

# Instructions for Students Planning to Apply to Medical/Dental School

## Spring 2024 (Matriculation Year 2025)

If you intend to apply to medical or dental school in Spring 2024, please review the instructions and guidelines regarding letters of recommendation below.

If you do not intend to apply to medical/dental school in 2024, you do not need to follow this process at this time. If you are an alumni or a reapplicant who is *not* requesting new letters of recommendation, you do not need to follow this process. If you are an alumni or reapplicant who requested letters of recommendation during a previous year and your letters are now more than one year old, you should request new letters this year. If you are applying to the Early Assurance Program in 2024, these instructions apply to you as well.

### **Request your letters of recommendation by April 15th:**

Review WFU Health Professions Office letter guidelines below

Complete a [ferpa waiver](#) for the individual letters of recommendation you plan to request

Share a completed copy of page one of this ferpa waiver with each of your letter writers

Submit both pages of your ferpa waiver form to [prehealth@wfu.edu](mailto:prehealth@wfu.edu) with your HPC Application

Your letter writer will submit a PDF letter directly to [prehealth@wfu.edu](mailto:prehealth@wfu.edu) by May 17<sup>th</sup>

Please note that the deadline to request your letters is April 15<sup>th</sup>, but we encourage you to start the letter process as soon as possible.

### **WFU Health Professions Office Letter of Recommendation Guidelines:**

Only three letters of recommendation will be accepted by the Health Professions Committee for students applying to medical school.

If you request *more* than three letters, the Health Professions Office will only be able to use the first three letters.

The deadline for receipt of the letters of evaluation is May 17<sup>th</sup>. Submitted letters must be a pdf file, on official letterhead, signed, and dated.

Traditionally, at least two letters of evaluation should be from faculty members. One of these faculty members should be from the sciences. Your third evaluator can be another faculty member, a research mentor, or someone you have worked with in a clinical setting. However, please check with your institutions of interest to make sure that school does not have certain requirements regarding letters of recommendation.

If you are applying to Osteopathic school(s), one of your letters should be from a Doctor of Osteopathic Medicine. However, this letter does not have to be one of the three letters included with our Committee Letter. You can submit the letter from the DO directly to AACOMAS or specific osteopathic schools.

If you are applying to dental school, you can request up to four letters. One of these should be from a dentist.

The “committee letter” submitted to AMCAS/AACOMAS/TMDSAS/AADSAS contains the Health Professions Committee letter attached to the three letters of recommendation that were submitted on your behalf to Prehealth, altogether as one PDF packet. Thus, the three letters of recommendation submitted to Prehealth do not need to be individually submitted to AMCAS/AACOMAS/TMDSAS/AADSAS.

If there are additional letters you would like to submit to AMCAS outside of these three letters, you can have the evaluators submit the letters directly to AMCAS.

**How will I know if my letter has been received?**

If you are still missing letters of recommendation by one week before the deadline (May 10<sup>th</sup>), you will be notified so that you may be able to contact your letter writers with a reminder if you desire.

If you are still missing letters of recommendation after the deadline has passed, you will be notified during the week of May 20<sup>th</sup>-24<sup>th</sup>.

**Please see the Preparing to Apply Checklist and Pre-Health website for more information. General questions can be e-mailed to [prehealth@wfu.edu](mailto:prehealth@wfu.edu).**