

Waiver Form & Letter of Reference Instructions

Pre-Professional Advising Center- University Pavilion Suite 200 - preproadv@uc.edu - www.uc.edu/PreProAdvising

Instructions for Students (applying for Fall 2025)

Please read thoroughly, complete the form, and present to your recommender. Please keep the following in mind:

- How well the letter-writer knows you is far more important than professor rank, academic title, etc.
- Meet with your writer to verify they can provide a strong, positive letter of support. Share in writing the classes/experience you had with them (when, grades, significant points/contributions, etc.), goal statement, personal statement abstract, and this waiver form.
- ***This waiver form must accompany each letter of reference received by the PPAC.*** You should provide it to the letter writer, and your letter writer should submit it to the PPAC *with the letter of reference. You may type your information and signature onto this document, save and then share with your letter writers.*
- When a letter of reference has been received and reviewed by the PPAC, your reference will receive an email confirmation; you will be copied on the confirmation email.
- Letters of reference will remain confidential and will only be shared with medical school admissions committees based on your permission via the Letter of Reference Packet Submission Form. All letters and associated documents will be deleted after 5 years.

In compliance with federal law Family Education Rights and Privacy Act (FERPA), you have the right to review all university files and documents concerning you, including reference materials written about you. You are not required to waive your right to view letters of reference in order to use the services of the Pre-Professional Advising Center (PPAC). However, keep in mind that evaluative/reference materials may carry more weight if programs know that you have waived access to the materials.

I agree to waive my right to review the requested reference per the guidelines stated. ☐Yes ☐No

Name _____ M# _____ Email _____
Signature _____ Date _____ Phone _____

Instructions for Letter Writers: Please use the checklist below to enhance the effectiveness of your letter:

- **Create on letterhead;** personal letterhead acceptable if organization, school, or business letterhead is not available.
- **Addressed to "Dear Admissions Committee"** and not a particular school (including UCCOM). Students generally apply to 12-20 schools and the letter will become part of a packet and distributed to each of these schools.
- Include how long you have known the applicant and in what capacity (faculty, research, advisor, supervisor, etc.)
- Outline the student's academic aptitude only if you have first-hand experience; only include information on grades, GPA, and/or MCAT scores if you are providing context to help interpret them.
- Address the student's demonstrated maturity, leadership, compassion, teaching, organization, etc.; helpful if explained in a comparison group (students in class, co-workers, etc.); describe obstacles overcome, or new learning and growth.
- Describe how the applicant has demonstrated competencies including: thinking and reasoning, science, interpersonal skills, and/or intrapersonal traits. See handout from student or visit the [AAMC site](#) for more details.
- **Signed and dated** (you may type your signature and/or paste in a picture of your signature within the document).

Letter-writer please return this form (separate PDF attachment), along with your letter of reference (in PDF format) to the PPAC via email preproadv@uc.edu by Wednesday, June 26, 2024. An email confirmation will be sent to you, copied to the applicant, upon receipt and review of the letter of reference.

Name _____ Email (print clearly) _____
Date _____ Phone _____

[For office use: PPAC Advisor review _____ Date _____ PPAC Confirmation email sent _____ Date _____]