

The College Center for Academic Support
Health Committee Letter Agreement Form

Health Committee (HC) letters serve different functions at different undergraduate institutions. At the University of Rochester, the HC Letter functions as a letter of recommendation. **The letter is based solely on the applicant's submitted Health Professions Questionnaire (HPQ), his or her interaction and interview with a Health Professions adviser in the College Center for Academic Support (CCAS), and the academic record.** This letter will mention activities both inside and outside the classroom, as well as an applicant's motivation. HC letters do **not** include information from other recommenders. This will be important information for you to know when you are indicating to schools what letters of recommendation you will be submitting. If you have any questions about how to respond to an individual school's questions about letters of recommendation, please address your question directly to the school.

Can you include my application ID on my HC letter?

Sorry, but we cannot include application identification numbers, such as an AMCAS ID or a social security number, on the Health Committee letter. For applicants who use Interfolio, there is an alternative way to include that information on your packet of recommendation letters. You can place an identification number on the cover sheet that Interfolio generates to be sent with each delivery request you make. Please refer to Interfolio for more specific information.

Will you tell me when my HC letter will be complete?

We cannot do this on an individual basis. See the timeline on the HPQ cover sheet to determine the date by which your letter will be ready; this information also appears below. Letters are completed in the order complete requests are received – thus it is to your advantage to turn in all materials early. If you are working with specific secondary application calendar deadlines, inform CCAS immediately and this information will be incorporated, if at all possible, into the writing process.

What are the deadlines for requesting a letter, and when will it be complete?

**If you submit your HPQ, Resume, and Signed Expectation Sheet by the Friday after spring break and meet with a Health Professions Adviser by the 1st of May:
Your HC letter will be ready no later than August 31.**

**If you submit your HPQ, Resume, Signed Expectation Sheet, and late fee by the second Friday in July and meet with a Health Professions Adviser by the second Friday in August:
Your HC letter will be ready no later than the last week of November.**

What must I do to ensure I receive a letter in a timely fashion?

1. Adhere to all deadlines listed on the Health Professions Questionnaire.
2. Be sure to submit an Interfolio Recommendation Cover Sheet (if applicable).

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3. If you are applying to both allopathic and osteopathic medical school, submit a separate cover sheet for each type of medical school.
4. Inform CCAS of any and all secondary application calendar deadlines.
5. Make and keep appointments with health professions advisers in a timely manner or notify the office of your inability to keep a scheduled appointment. If more than three appointments are missed and a request for a Health Committee letter has been submitted, the date that you meet with a health professions adviser will be used as the HPQ submission date.
6. Notify CCAS if you do to not intend to go forward with your application or otherwise change your plans.

I understand the expectations of the Health Committee letter process and agree to abide by them accordingly.

Signature: _____ Date: _____

Returned signed form to:

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P.O. Box 270402
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Rochester, NY 14627-0402
Fax: 585-275-2190