

MOUNT HOLYOKE

Mount Holyoke College Committee on the Health Professions
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Official Waiver and Request for a Committee Letter, 2020 Application Cycle

THE PRE-HEALTH OFFICE WILL ACCEPT THIS FORM BEGINNING **MAY 1, 2019**
THE DEADLINE TO SUBMIT THIS FORM IS **JULY 17, 2019**

[OFFICE USE ONLY: DATE RECEIVED: ____/____/____]

Instructions: Carefully read this entire document, then complete and sign the highlighted areas. Information on next steps is on the final page for you to keep.

Actions completed:

- *I have taken the MCAT/DAT/OAT or am registered to take it no later than June 15 (MCAT) or July 17 (DAT/OAT)*
- *I have submitted to at least one school using at least one primary application service. I am emailing a PDF of that submitted application to jcollett@mtholyoke.edu along with this completed form.*
- *All of the individual letters of recommendation that I expect to be used in my committee letter have been uploaded to Interfolio, and my Interfolio account is associated with Mount Holyoke.*

Write the names of the authors of your letters of recommendation that are in Interfolio, to be included with the committee letter:

1. _____
2. _____
3. _____
4. _____
5. _____

I agree to the following:

- **For applicants submitting this form no later than June 15, 2019:** *My committee letter will be written no later than 30 days from the date that I submit this form.*
- **For applicants submitting this form between June 16-July 17, 2019:** *My committee letter will be written as quickly as possible.*
- *All members of the Committee on the Health Professions, along with at-large committee letter writers, will have access to my complete file as needed for the preparation of my committee letter, including my primary application, individual letters of recommendation, pre-application, and advising notes from the pre-health office.*
- *It is my responsibility to ensure that I have accurately entered information into my primary application(s) in order for the application service(s) to receive my committee letter. It is also my responsibility to ensure that I have appropriately directed the application service(s) to send my committee letter to the individual professional schools to which I have applied.*
- *I will not hold Mount Holyoke College or any individual affiliated with the pre-health office responsible if I am not admitted to the program of my choice.*

With my signature on this page, I confirm that I have completed the actions listed above, and that I accept the agreements outlined on this page. I request a committee letter written in my behalf by the Committee on the Health Professions in support of my application to medical/ dental/ optometry/ podiatry school.

Printed Name _____ Signature _____ Date _____

FERPA waiver

The Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), or FERPA, provides every applicant with the right to review their educational records, including letters of recommendation. In the section below you will be asked to provide your signature indicating whether or not you agree to waive this right. Waiving this right keeps all of your letters of reference, including the committee letter and all appended individual letters of recommendation, confidential. In deciding whether or not to waive your right of access to your letters, please be advised that health profession schools prefer confidential letters of recommendation.

CHOOSE ONE BELOW

“I request a confidential committee letter and waive my access to it. I understand that by signing below I am waiving my access to all of my individual letters of recommendation as well as the committee letter.”

Signature_____ Date_____

“I prefer open, non-confidential letters. I understand that by signing below I am maintaining my right to view any of my letters of recommendation, including both individual letters and the committee letter. I further understand that health profession schools prefer confidential letters.”

Signature_____ Date_____

To the applicant: Next steps

Completing and submitting this form is your official request for a committee letter from the Committee on the Health Professions in support of your profession school application. 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.

After you have signed this document

After you have read and signed this document, send one email to Jackie Collette at jcollett@mtholyoke.edu. Your email should include pages 1 & 2 of this completed document *and* a PDF of your submitted primary application.

Process in the pre-health office

Once we have received your official waiver/request and PDF of your submitted primary application, we will share your file with your committee letter author. Applicants submitting requests no later than June 15 will have their committee letter written within 30 days. Applicants submitting requests between June 16-July 17 will have their committee letter completed as quickly as possible. Once your committee letter is complete, Jackie will upload the following:

- 1) To your application service(s), the full committee letter packet that includes the committee letter and all individual letters. *You must ensure that you have told your application service(s) to send your committee letter packet to the individual professional schools to which you have applied.*
- 2) To Interfolio, two documents: The committee letter alone *and* the full packet that was also uploaded to your application service(s). *You do not need to send these documents anywhere.*

Jackie will email you with a confirmation once these uploads are complete.

Process on the professional school side

Receipt of your committee letter is *not* required for schools to send you a secondary application. You may receive secondaries beginning the day after you submit your primary application. You should begin work on secondaries immediately and complete them within 1-2 weeks. Most professional schools *will* wait for your committee letter before they review your full file.

Interfolio instructions

Typically, 3-5 individual letters of recommendation will be included with your committee letter. It is your responsibility to follow up with your letter writers after requesting these letters, to ensure that they arrive in your Interfolio account no later than May 15. You must also ensure that your account is affiliated with Mount Holyoke. If you are unsure if your account is affiliated with ours, please call Interfolio at 877-997-8807.

Your recommenders may submit letters directly to your account at Interfolio either electronically or in hard copy. Create a prompt for them in Interfolio whereby they receive an email providing them with a link to upload a “Confidential Letter of Recommendation.” By using this letter designation type, you have waived your right to review the letters, a condition preferred by most health professions schools. Remind your letter writers that letters must be on professional letterhead, signed, and dated.

As each individual letter is uploaded to Interfolio, alert Jackie that it has been submitted. She will then review the letter to ensure that it is properly formatted. If it is not, she will instruct you to speak with the writer about any needed changes. *We do not review letters for content or strength, nor can we select strong letters on your behalf.*