

Class of 2010

ERAS- Electronic Residency Application Service

Request for

Letter of Recommendation/Cover Sheet

Instructions for LoR Writers:

Please attach this sheet to your letter of recommendation.

Date:	
Letter Writer:	
Applicant Name:	

Thank you for agreeing to write a letter of recommendation in support of my residency application. This sheet explains the special procedures needed to prepare a letter for ERAS - the Electronic Residency Application Service.

Please send the original letter of recommendation to my Dean's Office for transmission to ERAS using the following format:

1. Address the letter to "Dear Program Director"; individualized salutations are not necessary. (I would be happy to provide you a list of programs to which I am applying).
2. Include in your letter whether I have waived my right to see this recommendation, as indicated below.
3. Print your letter so that it may be scanned and added to my file. Attach this sheet to your letter before sending it to help my Dean's Office identify your letter with my file.

4. Please sign the letter.

5. Finally, please mail or deliver the letter to my Dean's Office at the address below.

Thank you for supporting my residency application.

____ (I waive) ____ (I do not waive) my right to read this letter. If "waive" is checked, I waive my right to see this letter under the "Family Rights and Privacy Act (FERPA)." I acknowledge that this letter is for the specific purpose of supporting my application for a residency.

Signed: _____

Dean's Office Mailing Address

Nancy Mitchell
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