



Applicant's Name \_\_\_\_\_  
Last First M.I.

Name of Writer \_\_\_\_\_ Title \_\_\_\_\_

Writer's Institutional Affiliation \_\_\_\_\_

Writer's Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Street Apt. or Suite

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ E-mail \_\_\_\_\_

**INSTRUCTIONS FOR THE APPLICANT**

Two evaluation letters are required to complete your application. One letter should come from a member of the faculty in your major area of study from the undergraduate or graduate degree program you attended. (An exception will be made to this rule if there has been a significant hiatus since you graduated. In that case, you may submit two professional letters of evaluation.) The other evaluation should come from another member of the faculty who taught you in college or graduate school -or- someone who supervised your employment or volunteering. We will not accept personal references from relatives or friends. **All letters must have this form attached, be on official (business or institutional) letterhead, and signed by the writer. Electronic letterhead and signatures are fine for letters sent via email. Writers should email from their business, university or institutional email address (not yahoo, gmail, etc.)**

Letter writers must submit their letters directly to our office, VIA EMAIL to [postbac@jhu.edu](mailto:postbac@jhu.edu). Applications will be sent for review when all application materials, including letters of evaluation, have been received.

The Family Educational Rights and Privacy Act of 1974 (FERPA) entitles students to have access to evaluation letters in their permanent files at Johns Hopkins University. The applicant may waive this right of access, in which case evaluation letters will be considered confidential by Johns Hopkins University and will not be available to the student. **Please indicate your decision by checking one of the circles below and signing your name where indicated, then forward this form to your letter writer.**

- I do not waive my right of access to this evaluation letter.
- I waive my right of access to this evaluation letter.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS FOR THE WRITER**

Please write an evaluation for the person named above who is applying to the Johns Hopkins Post-Baccalaureate Premedical Program. This is a rigorous program of study in which students complete the science courses required for admission to medical school. Please include in your letter the length of time and capacity in which you have known the applicant and your assessment of this person's talents, personal qualifications, integrity, and potential for successfully completing a challenging academic program.

**TO BE ACCEPTED LETTERS MUST:**

- be on your OFFICIAL BUSINESS or INSTITUTIONAL LETTERHEAD (electronic letterhead is fine) or include your official business card
- be signed or contain your electronic signature (not just a typewritten name)
- include this form with the letter submission
- be emailed from your professional email address (not personal, such as yahoo, gmail, etc.)

Feel free to contact us via email [postbac@jhu.edu](mailto:postbac@jhu.edu) with questions, or if you would like clarification about letter formatting. Send your letter with this form **VIA EMAIL ONLY** to:

Post-Baccalaureate Premedical Program  
 The Johns Hopkins University

E-mail: [postbac@jhu.edu](mailto:postbac@jhu.edu)

Writer's Signature \_\_\_\_\_ Date \_\_\_\_\_