

# Cube: Submitting a Letter of Recommendation

Graduate Student applicants wishing to attend a programs at ICERM are required to acquire sponsorship via a letter of recommendation from their academic advisor. **Please note that applications will not be fully considered until the letter of support from an advisor is submitted.**

## Graduate Student Instructions

Participants who are registered as graduate students in Cube will be prompted when applying to submit their advisors name in their application. Upon completing an application to attend an event at ICERM, all participants will receive a confirmation email containing a link for your advisors to allow them to submit a letter of recommendation. (see screenshot below)

As a graduate student, you will need a letter of support from your advisor. Please forward them this link to complete a letter of recommendation submission:

<https://app.icerm.brown.edu/Cube/advisor/000000000000>

**Please note that your application will not be fully considered until the letter of support is submitted.**

Academic advisors who follow the link will be directed to a form allowing them to submit a letter of recommendation in support of your attendance to a program at ICERM.

Alternatively advisors may access the submission form directly at

<https://app.icerm.brown.edu/Cube/advisor> and submit a letter of recommendation directly by searching the applicants full name, email address, and program they wish to attend.

If you have any trouble accessing the email or have any questions about the application process, please contact [applications@icerm.brown.edu](mailto:applications@icerm.brown.edu).

## Academic Advisor Instructions

Advisors who wish to submit a letter of recommendation on behalf of a graduate student applying to a program at ICERM should receive a link from the applicant provided in their application confirmation email. This hyperlink will direct advisors directly to a submission form for the

applicants letter of recommendation.

Alternatively advisors may look up their applicants submission form directly at

<https://app.icerm.brown.edu/Cube/advisor> or by clicking the "Advisor Statement" top menu button on the Cube login page (see screenshot below).

## LETTER OF RECOMMENDATION SUBMISSION

### Student Lookup

Student's First Name •	Student's Last Name •
<input type="text"/>	<input type="text"/>
Select Student's Program •	Student's Email •
<input type="text"/>	<input type="text"/>
<input type="button" value="Search for Student"/>	

\*To submit a letter of recommendation directly, the applicant's full name, email address, and program they wish to attend will be needed.

Once the submission form is reached via the hyperlink provided or by searching an applicant's name you will be presented with the applicant's credentials and a program description for the event they are applying to. **Please ensure that the applicant's name, email address, and program listed are correct before completing the form.** If the information is not correct please return to the student search via the button underneath the students credentials.

Below the program description a form can be found to submit your letter of recommendation. Upon selecting the letter upload format you will be presented with a file upload button or a text window to submit a plaintext version of your recommendation. (see screenshot below)

### Advisor Information

Your First Name •	Your Last Name •
<input type="text"/>	<input type="text"/>
Your Organization •	Your Email Address •
<input type="text"/>	<input type="text"/>
Select Letter Upload Format •	
<input type="radio"/> PDF <input type="radio"/> Plain Text	
<input type="button" value="Submit Letter"/>	

Once the form has been completed and the letter of recommendation has been attached you are ready to hit the "Submit Letter" button to complete the form. After completing the letter of recommendation submission you should receive an email confirmation sent to the email provided.

If you have any trouble accessing the form or have any questions about the application process, please contact [applications@icerm.brown.edu](mailto:applications@icerm.brown.edu).

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