

UNIVERSITY of  
**HOUSTON**

**Health Professions Advisory Committee**  
**Letter Writer Guidelines Form**

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*Student's Last name*

*Student first name*

*PSID#*

Applying to:

**Medical School**

**Dental School**

*I hereby waive and relinquish any right of access to this confidential letter of evaluation.*

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*Student's signature*

*Date*

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**To the Evaluator:**

Thank you for taking the time to support the applicant listed above. You have been asked to evaluate the qualities and attributes for the student named above for their application to medical or dental school. Do not share your letter directly with the student; students participating in HPAC have waived their rights to their letters of recommendation. Your letter of recommendation will be sent to the University of Houston's Health Professions Advisory Committee (HPAC), which will use your letter along with other academic and biographical materials to evaluate the student's preparedness for professional school. After its review, HPAC will issue a consensus recommendation on behalf of the student. Your letter of recommendation will be submitted as part of a packet to all of the professional schools of this student's choosing.

**Instructions for the Evaluator:**

1. **Per the guidelines of the Texas Medical and Dental School Application Services (TMDSAS), your letter must be typed on departmental or company letterhead, include a date, your name, physical or electronic (not typed) signature, contact information (email or phone number), and academic/professional credentials.**
2. **Please submit only .docx or .pdf files. Images or photos of letters will not be accepted.**
3. **Your letter should be addressed only to the "Admissions Committee." Please do not address your letters to the University of Houston, Health Professions Advisory Committee (HPAC), Health Professions Advising, the UH College of Medicine or any other individual medical/dental school.**
4. **Please ensure you have used the student's correct name throughout the letter's body as well as the appropriate pronouns (his/her, she/he, they/them).**

As a guideline, the Health Professions Advisory Committee has included a sample letter on the next page for your convenience. If you have any questions, please do not hesitate to contact us.

Please email your Letter of Evaluation to Health Professions Advising: [prehealth@uh.edu](mailto:prehealth@uh.edu)

# UNIVERSITY of HOUSTON

**LETTERHEAD-** includes office or department logo, indicates official documents. Professional schools require letterhead to ensure that letters come from official sources.

January 1, 2023

**DATE-** Identifies letter as being current.

To the Admissions Committee,

I write this letter to give my highest recommendation for your school. When you click Online Video, you can watch a video. You can also type a keyword to search online.

**ADDRESS TO ADMISSIONS COMMITTEE-** Letters will be viewed by a number of professional schools, as applicants apply to multiple programs. A general greeting makes the letter appropriate to send to all of them.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that you can use. You can also change the sidebar. Click Insert > Styles to see the styles also help you insert pictures, charts, and tables. The headings change the look of your document.

Save time in Word by using templates. In your document, click where you want to insert a new Reading view. Stop reading before you start writing.

Themes and styles help you change the look of your document. Theme, the pictures, and the styles, your headings, the pictures, charts, and tables. The headings change the look of your document.

If you should have any questions, please contact me using the information below.

Respectfully,



Dr. Jart Kej  
Professor, Biology & Biochemistry  
University of Houston  
P: 713-123-4567  
E: jkey@xxxxx.com

**SIGNATURE-** much like letterhead, this makes a letter credible and official. Professional schools only accept letters signed by letter writers. A computer file of a handwritten signature is acceptable.

Your professional credentials and email/phone should also be listed, as required by professional schools in case additional information is needed.