Outside Letters of Recommendation for Traditional Applicants

In addition to the four instructor evaluations that must be submitted, you may have a maximum of three additional outside letters. Outside letters guidelines are as follows:

- Letters must be addressed to “Dear Admissions Committee”
  Letter writers should follow the format below. They should not include the Pre-Professional Health Studies Address. Letters of recommendation should be written generally to all medical schools and not to one medical school (Saint Louis University School of Medicine) in particular or to the Office of Pre-Professional Health Studies (PPHS).

  Date:
  RE: First and Last Name

  Dear Admissions Committee:

- Have outside letters sent to: Saint Louis University, Pre-Professional Health Studies, Verhaegen Hall, Room 105, 3634 Lindell Blvd., St. Louis, MO 63108-3302.

- Letters must be written on letterhead and include the recommender’s signature (in ink; no electronic signatures, and no emailed submissions) or they will not be accepted (see deadline below).

- Must not be from a professor unless you have worked with him or her in another capacity, such as research.

- We do not recommend that family members write letters of recommendation.

- Give the letter writer a copy of Guidelines for Writing a Letter of Evaluation for a Medical School Applicant to refer to when they write your letter. [https://www.aamc.org/download/332578/data/lettersguidelinesbrochure.pdf]

- If the Director does not approve a letter, you will be notified.

- It is no longer the policy of the PPPHS Office to decline to upload letters that are weak recommendations. Consider this carefully when you are soliciting letter writers.

- Once letters are accepted and approved, they will be attached to your Committee letter.

- Students are responsible for ensuring the letters have been received by the Office of Pre-Professional Health Studies; email mstrube@slu.edu, or call 314-977-3692 to verify their receipt.
Please note that:

- It is recommended that outside letters of recommendation must be received by June 1st.
- Do not send your list of schools to which you are applying until you have checked with the Pre-professional Health Studies Office to ensure that we have received all of your outside letters. We will assume that you will want your Committee letter sent even if we do not receive outside letters of recommendation.
  - Send your list of schools to which you are applying to mstrube@slu.edu.
- The Office of Pre-Professional Health Studies will upload your Committee letter via an electronic service called Virtual Evals to AMCAS if the schools participate in the AMCAS letters service.
- Submit the "letter request" form that AMCAS requests you to send to Rita Strube (mstrube@slu.edu).
- AMCAS will forward your Committee letter to the schools to which you have selected to apply.
- There are a few schools who do not participate in Virtual Evals or AMCAS; if you apply to one of these schools, the Office of Pre-professional Health Studies will mail a hard copy of your Committee letter to the school you have selected.