

Pre-Health Letter Service Instructions

This service is dedicated to assisting students in sending their letters of recommendation to prospective Medical/Dental/Veterinary/Pharmacy schools. You will need to obtain the forms listed below from the Undergraduate Advising Center (or from our website at wayne.edu/advising/pre-health/). In order to make this process as smooth as possible, I highly advise you read these instructions before you proceed to ask me or any of the pre-med advisors questions regarding the process.

REQUIRED FORMS:

- General information Form -
- Pre-Health Letter of Recommendation cover sheet -
- Request Form –

Additional Forms for Sending Letters (if applicable)

- AMCAS cover sheet -
- ADEA AADSAS Letter Matching Form-

FAQ's

1. Who to contact for questions and concerns?

All questions/concerns regarding letters of recommendation can be directed to Deanna English at reletters@wayne.edu. You can also call my office at (313) 577-3374. If I cannot solve your problem, or if you need to speak to a Pre-Med Advisor, please contact prehealthadvising@wayne.edu.

2. How do I know what's going on with my letters?

I will constantly keep you updated through your WSU email when letters have been received or sent out. If you have NOT received an email from me, that means either your letter has NOT yet been received or your letters have NOT yet been sent out. Please note, if your inbox is full, my emails will not go through. If you are a graduate or your WSU email is inactive, please let me know what email address you prefer.

3. How long are letters kept with the service?

Letters are kept for as long as you need them as long as you keep me updated regarding your status with medical school. If I do not hear from you within 12 months following the year you applied, your letters will be filed as inactive. Please note that letters will be placed into storage after two years of being inactive, or may be discarded if storage space allows. Also, I will ignore any request for me to give the student his/her letters once they become inactive/stored; this is strictly prohibited.

Instructions on How to Use This Service

1. To Open a File...

Step 1: Fill out a General Information Form and submit it to the front desk of the Advising Center.

- If any personal information has changed since turning in a GI form, such as your email address, please notify me as soon as possible.

Q: Is it necessary to provide my social security number?

Yes, because medical schools require it for verification purposes.

2. To Get Letters from Evaluators...

Step 1: Fill out the top portion of the Pre-medical or Pre-dental Letter of Recommendation cover sheet in BLACK ink.

- You have the option to check off if you want to waive your rights to see the letter or not. Usually students waive their right as it gives an honest reflection of you to prospective medical schools.

Step 2: Sign your name and turn it in to your letter writer so he/she can complete the rest.

- Request that the evaluator type or use BLACK INK also. Also, inform the evaluators that letters should be addressed to general medical schools or programs, not a specific one.

Step 3: The evaluator will complete the rest of the form, write your recommendation letter, and mail it to the address specified on the back of the Recommendation Letter form.

- As soon as I receive the letter, I will notify you via email. That means if you haven't received an email from me then I have NOT yet received the letter.
- The letters must be sent by email, campus mail, or another participating mail carrier. Please inform your evaluator of this ahead of time.

Important notes for both students and evaluators

- The student must sign the waiver before handing the cover sheet to the evaluator. The evaluator has the right to deny the student a letter if the waiver is not signed.
- Medical schools consider a confidential letter a more honest reflection of the evaluators' view of that particular student. Not being able to view those letters ensures the evaluator privacy and confirms your confidence in the impression on the evaluator.
- The cover sheet can be completed by hand, but medical schools prefer that letters be TYPED.
- Students should give evaluators at least one month to complete their letters.

Common Questions about Letters

Who can write me letters?

Evaluators can be professors, advisors, employers, doctors you have worked with, or anyone that can make you stand out from other applicants. Letters from Graduate Teaching Assistants are acceptable providing the department or professor allows their comments to be submitted independently. However, applicants should try to get letters from full-time teaching faculty.

How many letters do I need?

You will need a minimum of three letters of evaluation of which two will need to be written by professors whose course(s) you have taken. Of the two letters from professors, one must be from a science professor (biology, chemistry, physics, mathematics). The third letter can be from a supervisor, volunteer coordinator, advisor, doctor, or another professor.

Can I send resumes and other documents?

No. You can only send letters of recommendation. Any other documents that are sent to my office simply stay in your file and are NOT sent to medical schools with your letters.

Can I turn in the letter of recommendation myself?

No, students are NOT ALLOWED to handle letters of recommendations unless they signed the cover sheets as accessing their right to see the letters. Letters must come directly from the evaluators. Evaluators can either mail the letters to the address on the back of the Recommendation Letter form or submit them to me via email to reclatters@wayne.edu.

What if a school requires a letter from a committee?

If you are not already aware, Wayne State does NOT have a pre-medical committee. Therefore, it is your best interest to get a variety of letters from individuals who know you well and can speak of your character and academic strengths.

3. To Send Letters to Medical Schools...

Step One: Completely fill out the Letter Request form.

- Include the names of the evaluators whose letters you want sent and the addresses of the schools where you want them sent. Each Request Form has space to list up to four schools. Don't forget to provide your SSN since medical schools need it for verification purposes.

Step Two: Turn the form into the front desk of the University Advising Center along with the appropriate amount of stamps

- If the correct amount of postage is not turned in along with the form, your request will NOT be processed
- After the form and stamps are turned in, I have **TWO WEEKS** to process your request. Accommodations will not be made if you are approaching a deadline so make sure you PLAN AHEAD!
- I will email you as soon as your letters have been mailed out. After they have been mailed, it may take anywhere from 2-5 business days to reach their destination.

SENDING TO AMCAS

Step One: Fill out the Letter Request form as stated above; include your AMCAS ID

Step Two: Log into your AMCAS account; under Letters of Evaluation, fill out the necessary information and print out the provided AMCAS Cover Sheet(s).

- You have the option to select either an Individual Letter or Letter Packet

Step Three: Turn in the Letter Request form and AMCAS cover sheets to the front desk of the University Advising Center

- Letters uploaded to AMCAS are done electronically; stamps are not needed. I will email you as soon as your letters have been uploaded. You will then receive an email confirmation from AMCAS within 24 hours of your letters being uploaded.

Q: What's the difference between an AMCAS individual letter and a letter packet?

An individual letter gives you the option to decide what letters can go to which school (ex: Letter A can be sent to one school and Letter B can be sent to another). A letter packet means that all letters within the packet will go to whichever school you are applying to (ex: Letters A and B will be sent to the same school). Most students choose to upload individual letters since it gives them more control of where their letters are going.

- If you choose to do individual letters, I will need AMCAS cover sheets for ALL letters that you would like uploaded. Be sure to list your evaluators name as the primary contact person.

- If you choose a letter packet, I will only need ONE cover sheet per packet. However, if prompted to include each evaluator's name, make sure to list me as the primary contact person. My information is:

Deanna English
WSU Pre-Med and Health Science Center
1600 Undergraduate Library
Detroit, MI 48202
313.577.3374
reclatters@wayne.edu

SENDING TO AACOM

Step One: Fill out the Letter Request form and include your AACOMAS ID

Step Two: Turn in this form to the front desk of the University Advising Center with the appropriate amount of stamps

- AACOM requests that all letters of recommendation be sent directly to the DO school(s) you are applying to. If your school is requiring that your letters be submitted through **Interfolio**, see below.

Interfolio

Step One: Create a Dossier Interfolio Account and pay the \$20 subscription fee

Step Two: Request a Letter Recommendation through their online service. If you need additional help with this, please refer to <<http://help.interfolio.com/entries/24062192-Requesting-Letters-of-Recommendation-Through-Interfolio->>

- In the **Message to Recommender** section, please type the NAME of the evaluator who you are creating the recommendation request for. If you do not do this, I will not be able to upload your letter.

Message to Recommender

This note will be included in the request email, and your recommender will also see it online when submitting your letter.

Ex.: Thank you for your prompt attention!

Leave a personalized note with any other information you wish to include

SENDING TO ADEA

Step One: Fill out the Letter Request form and include your AADSAS ID

Step Two: Log into your ADEA account and complete the necessary information regarding Letters of Evaluation. Note: if you would like to upload the letters electronically, put my information as the contact person.

- ADEA gives you the option to either have your letters uploaded electronically or mailed.

- If you choose to electronically upload your letters, specify which letters will be uploaded on the Letter Request Sheet. ADEA will directly send me an email with the link where I can upload your letters.
 - Note: ADEA has a strict upload limit of **THREE** letters; if you specify more than that, I will only upload the first 3 letters written on the request sheet.
- If choosing to mail the letters, print out the cover sheet that ADEA provides and turn it in with the Letter Request form along with the appropriate amount of stamps. Again, specify the letters you would like to be sent on the form.

Step Three: Turn in the Letter Request form to the front desk of the University Advising Center along with the ADEA cover form and correct amount of postage (if necessary).

QUESTIONS ON SENDING LETTERS:

Where can I send my letters using this letter service?

We will **ONLY** send letters to medical, dental, optometry, podiatry, pharmacy, veterinary schools, and the WSU Basic Medical Sciences Program. For other inquiries such as Master's programs, scholarships, jobs, etc., you will have to obtain separate letters from your evaluators. Also, we DO NOT upload or send any letters to Interfolio, VirtualEval, or any online credentialing service, unless you are applying to a school that is requiring to do so.

Can I get an opinion on which letters to send to medical schools?

No, I cannot edit, alter, or help select any letters for you.

How long does it take for letters to be processed?

Once you turn in the Letter Request form along with the appropriate amount of stamps and required cover sheets (if necessary), I have up to **TWO** weeks to process your request. Usually I can get through requests pretty quickly; however, no special accommodations will be made so turn in your paperwork on time!

What do I do if I have a deadline approaching soon?

As stated before, letters can be sent anytime within the TWO week period of receiving your Request Form. If you have a deadline approaching, it is your responsibility to submit the Request forms and stamps ahead of time. I cannot be held responsible if your letters are sent after the deadline.

How do I send out letters if I leave out of the state?

Requests CANNOT be processed without postage so plan ahead and leave me an appropriate amount of stamps to keep in your file until you are ready to send your letters. Then when you decide you want your letters to be sent, fill out a Request Form and email it to me along with any required cover sheets (if necessary).

If you forgot to leave stamps and already left the state, please MAIL the Request Form along with stamps and any necessary cover sheets. I cannot buy stamps on your behalf nor can I accept money from you to purchase stamps so please plan accordingly.