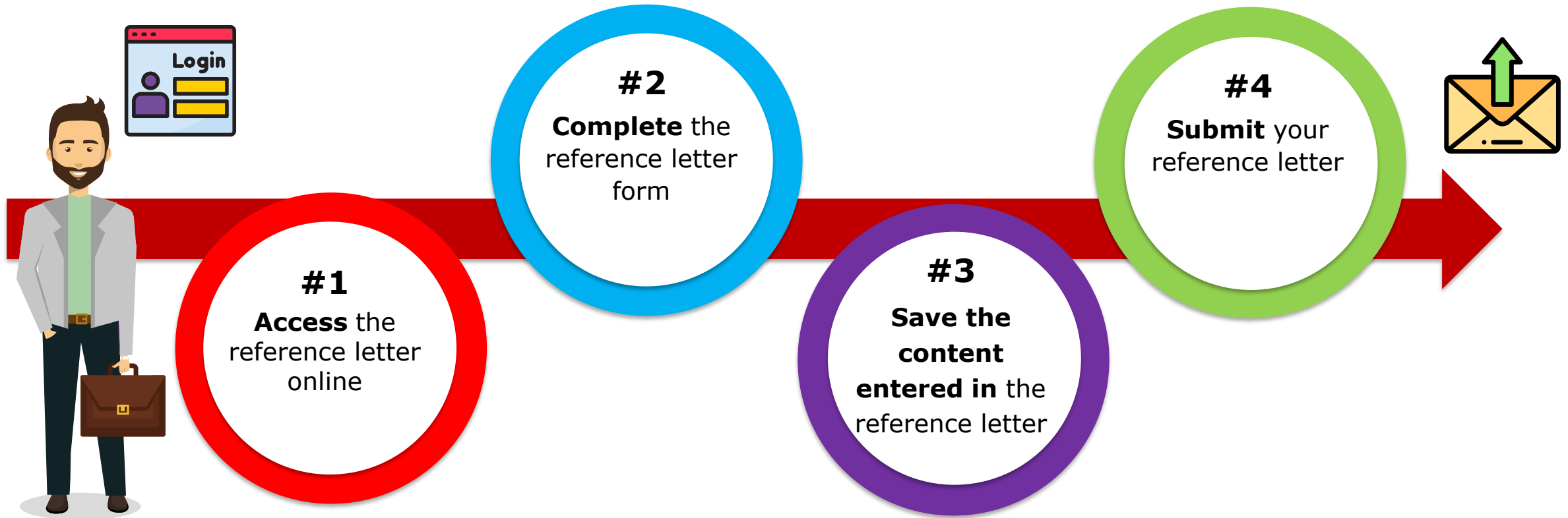


HUMAN CAPITAL DEPARTMENT

## HOW TO SEND YOUR REFERENCE LETTER?

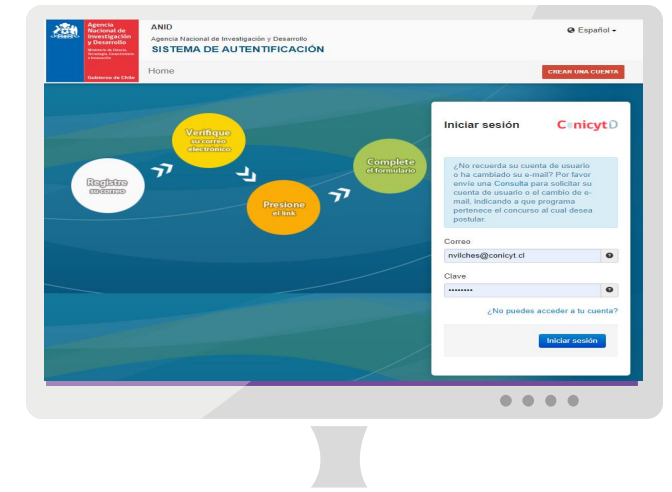
To send your reference letter, you must be registered in the **Online Application System (SPL)**. For more information [click here](#).

Then, follow these **4 steps**:

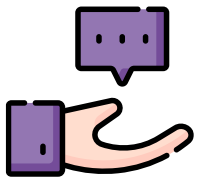


## BEFORE STARTING, CONSIDER THAT...

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

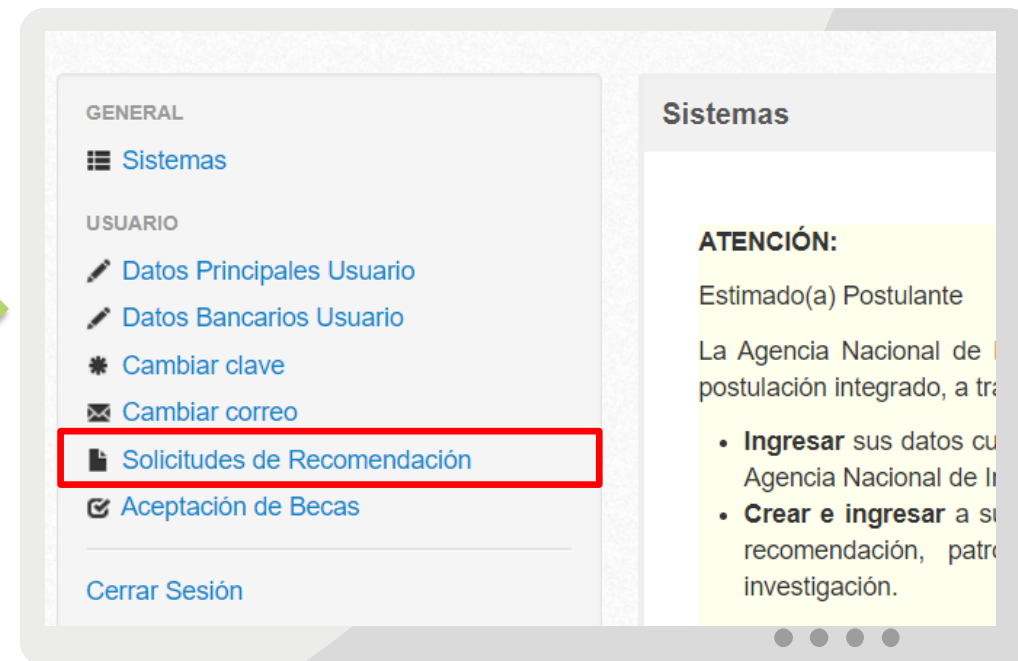
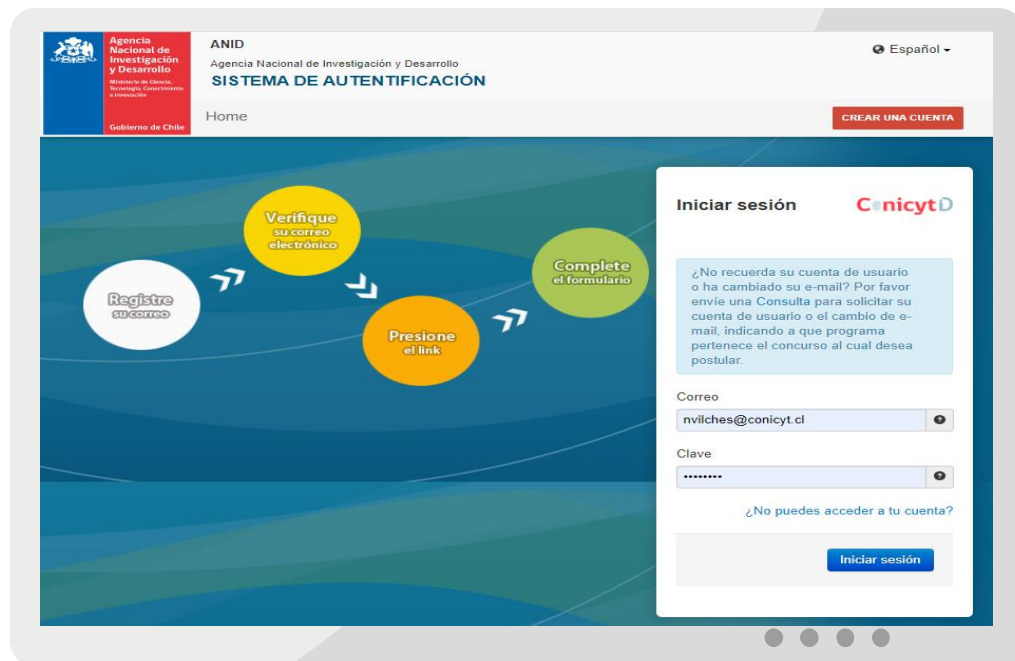


- To send the reference letter **you need to create an account in the SPL**. For more information [enter here](#).
- Recommendation requests have a deadline, so you can only send the letter during the scholarship application period.
- If you **do NOT send the letter within the established deadline**,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



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 **Solicitudes de Recomendación** and you will be able to **Edit** the reference forms listed.

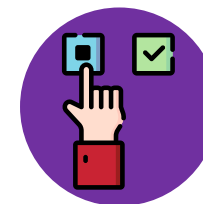
## COMPLETE AND SEND THE RECOMMENDATION LETTER

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

<https://spl.anid.cl>



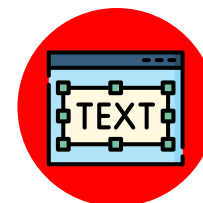
Complete **all the reference form fields**.



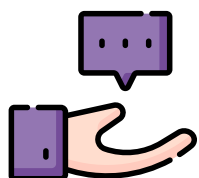
Before **Submitting**, you **must Save**. Otherwise, the system **will NOT let you send the reference letter**. For more information, [click here](#).



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

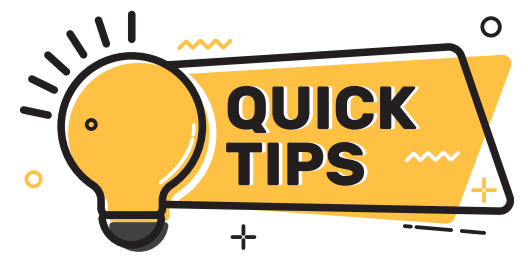


**Copy** the questions from the form into a text editor(e.g. MS Word) to avoid information losing. Then, **paste** the content back in as **plain text**.



**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**.

