

University of Dayton
Office of Premedical Programs

PROCEDURE FOR ACQUIRING A COMPOSITE LETTER

January 2021

Many Health Care Professional Schools accept either *individual letters of recommendation, a committee letter* or a *composite evaluation*. University of Dayton provides composite letters of evaluation for our students who are applying to medical, dental, podiatry or optometry schools. This composite letter consists of a letter written by your Premed Advisor with the input of the evaluators chosen by each applicant.

It is to your advantage to provide a composite letter as part of your medical or dental school application. These composite letters are acknowledged and respected by admissions committees. If a particular school will only accept individual letters, please note that the student must obtain and submit these individual letters of recommendations. This is not a function of the Premedical Programs Office (PPO).

Early in the spring semester, you should identify faculty, staff, and other individuals you wish to act as evaluators. You must present an evaluation request form (attached) to each evaluator to begin the process. Also be aware that osteopathic medical schools and dental schools also often require a letter from a practicing physician or dentist, respectively. These letters would be submitted separately from the UD composite letter.

In order to include a composite letter packet with your medical, dental or other professional school application, you must follow the following procedure:

STEP 1

IDENTIFY YOUR EVALUATORS: You should identify 4-7 faculty or University staff to include as evaluators. It is valuable to include at least a few science faculty. Do not include graduate students. Contact the faculty that you would like to write an evaluation for you. It is recommended that you set up a time to meet with each individual and ask them at this meeting if he or she would be willing to be an evaluator for your application to _____ (medical, dental, etc.) school.

Ask the evaluator to complete and sign **two copies** of Evaluation Request Form (see attached). The evaluator keeps one copy and you collect the other. Once you have collected these forms from all of your evaluators, turn them into the PPO at the same time you turn in your Request for Evaluation packet signed by your Premedical Advisor. (Explained in Step 3).

If you meet with your evaluator via zoom, you should complete the first three lines on the form, send them the form and have them sign and email it back to you. (We can accept an electronic signature if that is easier for them.) You then collect these forms for all evaluators, print them out and bring them to the Premed Office.

STEP 2

Complete the online “Request for Evaluation” forms which you will find via a link at <http://premed.udayton.edu>. Link will be found under “Request for Evaluation” tab. (Novell login required)

The following forms must be submitted online:

I. REQUEST FOR EVALUATION FORMS

1. Establish Record – identifying information used to create a record for you.
2. Contact Information
3. Identify Evaluators - Identify 4 to 7 instructors from whom you wish to have evaluations. **You will need to visit with all of the evaluators and present an evaluation request form for them to sign.** Note: Non-academic job appraisals and character references are **NOT** included in this recommendation process.

II. REQUEST FOR EVALUATION WAIVER FORMS - You are asked to give permission for the PPO to do the following:

1. Share your transcripts with evaluators;
2. Share your recommendation materials with the professional schools to which you are applying;
3. Share your MCAT/DAT score with your premed advisor.

You are also asked to designate whether you waive or do not waive your right to access the materials in your file. Your evaluators do expect you to waive this right, and expect that you will NOT see their evaluation.

III. CO-CURRICULAR ACTIVITIES – You will identify your involvement in organizations, jobs, volunteer work, etc.

IV. AUTOBIOGRAPHY – A narrative description of your personal journey that leads you to the point of applying to medical/dental/health professional school. This can be considered your “first draft” of your personal statement that you will submit to your schools. It is used to help your letter writers get to know you better so they can talk about you effectively in their letter of evaluation.

THE DEADLINE FOR SUBMITTING THE ONLINE FORMS IS **MARCH 5, 2021.**

STEP 3

Once you have submitted your **Request for Evaluation online forms** through the web you must return to the Premed Office (SC 375) after **THREE** working days to pick up the completed **Request for Evaluation packet** which will be generated from the electronic data you submitted. **CHECK THE INFORMATION IN THIS PACKET FOR ACCURACY.** If you are satisfied with the information in the packet, take it to your premedical advisor, have it reviewed by the advisor and signed at the bottom. You must also bring this back to the Premed Office. Bring this packet signed by your advisor along with your Evaluation Forms signed by your evaluators.

If you meet with your advisor via zoom, ask Susan in the Premed Office for an electronic version of your packet to send to your advisor. You would then meet with your advisor via zoom, go over

your submitted forms, and ask your advisor to approve by completing [this google form](#).

Turn in to the Premedical Programs Office:

1. Signed Evaluation Request Forms from each of your evaluators.
2. Request for Evaluation packet signed by student and advisor. (Unless it is submitted as a google form)

The applicant must deliver these materials **personally** to Susan Cuttone or student worker in the Premedical Programs Office (SC 375). **Do not** return the forms to an individual advisor. **Do not** place the packet under the Premed office door.

The deadline for the return of these materials is **March 22, 2021**.

Important Note: Turn your information in as early as you can. First In – First Out – in other words, those applications that come in early have the best chance of having a quick turnaround.

SUBMITTING YOUR PACKET AFTER MARCH 22, 2021 CAN INCUR SIGNIFICANT DELAYS WHILE THE REQUESTS RECEIVED BEFORE THE DEADLINE ARE BEING PROCESSED, COPIED, AND DISTRIBUTED.

The information you turn in will be checked for completeness before it is accepted by the Premedical Programs Office staff. You might find a line of people if you wait until the last minute.

STEP 4

AFTER YOU HAVE TURNED IN YOUR PACKET TO THE PPO

You can begin applying to the medical and dental schools through their centralized services in early June. At this point you will complete your last steps required to get your composite letter packet to your schools. While we ask for an INITIAL list of schools in your online Request for Evaluation, you probably will not decide for sure where to apply until you get your MCAT/DAT score. Once you make this decision, it is important that you submit **on-line** your **Final Schools list** at <http://premed.udayton.edu>. **The PPO cannot forward your composite letter without this final list of schools, which includes your application service ID number.** If you are applying through more than one application service (Ex. AMCAS and AACOMAS) submit only one final schools list which includes all allopathic and all osteopathic schools to which you are applying. This submission of your final schools list is considered to be your final submission of schools. Do not submit multiple times.

If you are a medical school applicant applying to MD schools, after you submit your AMCAS application, you must provide the PPO with the **AMCAS Letter Request form (which you will get as part of your online application)**. List on this-online form only the name of your Premedical Advisor and indicate the letter is a committee (or composite) letter. Scan and email the form to the PPO at premed@udayton.edu. **NOTE: The PPO cannot forward your advisor's composite recommendation without this AMCAS form.**

If you are a medical school applicant applying to DO schools, you will list your premed advisor as the author of your committee or composite letter with the email of premed@udayton.edu. **DO NOT LIST YOUR ADVISOR'S EMAIL.**

If you are applying to dental school: List on the AADSAS Application the premed advisor as the committee or composite letter writer with the premed email of: premed@udayton.edu. AADSAS will send an email to the advisor at premed@udayton.edu requesting the letter be submitted to the on-line site listed in the AADSAS email.

If you are having off campus references submit a letter of evaluation, you will contact your off-campus letter writers to provide them with the application service directions to submit their letters directly to the application service. The PPO will not be forwarding off campus letters.

Inform the PPO PROMPTLY when you receive any and all of the following:

- Your first invitation to submit a secondary application
- Invitations for interviews
- Acceptances

Note: If you need to make any changes throughout this process, these changes must be submitted to the PPO **in writing**. You can email premed@udayton.edu. If we have a need to contact you once classes have ended, we will use the home address or email address you provided in the Request for Evaluation form.

What the PPO Does:

PROCESSES YOUR REQUEST FOR EVALUATION PACKET

- Delivers your **Request for Evaluation** to each evaluator during April.
- Collects and tabulates your UD evaluations returned to the PPO.
- The evaluations are assembled by the PPO throughout the summer.
- When all of your evaluations have been returned, the evaluations are assembled and delivered to your advisor for writing the composite recommendation letter.

PREPARES YOUR COMPOSITE RECOMMENDATION PACKET

- After your advisor returns the composite recommendation letter to the PPO, the PPO prepares the composite packet for the advisor to sign. Your advisor is contacted to sign the packet. After your advisor signs, the PPO uploads your composite recommendation packet to health professional application site you are registered.
- The goal of the PPO is to begin uploading composite recommendation packets Mid-July through September. In general, the composite recommendation letter should be uploaded as soon as an applicant receives a secondary application.

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What the PPO Does NOT Do:

- Forward transcripts to the professional schools
- Contact application services for questions about their processes and procedures
- Contact off-campus evaluators for “late” letters of support
- Schedule exams

**University of Dayton Premedical Programs Office
Evaluation Request Form**

To: _____ (evaluator)

From: _____ (student)

As part of my application for _____ school (medical, dental, pharmacy, etc.), I will be submitting letters of evaluation from faculty and staff to my advisor to utilize in writing the composite letter. I would like to ask that you write a letter of evaluation. If you agree to do so, you will receive an email directing you to the online process for submitting your evaluation.

By signing this form, you are agreeing to provide this letter of evaluation, which is due (online) by **May 15, 2021.**

Thank you for your support!

Signature of Evaluator

Date

NOTE: THIS FORM MUST BE RETURNED BY THE STUDENT TO THE Premedical Programs Office. One copy will be left with you for your records.

Note to evaluator: Should this student request that the letter you write be used for an application to health professional school or to a graduate program or post-baccalaureate program at a later date, do you agree to allow the Premedical Programs Office to forward this letter?

____ Yes

____ Not without checking with me first