OSU PRE-MEDICAL LETTER OF EVALUATION
GUIDELINES AND PROCEDURE FOR SUBMISSION

The OSU Pre-medical committee appreciates your willingness to write a letter of evaluation on behalf of this applicant for medical school.

Letter writing guidelines | Read carefully

• Letters must be printed on university company or personal letterhead and must be hand signed.

• Address letters to: Medical School Admissions Committee, not to pre-med advisor.

• A one-page, single-spaced letter is preferable; maximum length is two pages. Use 12 pt type.

• The applicant may have given you background information about their experiences and activities. 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.

• Do NOT, under any circumstances, share the letter with the applicant.

• If you make comparisons, please provide context.

Return this form with your signed letter by June 15 via a Word document or PDF sent to carey.hilbert@oregonstate.edu.

OR as a hard copy to
CPHHS Pre-Med Advisor
105 Women’s Building
Oregon State University
Corvallis, OR 97331

Applicant 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 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 to view this letter.

Applicant’s signature _________________________________
Date ____________________