



Changing or Updating Recommendation Information

If your application is **not** submitted and the recommendation letter is **not** submitted. You have the ability to remove a recommender and add a new one.

Here is how:

1. Login to the [Self-Service Centre](#)
2. Click 'Continue' next to your application
If 'Continue' is not an option it means you have submitted your application and you are unable to change the information you submitted.
3. Navigate to the 'Recommendation Letters' section of the application
4. Next to the appropriate recommender click 'Clear'
If 'Clear' is not an option it means the recommender has submitted, and you are unable to remove submitted recommendations.
5. Enter the information for your new recommender and click 'Send Invitation'. The system will automatically notify the recommender via email that you are requesting them to submit a letter of recommendation.

If you are unable to change your recommender's information because you have submitted your application please email graduate.admissions@umanitoba.ca with the name of the recommender you wish to remove and the name and email address of the new recommender. Please note, we are unable to remove submitted recommendation letters.