

PRE-HEALTH ADVISORY COMMITTEE REQUEST FOR LETTER OF RECOMMENDATION

After you have received supplemental applications from individual medical schools, you must complete and submit them within two weeks. The Pre-Health Advisory Committee will then send your committee letter to the schools you specify. However, you must have completed several steps before our committee letter will be sent.

You must have:

1. Completed your file with the Pre-Health Advising Coordinator.
2. Allowed your entrance exam scores to be released to Radford University or provide the Pre-Health Advising Coordinator with a copy of the scores.
3. Met with the committee for a discussion of your application process.
4. Signed the waiver form for the committee letter of recommendation.

Once the above are completed, our committee will send your letter of recommendation. For each school please provide the following:

Name of the Admissions Director
Address
Date you received the supplemental application

You must provide the information for all schools to which you are applying and notify the Pre-Health Advising Coordinator by e-mail that you have received supplemental applications. Alternatively, you may send the information for each school later in the summer as you send in the supplemental applications. All requests for letters should be directed to:

Dr. Mark A. Cline
Department of Biology, Radford University
P.O. Box 6931
Radford, Virginia 24142
Phone: 540-831-6431
Fax: 540-831-5129
E-mail: mcline@radford.edu

Please remember that faculty may not have regular office hours during the summer and may be gone for extended periods of time for other professional responsibilities. It is your responsibility to give the committee adequate notice when requesting letters or any other assistance during the application process.