
Instructions for Recommenders • Health Careers Office

Student Name: _____ **BANNER ID.** _____

APPLICANT: PROVIDE EACH LETTER WRITER WITH THIS FORM
DO NOT RETURN THIS FORM TO THE HCO

Thank you for agreeing to write a medical or other health professions recommendation. Your recommendation will be included in its entirety in a packet with Brown's HCO committee letter.

Please comment on: academic performance, character, motivation, attitude, leadership ability, and special accomplishments. Please note how you believe these characteristics indicate the applicant's suitability for a career in the health professions. Use concrete examples of what you have directly observed of the applicant to illustrate your points. When appropriate, please rank the applicant among other medical school applicants you have worked with in the past.

Be completely candid with applicants about the type of recommendation you will be able to write, especially if you have reservations about the strength of your support.

Please use the *letter of recommendation form* provided for you electronically by the applicant. It is also available on our website at www.brown.edu/hco (click on the link for forms).

Please retain a copy of your recommendation for your files. If you have any questions, contact Andrew Simmons, Associate Dean of the College at 401/863-2781 or at ans@brown.edu.

Submission of Hard Copy – Individuals Outside of Brown University

Please submit your letter on your institution's letterhead, preferably without color, if possible. Your letter must be dated and include your name, title, address, phone number, e-mail address, and signature. Please address your letter "To the Admission Committee" and not Dean Andrew Simmons. We ask that you not submit hand-written letters and that your signature is in black ink. All letters submitted to the Health Careers Office must be written in English since no translation service is available.

All letters must be submitted to the Health Careers Office by Monday, June 16, 2008

Send your letter to: Andrew Simmons, Associate Dean of the College
Health Careers Office, Box 1828, Brown University, Providence, RI 02912