Note: Go to the Office of the Registrar for: 
a) Verifications of enrollment or attendance only 
b) Enrollment/good standing letters for extramural (away) MS 4 electives

LETTER OF RECOMMENDATION REQUEST FORM
Allow at least 5 business days for the preparation of the letter

- for scholarships
- for summer programs
- for NIH research programs (one year) – letter by Terracina
- for other one year programs which require a leave of absence from the medical school – letter by Terracina

Student Name ____________________________

Deadline Date for Letter __________________ College and Class Year __________________

Name of the program you are applying for _______________________________________________

Print the complete address (person and title) to whom the letter should be addressed, and the inside address (mailing address) for the letter

Are you picking up the letter when it is done? [ ] Yes [ ] No
Or should we mail it directly? [ ] Yes [ ] No

Who should write your letter?
[ ] Dean Sophie Christoforou [ ] Dean Jeffrey Putman [ ] Dr. Lorraine Terracina

Anything we should know about you, include in the letter, or emphasize (things they are looking for)? Attach a copy of your resume if you have one available.

List/Describe any activities you have been involved in since starting school here

7/2010