**REQUEST FOR LETTERS OF RECOMMENDATION – HPRC**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BenU ID: \_\_\_\_\_\_\_\_\_\_\_\_\_

BenU email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_  
An email confirmation will be sent when your letter(s) is/are sent out/uploaded.

**When did you go through the Committee**? (e.g.: Spring 2025) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What program are you applying to get into:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(medicine, dentistry, biomedical sciences grad, etc.)

* **Contact the HPRC chair – currently Dr. Jim Fackenthal (jfackenthal@ben.edu)**
* **If requesting an online letter, please e-mail the HPRC chair any information he/she needs to submit your letter, such as AMCAS ID and letter reference number. He/she will reach out to you if any other information is needed.**
* **Attach any paperwork that must be included with mailed out letters – MAKE SURE YOU SIGN YOUR FORMS IF APPROPRIATE.**

I am requesting an electronic letter(s) to be uploaded to (circle all necessary):

CAS Portal (if the letter(s) is being uploaded to CAS you don’t need to circle anything below)

AACOMAS AADSAS AMCAS CASPA Interfolio NDCAS OptomCAS

OTCAS PharmCAS PTCAS RFUCAS TMDSAS VMCAS OTHER

GRADUATE Program At: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send a paper letter of recommendation to (name and full address):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sign an original Release of Rights form for EACH letter being mailed out - it gets mailed out with the letter.**

For all electronically submitted requests and email requests: turn in **ONE signed Release of Rights form** (it is kept in your file).

When is the letter deadline? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**YOU MUST ALLOW 5 WORKING DAYS TO PROCESS REQUESTS**

Date received in the office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date mailed/uploaded:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_ Student notified: \_\_\_\_\_\_\_\_\_\_