

WRITING AND SUBMITTING LETTERS OF RECOMMENDATION FORM



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

INSTRUCTIONS FOR STUDENTS

Provide this form to your recommender along with any additional materials or information that may assist them in providing a good reference for you (resume, transcripts, application, personal statement, etc). Some professional or graduate programs require a separate evaluation form, supplied in their application, in place of or in addition to a narrative letter of recommendation. Check with each program of interest to find out if such a form is necessary and have it filled out at the same time you request a letter of recommendation. Please allow recommenders ample time (one month or so) to complete and submit your letter. It is the student's responsibility to follow-up with recommenders, to ensure that letters are prepared and submitted to the HPAO in a timely fashion.

INSTRUCTIONS FOR RECOMMENDERS

Thank you for agreeing to write a letter of recommendation/evaluation for the applicant. Letters of evaluation are a crucial part of an application to professional or graduate schools. The admissions committees rely on recommendations to gain insight into applicant's abilities, personal traits, commitment, and other relevant information that cannot be gleaned from the applicant's numerical profile and personal statement. Your support is greatly appreciated.

HPAO LETTER OF RECOMMENDATION SERVICE OVERVIEW

Since many students apply to several schools, the Health Professions Advising Office (HPAO) provides a letter of recommendation storage and forwarding service to help streamline the application process. HPAO will store original letters, then photocopy/scan and send them to the schools designated by the applicant. Students have been given an option to have a confidential or non-confidential file under the terms of the Family Educational Rights and Privacy Act of 1974. The majority of students elect to have a confidential file. If you would like to confirm that a student has a confidential file, please contact the HPAO or ask the student to show you a copy of their signed Waiver of Access form. HPAO will not show your confidential letter to the student or alter the letter in any way. All letters submitted to HPAO become the property of the California State University, Long Beach and will be released to the original author and professional or graduate programs. If a student wants his/her letter sent to a scholarship, fellowship, or enrichment program, we must receive written consent from the author.

ACCEPTABLE LETTER FORMAT

1. Letters MUST be typed on departmental or business letterhead
2. Address the letter to "Admissions Committee"
3. Include the student's full name
4. Include an address, phone number and email address, if it does not appear on your letterhead
5. Sign the letter
6. Sealed the letter in an envelope and sign across the seal

CONTENT OF THE LETTER

Admissions committees expect letters of recommendation to provide an evaluation of an applicant's acquisition of special skills and traits required of their chosen profession, including quality of past academic work, potential for future scholarly contributions and requisite personal characteristics. The National Association of Advisors for the Health Professions (www.naahp.org) recommends the following:

- Address personal characteristics and social skills: information that faculty obtained by knowing, teaching, advising, and working with the applicant is more helpful than providing lists of the applicant's grades or activities that are readily available from the application materials. Letters that describe who the person is receive great consideration. Describe the applicant's personal qualities and abilities, such as:
 - Ability to work collaboratively
 - Common Sense and Judgment
 - Communication Skills
 - Empathy
 - Exposure to the Profession
 - Honesty and Integrity
 - Leadership (strengths and weaknesses)
 - Motivation
 - Problem Solving Ability
 - Service to Others/Altruistic Behavior

SUBMITTING LETTERS TO THE HEALTH PROFESSIONS ADVISING OFFICE

- A letter may be hand-delivered by the author or the student, provided that it is in a sealed envelope with the author's signature across the seal.
- A letter may be sent through campus mail (Mail Stop 4501) or U.S. Postal Service

HPAO Mailing Address:

Health Professions Advising Office – Mailstop 4501
California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840-4501