

ERAS

AAMC

ELECTRONIC RESIDENCY APPLICATION SERVICE

Request for Letter of Recommendation/Cover Sheet: Please attach this sheet to your letter of recommendation with a paper clip.

Date	
Letter Writer	
Applicant Name:	

Thank you for agreeing to write a letter of recommendation in support of my residency application. This sheet explains the special procedures needed to prepare a letter for ERAS – the Electronic Residency Application Service.

Please send the original letter of recommendation to my Dean's Office for transmission to ERAS using the following information:

1. Address the letter to "Dear Program Director".
2. Include in your letter whether I have waived my right to see this recommendation as indicated below.
3. Include my name in the body of the letter.
4. Print your letter on your Department letterhead paper using a 12 point Arial Font.
5. Please have your assistant proof read your letter for misspellings.
6. Your signature is required on the letter.
7. Fax copy or PDF file *are not acceptable*.
8. Attach this sheet to your letter before sending it, to help my Dean's Office identify your letter with my file.
9. Finally, please deliver the letter to my Dean's Office at the address below:

Thank you for supporting my residency application.

(I waive) (I do not waive) my right to see this letter. If "waive" is checked, I waive my right to see this letter under the "Family Rights and Privacy Act". I acknowledge that this letter is for the specific purpose of supporting my application for residency.

Signed: _____

Dean's Office Mailing Address:

Jackie Kurzeja
Office of Student Affairs
College of Medicine M/C 785
University of Illinois at Chicago
1853 West Polk Street, 112 CMW
Chicago, IL 60612-7332
(312) 996-2450

OVER →

Faculty Guidelines for Letters of Recommendation:

Thank you for agreeing to write a letter of recommendation. Your letter plays an critical role in the residency application process for these students.

The following information addresses some of the common issues that we've arise that we think will assist you in serving the best interests of the students.

- If you don't feel comfortable writing a letter for the student who has requested it, please be honest with the student from the outset. Don't promise to write a letter than you don't want to write or don't have time to write.
- If you are writing a "specialty specific" letter, please don't address more than ONE specialty except for combined specialties such as Med/Peds.
- Please proofread the letter for correct spelling of the student's name and correct gender reference.
- If students have waived the right to see the letter you have written, please do not share the letter with them. Program directors expect that the confidentiality has been maintained.
- To ensure full consideration by the program, please submit the letter by September 1.