

# Evaluation Letter Cover Sheet

To be completed by the candidate:

Date Due at the University Career Center: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

E-Mail Address or Phone Number: \_\_\_\_\_

Applying for (X only one):     Dentistry     Medicine     Optometry

**Optional Waiver of Access:** I hereby freely and expressly waive any and all rights of access to this cover sheet and associated evaluation letter as granted me by the Family Educational Rights and Privacy Act. I understand this waiver is limited to these documents and is irrevocable.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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To be completed by the writer:

Please indicate an overall evaluation level for the candidate on the following scale (check one):

\_\_\_ **Most Highly Recommended**, \_\_\_ **Highly Recommended**,  
\_\_\_ **Recommended**, \_\_\_ **Recommended with Reservations**, or \_\_\_ **Not Recommended**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
E-Mail Address or Phone Number

\_\_\_\_\_  
Position Title

Please send this form, along with your letter, to:

**The University of Kansas  
University Career Center  
1601 Irving Hill Road, 110 Burge Union  
Lawrence, KS 66045-7557**

**Thank you for your help!**

# Suggestions for Letter Writers

1. Please compose your letter with a word processor, and save a copy of the letter.
2. Please print the letter on **office or department stationery**, and **include your signature, title, address, phone number and e-mail address**.
3. Copies of this letter will likely be sent to admissions offices at different schools, so you can **exclude a specific inside address**, i.e., do not put the University Career Center address on the letter. Similarly, you should **keep your references to schools generic**, e.g., use “for admission to medical school,” rather than “for admission to KU School of Medicine.”
4. Your audience will be members of an admissions committee. So, please **direct your salutation toward an Admissions Committee Member**, e.g., Dear Admissions Committee Member.
5. Please **indicate the nature and duration of your relationship** with the candidate.
6. Please comment on the candidate’s record of learning and applying knowledge, breadth & depth of education, ability to handle rigorous & substantial course loads, ability to manage time and fulfill responsibilities, and/or any other qualities relevant to success in a challenging professional school curriculum.
7. Please comment on the candidate’s exposure & commitment to the profession, positive enthusiasm, emotional stability, honesty, integrity & openness, empathy, kindness, compassionate service, ability to lead, communicate & work with others; maturity & life experiences, goals & commitments, and/or other qualities relevant to success in the profession.
8. Any short, descriptive stories you can share about events that reveal a candidate’s character will be especially helpful.
9. Please **complete the cover sheet**, check an evaluation level, sign and date the form, and fill out the name and title information.
10. **Place the cover sheet and your letter in the envelope the candidate provided, seal the envelope, and sign across the seal.**
11. Please **send the letter directly to:**

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University Career Center  
1601 Irving Hill Road, 110 Burge Union  
Lawrence, KS 66045-7557**

**Thank you for your help!**

**Revision 6-30-06**