



NYU

**TANDON SCHOOL
OF ENGINEERING**

Tandon Prehealth
Undergraduate Academics
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REQUEST FOR LETTER OF RECOMMENDATION

for candidates seeking entry to health professional schools

Tandon students wishing to pursue a career in the health professions require a letter of evaluation from our committee supporting their application to health professional schools. In order to complete an accurate and detailed evaluation, we include the opinions of those who know the candidate well. To that end, the student will be well served by your honest, candid, and thorough evaluation, at least one page in length.

Guidelines for Writing a Letter of Evaluation

1. Provide an accurate assessment of the applicant's suitability for medical school rather than advocate for the applicant.
2. Briefly explain your relationship with the applicant:
 - How long have you known the applicant?
 - In what capacity have you interacted (e.g., faculty, premedical advisor, supervisor)?
 - Are your observations of the applicant direct or indirect?
3. Quality of information is more important than letter length. Focus on the applicant rather than details of the lab, course, assignment, job, or institution.
4. Only include information on grades, GPA, or MCAT scores if you also provide context to help interpret them. Grades, GPA, and MCAT scores are already available within the application.
5. Focus on behaviors you have observed directly when describing an applicant's suitability for medical school. Consider describing:
 - The situation or context of the behaviors.
 - The actual behaviors you observed.
 - Any consequences of the behaviors.
6. Ask the applicant for permission if you plan to include any information that could be considered potentially private or sensitive.
7. Consider including unique contributions that an applicant would bring to an incoming class, such as:
 - Obstacles that the applicant had to overcome and how those obstacles have led to new learning and growth.
 - Contributions that an applicant would bring to a medical school's diversity, broadly defined (e.g., background, attributes, experiences).
8. Admissions committees find comparison information helpful. If you make comparisons, be sure to provide context. Include information about:
 - The comparison group (e.g., students in a class you taught, students in your department, co-workers).
 - Your rationale for the comparison.

Requirements

1. Type your recommendation on departmental letterhead and include a signature.
2. Send a PDF version of your letter as an email attachment to tandonprehealth@nyu.edu.
3. Committee letter packets are submitted only after all expected letters of recommendation have been received. Therefore, we request your letter by **May 15th**.

Your letter will be sent complete/unabridged along with our committee's letter to the admissions offices of health professional schools. If you are inclined to support the student's application, please note that a letter with specific details about your interactions with the student signals to admissions officers that the student is memorable and has positive interactions with faculty or supervisors. The time you take to make a detailed response also reflects how highly you regard the student. After the required information, paragraphs about illustrative incidents, projects, or interactions help to create a well-rounded portrait of the candidate. Should you have any questions, please don't hesitate to contact Tandon Prehealth via email (tandonprehealth@nyu.edu).

Letters submitted to the Prehealth Committee are not shared with students by us and are used only for purposes of supporting the candidate's application to a health professional school or related scholarship.

Sincerely,
Prehealth Committee
NYU Tandon School of Engineering

