



Cornell University

Health Careers Evaluation Committee  
210 Barnes Hall  
Ithaca, NY 14853-1601  
t. 607.255.0546  
hcec@cornell.edu  
career.cornell.edu

Dear \_\_\_\_\_:  
(name of recommender)

Schools of human medicine are interested in candidates who demonstrate professionalism, humanitarian personal traits and academic excellence. Here are some guidelines for a useful letter of recommendation.

Extent of your relationship with the applicant:

- ✓ Length of time known
- ✓ Depth of knowledge about the applicant

Non-academic attributes:

- ✓ Integrity: ethics, honesty, social responsibility
- ✓ Service orientation: altruism, sensitivity, responsiveness to needs of others
- ✓ Professionalism: reliability, dependability, cultural competence
- ✓ Social and interpersonal skills: teamwork, independence, leadership
- ✓ Personal qualities: compassion, resilience, adaptability, self-reliance, sense of humor, stamina
- ✓ Fit with and understanding of a career in human medicine

Academic competencies:

- ✓ Desire to learn: intellectual curiosity
- ✓ Distinctive contributions to an academic enterprise
- ✓ Attitude toward course activities in and outside of class
- ✓ Writing skills
- ✓ Group or teamwork skills
- ✓ Research competencies
- ✓ Overall academic excellence and ability, particularly if at variance with academic performance

Your conclusion/overall recommendation:

Letters of recommendation are a critical component of the admissions process for applicants to professional schools of human medicine. The Health Careers Evaluation Committee often quotes directly from your letter when preparing the narrative evaluation of each applicant. We use your comments to illustrate the impressions we otherwise draw from applicants' written materials.

Please submit your letter on official letterhead, dated, and signed. Your letter will be attached to the HCEC letter of evaluation and sent through secure electronic transmission to the medical or dental school application service(s).

Thank you for writing on behalf of this applicant.

Sincerely,

A handwritten signature in blue ink that reads "Brian F. Chabot".

Brian F. Chabot Ph.D.

Professor Emeritus

Chair, Health Careers Program Advisory Board

## HCEC Letters of Recommendation (LoRs)

### Submission Directions and FERPA Intent

LoRs must be on **letterhead, dated, and signed** by the writer, as required by medical school admissions offices.

**Letter Writers - How to submit the LoR and this form:** The HCEC prefers to receive the LoR electronically as a .PDF or MSWord document via one of the secure delivery methods listed below. This FERPA Intent Form, which has been completed by the HCEC registrant, should accompany the letter or be sent separately through the mail.

- *Cornell faculty or staff members:* Please log in to the Cornell DropBox using your Cornell NetID and password. Upload the letter to “hcec\_letters@cornell.edu”.
- *Those unaffiliated with Cornell:* The HCEC strongly encourages letter writers without Cornell NetIDs to upload documents using the HCEC’s Secure Guest Portal, rather than as an email attachment.  
**For instructions, and to authenticate the origin of the letter, please email hcec\_letters@cornell.edu from your institutional email address,** and include the full name of the student. The HCEC cannot accept letters from private email addresses such as gmail.com or yahoo.com without special prior approval. Please contact the HCEC at hcec@cornell.edu, or (607) 255-0546, with any questions.
- A hard copy of a letter to the HCEC may be sent via postal service or campus mail to this address:  
HCEC Records Coordinator, 210 Barnes Hall, Ithaca, NY 14853-1601
- In addition, the HCEC recommends, but does not require, that applicants also have a copy of their letter sent electronically to a third party credentials service: [www.interfolio.com](http://www.interfolio.com). Ask the applicant for information and instructions.

#### Letter writer contact information (to be completed by the HCEC Registrant):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Due date:** Applicant and writer agree that this letter will be submitted by (enter date): \_\_\_\_\_

Note: For **undergraduates** applying through HCEC, the letter due date is **March 4, 2016**.

---

### FERPA Intent Form

#### (to be completed by the HCEC Registrant)

The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) provides individuals the right to review their education records, which include letters of recommendation. Each applicant has the option to waive his/her FERPA right to view a letter of recommendation.

The HCEC will assume that the registrant has retained FERPA rights to view this letter unless this form is **signed** by the registrant and **returned** to the HCEC.

Registrant name, printed: \_\_\_\_\_

I hereby  **waive** my right, under FERPA, to access this letter. (Signature required)

Registrant signature: \_\_\_\_\_ Date: \_\_\_\_\_

I  **do not waive** my right, under FERPA, to access this letter. (No signature required)