

Submission Procedure for Individual Letters of Recommendation

For the 2025 application cycle (spring 2024 HPAC process), all letters of recommendation should be emailed directly to Andrew Simmons, Ph.D., Director of Pre-Health Professions Advising and Chair of the Health Professions Advisory Committee. The email address is ansimmons@uri.edu

- Do not use veCollect for your letters. If you believe that one or more of your letter-writers have already submitted to veCollect, please ask them to re-send their letters to ansimmons@uri.edu.
- Applicants should give their letter-writers the updated Evaluator Instructions form (see attached). This includes information about submitting letters of recommendation.
- Complete the waiver form and send it to Dr. Simmons as soon as possible. Re-name this document as follows: *lastname, firstname Individual LOR Waiver Form*

Procedure:

- As URI Pre-Health Advising receives letters we will add them to your file.
- Letters must come from the applicant's letter-writer or their designee. Letters submitted by applicants will not be accepted.
- URI Pre-Health Advising will not be able to update applicants on the status of their letters until after the February 15 submission deadline. Please accept our apologies for this; because we have made a last-minute change in procedure, we have no alternative portal for applicants to monitor the submission of their letters.
- Applicants will receive an email notification within 1-3 business days of the February 15 submission deadline about the status of their file.

VERY IMPORTANT: even if a letter is missing after the Feb. 15 deadline you will still be able to continue in the process.

Please do not email us regarding the status of your letters until after we have updated you on the status of your file. The only exception to this request is in the event that you have a concern about a particular letter.