

**Letter of Recommendation**

BROWN UNIVERSITY FACULTY, MEMBERS AND STAFF ONLY*This form is due June 3, 2013***APPLICANT NAME:** _____**EVALUATOR NAME:** _____**DEPARTMENT, AND TITLE:** _____***Please type/ insert your comments below.***

1. This electronic form is available under "Forms" at brown.edu/hco. Please use Adobe Acrobat or Reader to save your letter. If you have a Mac, please do not use the Preview software as it may not save your letter correctly.
 2. For your convenience, Health Careers Advising has adopted a web-based system, veCollect. Once your recommendee submits a request for your letter through this system, you will receive an email with "[veCollect.] Request for evaluation from (applicant's name)" in the subject heading.
 3. Please use this form to write your letter, save the file, and attach it in a direct reply to the email from veCollect. You will receive an email confirmation that it has been uploaded to the applicant's account shortly (typically within 24 hours). Please save a copy of this letter for your records. If you experience any difficulties with veCollect, please contact Mariel Notar-Francesco at 401 863-2781 or mariel_notar-francesco@brown.edu
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Health Careers Advising

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