
Information regarding LETTERS OF RECOMMENDATION & the Wheaton College COMMITTEE LETTER

Wheaton College (WC) offers students assistance with the collection of letters towards the medical school application. The Health Professions (HP) office provides a Committee Letter (CL) or Letter Packet (LP) on student's behalf.

What is a Committee Letter?

Wheaton's Committee Letter is a document authored by the Director of Health Professions that combines evaluation and recommendation from a variety of sources. The document combines multiple perspectives aiming to highlight specific qualities shared by multiple individuals. It offers insight to and articulation of your background and accomplishments, contextualizing challenges (those you want shared), and sharing your overall preparation and motivation for pursuing a career in medicine. The Committee Letter Document includes the individual letters of recommendation that you solicit from faculty and others in support of your candidacy.

- What does the CL include?
 - Narrative Section: Personal background, college experience information, if relevant, identifying ways the aspects pertain and influence the motivation to pursue medicine.
 - *Key Categories for Medical School Candidacy* that can be included:
 - Individual Contribution – articulation of how your background, experiences, personality, strengths will benefit the medical school class/community, future patients, colleagues, etc.
 - Academic Promise – ability to succeed in the medical school curriculum
 - Research & Inquiry – ability to create and contribute to new knowledge, ability to evaluate current information and make recommendations
 - Health Related Experience & Insight – engagement with the environment, individuals and communities seeking health services as well as knowledge of the role and responsibilities of a physician
 - Service & Engagement – experience helping others, supporting the mission and vision of an organization or group (can be on Wheaton's campus and off-campus)
 - Motivation for Medicine
 - *This section is created by the Director of Health Professions and can be supported by individual statements (quoted from individual letters) or a targeted paragraph from an individual with direct knowledge/observation of an area above.*
 - *This section aims to identify strengths and competencies, ways the student has grown and developed while in college (or post college).*
 - AAMC Premed Competencies: Table providing individual writers (student's choice of faculty and other recommenders) assessment of student's aptitude in the AAMC Premed Competencies. The list of competencies is automatically sent to the individual writers designated by the student.
 - Individual Letters of Recommendation (students' choice of writers).
- What is required to obtain the Committee Letter?
 - Informational Conversation
 - A meeting with the Health Professions Director is required to gather information to support the writing of the narrative section. Meetings will begin for the Committee Letter on April 16th. You

are welcome to wait until after finals week if you prefer. In-person or virtual interviews can be scheduled from April 16th – May 6th and again May 15th – 17th.

- The meeting is typically 45 minutes, which allows time for any questions you may have about the application process as well.
- Students must complete [the Information for the Health Professions Committee Letter online form](#) (#2) at least three days prior to the meeting. You are welcome to submit your personal statement; however, it is not required. The following questions are asked in the form:
 - Comment on how you hope to impact medicine in the future. How have your current or past experiences contributed to this desire?
 - Identify two of the AAMC Premed Competencies and speak to how you have grown or developed the traits. How do you see these characteristics important to the practice of being a physician?
- The conversation will review the Key Categories above, asking questions to identify content to share in the letter.
- Submitted Documents
 - AMCAS/AACOMAS/TMDSAS Application (completed, PDF of the submitted application with date stamp), the application will provide HP office finalized personal statement and work/activities section.
 - MCAT score (HP office waits for the submitted score in case you would like a reference or comment about the score in the narrative section).
- A “complete” file consists of
 - A conversation with the HP Director (deadline May 22nd),
 - a PDF copy of your submitted AMCAS/AACOMAS/TMDSAS application,
 - all letters of recommendation,
 - MCAT score,
 - Submission of [the final form](#) (#3) to HP office – finalizing upload instructions for the letter(s).
- How many individual letters should I have?
 - Students must have at least three letters: two from WC faculty who have taught them in class. One must be science faculty. The third individual can be another faculty or staff member, physician, coach, research mentor/PI, work supervisor, volunteer coordinator, etc. *Note: some DO schools request a recommendation from a MD or DO physician; consult the individual program for requirements.*
 - Additional letters from a healthcare professional, work supervisor, coach, research mentor/PI, volunteer coordinator, etc. are accepted for the Committee Letter Document as well.
 - No more than six letters are typically included in the document, most students submit 4-5 letters. *If you have more than six writers, please talk with Candice.*
 - The HP office recommends at least one letter from an individual who knows you outside of an academic setting.
 - All writers should know the student well (in a particular context) and be able to provide specific examples of skills and qualities demonstrating the applicant will thrive in the medical school environment and be a caring, competent physician. The [AAMC Premed Competencies](#) is a helpful guide for expected characteristics.
- How are the individual letters or paragraphs collected?
 - Students contact faculty and other writers to determine if he/she is willing to contribute to the letter.
 - Students share the name of contributors with the HP office [through an online form](#) (#2). Within the form, you will denote whether the individual is writing a letter or sharing a paragraph.
 - The HP office will contact the writers with additional information regarding submission and the online rubric to complete assessing the student’s AAMC Premed Competencies.
 - Writers may direct questions to the HP office. An online form will be shared allowing submission of their letter/information.

- o Ideally, letters are received in the HP office May – July. To have your CL submitted when AMCAS applications are released to medical schools, we recommend letters be submitted by mid-June. Students who will not apply in June have more time to have letters submitted.
Screen Shot of the Form – showing how you list writers.

Writer Information
Please list the individuals you have asked or intend to ask to contribute to your Committee Letter or Letter Packet

Science Faculty Writers

Faculty Name	Email	Requesting	Agreed to Write?
<input type="text"/>	<input type="text"/>	Please Select ▾	Please Select ▾

+ Add Row

Non-Science Faculty or Staff Writers

Faculty Name	Department	Email	Requesting	Agreed to Write?
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please Select ▾	Please Select ▾

+ Add Row

Additional Writers (those outside of the Wheaton College Community)

Name/Facility	Email	Relationship	Requesting	Agreed to Write?
<input type="text"/>	<input type="text"/>	Please Select ▾	Please Select ▾	Please Select ▾

+ Add Row

- When is the Committee Letter sent to the medical schools?
 - o The Committee Letter is created after all components ("complete file") are submitted or received by the HP office. The Committee Letter is typically finalized within seven business days of a "complete" file, at times sooner.
 - o Committee Letters to AMCAS are not submitted before June 26th. Letters are written and submitted in the order in which students have a "complete" file. Letters for TMDSAS and AACOMAS can be submitted earlier if the file is complete.
- How is the Committee Letter submitted?
 - o In AMCAS, complete the Letters of Evaluation Section. This will provide a Letter ID# and the online form (#3) allows you to share the number with the Health Professions office. You do not need to submit the generated form/document, just the Letter ID#.
 - o In AACOMAS & TMDSAS, complete the Evaluation Section, listing the Director of Health Professions name and email. This will send an electronic notification to submit the Committee Letter.

The Committee Letter aims to support your candidacy, emphasize your strengths and speak to your readiness and aptitude for the profession of medicine.

A Helpful Reference: [Information about Committee Letters from an Advisor Perspective for Students from AAMC](#)

Information regarding LETTERS OF RECOMMENDATION & the LETTER PACKET

Wheaton College (WC) offers students applying to medical school the opportunity to have a Letter Packet (LP) created on their behalf.

- The Letter Packet is the compiled group of individual letters of recommendation.
 - What does the Letter Packet (LP) include?
 - (Optional) AAMC Premed Competencies: Table providing Individual writers (students choice of faculty and other recommenders) assessment of student's aptitude in the AAMC Premed Competencies – competencies are adapted to use general qualities if submitting to Osteopathic programs
 - All letters of recommendation (students' choice of writers)
 - The LP does not include a narrative section.
- How is the LP submitted?
 - In AMCAS, complete the Letters of Evaluation Section, securing a Letter ID and share that number through an [online form](#) (#3) with the Health Professions office. You do not need to submit the generated form/document, just the Letter ID number. When completing the section, select "Letter Packet."
 - In AACOMAS, complete the Evaluation Section, listing the Director of Health Professions name and email. This will send an electronic notification to submit the Letter Packet.
 - In TMDSAS, complete the Letters of Evaluation Section, listing the Director of Health Professions name and email. This will send an electronic notification to submit the Letter Packet.
- When is the Letter Packet sent to the medical schools?
 - The Letter Packet is created after all letters are submitted to the Health Professions office. Students must have submitted the primary application. The Letter Packet can be ready within five business days (often sooner) when these aspects are complete.
- How many individual letters should I have?
 - Students are encouraged to have at least three letters. Review individual medical school recommendations for the letters they prefer. The HP office recommends at least two letters from faculty who have taught you in class. The third individual can be another faculty or staff member, physician, coach, research mentor/PI, work supervisor, volunteer coordinator, etc. *Note: some DO schools request a recommendation from a MD or DO physician; consult the individual program for requirements.* Additional letters from a healthcare professional, work supervisor, coach, research mentor/PI, volunteer coordinator, etc. are accepted for the packet as well.
 - No more than six letters should be included, most students submit 4-5 letters.
 - All writers should know the student well (in a particular context) and be able to provide specific examples of skills and qualities demonstrating the applicant will thrive in the medical school environment and be a caring, competent physician. The [AAMC Premed Competencies](#) is a helpful guide for expected characteristics.
- How are the individual letters collected?
 - Students are to contact faculty and other letter writers to determine if he/she is willing to write a letter.
 - Students share the name of writers with the HP office [through an online form](#) (#2).
 - The HP office will contact the writers with additional information regarding submission of their letter or paragraph and the online rubric to complete assessing the student's AAMC Premed Competencies.
 - All individual letters should be emailed to the HP office or uploaded through the online form, each writer will receive.
 - Usually, letters are received in the HP office by mid/late June. Students who will not submit an application in June have more time to have letters submitted.

If you have questions, please contact the Health Professions office!