Letter of Recommendation Instructions

You have been asked to provide a letter of recommendation on behalf of:

Name: _________________________ AAMC ID: __________________________ Due Date: __________________

Please forward my letter of recommendation to the American Medical College Application Service which collects all letters on behalf of medical schools participating in the AMCAS Letter Service. Information from AMCAS on how to submit the letter is available at https://www.aamc.org/students/advisors/amcas-advisors/370390/amcas-letters-advisors.html

Letters should include the following information:

- Letters must specifically state that you supervised or taught the applicant and what the applicant’s role was in the experience. (e.g., I supervised xyz while he/she assisted patients, I taught xyz in biology 101.)
- Evaluate the applicant’s performance.
- Clearly describe the applicant’s responsibilities and duration of the experience.
- Include information about intellectual, character and personality traits observed.
- Letters must be on letterhead and include your signature.

You have been asked to write a letter to fulfill the following requirement:

Academic letters:
- Science Professor- Letter must be from a faculty member who taught the applicant in a traditional lecture classroom setting and assigned them a grade in chemistry, biology or physics.
- Professor- Letter must be from a faculty member who taught the applicant and assigned them a grade. May include science and non-science courses such as English, history, labs, dance, etc.

Supervisor letters:
The letter writer must clearly describe the performance and duration their experience with the applicant. Include information based on your personal interaction with them.

Community Service or Patient Exposure-
- Letter must address the applicant’s community service and/or patient exposure. Letter must clearly state that the letter writer supervised the applicant and what the applicant’s role was in providing community service or patient exposure. A shadowing letter will not be accepted.

Other Supervisor or Research- Letter must be from a research supervisor or supervisor of the applicant’s choice. The letter must include a detailed description of the activity and the applicant’s role. May include involvement in academics, athletics, physician shadowing, patient exposure, volunteering, employment (including military), etc.

If you have any questions, please send an email to deans.admissions@hsc.utah.edu or call The University of Utah School of Medicine Office of Admissions at 801.581.7498 or 800.444.8638 extension 17498.