



SABA UNIVERSITY SCHOOL OF MEDICINE

In the U.S.

c/o R3 Education Inc. • 27 Jackson Road, Suite 301 • Devens, MA 01434

Tel. (978) 862-9600 • Fax (978) 862-9699 • www.saba.edu

Admissions: admissions@saba.edu • Clinicals: clinical@saba.edu • Finance Office: finance@saba.edu

Request for Clinical Letter of Recommendation

Applicant Name: _____

Last

First

Letter Writer: _____

Last

First

Thank you for agreeing to write a letter of recommendation in support of my residency application.

This cover sheet explains the special procedures needed to prepare a letter for **ERAS** (the Electronic Residency Application Service) and/or **CaRMS** (the Canadian Resident Matching Service).

Instructions for letter writer: Please prepare and send the original letter of recommendation to Saba University for transmission to ERAS and CaRMS (*if you prefer to submit the document directly to ERAS and CaRMS, please know that both entities now accept only electronic submission using the Letter Writer Portal or the Letter of Reference Portal respectively):

1. Please write the letter on **your official institutional letterhead** and **sign it manually**.
2. Please **date** the letter.
3. Address the letter to “**Dear Program Director**”; letters with individual salutations will not be processed by ERAS or CaRMS.
4. Please **do not include an inside address on the letter itself**, so that the letter can be used for both ERAS and CaRMS.
5. **Please include in your letter whether or not I have waived my right to see this recommendation letter, as indicated below.**
6. Please send the original letter to Saba University at the address below.

Consider including the following in my letter:

1. Was I reliable, punctual, and well prepared?
2. Did I demonstrate commitment and actively participate in all activities?
3. Did I get along well with patients and staff, build good rapport?
4. Did I evaluate (H&P) and document my patient interactions well?
5. How do I compare to previous medical students you have worked with?
6. Was there a memorable moment where I made a positive impression on you or your staff?

Student: I waive my right to see this letter. I do not waive my right to see this letter.

Applicant Signature: _____

Please mail my letter to: Attn: Graduate Affairs Coordinator
Saba University School of Medicine
27 Jackson Road, Suite 301
Devens, MA 01434

Letter of Recommendation FAQ's

Q. How will Saba University use my letter of recommendations (LOR)?

A. At the student's request, Saba University will forward Letters of Recommendation to ECFMG/ERAS, CaRMS, and individual programs.

Q. Whom should I ask for a letter of recommendation?

A. Faculty members from your rotations (not residents) who know you best and can strongly support your application. It is more important for you to receive a detailed letter from a faculty member who knows you well than from a "big name" faculty member who does not know you well.

Q. What information do I need to provide to letter writers?

A. We recommend asking your letter writers in person, if possible, or sending a professional email request. Bring or email the following with your request:

- SUSOM Request for Clinical Letter or Recommendation from Saba web site (sabamed.org>clinicals>clinical letter of recommendation request form) or (saba.edu>forms>3. Clinical Students>clinical letter of recommendation request form)
- Copy of your full CV
- A photo of yourself attached to your CV or request form

Q. Where should my LORs be sent?

A. The preceptor should mail your letter to: Saba University School of Medicine

OR

Your letter writer can send the LOR electronically to ERAS or CaRMS **IF** you are registered with ERAS and/or CaRMS. LORS must be submitted electronically. You need to supply the following to the letter writer:

- Your AAMC number and/or CaRMS 10-digit ID number.
 - For ERAS review: <http://www.ecfmg.org/eras/letter-writers-index.html>
 - For CaRMS you will still need to create a CaRMS LOR cover sheet and send this cover sheet to your letter writer. See also: http://www.carms.ca/eng/r1_support_e.shtml#LOR

Letters should not be sent to the student for any purposes. SUSOM must be able to certify the letter is original and has not been read by the student if he/she waived their right to view the letter.

Q. When should all of LORs be at SUSOM or electronically uploaded by the letter writer?

A. Generally faculty will deliver their letters within 4-6 weeks of being asked by students.

- To have your letters on file with ERAS prior to the release of applications to program directors, LORS need to be at SUSOM no later than Sept. 1, 2014.
- LORs can still be submitted and uploaded to ERAS after Sept. 1, 2014 and all the way until February 20, 2015 if necessary.

Q. What do I do if my letter hasn't been received, I can't get in touch with my letter writer, and it is well after the 4-6 week period?

A. If it has been 6 weeks since a student requested a letter, it is appropriate for students to send a courteous reminder to their faculty letter writers. If after repeated requests for a letter and it still has not been received, the student should consider asking another person for a LOR.

Q. I am trying to decide which letter to assign to a certain program. Can you tell me if Dr. X wrote a good letter?

A. No. Since you waived your right to see the letter, SUSOM staff cannot share the content of the letter with students. SUSOM staff only looks at the letters of recommendation to make sure the correct letter is assigned to the student and that there are no flagrant errors (wrong name, etc.) This means SUSOM cannot list your LORs in a ranking order or compare them to each other for you.