

Policies and Procedures

This service is dedicated to assisting students in sending their letters of recommendation to prospective Medical/Osteopathic/Dental/Veterinary/Podiatry/Pharmacy schools. You will need to familiarize yourself and obtain the forms listed below from the Undergraduate Advising Center, or from our website at wayne.edu/advising/pre-health/. We highly advise reviewing this document in order to make this part of your application process as smooth as possible.

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 do I contact for questions and concerns?

All questions/concerns regarding letters of recommendation can be directed to Kelley Donnelly at reletters@wayne.edu. You may also call her office directly at (313) 577-3374. If she cannot solve your problem, or if you need to speak to a Pre-Health advisor, please contact prehealthadvising@wayne.edu.

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

We will constantly keep you updated through your WSU email when letters have been received or sent out by our office. If you have NOT received an email from us, 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, our emails will not go through. If you are a graduate or your WSU email is inactive, please let us 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 us updated regarding your status with medical school. If we 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, we will ignore any request for me to give the student his/her letters once they become inactive/stored; this is strictly prohibited.

So How Do I Use This Service..?

Open a File

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

- Don't forget to always update us if any personal information has changed since turning in a GI form, such as your email address or phone number.

Get Letters from Evaluators

Step 1: Fill out the top portion of the Pre-Health Recommendation Letter cover sheet.

- 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 admission committees.

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

- Inform your evaluators that letters should be addressed to a general audience, not a specific school or program. Also, make sure that they type and/or print your letter with an official letterhead.

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

- As soon as our office receives the letter, we will notify you via email. That means if you haven't received an email from us then we 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.
- Medical schools consider a confidential letter a more honest reflection of the evaluators' view of that particular student. Knowing that a student cannot view the letters ensures the evaluators privacy and confirms your confidence in the impression on the evaluator.
- The cover sheet can be completed by hand, but letters must be TYPED.
- Students should give evaluators at least one month to complete their letters.

COMMON QUESTIONS ABOUT GETTING LETTERS

Who can write me letters?

Evaluators can be professors, advisors, employers, and 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 via email to reclatters@wayne.edu.

What if a school requires a letter from a committee?

Wayne State currently 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.

Send Letters to 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.

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

- If you turn in the form without the correct amount of stamps, your request will NOT be processed
- After the form and stamps are turned in, our office has up to **TWO WEEKS** to process your request. Accommodations will not be made if you are approaching a deadline so make sure you plan ahead!
- We will email you as soon as your letters have been sent out. If your letters have been sent by mail, it may take anywhere from 2-5 business days to reach their destination.

SENDING TO MEDICAL SCHOOLS (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 required information and print out the provided AMCAS Cover Sheet(s).

- You will 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. An email will be sent to you as soon as your letters have been uploaded from our office. You will then receive an email confirmation from AMCAS within 24 hours of your letters being uploaded.

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

Uploading letters individually 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, you will need to provide 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, you will only need to provide ONE cover sheet per packet. However, if prompted to include each evaluator's name, make sure to list Kelley Donnelly as the primary contact person in case, for any reason, AMCAS personnel needed to contact someone about your letter packet. Her information is:

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

SENDING TO OSTEOPATHIC SCHOOLS (AACOM)

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

Step Two: Log onto your AACOMAS application portal; under Supporting Documents, click on Evaluations and fill out the required spaces.

- For **PRIMARY APPLICATIONS:**
 - LOR for primary applications will be submitted as a **PACKET**; please fill out as follows
 - Contact Name: Kelley Donnelly
 - Contact email: reclatters@wayne.edu
 - Personal message: List the names of the evaluators whose letters you would like included in the packet
 - AACOM requires a minimum of 3 letters and a maximum of 6 letters
- For **SECONDARY APPLICATIONS**
 - LOR for secondary applications will be submitted **INDIVIDUALLY**; please follow below
 - Contact Name: First and Last name of EVALUATOR
 - Contact email: reclatters@wayne.edu
 - Personal message: Specify the name of the evaluator whose letter you would like to be uploaded

SENDING TO DENTAL SCHOOLS (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 Kelley's 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 us an email with the link to upload your letters.
 - Note: ADEA has a strict upload limit of **FOUR** letters; if you specify more than that, we will only upload the first 4 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).

COMMON QUESTIONS ABOUT 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.

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), we have up to **TWO** weeks to process your request. Requests normally are processed relatively quickly, about 1-3 business days, 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. Our office 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 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 us 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. We cannot buy stamps on your behalf nor can we accept money from you to purchase stamps so please plan accordingly.