

**Drexel University College of Medicine
Office of Student Affairs**

REQUEST FOR:

- Letter of Good Standing**
 Letter of Recommendation *(Please complete additional instructions on 2nd page)*

Student's Printed Name Student's Signature Today's Date

Email Address Class of _____ Phone # _____

Name of Institution/Organization: _____

Name of Program: *(ex. internship, fellowship, scholarship, grant, etc.)*

Please specify where the letter will be sent:

If the program specifies that you must upload the letter to their online portal, we request that you find a point of contact that we can send the letter directly to. Most programs will suggest you upload a document in the application stating the letter will come from Drexel's Office of Student Affairs

To the attention of - _____

Institution's Name - _____

By Mail - *Mailing Address:* _____

By Fax - *Fax Number:* _____

By Email - *Email address:* _____

Due Date: _____

*(Please give the actual deadline. **We request 5 business days for all letters and cannot guarantee the completion of a letter of recommendation sooner**)*

Please return to Karen Uhrich in Student Affairs (in-
person, Karen.Uhrich@DrexelMed.edu or fax
215-843-1766)

As letters of recommendation are in-depth and uniquely individualized, we require additional information to generate. For the Dean to appropriately recommend you for a program, we will need specific information about the primary focus of consideration (i.e., academic, community service, research, etc.). Please feel free to cut and paste information directly from the award's website or provide an exact link. Additionally, please provide a statement as to why you are interested in pursuing this specific program, and why you are an excellent candidate. If you have written a personal statement as part of your application, please forward that as well.

Update MyPortfolio:

To efficiently and completely generate a well-rounded letter of recommendation, please update your MyPortfolio profile (<http://webcampus.drexelmed.edu/myportfolio/>) to reflect all of your accomplishments to date. If you cannot access your information, please notify the Administrative Coordinator in Student Affairs to unlock your profile. It is best to compare against your CV to make sure all achievements while in medical school are reported.

Checklist:

- Completed Letter Request Form
- Completed MyPortfolio
- CV
- Criteria for award/position/scholarship
- Optional – Personal Statement