

March 2021

**LETTER OF RECOMMENDATION GUIDELINES**

MU-COM requires three forms/letters of recommendation.

- a form/letter of recommendation from a physician (DO or MD)
- a form/letter of recommendation from a pre-medical or pre-health committee or advisor\*
- a form/letter of recommendation from a science professor

\*If an advisor or committee is not available, a letter from another science professor will be accepted as a substitute.

Applicants are able to submit additional forms/letters, but it is not encouraged. All additional letters must touch on something not mentioned in previous letters of recommendation.

In order to facilitate the timely processing of applications, please follow these guidelines regarding your letters of recommendation.

In order to facilitate the timely processing of your application, I would like to share a few guidelines with you regarding your letters of recommendations.

- Our preferred submission method is AACOMAS. (If you have submitted via AACOMAS you do not need to take any further action.)
- MU-COM reserves the right to refuse any letter that is not submitted on professional or college/university letterhead and signed by the evaluator. Digital signatures are acceptable.
- Letters should not be written by a relative (by blood or through marriage).
- The physician letter is expected to document clinical experience.
- Physician letters from outside of the United States or Canada are not accepted.
- If submitting through Interfolio or VirtualEvals, your AACOMAS ID must be included in the upload. Having the ID within the letter is insufficient.
- MU-COM does not accept paper letters of recommendation.
- MU-COM is not responsible for receipt or processing of materials that do not conform to these guidelines.

**Please Read** Here is some information about our letter processing timeline:

- Once you submit your supplemental application your file goes into queue to have your letters of recommendation reviewed to make sure they meet our requirements. Your letters are incomplete until the letters have been reviewed. The review process typically takes 2 to 3 weeks, but may take longer at certain times. If your letters are not accepted you will be notified by email. Please resist the urge to call about the status of your letters unless it has been 4 weeks since you submitted the supplemental.
- If you submit your letters through Interfolio or VirtualEvals, your account with them will indicate that MU-COM has received them. This is not accurate until we download them, which we do only once a week.

In advance, thank you for your application. I appreciate your interest in MU-COM.

Sincerely,  
Linda Overholt  
Coordinator of Graduate Admissions