



**Agencia
Nacional de
Investigación
y Desarrollo**

Ministerio de Ciencia,
Tecnología, Conocimiento
e Innovación

Gobierno de Chile

TUTORIAL TO COMPLETE YOUR:

REFERENCE LETTER

Human Capital Department
National Research and Development Agency

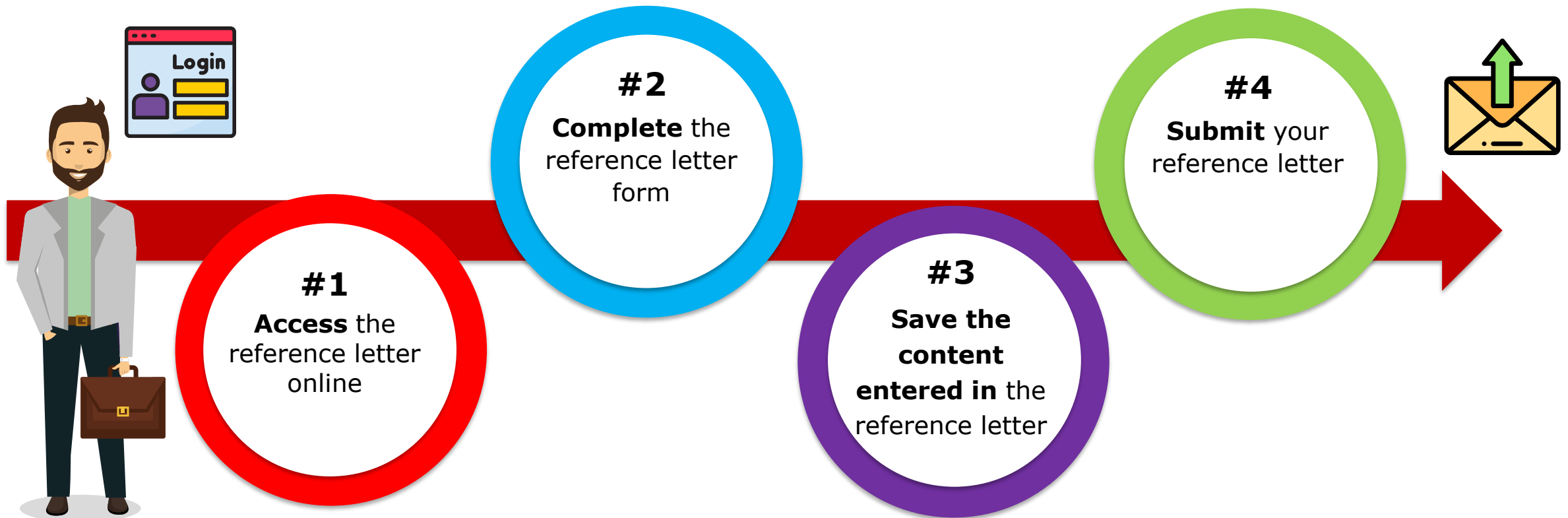


HUMAN CAPITAL DEPARTMENT

HOW TO SEND YOUR REFERENCE LETTER?

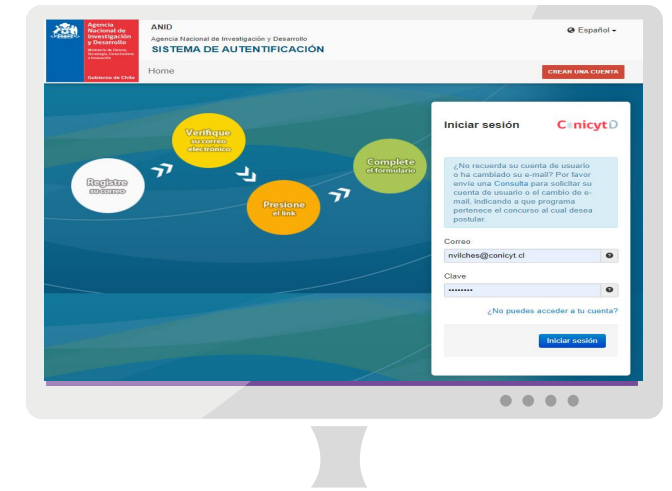
To send your reference letter, you must be registered in the **Online Application System (SPL)**. For more information [click here](#).

Then, follow these **4 steps**:

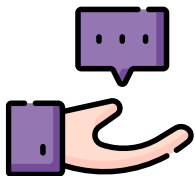


BEFORE STARTING, CONSIDER THAT...

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

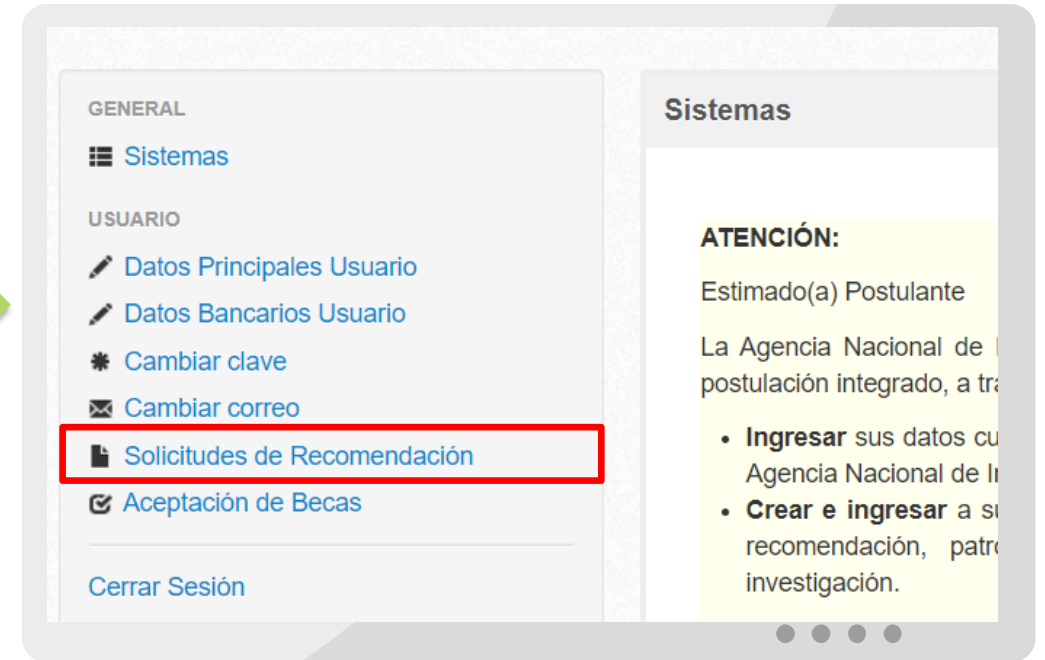
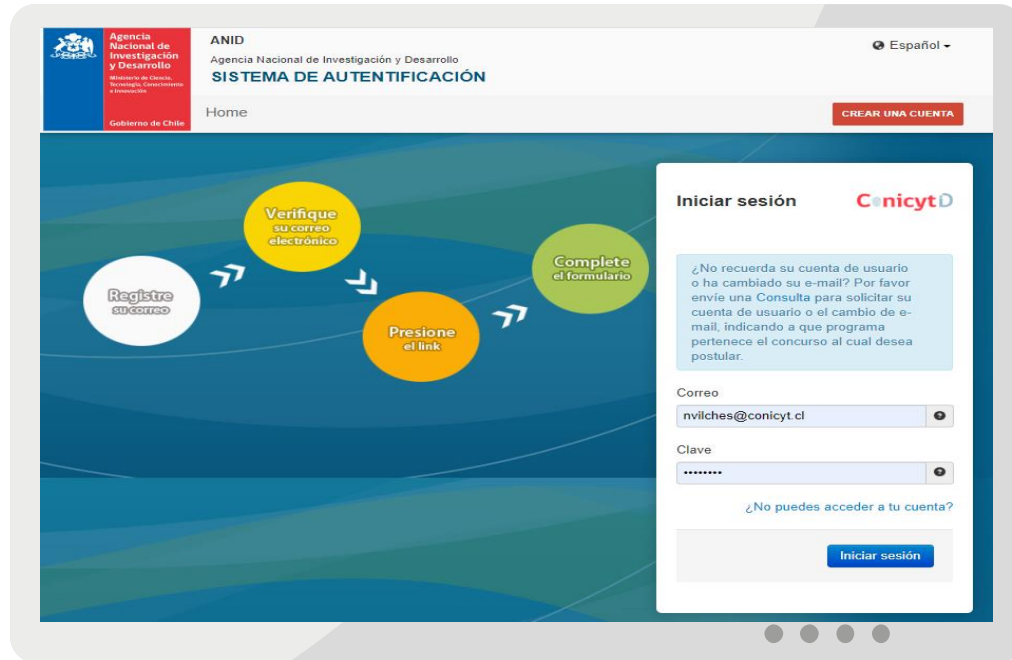


- To send the reference letter **you need to create an account in the SPL**. For more information [enter here](#).
- Recommendation requests have a deadline, so you can only send the letter during the scholarship application period.
- If you **do NOT send the letter within the established deadline**,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

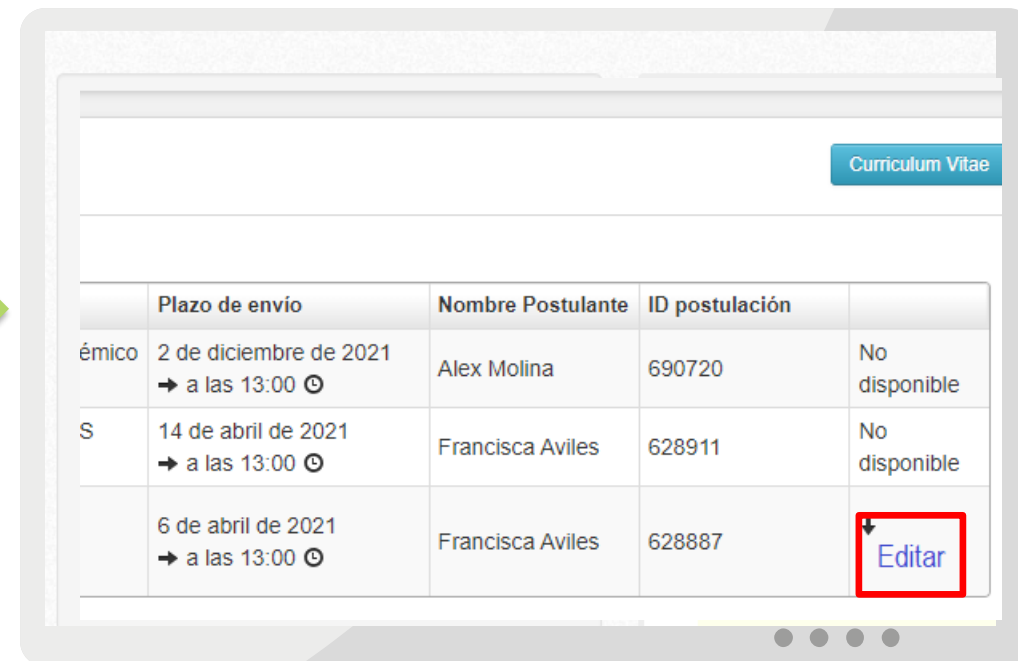
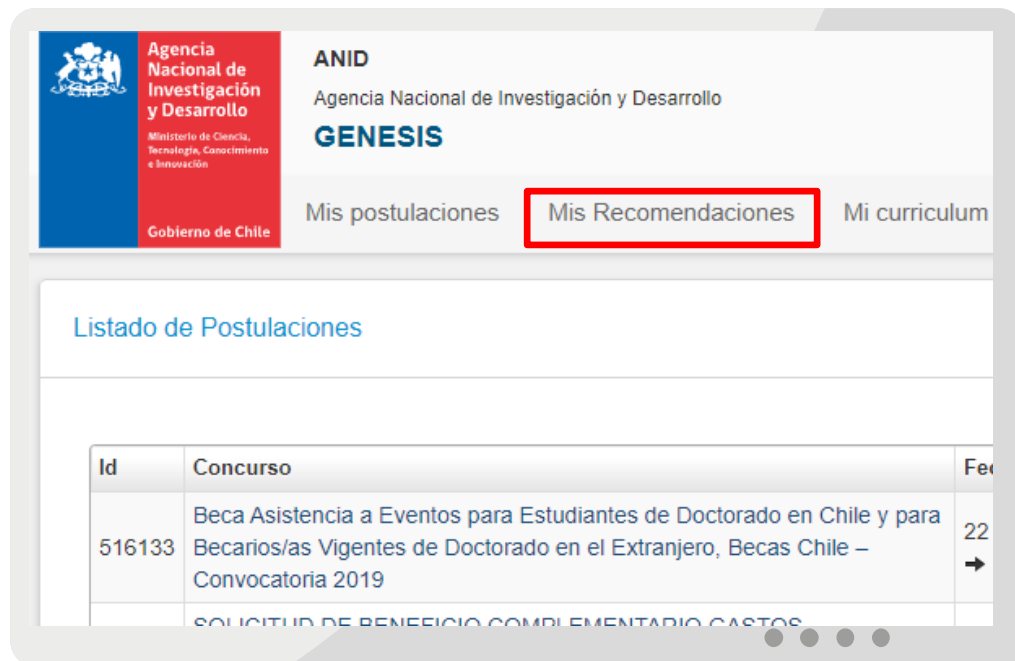


Go to <https://spl.anid.cl> and log in with your **email** and **password**.

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**).

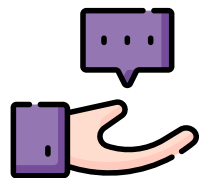
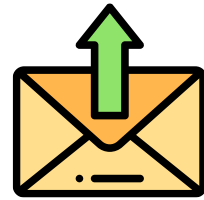
Go to the applicant's reference form and click **Editar** (*Edit*).

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>



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.



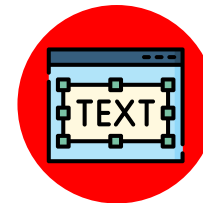
Complete **all the reference form fields**.



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

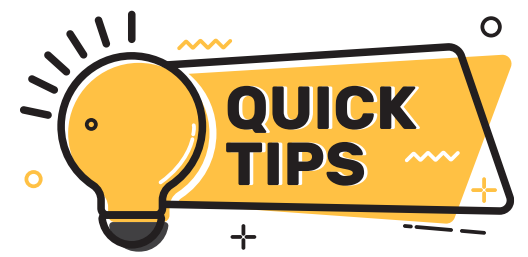


System **will notify to applicant automatically** once **you submit the reference letter**.



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**.

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.**



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