



Northeastern University

PreMed and PreHealth Advising Program

A decorative graphic at the bottom of the slide consisting of several diagonal stripes in black, white, and red, creating a dynamic, modern look.

**Letters of Evaluation
Workshop**

Meet the Staff



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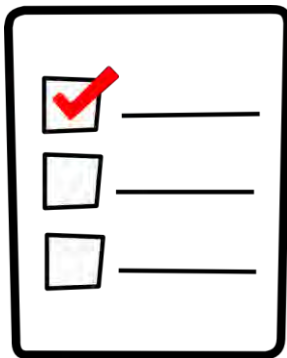
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When talking about letters...

Logistics



Relationships



Types of Letters of Evaluation

Committee Letter

- Includes full content of all evaluator letters plus an evaluation by the PreHealth Committee.
- **Beginning in the 2025 cycle, Northeastern will no longer offer a committee letter service** to improve equity and invest time in additional application support.

Letter Packet

- Primary option for **MD, DO, Dental, and Podiatry applicants** only.
- Includes full content of all evaluator letters and a robust PreHealth Committee cover sheet.
- Requires that applicants meet all conditions in the Letter Agreement Packet and associated deadlines.
- Letters must be submitted to PreHealth Advising Program via MAP.

Individual Letters

- Primary option for **PA, Optometry, and Veterinary applicants**. Secondary option for MD, DO, and Dental applicants.
- Must meet the individual letter requirements for the specific health professional programs you apply to.
- Letters must be sent directly to your application, **NOT** sent to the PreHealth Advising Program via MAP.

A Deep Dive Into the Letter Packet: *Sample Packet*



Northeastern University
PreMed and PreHealth
Advising Program

360 Huntington Avenue, 416 Richards Hall, Boston, MA 02115

LETTER PACKET INSTITUTIONAL COVER SHEET

Institutional Profile

Northeastern University is a Carnegie Tier 1 Research University with a growing global campus network that prioritizes innovation through experiential learning. The PreMed and PreHealth Advising Program serves all undergraduate students and alumni populations of the institution as well as students enrolled in the Northeastern University Post-Baccalaureate Pre-Medical Certificate Program. A Northeastern undergraduate education prepares students to face and solve the challenges of tomorrow by integrating learning inside and outside the classroom, offering students immersive opportunities to engage in meaningful work through cutting edge University research, co-operative education placements at leading employers, and community engagement on a local to global scale.

Co-operative Education (Co-op) & Summer Coursework

Most undergraduates participate in Northeastern's signature Co-operative Education program, in which they alternate six-month periods of full-time academic study with periods of full-time work in areas related to their field of study and career goals. Students apply through a competitive process for global positions offered by private companies, academic laboratories, hospitals, government agencies, and community organizations in partnership with our colleges. Students may also develop their own co-op opportunities. In support of our experiential learning programs, Northeastern has two summer semesters in which we offer a full range of courses taught by our regular faculty and presented with the same rigor as the fall and spring offerings. If students are unable to take summer courses at Northeastern, we advise enrolling in summer courses at four-year institutions of equal rigor to Northeastern so that they may graduate in four to five years while completing up to three co-ops.

Global Experience

Northeastern University encourages learners to engage in transformative global experience that allows them to develop a global mindset and a commitment to ethical global impact. Our growing Global University System allows students to continue to engage in high-quality coursework while also participating in globally based community-engaged learning, co-curricular activities, and unique learning models. Among our global programming are N.U.in and Global Scholars (cohort-based interdisciplinary experience for select first year students), Dialogue of Civilizations (faculty-led summer programs), Global Co-op (independent career opportunities with global companies and organizations for students), and more.

General Chemistry Credits

Most colleges at Northeastern have adopted a combined general chemistry course that includes elements of a typical General Chemistry 1 and 2 sequence. Due to this, many applicants will achieve five total general chemistry credits, going on to complete Organic Chemistry 1 and 2, as well as Biochemistry, prior to graduation. While we understand that this number of credits (20 credit hours total) will satisfy the requirements of many programs, we have also collaborated with our Department of Chemistry and Chemical Biology to produce letters detailing the combined general chemistry course. If your program requires additional information, we are glad to share these letters for your review upon request.

Letter of Evaluation Process

Beginning Fall 2023, Northeastern University's PreMed & PreHealth Advising Program will no longer offer a Committee Letter. Instead, we will provide a Letter Packet for any student or recent graduate in good academic standing who meets our letter packet requirements and deadlines. We do not provide a structured ranking of applicants. Following our Letters of Evaluation coversheet, we include the full text of all faculty letters and append the applicant's external letters. We require three faculty letters, at least two of which must be from science faculty, and up to three external letters, at least one of which must represent a clinical experience.

Institutional Actions:

We do not have access to applicant records with the [Office of Student Conduct and Conflict Resolution](#) and thus are not suited to comment directly on these matters. We encourage applicants to be transparent on their application regarding any institutional actions, no matter how minor.



Northeastern

PreMed and PreHealth Advising Program

360 Huntington Avenue, 416 Richards Hall, Boston, MA 02115

This letter and the letters that follow are confidential and are released to you with the understanding that you do not permit access to or disclosure to any other institution or to the applicant. You may share the content only with others who have a legitimate educational interest, as defined by The Family Educational Rights and Privacy Act (FERPA). The applicant's decision to waive the right to view a letter is covered in a different section of FERPA and does not alter the confidential nature of these letters.

Date: November 1st, 2023

Re: Harry Husky

AAMC ID: 123456789

AMCAS Letter ID: 123456789

Dear Medical School Admissions Committee Member:

We are writing on behalf of **Harry Husky** who is applying for admission to your 2025 entering class. This candidate has chosen to utilize Northeastern University's Letter Packet service in support of their application to your program.

The Northeastern University Letter Packet includes letters of evaluation from three Northeastern faculty, a clinical letter of evaluation, and up to two additional letters from employers, and/or other individuals who can speak to their suitability for a career in medicine.

Sincerely,

Ciara O'Donnell, M.Ed.
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Courtney Martinez, M.A.
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CPS Post-Bacc Students will have a cover letter more aligned with the CPS Post-Bacc Experience!

Cover Letter (Pages 1-2)

----- START OF FACULTY COMMENTS -----
Garry Golden, Ph.D., Associate Teaching Professor, Department of Psychology
CONTENTS OF LETTER HERE

Trisha Terrier, Associate Teaching Professor, Department of Biology
CONTENTS OF LETTER HERE

Bryce Bulldog, Ph.D., Part-Time Lecturer, Department of Mathematics
CONTENTS OF LETTER HERE

----- END OF FACULTY COMMENTS -----
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----- PLEASE CONTINUE TO NEXT PAGE - EXTERNAL LETTERS FOLLOW -----

November 1st, 2023

Dear Medical School Admissions Committee,

I am privileged to recommend **Harry Husky** for your medical program.

CONTENTS OF LETTER HERE

Sincerely,
Porsha Poodle

Porsha Poodle

Porsha Poodle, MD
Attending Physician
Dog Hospital of Boston

Individual Letters (Pages 3-7+)

A Deep Dive Into the Letter Packet: *Type/Amount of Letters & Timeline*

Letter Packet Requirements: *Internal Letters*

Required 3 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 strongly recommend a non-science letter.
- *Note: students and alumni of the Northeastern University Pre-Medical Studies, Post-Baccalaureate Undergraduate Certificate program have the option to substitute their third letter of evaluation from a faculty member at their undergraduate institution.*

Internal Letters: Who should I ask?

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



Science faculty with whom you took a lab course



At least one professor from your major



At least one professor from outside major

Letter Packet Requirements: *External Letters*

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**.
 - Applicants applying to dental school may have a clinical letter from either a **DMD or DDS**.
- 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.

Letter Packet Requirements: *External Letters*

Optional 2 Extra 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.



External Letters: 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.



Quick Recap of Letter Requirements for the Letters Packet:

3 Faculty Letters

- 2 science faculty
- 1 non-science faculty (can be a 3rd science faculty if needed)

1 Clinician Letter

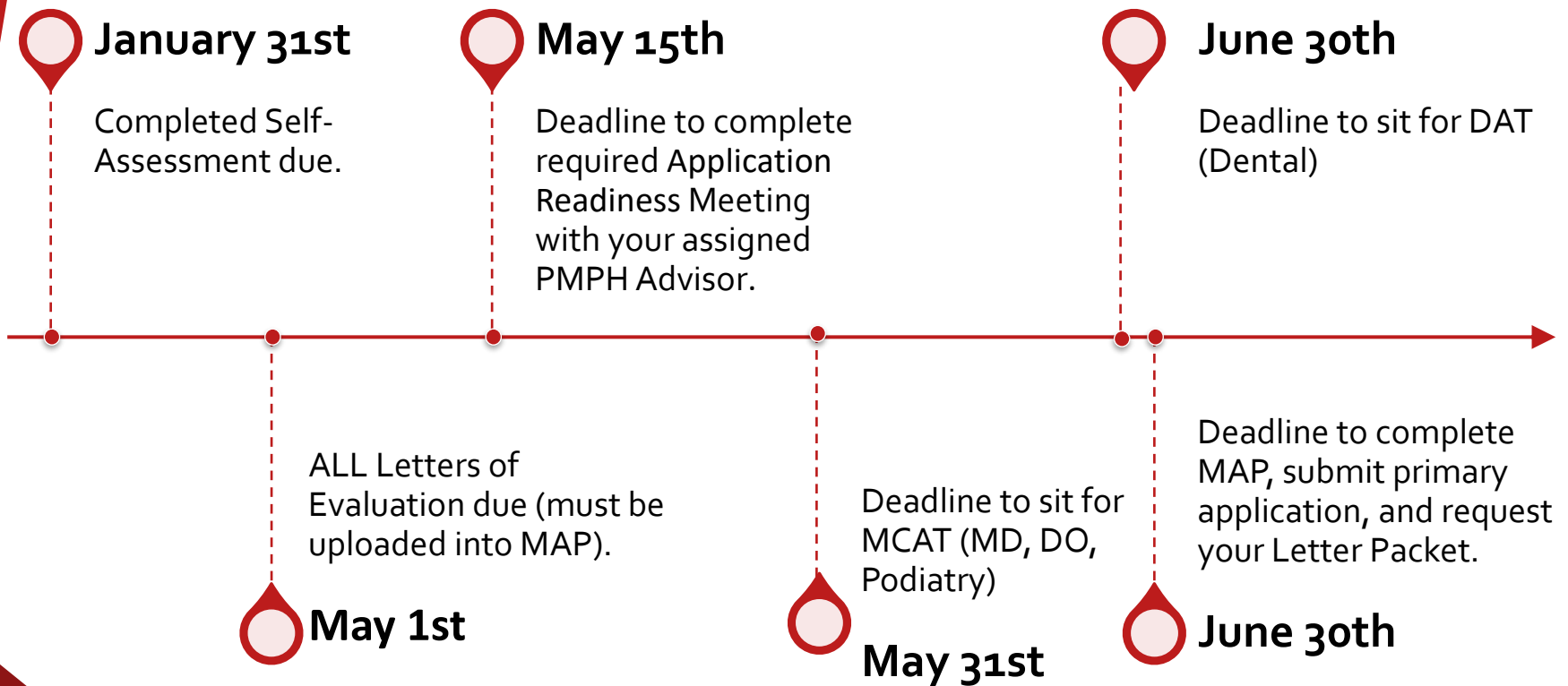
- Medical school applicants: from an MD or DO
- Dental school applicants: from a DMD or DDS

2 Optional External Letters

- Research PI's, Supervisors, Coaches, Clinicians, etc.

Minimum of 4, Maximum of 6 Total Letters

Letter Packet Timeline



Process for Individual Letters



For programs that do not accept/do not prefer Letter Packet (i.e. **PA, Optometry or Veterinary**)



Evaluators submit letters directly to application service (CASPA, OptomCAS, VMCAS etc). **Do not request letters through MAP!**



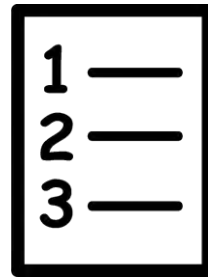
You must meet the individual letter requirements for your schools. We recommend at least one letter from a science professor and one clinical letter.

How to ask for a Letter of Recommendation

Pro Tips for How to Ask for a Letter



Start Early!



Prioritize List



Get a Response

Brainstorm Options



Have a Conversation

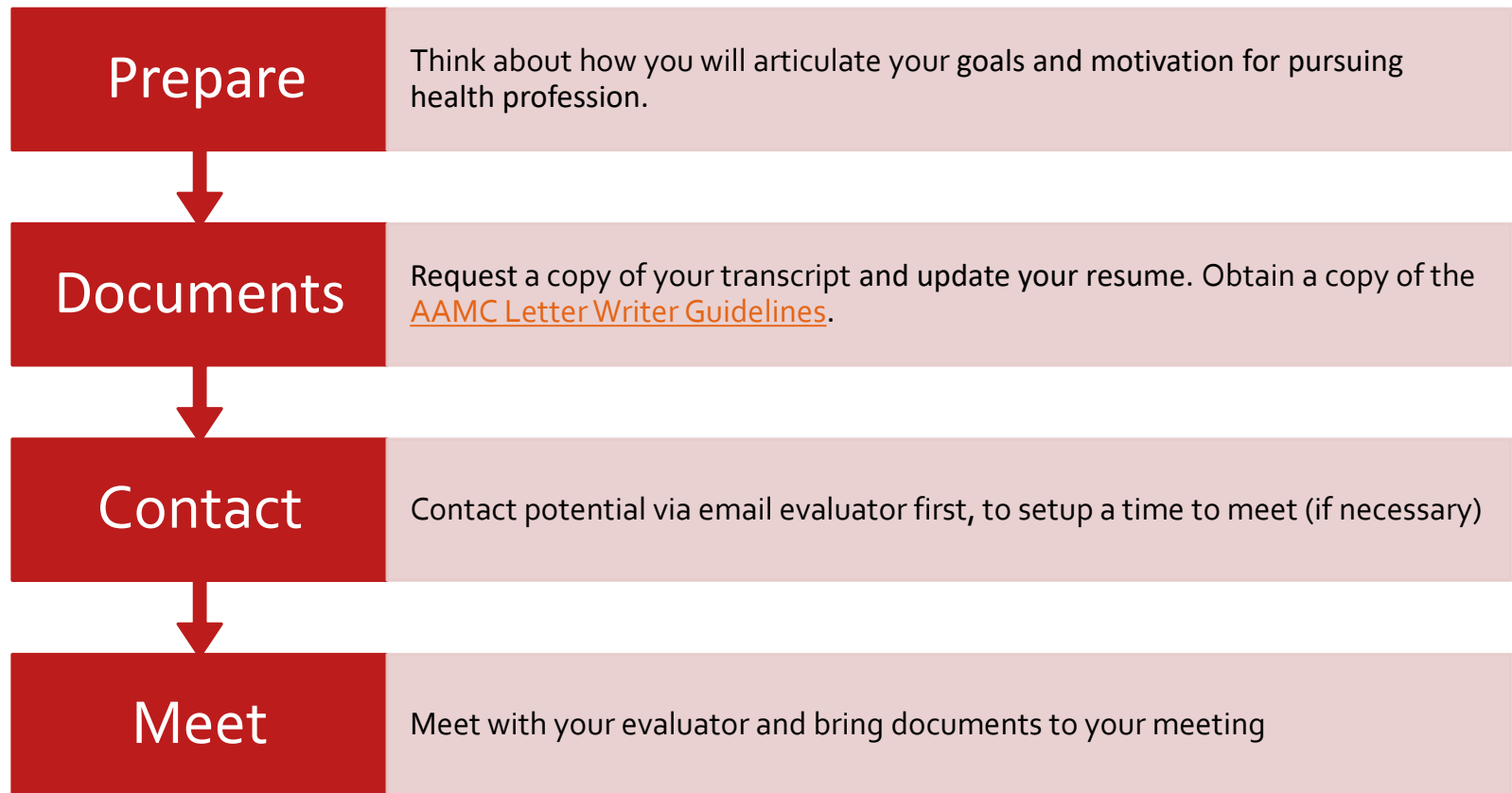


After the letter writer agrees to write your letter:

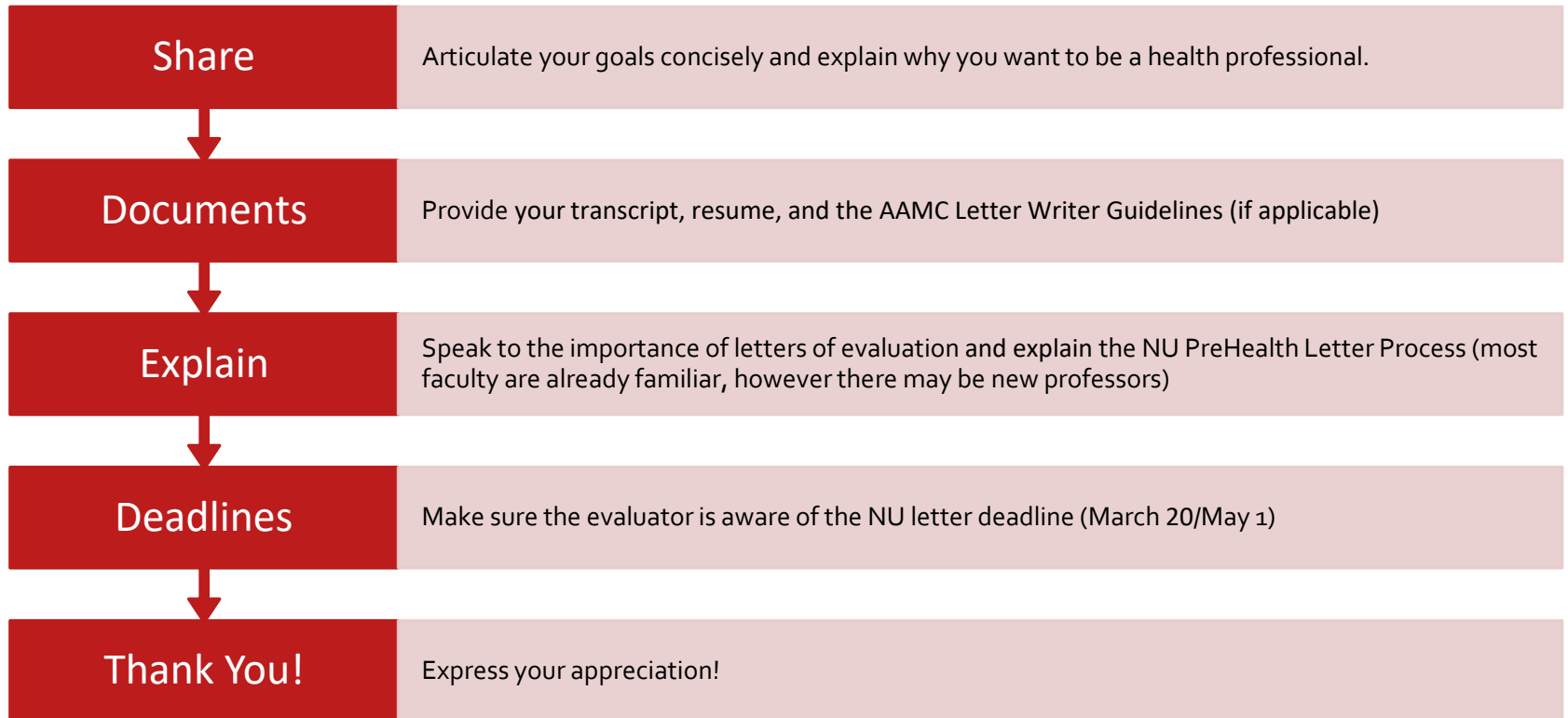
- **Provide the letter writer with additional information about the letter timeline & information about you!** *(Some letter writers will specifically ask for the information they want; some may want to meet with you! More on what to expect if a meeting is requested on the next slides)*
- **If using the Letter Packet service:** Add the letter writer to your MAP *(ideally by Spring Break)*. This will automatically send the letter writer a link to submit your letter. All letters must be uploaded/received in MAP by May 1st.
- **If using individual letters:** Add the letter writer to the Evaluators section of your application after the application is open for the cycle and discuss a submission deadline.
- Following submission of the letter, **send a thank you to the writer!**
- **Keep your letter writers updated** throughout the application cycle!

What to Expect if a Letter Meeting is Requested

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**

As we land the plane...

Legend: 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 May 1 are considered as having met the deadline** even if the status is still “waiting for verification”.
- ***We strongly recommended having all of your letter writers added to MAP by Spring Break!***

A few final reminders:

- **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 evaluations requested in MAP by Spring Break.**
- **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.
- **Trust your letter writers.** A friendly reminder two weeks before the deadline is sufficient, but please follow their specific instructions.
- 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 PreMed & PreHealth Advising [website here!](#)

Q & A