



Letters of Evaluation

2026 APPLICATION
CYCLE WORKSHOP



Agenda

- Purpose of Evaluation Letters
- Available Letter Options
- In-Depth Guide to Letter Packets
- Guidelines for Individual Letters
- How to Request Letters



Purpose

- Letters of Evaluation provide an opportunity for individuals who are familiar with your academic, professional, or personal background to endorse your application.
- These evaluations offer insights into attributes that can contribute to your success in a health graduate program, as well as in your future health career.
- They highlight professional, interpersonal, science and thinking and reasoning competencies, i.e., [The Core Competencies for Entering Medical Students](#).
- It's important to note that evaluations do not compensate for any weaknesses in your application; instead, they serve to complement it by affirming the information you have already provided.

Letter Options for NU Applicants

Letter Packet

- A letter packet is a collection of recommendation letters that is prepared and submitted to schools as part of your application. Typically, these packets are organized by the pre-health advising office at your undergraduate institution and may differ in format and content.
- At Northeastern University, a Letter Packet includes all evaluations requested through your Medical Applicant Portal, along with an institutional cover sheet from the PreMed and PreHealth Advising Program.
- This is the primary option for **MD, DO, dental, and podiatry applicants ONLY** who have graduated or completed their pre-medical studies **within the last three years**.

Individual Letters

- When applying with individual letters, you will be submitting separate recommendation letters from various individuals instead of utilizing a letter packet.
- This is the **exclusive option for PA, optometry, and veterinary applicants**.
- This is the primary option for **MD, DO, dental, and podiatry applicants**, who graduated or completed their pre-medical studies **more than three years ago**.
- It is also a secondary option for those within three years of graduation or completion of their pre-medical studies.

In-Depth Guide to Letter Packets



Contents

COVER SHEET

Undergraduate Students & Alumni

- NU Institutional Profile
- Letter Packet Process
- Cooperative Education Program Information
- NU's Global Opportunities
- Integrated General Chemistry Coursework
- Institutional Actions

CPS Post-Baccalaureate Students & Alumni

- NU Institutional Profile
- Letter Packet Process
- College of Professional Studies Profile
- Post-Bacc Program Information
- Institutional Actions

PMPH STATEMENT

- Includes a statement from the PreMed and PreHealth Advising Program staff on program services and details on the letter packet process.
- Including identifying information for the applicant, such as:
 - Your name
 - Your Health Field discipline
 - Your intended year of matriculation
 - Your applicant ID numbers
 - The date your letter packet was assembled

Contents

FACULTY (INTERNAL) LETTERS

- **Three** evaluations from Northeastern faculty (current, former, or retired) are **required**.
- 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** must be from Biology, Chemistry, Math, or Physics (**BCMP**) faculty.
- **One** letter must come from an academic faculty member in a **non-BCMP** discipline.

SPECIAL CONSIDERATIONS:

- Letters from the approved list of [Internal Science Letters](#) can be utilized as **either** BCMP or non-BCMP. (Note: If one or more of your BCMP letters is from the approved list of Internal Science Letters, it is crucial to classify the associated course in your primary application according to the BCMP department that best matches the course content. Some programs may use this classification to determine if the letter meets their requirements.)
- Students and alumni of the NU Post-Baccalaureate Pre-Medical Certificate program have the option to request three BCMP letters from NU faculty or to substitute their non-BCMP letter with a faculty letter from their undergraduate degree program. A substituted letter from non-NU faculty should be categorized as an "external" letter.

Contents

EXTERNAL LETTERS

ONE external clinical letter of evaluation is **required**.

- This letter must come from a U.S. licensed clinician in the field you wish to pursue, such as a doctor (MD or DO), dentist, or podiatrist who is not a family member. The letter should reflect a college-level experience, with a strong preference for in-person patient care experience.

Up to two additional external letters of evaluation are **optional**.

- These letters typically highlight both the professional and personal characteristics of the candidate and are often from **supervisors, research PIs, clinicians, coaches, and 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.

Requirements & Deadlines

NOTE: To complete the Self-Assessment, you will be required to confirm that you have requested all evaluations in MAP!

FIRST TIME APPLICANTS

- **February 1** (Priority Deadline) or **March 1** (Final Deadline): Complete [Self-Assessment](#)
- **March 1**: Deadline to **request** all required letters of evaluation **in MAP**.
- **May 1**: Submission deadline for **all** letters of evaluation **in MAP**.
- **June 1**: Deadline to complete required Application Readiness Meeting.
- **June 1**: Deadline to take entrance exam.
- **July 1**: Deadline to SUBMIT primary application, complete MAP, & request Letter Packet.

RE-APPLICANTS

- **April 1**: Complete [Self-Assessment](#)
- **April 1**: Deadline to **request** all updated letters of evaluation **in MAP**.
- **May 1**: Submission deadline for **all updated** letters of evaluation **in MAP**.
- **June 1**: Deadline to complete required Application Readiness Meeting.
- **June 1**: Deadline to re-take entrance exam (as applicable).
- **July 1**: Deadline to SUBMIT primary application, complete MAP, & request Letter Packet.

Podiatry applicants should reference our [Letters of Evaluation](#) webpage for deadlines specific to this pathway.

Snapshot of Letter Packet Evaluation Requirements:

3 Faculty Letters

- 2 science faculty (BCMP)
- 1 non-science faculty

1 Clinician Letter

- Physician (MD or DO), Dentist, Podiatrist

2 Optional External Letters

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

Minimum of 4, Maximum of 6 Total Letters

Guidelines for Individual Letters



Applying with Individual Letters

- It is common to request between **3-5 individual letters of evaluation** for your application(s). Be aware of any limit to the number of individual letters you are able to request within the application service you will be utilizing before requesting letters. Letters of evaluation that are most effective at demonstrating your readiness for a health graduate program, and are often required, are **academic (faculty) references, professional references (clinical, research, etc.), and personal references (coaches, mentors, etc.)**.
- Candidates applying with individual letters should begin asking for letters of evaluation at least 2-3 months in advance of their health graduate program applications opening for submission to give their evaluators ample time to draft the letters of recommendation.
- If you choose to send individual Letters of Evaluation, please **do not request them through your Medical Applicant Portal**. Instead, once the application is open, applicants can input their evaluators' information into their application. The evaluator will receive an email with instructions to upload the letter of recommendation directly to the applicant's application. Evaluations can be submitted closer to the application submission timeframe, and even after you've submitted your application. Communicate with your letter writers directly to determine a letter submission deadline that is mutually convenient.
- Consult with your individual PreHealth Advisor if you have any questions about applying with individual letters of evaluation.

How to Request Letters



Who to ask

Tips for Selecting Faculty/Internal Evaluators:

Admissions committees look for evidence of your academic ability to ensure you can handle the demands of the health professional program. When selecting faculty evaluators, consider courses that:

- Helped prepare you for your medical education.
- Challenged you in meaningful and impactful ways.
- Highlight different academic competencies, such as science, research, and critical thinking skills.

Tips for Selecting External Evaluators:

External evaluators can offer unique insights into your professional skills, character, and suitability for a healthcare career. When choosing external references, consider individuals who:

- Supervised you in clinical, research, or volunteer settings and can speak to your practical experience.
- Know you well enough to offer detailed and personalized insights into your work ethic, communication skills, and patient care abilities.
- Can highlight your non-academic qualities, such as leadership, teamwork, or dedication to service, which complement the academic competencies provided by faculty evaluators.

Helpful Resources:

To assist you in identifying letter writers and tracking your letter requests, please review the following resources:

- [LOE Request Tracking Sheet!](#)
- [AAMC Worksheet: Identifying Your Letter Writers](#)

How to Ask

- Whenever possible we recommend that you make an appointment to meet with your potential evaluator to request a letter of evaluation.
- In your email request for an appointment let the evaluator know that you would like to meet with them to discuss your application to a health graduate program.
- When you go to your appointment bring a current resume, a draft of your personal statement (if you have one), and a copy of your degree audit or unofficial transcript.
- Be prepared to talk about your passion for healthcare and future aspirations. The following resource can help you plan out your ask!
- [AAMC How to Request Letters of Evaluation](#)

DISCLAIMER:

Participation in the Letter of Evaluation (LOE) process is **voluntary**. If a prospective evaluator feels that they are not able to write a letter, then it is their responsibility to decline. **Individuals should not press for a letter after receiving a response of no.** Additionally, this may not produce the quality of letter that would help the person's candidacy. Moreover, if a person finds difficulty securing letters of evaluation, this could be an indication that they are not ready to apply.

Make it Official!

- **Thank them!** Expressing gratitude to individuals who agree to write letters of evaluation is crucial, as it acknowledges their time and effort in supporting your academic and professional aspirations.
- **Make it Official!** Once an evaluator has agreed to write a recommendation for you, you will send an official **request to them via the Medical Applicant Portal (MAP), if you are applying with a NU Letter Packet**, or directly from the application service you are utilizing, if you are applying with individual letters.
 - When adding evaluations in MAP, MAP will automatically send instructions for submission directly to the email address that you enter. *Under no circumstances should you send a letter request to your own email address or request an evaluation before an evaluator agrees to write you a letter!*
- **Confirm Details!** Ensure that your letter writer has the necessary materials to write an authentic and individualized letter of evaluation on your behalf (listed on the previous slide). Additionally, you may wish to provide them a copy of the [AAMC's Guidelines for Writing a Letter of Evaluation for a Medical School Applicant](#).
- **Be patient!** Please be respectful of potential evaluators. It is not appropriate to send multiple requests, reminders, or ask for the letter earlier than its due date, particularly if they've already agreed to write your letter and acknowledged receipt of our instructions.

Monitoring Your Letters in MAP

- When the letter request is emailed to the evaluator, its status in MAP will be marked as "**Sent.**"
- Once the letter is received, the status will update to "**Awaiting Verification**"
- After the letter is reviewed by the PMPH staff, the status will change to "**Verified**"

Please note:

- Letters must have at least a "**Sent**" status by **March 1**.
- Letters must reach at least an "**Awaiting Verification**" status by **May 1**.

Next Steps

- Start brainstorming and scheduling conversations with potential evaluators! Use the [LOE Request Tracking Sheet](#) to monitor your progress.
- The PreMed and PreHealth Advising Program has strict deadlines and requirements. If you plan to use our Letter Packet service, make sure all necessary **evaluations are requested** in MAP, and **complete your Self-Assessment** survey by **March 1**.
- Remember, letter shopping is not permitted. You cannot request extra letters and then choose which ones to submit. **MAP allows a maximum of 3 internal and 3 external evaluation slots.**
- For more detailed information about Letters of Evaluation, visit the PreMed & PreHealth Advising website [here](#).