

WAYNE STATE UNIVERSITY

Pre-Health Evaluation Letter

APPLICANT:

1. Put the requested information about yourself on the line below.

Last First MI Banner ID (9 digit)

2. The Family Rights and Privacy act of 1974 gives you the right of access to a letter of recommendation written about you. The law also allows the applicant the privilege to waive the right of access, an action which may enhance the integrity of recommendation and references. No school, however, can require an applicant to sign such a waiver. Please indicate below whether you choose to waive or exercise your right.

- I choose to “exercise my right to access” the attached Letter of Evaluation.
- I choose to “waive my right to access” the attached Letter of Evaluation.

Applicant’s Signature:

RECOMMENDER:

Based on your knowledge of the student, please complete the checklist below.

Characteristic	Exceptional	Outstanding	Very Good	Average	Below Average	No Basis for Judgment
Quality of Work						
Reliability						
Cultural Competence						
Sensitivity to Others						
Communication Skills						

Recommender’s Name (print):

Position/Title:

Date:

Recommender’s Signature:

(See Back)

Tips for the Letter Writer

1. Provide an accurate assessment of the applicant's suitability for the professional school rather than advocate for the applicant.
2. Briefly explain your relationship with the applicant: How long you have known the applicant; in what capacity you have interacted (e.g., faculty, pre-medical advisor, supervisor, etc.); and whether you are writing based on direct or indirect observations.
3. Quality is more important than letter length. Focus on the applicant rather than details about the lab, course, assignment, job or institution.
4. Only include information on grades, GPA or MCAT scores if you are providing context to help interpret them. This information is already available in the application.
5. Focus on behaviors that you have observed directly when describing applicant's suitability for professional school. Consider describing: The situation or context of the behavior; the actual behavior(s) you observed; any consequences of that behavior.
6. Admissions committees find comparison information helpful. If you make comparisons, be sure to provide context. Include information about: the comparison group (e.g., students in a class you taught, students in your department, co-workers, etc.) and your rationale for the final comparison

<https://students-residents.aamc.org/applying-medical-school/article/amcas-letter-service-advisors-and-other-letter-aut/>

Please type your assessment of this student's qualifications, promise, and suitability on a separate sheet of paper, preferably with a letterhead. This form will serve as a coversheet. In addition, please supply us with your contact information on either the letter or this coversheet. Don't forget to sign and date the letter!

Returning the letter

This letter must be returned by the evaluator regardless of whether the student chooses to waive or exercise his/her right to access this letter. This is to ensure and to protect the validity of the letter. **Letters delivered by the student will not be accepted.**

Please address this letter to a general audience as it will go to many different schools. You may scan and email this cover sheet and evaluation letter directly to our assistant, Kelley Donnelly, at reclatters@wayne.edu, or return by mail to:

Pre-Med Credentials
WSU Pre-Med and Health Science Center
1600 Undergraduate Library
Wayne State University
Detroit, Michigan 48202

