

LETTER OF RECOMMENDATION SUBMISSION FORM**To the Student:**

This form must accompany each letter of recommendation received by the Office of Undergraduate Studies.

Submitted letters will be held in a confidential file in the Office of Undergraduate Studies 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 1, 2018**, to meet the submission guarantee of August 1, 2018; and no later than **August 1, 2018**, for submissions during the 2018-2019 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 the Office of Undergraduate Studies 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 an Assistant Dean 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 return the first page of this form with your letter of recommendation to the Office of Undergraduate Studies via email (prehealth@case.edu), mail, or in person.

FERPA WAIVER

The Family Education Rights and Privacy Act (FERPA) of 1974, 20 U.S.C.A. Par. 1232g (a) (1), provides individuals the right to review their education records, which include letters of recommendation. FERPA requires educational institutions to foster the understanding between the letter writer and the applicant that he or she has the right to view a particular education record. This form confirms that understanding.

If an applicant wishes to exercise the option to waive his/her FERPA right to view a letter of recommendation, this form must be signed by both applicant and writer, and returned with the letter.

If the Office of Undergraduate Studies (UGS) does not receive this form with the letter, UGS will assume that the applicant has retained FERPA rights to view the letter unless they have waived his/her right to access his/her composite letter packet.

Student: I hereby waive my right, under FERPA, to access this letter.

Name (Print): _____ Email: _____

Signature: _____ Date: _____

Recommender: I understand that the applicant has waived his/her FERPA right to access this letter.

Name (Print): _____ Email: _____

Signature: _____ Date: _____

IMPORTANCE OF LETTER CONFIDENTIALITY

Although students may retain their FERPA access rights to letters of recommendation that are submitted to the Office of Undergraduate Studies, 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 Steven Scherger, Asst. Dean of Undergraduate Studies, at steven.scherger@case.edu or Wes Schaub, Pre-Medical Advisor, at wesley.schaub@case.edu.