

# LETTERS OF RECOMMENDATION INSTRUCTIONS FOR AADSAS



Health Professions Advising Office (HPAO) • Jensen Student Access to Science (SAS) and Mathematics Center

• Location: Faculty Office 5 Building – Room 109 • Phone: (562) 985-5720 • Website: [www.sascenter.org/hpao](http://www.sascenter.org/hpao)

This document is for students applying to Dental Schools for Fall 2011 admissions through AADSAS.

## IMPORTANT INFORMATION

- Applicants may submit a maximum of four individual Letters of Evaluation or one Committee Letter/Report plus the option of one additional individual letter.
- By AADSAS definition, HPAO will provide a Committee Letter/Report in the format of a Composite Letter, which consists of a cover letter from our office and a collection of individual evaluation letters that are attached; with composite letters, the advising office serves as a central collection service for the applicant, but does not make additional assessments of the candidate.
- If you would like for the HPAO to submit a Committee Letter/Report on your behalf, indicate the name and address of the individual who will submit the letter. If the Committee Letter/Report is to be submitted electronically, indicate in the Evaluators section of AADSAS the name and email address of the individual who will submit the letter. AADSAS does NOT limit the number of evaluations included in a Committee Letter/Report.

## INSTRUCTIONS ON HOW TO COMPLETE THE EVALUATION SECTION OF THE AADSAS

FOLLOW STEPS 1-4 TO SUBMIT A COMMITTEE LETTER PACKET TO AADSAS.

**STEP 1:** Reference Type: Choose “Electronic or Paper.” The electronic format is fast and secure.

**STEP 2:** Waiver: Waive your right to access this evaluation, if you have a confidential file at the HPAO.

**STEP 3:**

a) Enter your advisor’s contact information as the Evaluator:

Evaluator’s Title:	Mrs. or Mr.
Evaluator’s First Name:	Anna or Francisco
Evaluator’s Last Name:	Mori or Castillo
Is this a Committee Letter?	Yes
Evaluator’s School:	California State University, Long Beach
Evaluator’s Email:	<a href="mailto:ymori@csulb.edu">ymori@csulb.edu</a> or <a href="mailto:fcastil4@csulb.edu">fcastil4@csulb.edu</a>
Evaluator’s Address:	1250 Bellflower Boulevard, Long Beach, CA 90840-4501

**STEP 4:** Print the LOE Matching Form if you chose the “Paper” Reference Type and turn this into the HPAO along with HPAO’s **Letter of Recommendation Forwarding Request** form found at <http://www.sascenter.org/hpao/recommendation.asp>. This is crucial in order to match the letter we forward to your AADSAS application.