Drexel University College of Medicine

Received in Student Affairs on ___________  
(Due date is October 1, 2010)  
Dean's Letter forwarded to ERAS Workstation on ___________

FORM A  
Dean's Letter to the Electronic Residency Application Service (ERAS):

Request for Release of Dean's Letter to the Electronic Residency Application Service (ERAS):

- Please complete, sign and submit this release form to Mary Catherine Hartman in Student Affairs, 2900 Queen Lane, Suite 114, Philadelphia, PA 19129 no later than October 1, 2010.

- Review of draft of Dean's Letter for Accuracy:
  Mary Catherine Hartman will contact each student via their Drexel e-mail account when a draft of the dean’s letter is ready for review. After you are contacted, you will have 10 working days to review your letter. Mary’s e-mail address is mhartman01@drexelmed.edu

My signature (below) authorizes that my Dean's Letter be scanned into the ERAS Dean's Office Workstation (DWS). Marie Hartman is the school's ERAS contact. Marie's e-mail address is mhartman@drexelmed.edu.

PRINT your name: ________________________________  
E-Mail Address: __________________________________  
Cell Phone #: _________________________________  
Home Phone #: ________________________________  
Pager #: ______________

SIGNATURE: ________________________________________  
DATE: ______________

IMPORTANT NOTE: Direct your transcript requests to the Registrar's office. Please review your transcript prior to releasing it for ERAS transmission, to be certain that all 3rd year grades have been posted and are correct, and that any marginal or incomplete grades have been cleared. ASK THE REGISTRAR TO SEND YOUR TRANSCRIPT FOR ERAS TO MARIE HARTMAN IN THE CAREER DEVELOPMENT CENTER.