



Guidelines for Requesting Letters of Evaluation

Ask your reference if he/she will be able to provide a good, supportive letter of evaluation, or recommendation, for you. Provide your reference with some basic information about the 'who, what, when, where, how, and why' associated with your request.

Provide the following information in a nice neat packet for your reference:

- Information about the purpose of the letter: scholarship, honor, award, grad/professional school, etc.
- The full name (including title) and mailing address of recipient on a pre-addressed, stamped envelope OR a completed "Confidential Rights to Waiver Form" from Interfolio.com which includes your six digit document identification code (only applies to students who are applying to multiple graduate or professional programs).
- Your requested timeline (please allow a minimum of 3 weeks for processing).
- A copy of your STUINFO "Courses by Term" (or a transcript). <http://stuinfo.msu.edu>
- A copy of your personal statement (i.e., AMCAS, AADSAS, etc) if available.
- A current resume and list of activities, involvement, and accomplishments if not listed on resume.
- A summary of the ways in which you and your reference have interacted. (This will cause you to reflect on your interactions with your reference and thus bring more meaning to the letter.)
- Entrance examination scores (GRE, MCAT, DAT, LSAT, etc) if available.
- ALSO: Make sure you send a note of appreciation to your reference for taking the time to write a letter or evaluation for you.

Letter Collection: Credential Files vs. Application Services

Credential files are often used to hold letters, recommendations, and unofficial transcripts for candidates applying to graduate/professional schools or seeking employment in the field of education. Documents kept in your file will be sent out upon your request. This process allows the person recommending you to write one letter and have it submitted for you to send to anyone upon request. While some professional schools will accept letters from a credential file, others will require that the letters are submitted through the application service or to the schools directly. See chart below.

MSU has partnered with the credentials management service *Interfolio*, Inc., in order to provide you a more efficient and effective way to manage your credential file. If you choose to use Interfolio, you may apply for and open a Credential File through Interfolio.com.

Health Profession	Letters of Evaluation (LOE) – Preferred Collection Method
Allopathic – MD – AMCAS and non-AMCAS schools	Interfolio – LOE forwarded from Interfolio to AMCAS schools or directly to schools for non-AMCAS schools
Osteopathic – DO – all schools, except MSUCOM*	Interfolio – LOE forwarded directly to each individual DO school
Dental – all schools	Interfolio – LOE forwarded from Interfolio to AADSAS schools or directly to schools for non-AADSAS schools
Optometry – all schools	OptomCAS
Occupational Therapy	OTCAS for participating schools, send directly for non-OTCAS schools
Podiatry – all schools	Interfolio
Pharmacy	PharmCAS for participating schools, send directly for non-PharmCAS schools
Physical Therapy	PTCAS for participating schools, send directly for non-PTCAS schools
Physician Assistant	CASPA for participating schools, send directly for non-CASPA schools
Public Health	SOPHAS for participating schools, send directly for non-SOPHAS schools
Veterinary Medicine – all schools	VMCAS

*MSUCOM requires two LOE and they must be submitted on the MSUCOM form that is received as part of your secondary application. You cannot submit more than these 2 LOE.

For those schools preferring Interfolio, it is advisable to establish your credential file well in advance of submitting the application, to allow those individuals writing on your behalf, to file letters early. Each school will ask for a different set of letters from you as the applicant. While you must pay careful attention to the guidelines of each school that requests your letters, we suggest you have the following letters in your folder:

- Two science faculty who know you from a class or research experience
- One non-science faculty
- One individual working in the profession you wish to pursue (example: an osteopathic physician, dentist, physical therapist, pharmacist, etc)
- One or two additional individuals who know you well from a work or volunteer experience

Confidential letters of evaluation are letters that you will never be able to view. Many graduate and professional schools require this type of recommendation letter. In creating your credential file, you can choose whether your letters/documents are "Confidential" or not. If applying to any professional school, it is highly recommended that all letters are confidential.