



How to Submit a MSGC Reference Letter on Submittable

- ✦ When an applicant requests a reference letter from you after they submit their application you will receive an email from Submittable stating such. The email will provide a link directly to the file upload and state who the letter is for.
- ✦ After you arrive at the upload form click on the “Choose File” button to upload the appropriate reference letter. You can upload up to 5 files if needed.
- ✦ Once finished click on “Submit Form” button. That’s it. There is no completed page or message that will pop up for the submitter. All that will appear is the file that you uploaded.
- ✦ Once the letter has been submitted the applicant and MSGC team will receive an email stating that it has been completed.