

*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 students' behalf.

<p><u>Individually Coordinated Letters</u></p> <p>Student coordinates process</p> <p>Letter Writers submit through application system, or you could purchase an Interfolio account to manage letters</p> <p>You do not submit the letter(s).</p>	<p><u>Letter Packet</u></p> <p>Summary information about you, your major, grad date, statement about release of info, etc.</p> <p>Individual Letters from your Writers</p>	<p><u>Committee Letter</u></p> <p>Detailed narrative section about you, your time at Wheaton, post-grad experiences (if applicable), etc.</p> <p>Letter Writer Assessment on Core Competencies</p> <p>Individual Letters from your Writers</p>
<p>Health Professions Office coordination with writers & storage of letters: Communication with letter writers on deadlines, guidelines and competencies, review of letters for errors, storage for potential future use.</p>		

What is a Committee Letter (CL)?

Wheaton's Committee Letter is a comprehensive letter of evaluation prepared by the Director of Health Professions. It provides a summary assessment and recommendation based on information gathered from multiple sources. The letter synthesizes perspectives from faculty and others who know the student well, highlighting qualities and experiences that have been consistently observed across evaluators. It also offers context for the student's academic background, accomplishments, and relevant challenges the student wishes to share, while addressing their preparation and motivation for pursuing a career in medicine. The Committee Letter packet also includes the individual letters of recommendation submitted by faculty and other evaluators in support of the applicant's 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.
 - *This section is created by the Director of Health Professions and can be supported by individual statements (quoted from individual letters).*
 - **Possible areas for inclusion:**
 - Individual Contribution, Impact & Experience – articulation of how your background, experiences, personality, strengths will benefit the medical school class/community, future patients, colleagues, etc. How those aspects have influenced who you are as a person and future healthcare professional.
 - 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 serving others, supporting the mission and vision of an organization or group (can be on Wheaton’s campus and off-campus)
 - Motivation for Medicine/Being a Physician
 - *This section aims to identify strengths and competencies, ways you have grown and developed while in college (or post college).*
- **Premed Competencies:** Table providing the assessment of your individual writers (chosen faculty and/or other recommenders) of your ability and demonstration in the [Premed Competencies](#). The list of competencies is automatically sent to the individual writers.
- **Individual Letters of Recommendation** are included as well.
- 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.” You are welcome to wait until after finals week if you prefer. In-person or virtual interviews can be scheduled from **April 15th – May 15th**.
 - **The deadline to “declare” you would like a Committee Letter is May 15th.**
 - The Informational Conversation is typically 60 minutes, which allows time for any questions you may have about the application process as well.
 - Students must complete the [Applicant Information online form \(#2\)](#) at least three days prior to the scheduled Informational Conversation meeting with Candice. You are welcome to submit your personal statement; however, it is not required. The following questions are asked in the form:
 - In around 150-250 words, comment on how you hope to impact medicine in the future. How have your current or past experiences contributed to this desire?
 - In around 150-250 words, describe your family background. These questions are offered to guide your response. However, you are welcome to share any information you would like. Where did you grow up? How has your family experience contributed to who you are today? What exposure did you have to work and/or careers growing up? How do you see these factors influencing who you are today?
 - In approximately 150-250 words, what life events or activities have influenced you the most in the past 3-4 years, and HOW have they impacted you?
 - In around 150-250 words, if you had a “life motto,” core belief or personal philosophy what would it be? How would you say this idea is reflected in your life?
 - Describe yourself in no more than ten words.
 - Optional: In approximately 150-250 words, what would you hope is emphasized in your Committee Letter?
 - If applicable, please describe your work experiences since graduation.

These questions will help you with secondary essay questions as well.

To finalize the Committee Letter process you need a COMPLETE FILE.

Your application file must be submitted to the Health Professions office no later than Friday, August 14, 2026, unless you have prior approval from the Health Professions Director.

This includes:

- Submission of Jotform: HP Application-Applicant Information - #2
- Submission of Jotform: HP Application-Letter Writer Information - #3
- A Conversation Interview with the HP Director (**deadline May 15th**)
- A PDF copy of your submitted AMCAS/AACOMAS/TMDSAS application
- Receipt of all letters of recommendation and online evaluations
- 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)
- Submission HP Application-Upload Information (Jotform #4) to HP office – this form is shared with students upon receipt of ALL letters of recommendation and finalizes the process before uploading letters.

Common Questions

- How many Individual Letters should I have as part of my Committee Letter?
 - 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. In the event you have more than five or six, we recommend having the additional writers contribute a paragraph or two that can be included in the narrative section. *If you have more than six writers or would like to have paragraphs submitted from individuals not writing a letter, 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 or multiple contexts) 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 contact faculty and other writers to determine if he/she is willing to contribute to the letter.
 - Students share the name and email of contributors with the HP office through an online form (#3).

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 (Committee Letter)

Faculty Name	Email	Agreed to Write?
<input type="text"/>	<input type="text"/>	Please Select
<input type="button" value="+ Add Row"/>		

Non-Science Faculty or Staff Writers (Committee Letter)

Faculty Name	Department	Email	Agreed to Write?
<input type="text"/>	<input type="text"/>	<input type="text"/>	Please Select
<input type="button" value="+ Add Row"/>			

Additional Writers - those outside of the Wheaton College Community (Committee Letter)

Name/Facility	Email	Relationship	Agreed to Write?
<input type="text"/>	<input type="text"/>	Please Select	Please Select
<input type="button" value="+ Add Row"/>			

- 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. A link will be shared allowing submission of their letter/information.
- Ideally, letters are received in the HP office between May and July or August. To have your CL submitted when AMCAS applications are released to medical schools, we recommend letters be submitted by mid-June if you are applying early in the cycle. Students who will not apply in June or have an MCAT score recorded have more time to have letters submitted.
- When is the Committee Letter sent to the medical schools?
 - 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.
 - Committee Letters to AMCAS are not submitted before June 26th. Committee 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.
 - Students applying to TMDSAS can request an earlier submission IF all components are completed.
- How is the Committee Letter submitted?
 - In AMCAS, complete the Letters of Evaluation Section. This will provide a Letter ID# and the [online form \(#4\)](#) 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#.
 - In AACOMAS & TMDSAS, complete the Evaluation Section, listing the Director of Health Professions name and email (candice.eisenhauer@wheaton.edu). 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 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?
 - All letters of recommendation written on behalf of the student (you choose the writers)
 - The LP does not include a narrative section or Pre-Med Competencies Assessment.
- 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 are typically included, most students submit 4-5 letters.
 - All writers should know the student well (at least “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 (#3).
 - 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 link, 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.
- 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 is the LP submitted?
 - In AMCAS, complete the Letters of Evaluation Section, securing a Letter ID# and share that number through an online form (#4) 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 (candice.eisenhauer@wheaton.edu). 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 (candice.eisenhauer@wheaton.edu). This will send an electronic notification to submit the Letter Packet.

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