

Note:

Go to the Office of the Registrar for: a) Verifications of enrollment or attendance only
b) Enrollment/good standing letters for extramural (away)
MS 4 electives

LETTER OF RECOMMENDATION REQUEST FORM

Allow at least 5 business days for the preparation of the letter

- for scholarships
- for summer programs
- for NIH or other one year research programs which require a leave of absence from the medical school

Student Name _____

Deadline Date for Letter _____ College and Class Year _____

Name of the Program you are applying for _____

Print the complete address (person and title) to whom the letter should be addressed, and the inside address (mailing address) for the letter

Are you picking up the letter when it is done? Yes No
Or should we mail it directly? Yes No

Who should write your letter?
 Dean Sophie Christoforou Dean Jeffrey Putman

Is there anything we should emphasize or include in the letter? (things they are looking for)

List/Describe any activities you have been involved in since starting school here

Attach a copy of your resume if you have one.