

Letter of Recommendation Form

Pre-Professional Advising Center 120 University Pavilion (513) 556-2166 preproadv@uc.edu www.uc.edu/PreProAdvising

Instructions for Students (applying for Fall 2017)

Please read thoroughly, complete the form, and present to your recommender. Please keep the following in mind:

- How well the letter-writer knows you is far more important than professor rank, academic title, etc.
- Provide your recommender with your resume or CV, classes you took from him/her (when, grades, significant points/contributions to class), goal statement, summary paragraph, personal statement abstract, and this waiver form.
- **This waiver form must accompany each letter of recommendation received by the PPAC.** You should provide it to the letter writer, and your letter writer should submit it to the PPAC *with the letter of recommendation*.
- When a letter of recommendation has been received and reviewed by the PPAC, your recommender will receive an email confirmation; you will be CCed on the confirmation email.
- Letters of recommendation will remain confidential and will only be shared with medical school admissions committees based on your permission via the Letter of Recommendation Packet Submission Form.

In compliance with federal law Family Education Rights and Privacy Act (FERPA), you have the right to review all university files and documents concerning you, including reference materials written about you. You are not required to waive your right to view letters of recommendation in order to use the services of the Pre-Professional Advising Center (PPAC). However, keep in mind that evaluative/reference materials may carry more weight if programs know that you have waived access to the materials.

I agree to waive my right to review the requested recommendation per the guidelines stated. Yes No

Name _____ M# _____ Email _____

Signature _____ Date _____ Phone _____

Instructions for Letter Writers

Please use the checklist below to enhance the effectiveness of your letter:

- Printed on letterhead;** personal letterhead acceptable if organization, school, or business letterhead is not available.
- Addressed to “Dear Admissions Committee”** and not a particular school (including UCCOM). Students generally apply to 12-20 schools and the letter will become part of a packet and distributed to each of these schools.
- Includes how long you have known the applicant and in what capacity (faculty, research, advisor, supervisor, etc.)
- Outlines the student’s academic aptitude only if you have first-hand experience; only includes information on grades, GPA, and/or MCAT scores if you are providing context to help interpret them.
- Addresses maturity, leadership, compassion, teaching, organization, etc.; helpful if explained in a comparison group (students in class, co-workers, etc.); describes obstacles overcome, or new learning and growth.
- Describes how the applicant has demonstrated competencies including thinking and reasoning, science, interpersonal skills, and/or intrapersonal traits. <https://www.aamc.org/initiatives/admissionsinitiative/letters/>
- Signed and dated.**

Please return this form with letter of recommendation to the PPAC via campus mail (mail location 0090), U.S. Postal Service, email (preproadv@uc.edu), or in person by Wednesday, June 29, 2016. An email confirmation, CCed to the applicant, will be sent upon receipt and review of the letter of recommendation.

Name _____ Email (print clearly) _____

Signature _____ Date _____ Phone _____

PPAC Advisor review _____ Date _____

Confirmation email sent _____ Date _____