

**Preprofessional Advising  
Recommender Information Sheet and Waiver Form****To be completed by the Applicant:**

Applicant: \_\_\_\_\_ Recommender: \_\_\_\_\_

Under the terms of the Family Educational Rights and Privacy Act of 1974  
(see reverse side for details regarding FERPA),

\_\_\_\_\_ I waive any right to obtain or inspect this letter of reference

\_\_\_\_\_ I do NOT waive any right to obtain or inspect this letter of reference

which is written by the above recommender for the purpose of Medical and Health  
Profession School Applications, MSTP, MDPHd, MEMP programs and Medical  
Scholarships.I understand this reference will be used only for the purposes stated above, and that  
this waiver is not required as a precondition of the evaluation, or for my consideration  
for admission, or for any other services or benefits.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**To the Recommender:****REQUIRED GUIDELINES/DIRECTIONS:**

- Place only the date and student's name at the top of your letter
  - No salutation is necessary (Do not address the letter anyone.)
- Be specific and indicate what type of program you are recommending the student for i.e. medical school, dental school, etc.
  - Do not name a specific school; your letter will be mailed to more than one school.
- Print the recommendation letter on your official letterhead and include your full contact information. Please include the following:
  - Your full position title and signature below your name
  - Email address
  - Phone number
- **Mail a signed hardcopy of your letter along with this form to the Career Development center** (see address at the top of this form)
  - **Emailed or Faxed letters will NOT be accepted**
  - Letters hand delivered by a student will not be accepted unless it is in a sealed envelope with your signature over the seal
- Do not include attachments

*Please see the following page for additional letter writing tips and suggestions.*

## **LETTER WRITING SUGGESTIONS**

### **What Do Health Profession Schools Look For In A Recommendation Letter?**

Admissions committees tell us that the most helpful letters are those that include specific information about both academic and personal characteristics. That is, information regarding when, where, and under what circumstances the applicant became known to you, what work was involved, the quality of work, and other specifics about how you evaluate the candidate are beneficial.

Your thoughts regarding the applicant's potential as a physician/health professional are highly valued. In addition, information about the applicant's personal qualities is essential. Please be sure to comment on some of the following characteristics:

• *Cognitive Ability* • *Commitment/Motivation to service* • *Compassion* • *Curiosity*  
• *Communication Skills* • *Cultural Awareness* • *Critical Thinking* • *Character* •  
*Cooperation* • *Integrity* • *Exploration of the field* • *Leadership* • *Personality*

#### **LETTER WRITING TIPS:**

- Ask the student for a copy of their resume, personal statement, and/or transcripts or exam scores.
- Indicate in what capacity you know the student.
- Frame your comments within the context of the student's purpose for the letter, and limit comments to the objective.
- Consider obtaining the student's written permission before disclosing any health related or physical disabilities information.
- Focus on qualitative information.
- Acknowledge information regarding infractions or questionable behavior.
- Focus in on positive information and interactions you have had with the applicant. Be cautious in providing extraneous information that may not apply and that can be viewed as negative.
- Proof read your recommendation letter for misspellings or grammatical errors.

#### **Family Educational Rights and Privacy Act (FERPA)**

<http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

- Applicants have the right to voluntarily waive access to individual letters, in order to strengthen the credibility of the letter in the eyes of some recipients.
- Applicants have the right to see the letters in their files unless they have waived access to the letter; they also have the right to a list of file contents, upon request. If the applicant's rights have been waived, the applicant is asked to attach a copy of the signed waiver form to this letter.

Thank you for your assistance on behalf of this applicant. Should you have questions or comments about prehealth advising at MIT, do not hesitate to contact a member of the Preprofessional Advising staff.

Sincerely,

The Preprofessional Advising Staff, <http://web.mit.edu/career/www/preprof/>