

TO: Students applying to medical, dental and graduate schools, etc.

FROM:

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Health Professions Advisor
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SUBJECT: Letters of Recommendation

1. Procedure for Requesting the University of Redlands Health Professions Advisor to Collect Letters of Recommendation on your behalf.

Fill out and return to us the form "Student Request for Health Professions Advisor to Collect Letters of Recommendation. Be sure to sign and date the appropriate section indicating whether or not you waive your right of access to the letters of recommendation.

**** IF YOU WILL BE SUBMITTING APPLICATIONS TO MEDICAL OR DENTAL SCHOOLS THIS SUMMER OR FALL, IT IS CRITICAL THAT YOU FILL OUT THIS FORM AND RETURN IT TO US IMMEDIATELY !!***

****** No Letters of recommendation can be placed in your health professions file at the University of Redlands unless the Health Professions Advisor has this form from you.***

2. Procedure for Requesting Letters of Recommendation from Recommenders

For each recommender you listed on the form in #1 above, fill out the front page of one of the forms "Request for Letter of Recommendation" and then give the form to the recommender.

**** IT IS YOUR RESPONSIBILITY (AND NOT OURS) TO SEE THAT THE RECOMMENDERS GET THE LETTERS TO US.***

You should check with us every couple weeks to see what letters we have received so that you can prod those professors who have not gotten the letters done yet.

3. Some comments Concerning Requests by Medical and Dental Schools for Letters of Recommendation

Some schools will simply request that you have letters of recommendation sent to them. However, other schools will send you their own evaluation/recommendation forms. You are usually supposed to give these forms to the recommenders to fill out and return to the schools. Some of these schools will indicate that use of their form is mandatory but that the recommender may attach a personal letter of recommendation to the form. Other schools will indicate that use of their form is optional; the recommender may attach a personal letter of recommendation to the form or may even substitute a personal letter of recommendation in place of the form.

In any case, these forms from the schools inevitably provide a rather small space for specific comments by the recommender and hence do not allow the recommender to comment on your capabilities, motivation, etc. in as much detail as is possible with a letter. Therefore, it is almost always to your advantage to have the recommender fill out the form and then send it to us; we can then attach a copy of that recommender's letter from your Health Professions file and send both to the school.

4. Procedure for Requesting the University of Redlands of Health Professions Advisor to Send Out Letters of Recommendation

When one or more schools request letters of recommendation, fill out and return to us the form "Student Request for Health Professions Advisor to Send Out Letters of Recommendation"

Be sure for each school to indicate

- ◇ Full name and address of school where letters are to be sent.
- ◇ The names of those recommenders whose letters you wish sent.
- ◇ For each recommender whether:
 - (a) Just the letter of recommendation in your file is to be sent, or
 - (b) The letter of recommendation in your file is to be attached to and sent with a form provided you by the particular school. Such forms should be given by you directly to the recommender, who should fill it out and then return it to the U. of R. Health Professions Advisor. (See #5 below for more details.)

All requests for letters of recommendation to be sent out by the University of Redlands Health Professions Advisor to requesting schools on your behalf **MUST** be made utilizing this form. We will not send out any letters of recommendation with just a verbal authorization from you.

It often takes several days to get letters out, so do not wait until the last minute to request letters to be sent. Unless you indicate otherwise, we will wait until we have all letters and forms that you indicate are to be sent to a particular school before we send those letters and forms to that school.

ONCE AGAIN, IT IS YOUR RESPONSIBILITY (AND NOT OURS) TO SEE THAT THE RECOMMENDERS GET THE LETTERS AND FORMS TO US.

5. Procedure for Requesting a Recommender to Complete Evaluation/Recommendation Forms

If a medical or dental school requesting recommendations sends their own evaluation/recommendation form and you also want your letters or recommendation in your U. of R. Health Professions file to be attached to these forms before they are returned to the school, complete for each recommender a copy of the form "Student Request for Recommender to Fill Out Evaluation/Recommendation Forms." Attach the evaluation/recommendation form(s) you wish the recommender to fill out and then give to the recommender.

The recommender should complete the attached evaluation/recommendation form(s) and return to us. We will attach the letters of recommendation from your file to the appropriate forms and will then send everything on to the requesting school.

Be sure for each school that you have also completed and returned to us the form requesting letters of recommendation to be sent out, as described in #4 above. Be sure on that form that you have checked the appropriate box indicating that you want "Letter + Form" sent to the school for that recommender. If you have indicated that you wish the letter of recommendation in your file attached to a school's evaluation/recommendation form, we will wait until we have received the form from the recommender before we send that letter to the requesting school.

*** NOTE THAT IT IS AGAIN YOUR RESPONSIBILITY TO DELIVER ANY EVALUATION FORMS TO THE RECOMMENDERS AND THEN TO SEE THAT THE RECOMMENDERS GET THE COMPLETED FORMS TO US.**

6. Please note that all letters of recommendation and evaluation forms from recommenders must be sent directly by the recommenders to the University of Redlands Health Professions Advisor. Recommendations that come to us by any other route will not be accepted.

7. An initial supply of necessary forms is included with this memo. Additional copies of any of these forms can be obtained from the University of Redlands Health Professions Advisor.