

# **Pre-Health Letters of Evaluation Credentials File**

**Georgia Tech**

**Office of Pre-Health Advising  
(OPHA)**

**A. French Building, Room 202**

**Mail Code 0740**

**Atlanta, GA 30322**

**404.385.2475**

**[www.advising.gatech.edu](http://www.advising.gatech.edu)**

# Why are Letters So Important?

- Professional schools put a LOT of weight into quality letters of evaluation (LOE).
- Professional schools view them as “peer” evaluations from people who have exposure with other members of Tech’s pre-health population.
- Lets the school know about your maturity, passion, interpersonal skills, goals, etc.
- Want to know you—LOE covers things not covered in the application.
- Way to shed light on a certain grade.
- Helps schools understand a bit about campus culture.

# What Is Tech's LOE Service?

- We are a Virtual Evals school.
- Evaluator submits one letter, written on letterhead, to OPHA (can submit different letters for MD, DO and MD/PhD, etc.)
- OPHA will do Dean's Certifications, if requested by school, for health profession schools.
- Only for health profession schools and post-baccalaureate programs designed to make one more competitive for program.
- Not for internships, scholarships, jobs, etc.
- Will not read/rank letters.
- Compilation Service (collect LOE and send it to schools, when requested).
- No advisor or committee letter from Tech.

# What If The School Needs. . .

First of all, schools are aware of our service (model is common for colleges).

- Advisor Letter?
  - Most schools will accept a science faculty letter (who taught you in the classroom).
- Committee Letter?
  - Can substitute your file from Tech.
- Can always. . .
  - Confirm with school that they are okay with your substitution.
  - Make a note on application to inform school what to expect.

# What Is “Virtual Evals”?

- 99% of M.D. schools (some D.O. and MD/PhD) participate in this. Allows schools to receive letters as soon as uploaded!
- At beginning of cycle, you request what combination of letters you want to be your Virtual Evals.
- Cannot be modified mid cycle. Can ONLY change it if you need to reapply for a new cycle.
- Can still send addition letter outside of Virtual Evals, just need to make request.
- Letters will be converted to pdf and uploaded on the Virtual Evals database for your first request for program. Additional schools will be granted access, once you make your request.
- Can have separate files for MD, DO, MD/PhD, etc.
- Significantly decreases the number of packets that are lost or misplaced through the postal service.
- Responsibility still lies with student to verify school received letters.

# Tech Goes Virtual!

- You can have a maximum of 4 letters uploaded to Virtual Evals, due to space limits.
- Any letter over the 4 posted to Virtual Evals can be “snail mailed” from the OPHA, once you make your request.
- Remember---all schools you grant access to will see your Virtual Evals file (same 4 letters).
- Must wait until ALL of the letters your want uploaded are in the OPHA before submitting your request.

# Tech Goes Virtual!

- Can have multiple LOE files (MD, MD/PhD, etc.) in the OPHA.
- If there is a school that does not participate in the Virtual Evals system, your letters will be “snail mailed” to them.
- Don’t forget---you must submit formal requests for each school you want your letters sent.
- Don’t worry if the school is a Virtual Evals school; that’s the OPHA’s duty to send the letters correctly.

# What is My LOE File?

- Registration, Policy and Procedures, Schools Mailing List, Tech's LOE Form and Letters.

\*\*\*\*\*Remember to sign and date everything!\*\*\*\*\*

- Note: That paperwork needs to be resubmitted every time you reapply to professional school and want to use our service.
- Any school-specific form you want us to send.
- No limit to the number of letters in your file (ALL letters of evaluation will be in your file).
- Formal request for us to send your letters.
- There is NO FEE for this service!

# Who Should I Ask For A LOE?

- People who KNOW you!
- Recommend to have at least 4 letters:
  - Two (2) from science faculty. Some schools want letters from biology, chemistry and physics instructors.
  - One (1) from a non-science faculty, Greek advisor, volunteer coordinator, academic advisor, etc.
  - One (1) from a professional (doctor you shadowed, research supervisor, etc.).
- Some D.O. programs mandate letters from D.O.s (same for M.D., P.A., dental, P.T. programs).
- Can have non-GT people (make sure they have the Tech form).
- These letters work together to paint a portrait of your entire candidacy to the school.

# What About Engineering Professors?

- Good question! It's a gray area.
- Some schools want “true” science letters.
- If using an engineering letter, you might want a “true” science letter in your packet.
- BME faculty are “typically” seen as science letters.
- Final word: You are trying to get into their school; you play by their rules. Some schools view engineering professors as “true” science letters, but I want you to be prepared for schools to tell you that they want a “true” science letter.

# How Do I Ask For A Letter?

- Isn't always the class with the "A" grade!
- Make sure you touch base with the evaluator and start laying a foundation.
- No shock for you to ask for a letter. The worst they can say is, "No!"
- Get different letters, if applying to different programs (MD, dentistry, etc.).
- Give evaluator plenty of support and **time** to write the letter.
- Ask the evaluator if they could write a strong letter of support for your candidacy to professional school.

# What Support Should I Give?

- A SIGNED and DATED GT Letter of Evaluation Form Typed (or printed NEATLY in pen).
- Resume/Vita of everything you did in college.
- Personal statement---why do you want to be a doctor/dentist/etc (might not be the same statement you use for your application).
- Unofficial transcripts.
- Copy of paper you wrote/test/etc. for class.
- Anything you think they could use to help them write a strong letter. Maybe highlight something special about candidacy that you would like for them to include (remember that all your letters work together).
- Cover letter thanking them and stating when and HOW you would like the letter turned into the office (esp. for people who don't do a lot of letters).
- Might think about including a copy of your application photo, especially if it has been a while since you had the class.

# When Should I Get Started?

- NOW is the time!
- There is no deadline to have letters returned to OPHA, but you'll probably need your LOE packets sent in mid-June.
- Normally takes an evaluator 4-6 weeks to write a letter.
- Provide plenty of time and space, but follow up with them.
- Don't wait until peak times (beginning of semester, finals, etc.).
- Bring your packet of support to their office during their office hours.
- Remember---you are NOT the only student needing letters!

# What Do I Do After I Ask?

- Write them a thank you a week later and tell them you'll keep them posted on your progress.
- Wait about 4 weeks and check to see if letter is in your file.
- Keep checking and following up!
- If we still don't have it, tell the evaluator we don't have it. Bring another support packet and ask them to resend letter.
- (Strongly recommend) We will only accept hand delivered letters, if envelope is signed across the seal. Campus mail can be. . .well, you know.

# What Is The Database?

- Get in the habit of checking it daily.
- Used to make formal requests for us to send your packet (This is the ONLY way we will send your letters).
- Used to post concerns/questions about your file.
- Used for you to monitor the status of your file:
  - evaluations.
  - schools to which we mailed your packet.
  - any notes we want you to know.

# Where Do I Find The Database?

- Must have your Registration and Authorization of Release Form First!
- Turn the paperwork in ASAP.
- If you don't know your Applicant ID, you can supply it later. We must have it, before we can send letters.
- Keep reading "pre-health info" listserv for updates on it.
- As of now, email Jenn Kimble with questions about your file and to make formal requests for your packet to be sent.

# What Happens After I Make A Request?

- Processed “First come, first served.”
- File is checked to make sure the paperwork is correct and no Bursar’s Hold (i.e. “no news is good news”).
- Institutional Certification is completed, letters are photocopied (or uploaded to Virtual Evals) and mailed.
- Try to get the packet out within 5-7 business days after you make the request.

# Institutional Certification???

- “Cover Letter” that has your name, major, GPA, class percentage (according to Tech for major and class). Also has your applicant ID, birth date, and waiver of right from registration form.
- Please be consistent on waiver of right (OPHA uses what is on the Registration form).
- Results of Sanction’s Check to make sure you are a student in good standing.
- Culmination of rankings from faculty and list of letters in packet.
- We will not send off any information if you have a Bursar’s Hold on your account (we will contact you, if that is the case).

# Sanctions Check?

- If you had an issue at Tech, contact the Office of Student Integrity to make sure you have no disciplinary history on your account.
- Covers academic and conduct issues.
- Will only report it, if found guilty.
- No news is good news!
- I only get a “yes” or “no”.
- If a “yes” is reported from Office of Student Integrity, you will be contacted to sign that you are aware that a “yes” is being reported.
- Questions about your record? Contact the Office of Student Integrity.

# I Need Help!

- That's what I'm here for!
- Walk-ins (first come, first served) are Wednesdays from 1-3 my office.
- Can make an appointment via [www.advising.gatech.edu](http://www.advising.gatech.edu).
- Feel free to email me with your questions.
- Can drop off forms with Thania Cantave in 207B of the A. French Building.

# Things To Remember. . .

- Get started on your file ASAP, even though I have no deadline, because of rolling admissions.
- Be thorough with correspondence (about 150 students using file service).
- You are responsible for the process; therefore, I can only communicate with you.
- I want you to get accepted to the school of your choice. Keep me (and your evaluators) updated on your success!

# Jenn Kimble's Info

Jennifer Steffen Kimble, M.Ed.  
Director of Pre-Health Advising  
Georgia Institute of Technology  
Undergraduate Studies and Academic Affairs  
A. French Building, Room 202  
Mail Code: 0740  
Atlanta, Georgia 30332-0740  
[jennifer.kimble@carnegie.gatech.edu](mailto:jennifer.kimble@carnegie.gatech.edu)  
404.385.2475 (office)  
404.385.0748 (fax)