

**LETTERS OF RECOMMENDATION REQUEST FORM**

Health Professions Advising Office (HPAO), Student Access to Science, FO5-109

College of Natural Sciences and Mathematics, CSU Long Beach

Phone: (562) 985-5720 Website: [www.sascenter.org/hpao](http://www.sascenter.org/hpao)

When requesting letters of recommendation to be mailed, it is the student's responsibility to:

1. Confirm that all letters of recommendation are on file with HPAO.
2. Provide **one** self-adhesive white label with the complete mailing address TYPED for each school/program that will receive a letter(s) of recommendation packet. Please confirm the correct mailing address for each school indicated.
3. Include stamps for each completed form. Three letters to one school requires two stamps. **DO NOT PLACE LABELS AND STAMPS ON AN ENVELOPE. HPAO WILL SEND YOUR LETTERS IN A CSULB ENVELOPE.**
4. Submit completed request form, stamps and addressed mailing labels to the HPAO.

NOTE:

- ❖ **\*\*For Medical, MD/PhD, Osteopathic, Podiatric and Optometry programs, you may now elect to send your letters through *Virtual Evals*, a secure, web-based letter process. You may also use AMCAS Letters to submit letters of recommendation for MD and MD/PhD programs. See an HPAO advisor for more information.**
- ❖ Express mail is available for a fee. Please see advisor.

**TYPE or PRINT** the following information:

Date Submitted: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Email or Phone: \_\_\_\_\_

Application ID# \_\_\_\_\_  
(Circle any electronic application service; AMCAS, AACOMAS, PharmCAS, CASPA, AADSAS, VMCAS, etc.)

Send letter(s) of recommendation from the following individuals: (list recommender's names)

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Send letter(s) to the following schools or application service: (School name and address below + one addressed mailing label)

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| 1. _____<br>_____<br>_____<br>_____ | 4. _____<br>_____<br>_____<br>_____ |
| 2. _____<br>_____<br>_____<br>_____ | 5. _____<br>_____<br>_____<br>_____ |
| 3. _____<br>_____<br>_____<br>_____ | 6. _____<br>_____<br>_____<br>_____ |

Requests will be processed and dispatched within 5 business days (not including weekends, holidays, or other scheduled times when HPAO is closed). After processing, letters are given to the CSULB campus mail service before entering the U.S. Mail system. As mail delivery times vary, once letters have been dispatched, HPAO cannot guarantee the time required for these mailing services to deliver letters. Please take this into consideration when trying to determine the best date to turn in requests in order to meet program deadlines. HPAO cannot release individual letters of recommendation or sealed packets of letters to students to hand deliver for any reason. HPAO sends all letters directly to academic programs.