

LETTER OF RECOMMENDATION GUIDELINES

January 2023

A minimum of three (3) letters of recommendation are required from individuals who know the applicant in a professional capacity and can comment on one's character, work ethic, academic history, scientific acumen, empathy, compassion, resilience, emotional intelligence, commitment and knowledge of the healthcare environment. The Admissions Committee strongly prefers that the letters be from the following sources:

- A pre-health or academic advisor/committee (undergraduate, post-baccalaureate or graduate programs). A pre-health advisor letter will meet the requirement for one of the three required letters of recommendation.
- Undergraduate, graduate or post-baccalaureate faculty (preferably those who delivered a science course), who can attest to academic performance and aptitude. We highly recommend at least one letter from an academic source.
- Physician, preferably a DO, and/or other health care provider with whom a candidate has had a professional relationship, who can attest to the applicant's clinical experiences and overall fit for the profession.

Candidates who may not have the ability to submit letters from any/all of the above sources should select letter writers who know them in a professional or service related capacity and can comment on the applicant's character, work ethic, academic history, scientific acumen, empathy, compassion, resilience, emotional intelligence, commitment and/or knowledge of the healthcare environment.

In order to facilitate the timely processing of your application, please follow these guidelines:

- Our preferred submission method is AACOMAS. (If you have submitted via AACOMAS you do not need to take any further action.)
- MU-COM reserves the right to refuse any letter that is not submitted on professional or college/university letterhead and signed by the evaluator. Digital signatures are acceptable.
- Letters should not be written by a relative (by blood or through marriage).
- If submitting through Interfolio or VirtualEvals, your AACOMAS ID must be included in the upload. Having the ID within the letter is insufficient.
- MU-COM does not accept paper letters of recommendation.
- MU-COM is not responsible for receipt or processing of materials that do not conform to these guidelines.

Please Read Here is some information about our letter processing timeline:

- Once you submit your supplemental application your file goes into queue to have your letters of recommendation reviewed to make sure they meet our requirements. **Your letters are incomplete until the letters have been reviewed.** The review process typically takes 2 to 3 weeks, but may take longer at certain times. If your letters are not accepted you will be notified by email. Please resist the urge to call about the status of your letters unless it has been 4 weeks since you submitted the supplemental.
- If you submit your letters through Interfolio or VirtualEvals, your account with them will indicate that MU-COM has received them. This is not accurate until we download them.

In advance, thank you for your application. I appreciate your interest in MU-COM.

Sincerely,

Richard Nussle, MPH
Associate Director of Admissions