



## Evaluator Instructions

**Student/Alumni Name:** \_\_\_\_\_

Thank you for agreeing to write a letter of recommendation for the candidate noted above, who is applying for admission to (applicant: please check one):

- |   |   |
|---|---|
| <input type="checkbox"/> Medical School | <input type="checkbox"/> Optometry School |
| <input type="checkbox"/> Dental School  | <input type="checkbox"/> Podiatry School  |

Your letter will be included in a packet of recommendations for this applicant in support of his/her evaluation from the Health Professions Advisory Committee. ***Please do not include this form with your letter.***

In preparing its evaluation, the Committee considers remarks from recommenders along with the applicant's academic record, relevant experiences, and personal attributes.

In your letter, please comment ***as specifically as possible on what you have directly observed*** in your experiences and interactions with this candidate. Your observations about any or all of following attributes are especially helpful:

- |  |  |
|--|--|
| <input type="checkbox"/> Work ethic                            | <input type="checkbox"/> Dedication  |
| <input type="checkbox"/> Responsibility and professionalism    | <input type="checkbox"/> Interpersonal communication skills                              |
| <input type="checkbox"/> Character                             | <input type="checkbox"/> Ability to accept feedback and incorporate it into his/her work |
| <input type="checkbox"/> Intellect and/or Analytical abilities | <input type="checkbox"/> Resilience  |
| <input type="checkbox"/> Motivation                            |  |

Admission committees also appreciate any ranking you might assign to this student if you have taught him/her in a class, or even a general ranking of this individual among the many you have worked with over time.

For more information on competencies expected of medical school applicants go to this link:

<https://students-residents.aamc.org/real-stories-demonstrating-premed-competencies/premed-competencies-entering-medical-students>

**Length:** Most letters are at least one full page but not more than two.

**Format:** Your letter should be typed, signed, and printed on your institutional letterhead. Please address your letter, "To the Admissions Committee."

**Accuracy:** we know that evaluators are busy professionals, so we greatly appreciate the time you take to write your letter and carefully proofread it. Letters free of typos and other errors enhance applicants' chances of admission.

**Submission and questions:** Email your letter directly to Andrew Simmons, Ph.D., Director of Pre-Health Professions Advising: [ansimmons@uri.edu](mailto:ansimmons@uri.edu). Contact Dr. Simmons if you have any questions about your letter or recommendation.

**Deadlines:** first-time HPAC applicants, February 15, 2024. Non-HPAC applicants, May 1, 2024. Re-applicants, June 1, 2024. Some applicants may have exceptions to these deadlines.

*NOTE: URI Pre-Health Advising urges all applicants to request letters of recommendation as early as possible, and not less than two weeks before any deadline.*