

Request for Pre-Health Committee Letter of Recommendation

To the student:

The Committee on the Health Professions will, at your request, provide a composite recommendation letter in support of your application to any health professions program. The committee letter serves as a comprehensive summary of all aspects of your preparation, including coursework, internships, research, entrance exam scores, and comments contained in your individual recommendation letters, and also provides an official endorsement from Mount Holyoke College. Medical schools, dental schools, most veterinary schools, and other selected graduate programs in the health professions will accept (and in some cases require) a letter of recommendation from the Committee.

The committee letter is usually authored by your pre-health advisor. In order to receive a committee letter you should ensure your health professions advising file at the CDC is complete and contains at a minimum: Your completed PreApplication package, standardized test score reports, transcripts, resume, application essay, and individual letters of recommendation.

Three individual letters of recommendation are normally required by schools, in addition to your committee letter, and you should plan to have these letters sent out as a package using the CDC's Credentials Service.

All students should register with the credentials service by completing the Registration & Authorization Form on our website at <http://www.mtholyoke.edu/offices/cdc/assets/CDC/register.pdf>

In addition, students must follow the instructions for using the credentials service:

<http://www.mtholyoke.edu/offices/cdc/6803.shtml> and must request letter packages in writing:

http://www.mtholyoke.edu/offices/cdc/assets/CDC/request_recomend.pdf

All letters in your file (including your committee letter) must be accompanied by a signed waiver form:

http://www.mtholyoke.edu/offices/cdc/assets/CDC/waiver_req.pdf

Your individual letters of recommendation should be from people who know you well and can comment knowledgeably about your suitability for a career in the health professions. These would include professors (especially in the sciences), research mentors, supervisors from clinical internships, and perhaps coaches or work supervisors. You may have more than three letters placed into your file, and should inform your advisor which ones will be sent out and which ones are "extras". Your advisor typically will incorporate commentary from these letters into your composite letter.

It is your responsibility to chase down letters that have not arrived. You may call the CDC and ask us to check your file. It is your responsibility to ensure your file is complete and, once it is, to request a committee letter from your advisor. To do so, please complete this form and return it to the CDC. We will forward a copy to your advisor.

To the Committee:

I have verified that my credentials file at the CDC contains the following letters, written in support of my current application:

	<u>Author</u>	<u>Check if you intend to send this letter to schools</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

I request that my Pre-Health Advisor, _____ write a composite letter of recommendation, on behalf of the Committee on the Health Professions, in support of my application.

Printed name

Signature

Date