February 16, 2016

Dear Faculty:

Thank you for your time and effort in helping our students achieve their dreams of entering a medical profession. The letter of recommendation and evaluation that you write are important to the admission decisions in all the professional schools. The Premedical Studies Office is making significant changes to its mission and procedures that we want you to know about. Over the course of this year, we will transition into a Pre-Health Advising office in order to serve UGA students who are interested in pursuing a career in the ever increasing array of health fields. These changes in our procedures, which are consistent with national trends, will help our office run more efficiently to serve more students interested in health careers and to serve them more effectively.

All the professional schools are now using an electronic application system; therefore, beginning in January 2016, the Premedical Studies Office will no longer serve as a repository/submission service for letters of evaluation for first time applicants to medical school or dental school. Instead you will submit your letters of evaluation for students directly to the application service for the various professions: e.g., American Medical College Application Service (AMCAS), American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS), and/or Associated American Dental School Application Service (AADSAS).

Since professional schools prefer confidential letters from evaluators, please remind the student asking you for a recommendation letter to waive his/her right to read/approve the recommendation letter. The student should give you a copy of the signed waiver form for your records. The Premedical Studies Office has also included links on our website with instructions for you and your students on:

1. Submitting a letter of evaluation for a medical student applicant
2. Submitting a letter of evaluation for a dental student applicant
3. Submitting a letter of evaluation for a optometry applicant
4. Letter of evaluation waiver form

For students who are re-applying to a professional school and for whom the Premedical Studies Office has previously “uploaded a letter packet,” the office will re-submit the letter packet if the student requests it AND if no changes or updates to the original letter packet have occurred. Students may use this option only if we submitted a letter packet for them to a professional school in a previous application cycle. Please note that the office maintains student files for 5 years and then the file is destroyed.

For students who have letters of evaluation on file in the Premedical office, but did not begin or complete the process of applying, we will return those letters to the faculty or staff member upon the student’s request.

Thank you for your understanding as the Premedical Studies Office updates its procedures. Your support of the students is essential to their success and is deeply appreciated. Do not hesitate to contact the office at (706) 542-0444 or premed@uga.edu with questions, concerns, or help with the uploading process.

Dr. David Eisner, Interim Program Director