

## LETTER OF RECOMMENDATION SUBMISSION FORM

### To the Student:

This form must accompany each letter of recommendation received by Post Graduate Planning and Experiential Education.

Submitted letters will be held in a confidential file with Post Graduate Planning and Experiential Education and will only be shared with professional health school admission committees upon your request via the Composite Letter Request Form.

If you wish to have a letter included in the Composite Letter Packet, the recommender must submit his/her letter and this form by **June 7, 2021**, to meet the submission guarantee of August 2, 2021; and no later than **July 23, 2021**, for submissions during the 2021-2022 cycle.

### To the Recommender:

The student providing this form has requested that you write a letter of recommendation on behalf of his/her application to a professional health science school. This letter will be held by Post Graduate Planning and Experiential Education and submitted, at the request of the student, as part of a Composite Letter Packet to professional health science school admission committees. The packet will include a Composite Letter written by either the Pre-Medical Advisor or Pre-Health Advisor that complements the student's other letters and may quote and/or draw information directly from your letter. Should the student decide not to include your letter in his/her packet, the evaluation and information you provide will not be quoted or directly referenced in the Composite Letter Packet.

Recommendation Letters must be **written on department/office letterhead, dated, addressed to the "Admission Committee" and include your signature**. Guidelines on what to include in a helpful letter are provided on the second page of this form.

Please load your letter of recommendation to <https://forms.gle/3QmWEo1u8DnWEiy68>. The Submission Form is for your records.

### FERPA WAIVER

In order to maintain compliance with the Family Educational Rights and Privacy Act (FERPA), any member of the faculty or staff who writes a letter of recommendation that includes personally identifiable information obtained from a student or alumnus' education record (grades, GPA, class rank, etc.), should obtain signed Authorization\* from the student. Please print legibly:

I \_\_\_\_\_ (name of student) authorize \_\_\_\_\_ (name of recommender) to write and send a letter of recommendation on my behalf for the medical school admission process. I expressly authorize the inclusion of my grades, GPA, class rank, and any other information from my education records in this letter. I am requesting this letter for the purpose of medical school admission.

I waive / do not waive (**student must indicate/circle one**) my right to inspect and review a copy of this letter. I understand that I have the right to revoke this waiver at any time by delivering a written revocation to the CWRU faculty/staff member identified above, but that such revocation will only be effective with respect to any actions occurring after receipt of the revocation.

Student/Alumnus' Signature Date \_\_\_\_\_

## **IMPORTANCE OF LETTER CONFIDENTIALITY**

Although students may retain their FERPA access rights to letters of recommendation that are submitted to Post Graduate Planning and Experiential Education, it is strongly encouraged that letters be submitted confidentially by having the student waive such rights. Selection committees tend to view confidential letters as having greater credibility and assign them greater weight. They place less value in letters that the applicant has seen, as it is assumed that the author is less forthcoming than if the reference is confidential. Not only can this be true in regards to letter-writers withholding potential concerns, but some authors feel less inhibited in their praise of students in confidential letters. Furthermore, many admissions officers have stated that they find a confidential letter a display of confidence on the part of the applicant.

## **GUIDELINES FOR WRITING A HELPFUL LETTER OF RECOMMENDATION**

Letters of recommendation are a critical component of the admissions process for professional health science school applicants. Professional health science schools want letters from individuals who are in a position to judge the student's ability to be successful in their programs, which includes academic capabilities and accomplishments, but also personal characteristics and skills. If you feel you do not know the applicant well enough to write about his/her attributes and accomplishments in a helpful manner, it may serve the student best to decline the request and suggest he or she ask someone else who knows him/her better.

To the extent you can include specifics on any of the areas listed below, it will help the professional health school admission committees evaluate the student's readiness and fit for their programs.

### Relationship with the Applicant

- Length of Time Known
- Depth of Knowledge about the Applicant

### Academic Competencies

- Desire to Learn and Intellectual Curiosity
- Distinctive Contributions to an Academic Enterprise
- Presentation Skills—Written and Oral
- Research Competencies
- Overall Academic Excellence and Ability (particularly if at variance with academic performance)

### Non-Academic Competencies

- Integrity and Ethics
- Reliability and Dependability
- Service Orientation
- Social and Interpersonal Skills
- Teamwork
- Capacity for Improvement
- Resilience and Adaptability
- Cultural Competence
- Oral Communication

Questions regarding the letter-writing process should be directed to [prehealth@case.edu](mailto:prehealth@case.edu).