

**Portland State University**  
**Non-Academic Letter of Evaluation Request**  
**Pre-Medical Students**

**Section A - To Be Completed by Student:**

Student's Name _____
Student's E-Mail Address _____

**Section B – Instructions for Evaluator:**

The above student will be making application to the PSU Health Sciences Advising Committee for a Committee Letter of evaluation for medical school. A Committee Letter is comprised of a cover letter reflecting the Committee's evaluation of the student and all individual letters of evaluation submitted to the College of Liberal Arts & Sciences (CLAS) Advising Center on the student's behalf. The student above is requesting that you write an individual letter to be included in the Committee Letter package. When evaluating a student, the Committee carefully reviews the student's advising file as well as all individual letters of evaluation submitted on behalf of the student. A copy of your letter will be included in the Committee Letter package that is sent to medical schools; thus, **your letter must be typed, signed, and on letterhead.**

**HOW TO SUBMIT YOUR LETTER:** Letters of evaluation should be submitted to the CLAS Advising Center electronically through the veCollect system. Students are responsible for registering with the veCollect system and entering your name and email address into the system. You will then receive an email from veCollect telling you whether the student has waived his or her right to access your letter and requesting that you email your letter (typed, signed, and on letterhead) to veCollect as a scanned PDF or as a Word document with electronic signature embedded. Do not email your letter to the student; email your letter to veCollect per the instructions you receive in the email from veCollect.

**GUIDELINES FOR THE LETTER:** Your letter should be addressed to the "Medical School Admissions Committee." It would be helpful if your letter addressed the following (as applicable):

*Work Performance and Abilities:*

Please indicate how well you know the candidate and include as much information and detail as possible; specific, concrete examples illustrating the candidate's abilities are appreciated. Reference might be made to attitude toward work, ability to analyze problems and employ critical thought, punctuality in meeting work deadlines, understanding of professionalism, special accomplishments as an employee or volunteer, and particular strengths and weaknesses.

*Personal Characteristics:*

Medical schools particularly value comments on the candidate's personality traits. Comments are requested on characteristics such as motivation, conscientiousness, cooperation, dependability, determination, disposition, tactfulness, responsibility, and resourcefulness. Comments on interpersonal skills and abilities such as communication skills; ability to relate to peers, supervisors, and patients (if applicable); leadership ability; and ability to work collaboratively are also appreciated. Providing specific, concrete examples that are illustrative of a candidate's personal characteristics and interpersonal skills and abilities is particularly useful.

**Questions?**

Contact: Melissa Leonard at 503-725-8115 or mleonard@pdx.edu.