



Northeastern University

**PreMed and PreHealth
Advising Program**

A decorative graphic in the bottom-left corner consisting of three diagonal stripes: a white stripe, a dark red stripe, and a black stripe, all pointing towards the bottom-left corner.

**Letters of Evaluation
Workshop**

Types of Letters of Evaluation

Committee Letter

- Includes full content of all evaluator letters plus an evaluation by the PreHealth Committee.
- Requires that applicants meet all deadlines and all conditions in the Committee Letter Agreement.
- Letters must be submitted to PreHealth Advising Program via MAP.

Letter Packet

- Includes full content of all evaluator letters and a PreHealth Committee cover sheet. **No evaluation by PreHealth Committee.**
- Requires that applicants meet all conditions in the Committee Letter Agreement but **NOT** all deadlines.
- Letters must be submitted to PreHealth Advising Program via MAP.

Individual Letters

- Must meet individual letter requirements for your programs.
- For programs that do not accept/do not prefer Committee Letters (e.g. PA, OD, or DVM).
- For MD or Dental applicants who are alumni/career changers who are 3+ years out of school.
- Letters must be sent directly to your application, **NOT** sent to the PreHealth Advising Program via MAP.

Committee Letter Format

Northeastern Cover Sheet (that explains CL requirements/deadlines, types of letters attached, rigor of summer courses, co-op program, explanation of combined chemistry course, etc.)

Letter of Evaluation written by the PreHealth Committee (a competency-based summary of a student's clinical, community engagement, and research experiences as well as academic performance during their time at Northeastern).

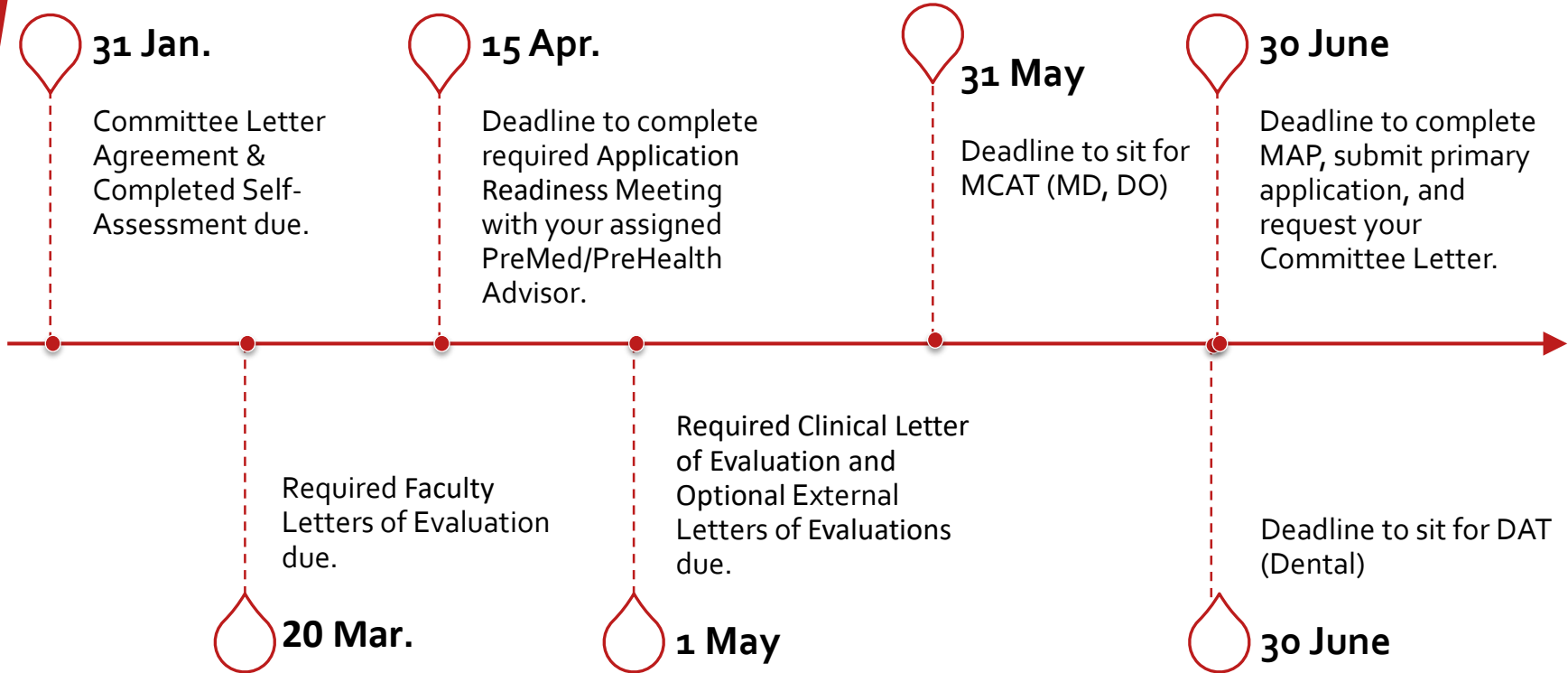
Name, degree, academic title, and department of each faculty member with the FULL text of their submitted letter

Full PDF copies of all external letter(s)

All the above will be combined into one PDF known as the "Committee Letter" and uploaded directly to the application service.

Typical length is 7-8 pages in total.

Committee Letter Requirements



Committee Letter Requirements

Required 3 Internal Faculty Letters of Evaluation

- Letters must be from Northeastern faculty (current or retired).
- Letters must be from a graded course (at least 3-credit lecture or 1-credit lab). Evaluations can be requested from in-progress courses.
- Two of the three required internal letters must be from Biology, Chemistry, Math, or Physics (BCMP) faculty OR from the approved list of [Internal Science Letters](#).
- One letter may be from academic faculty in any discipline, though we recommend a non-science letter.

Who should I ask?

Admission Committee members seek evidence of your academic ability in order to feel confident that you can handle the rigor of your health professional program.



Science faculty with whom you took a lab course



At least one professor from your major



At least one professor from outside major

Committee Letter Requirements

● Required 1 External Clinical Letter of Evaluation

- This letter must come from a practitioner in the health profession to which you are applying. Applicants applying to MD **and/or** DO programs may have a clinical letter from either an MD **or** DO.
- The letter must represent a college-level patient-facing experience (strongly recommended in-person) with a U.S. licensed physician or dentist. The experience must be within the United States or, if abroad, with a State Department, US university/hospital sponsored, or recognized U.S. organization. Letters from family friends, even if they are physicians, are not encouraged. Letters from family members are prohibited.

● Optional 2 External Letters of Evaluation

- Up to two additional external letters may be requested from supervisors, research PIs, clinicians, coaches, etc.
- Applicants may **NOT** use optional letter slots for additional internal academic letters unless there is a relationship with the faculty member outside of your academic coursework (e.g. research supervisor).
- Applicants applying to MD **and** DO programs are strongly encouraged to obtain a clinical letter from **BOTH** an MD and a DO, utilizing one of their optional letter slots.

Who should I ask?



At least 1 clinician in the field to which you aspire!



Letter(s) from researchers (e.g., co-op), work supervisors, community service supervisors



Letters from those who are able to present different aspects of yourself and your activities.

Letter Packets



If you miss a deadline or do not choose to request a Committee Letter, you may request a Letter Packet.



Be prepared to explain this option to admissions.



SAME letter requirements as the Committee Letter!



Required letters must be received and verified before you request your Letter Packet from PreHealth.

Individual Letters



Evaluators submit letters directly to application service. **Do not request letters through MAP!**



You must meet the individual letter requirements for your schools. We recommend at least one letter from a science professor and one clinical letter.

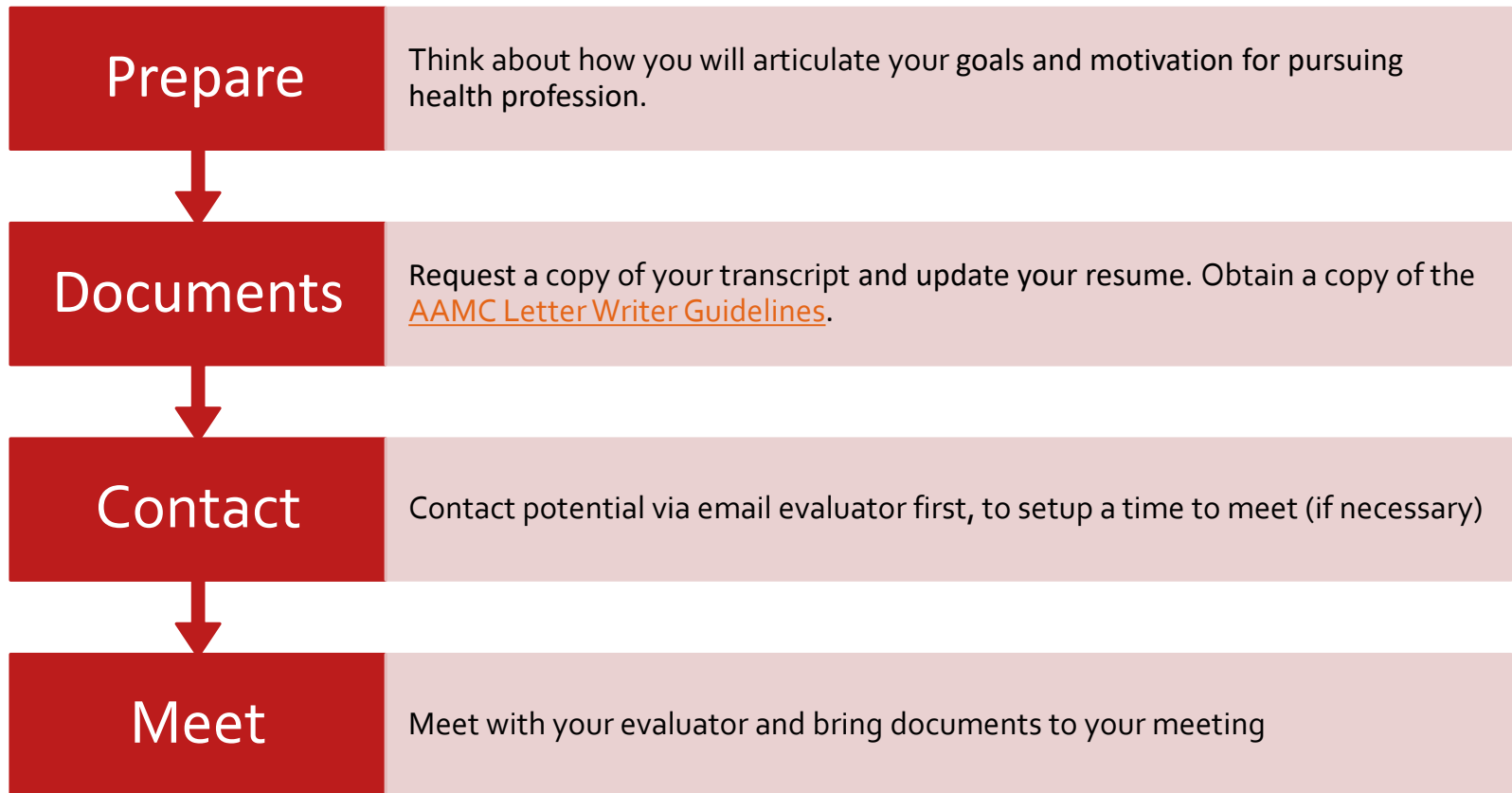


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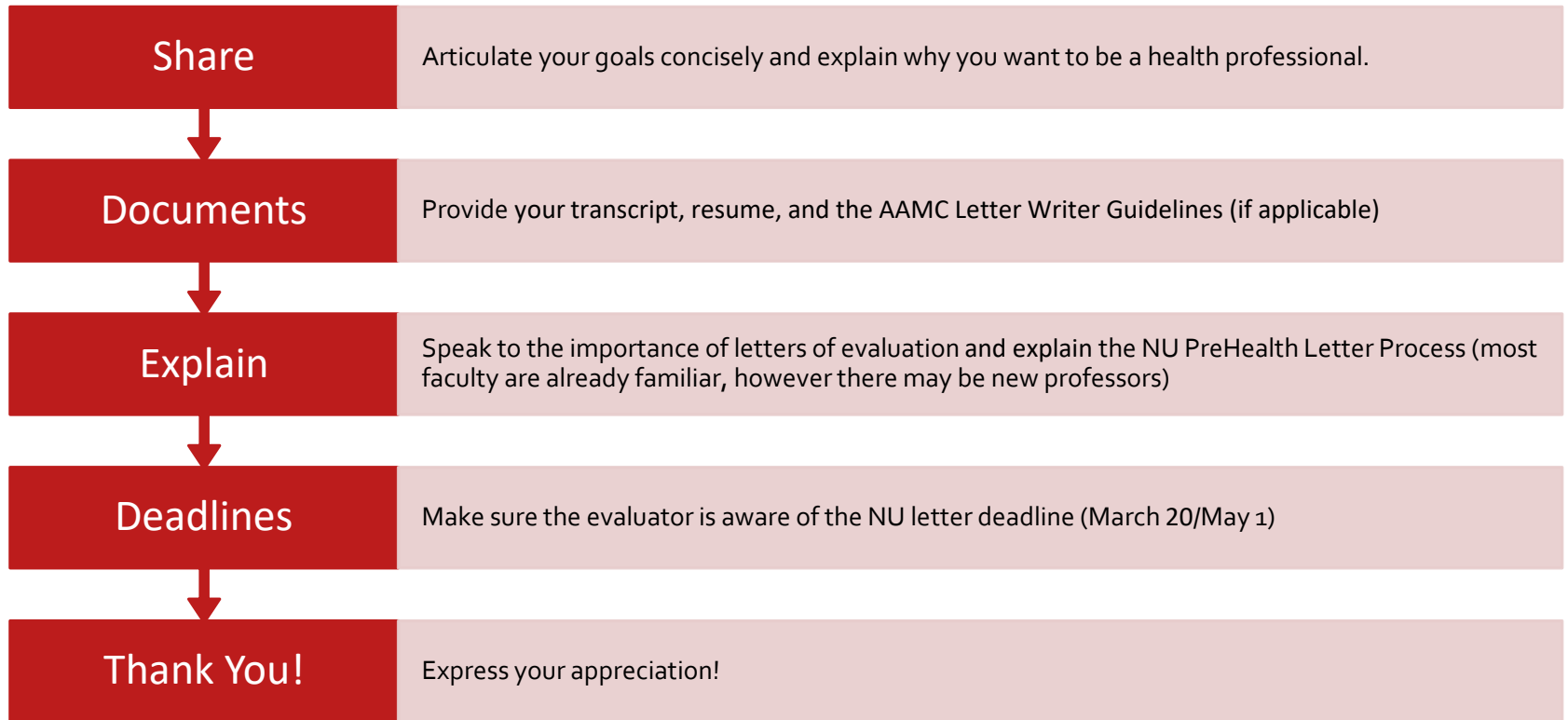


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Before the Meeting



At The Meeting



After the Meeting



Request letters through **MAP** in the Letters of Evaluation section.



After the request is entered into MAP, the evaluator will receive an email with instructions on how to upload letter to MAP, and the deadline.



If you encounter problems with MAP, **contact your PreHealth Advisor**

But first...



Do not request letters via MAP unless your evaluator has agreed to write your evaluation and you are confident that you will be able to obtain the complete required set of letters. **It is recommended that you have all your FACULTY evaluations and CLINICAL evaluation REQUESTED in MAP around 6 weeks prior to the deadline.**



Students are not allowed to “letter shop,” asking for extra letters and then choosing which ones to submit. ***Do not request more than three faculty letters nor more than three external letters in MAP.***



Waive your right to view letters of evaluation (FERPA). Most evaluators will NOT submit letter that are not confidential.

Letter Status in MAP

When the letter request is emailed to evaluator, its MAP status changes to **“sent”**.

When the letter is received, the status changes to **“waiting for verification”**.

After the letter is reviewed for accuracy, its status will change to **“verified”**.

Letters that are received by March 20/May 1 are considered as having met the deadline even if the status is still “waiting for verification”.

Final Notes



Trust your letter writers. A friendly reminder two weeks before the deadline is sufficient, but please follow their specific instructions.



Thank writers and keep in touch with them when you receive acceptances!



The PreMed and PreHealth Advising Program **cannot** forward letters to any program other than what was designated on the original request, such as Post-Bacc or Master's Programs.



Detailed information about the letter process can be found on the PreHealth [website](#)