TUTORIAL TO COMPLETE YOUR:

REFERENCE LETTER

Human Capital Department
National Research and Development Agency
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:**

1. **Access** the reference letter online
2. **Complete** the reference letter form
3. **Save the content entered in** the reference letter
4. **Submit** your reference letter
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).
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

Complete all the reference form fields.

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

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.

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.

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

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