OSU Pre-medical Letter of Evaluation Guidelines & Procedure for Submission

The OSU Premedical Committee greatly appreciates your willingness to write a letter of evaluation on behalf of this applicant for medical school. Your letter will be scanned and sent electronically to medical schools. The applicant has indicated below whether the letter is confidential.

NOTE: **Letters must be printed on university, company or personal letterhead and must be signed.**

General Guidelines

- Address letters to the Medical School Admissions Committee.
- A one page, single spaced letter is preferable; the maximum length is two pages.
- The applicant may have given you background information about their activities and experiences. There is no need to repeat that information in your letter.
- Only include a student’s grade if you are providing context to help interpret it. Focus on the applicant rather than details about the lab, course, assignment, job or institution.
- If you make comparisons, please provide context.

Items to Address in Content of Letter

1. How well do you know the applicant and under what circumstances did you have contact with him/her?
2. What strengths and unique contributions does the applicant offer to the incoming class?
3. How do you assess the applicant’s motivation for medicine?
4. Medical schools have established Core Entry-level Competencies. See [www.aamc.org/ai](http://www.aamc.org/ai) for more information. Describe how the applicant has demonstrated any of the following:
   - Critical Thinking
   - Quantitative Reasoning
   - Scientific Inquiry: applies scientific process to problems, research questions, hypotheses
   - Knowledge of Natural Sciences: applies to problems in living systems
   - Knowledge of Psychological, Social, and Biological factors that influence health and well-being
   - Desire to help others and serve society
   - Communications skills- written and oral
   - Social skills: demonstrates awareness of others’ needs, goals, feelings, nonverbal cues.
   - Cultural Competence: shows an appreciation & respect for multiple dimensions of diversity
   - Teamwork
   - Ethical Responsibility to Self & Others, Honesty and Integrity
   - Reliability and Dependability: takes responsibility for personal actions & performance
   - Resilience & Adaptability to stressful or changing environments; obstacles overcome
   - Capacity for Improvement: engages in reflective practice for improvement; solicits and responds appropriately to feedback
   - Intellectual Curiosity
   - Leadership
   - Emotional Maturity

Return this form with your letter by June 15 to:

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<th>By Mail:</th>
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| OSU Premedical Committee  
College of Science  
Kidder 128  
Oregon State University  
Corvallis, OR 97331 | Scan your signed letter on letterhead and attach the file to your email message.  
Send to: Science@oregonstate.edu |

Applicant Information

Name___________________________________ ID _____________ Major_____________________

Under the provisions of the Family Educational Rights and Privacy Act, I have waived my right to see the attached letter, and I understand that the contents of such letter will not be available to me now or at any time in the future. Note: do not sign if you wish to retain the right of access to viewing this letter.

Applicant’s signature ___________________________________________ Date_________________