

Guidelines for Letter Writers

Thank you for agreeing to write a letter of recommendation for an aspiring health professional. Your endorsement and cooperation are greatly valued in this application process. Below we have compiled some additional information and guidelines for you to consider as you write your letter.

Seton Hall University has formed a **Pre- Health Committee** to holistically evaluate SHU undergraduates and alumni who are applying to a health professional school, most often, medical or dental. The final committee evaluation packet includes a letter of evaluation written by the Pre- Health Committee followed by letters of recommendations written by individual letter writers, such as yourself.

The Pre- Health Committee Letter is written on a student's request and only after the student completes and submits an official registration form. In addition, to the Pre-Health Application Cycle Registration Form, students are required to complete/submit the following to the committee for review:

- Pre-Health Committee Questionnaire packet
- Detailed Resume
- Draft of personal statement
- Copy of latest transcripts
- List of individuals whom they are requesting letters of recommendation from
- Committee Interview

A letter written for a pre-health student will be viewed by the Pre-Health Committee, then uploaded to the appropriate centralized online application service (AMCAS/AACOMAS, etc.) which will then disperse the letter to the health professional schools which the student has applied to. Please be sure that your letters are written professionally, have your signature and are on official letterhead.

The SHU Pre-Health Committee takes into consideration the information provided by the student's letters of recommendation while compiling their committee endorsement and letter. We are looking for specific evaluations of the applicant's abilities in the area in which you supervised his/her work as well as their suitability for the professional school they are applying to. Please be specific with your comments and examples. The most effective letters are those that illustrate the applicant's relevant attributes and experiences by sharing first-hand anecdotes.

Please attempt to include the following in your letter:

- Brief explanation of the relationship between you and the applicant
- Comparative Information; rate the applicant according to percentile of performance: __% of class, __% of all students. How does this student compare to others whom you have taught or with whom you have worked?
- Evaluate the applicant's academic potential (if applicable), quality of coursework, critical thinking skills, special academic circumstances
- Discuss the applicant's interpersonal skills – ability to collaborate, establish rapport

- Provide any information regarding the applicant's personal characteristics, ie. motivation, professionalism, leadership, maturity

Here are additional AAMC [Guidelines for Writing a Letter of Evaluation for a Medical School Applicant](#).

Letter Guidelines for other Application Services:

- [AMCAS](#) (allopathic medical schools)
- [TMDSAS](#) (Texas medical, dental, veterinary schools)
- [AACOMAS](#) (osteopathic medical schools)
- [AADSAS](#) (dental schools)
- [CASPA](#) (physician assistant schools)
- [VMCAS](#) (veterinary medicine schools)
- [PHARMCAS](#) (pharmacy schools)
- [OPTOMCAS](#) (optometry schools)

As you compose your letter, please adhere to the following logistical guidelines:

- Letter must be written in English and dated
- Letter must be on letterhead and include your signature.
- We advise all applicants to apply to multiple schools. Accordingly, please use a general greeting such as "Dear Admissions Committee:" rather than addressing one school.

Submission of letter:

Upon letter request, please be sure you have received a signed/completed waiver from the student. Letter writers may email recommendations (saved as a PDF) and the student's signed Waiver form to preprofessional@shu.edu. Alternatively, physical copies of recommendations and waivers may be dropped off or mailed to:

Seton Hall University
Pre-Professional Advising Center
Bayley Hall 110
400 South Orange Ave
South Orange NJ 07079

To meet the applicant's needs for the application process, we ask that you submit your letter no later than May 15, 2022. This timing is extremely important to ensure the SHU Pre- Health Committee can complete the Committee Letter in a timely fashion. If for any reason you are unable to meet this deadline, please contact the Pre-professional Advising Center at 973-275-2477 or email preprofessional@shu.edu. Thank you for taking time away from your busy schedule to support one of our pre-health students.

Very Sincerely,

The Pre-Health Committee
Seton Hall University