

Instructions for Having Letters of Recommendations Sent to Medical Schools

Letters of recommendation are sent out with the secondary applications. It is greatly to your benefit to have all the letters in your file by the end of the spring semester before which you will be applying. Generally, for college students, two letters from science faculty and one letter from a non-science faculty are recommended, plus one or two more. But the best advice is to ask people to write you a letter who know you the best and can contribute to your application. (It is helpful for you to give the persons writing your letters your transcripts, how much you have been working, your personal statement, and any other information that would help in the writing process.)

Open your file with me and sign the waiver form before requesting anyone to write letters for you. Give each letter writer a letter of recommendation form instructing the writer to send the letters directly to me. I will collect them in your file. Call me periodically (278-2273) or email me (davidf@csufresno.edu), to check which letters have been received. Do not request letters be sent out until all the letters are in your file.

As soon as you are sure that you will be completing the secondary application to a medical school, and that you have all the letters of recommendation in your file, request that your letters be sent out. The processing for mailing the packets is as follows:

STUDENT'S RESPONSIBILITY

1. The student provides 3 stamps for each packet mailed.
2. The student provides a typed, mailing label for each packet.
3. The student provides a list to accompany the mailing labels that includes: name of the institution and what letters are to be sent. You can use the Premed Mailings Form to make up your list.

Example:

Name of Institution: Albert Einstein College of Medicine

Letters: Brown, Jones, Smith, Thomas

This tremendously reduces the margin for error.

CSUF'S RESPONSIBILITY

4. CSUF photocopies the letters of recommendation
5. CSUF provides the envelopes.
6. CSUF provides a cover letter from the Chair of the Premed Advisory Committee (currently Dr. David Frank) to accompany the packet.

There are occasions when a student requests that the packet be prepared, then the student will pick it up and take it to the post office to send it overnight mail. We are not able to send over-night packets.

Every effort is made to prepare and process the requests on the same day that they are received. However, there are occasions and circumstances that can delay the processing for a day or two.