

UNIVERSITY OF WISCONSIN SCHOOL OF MEDICINE AND PUBLIC HEALTH
MD DEGREE PROGRAM

INSTRUCTIONS FOR WRITERS OF RECOMMENDATION LETTERS

❖ **To the Letter Writer:**

You are asked to write a letter of recommendation addressed to the Admissions Committee for an individual applying to the University of Wisconsin MD degree program. In this letter, please comment on your relationship to this applicant, including the timeframe in which you have known him/her. Please evaluate the applicant's ability to meet the challenges of medical training and the diverse demands of medical practice. The Admissions Committee depends heavily on a frank appraisal of the applicant in relationship to other students you have known. For your convenience, a page is included following this form that lists types of information that the Admissions Committee values. Please address areas listed in which you are sufficiently knowledgeable.

Your letter must be received by the American Medical College Application Service (AMCAS) no later than December 1 preceding the anticipated August entry in order for it to receive consideration. Letters for Early Decision applicants must arrive by September 1. Instructions for submitting your letter will be provided by the individual requesting the letter. <http://www.aamc.org/students/amcas/faq/amcasletterwriter.htm>

Under the Family Education Rights and Privacy Act of 1974 (FERPA), the candidate is entitled to review this letter of recommendation or to waive his/her right to access. If the candidate does not waive his/her right to review the letter and requests access, we will provide him/her a copy upon request. This form or a similar waiver form is to accompany your letter when you submit it.

Thank you for your time and assessment of this applicant. Your input is an integral part of the information used in the selection of our applicants.

❖ **To the Applicant:**

Under the Family Education Rights and Privacy Act of 1974 (FERPA), you are entitled to review this letter of recommendation or to waive your right to access. If you do not waive this right, and request to review the recommendation letter, Admissions will provide you with a copy.

If you are submitting letters via a reference letter service or committee, other waiver forms completed for the letter service/committee may be used in place of this one. It is your responsibility to provide each letter writer with a waiver form and instructions about how your letter is to be submitted.

Please check the appropriate box and sign below before giving this form to the individual from whom you are requesting a letter of recommendation.

- I waive my right to review this letter of recommendation.
- I do not waive my right to review this letter of recommendation.

Name (please print) _____ Date _____

Signature _____

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Listed below are areas of interest to the Admissions Committee. Please address areas listed in which you are sufficiently knowledgeable as it relates to the applicant.

Motivation for Medicine

ENJOYMENT IN AND COMMITMENT TO: The study and application of science; interacting and working with others; providing service and assistance to others; and the specific functions and activities of healthcare delivery.

INDUSTRY: Application, energy, perseverance, stamina, and endurance.

Interpersonal Skills

INTERPERSONAL SKILLS: Ability to work with and to get along with others, rapport, cooperation, attitudes toward supervision.

EMPATHY: Sensitivity to the needs of others, consideration, and tact.

COMMUNICATION SKILLS: Clarity of expression and articulation in oral and written communications.

Personality

MATURITY AND EMOTIONAL STABILITY: Personal development, ability to cope with life situations, performance under pressure, mood stability, consistency in ability to relate to others.

JUDGMENT: Ability to analyze an operational problem with common sense and decisiveness.

SELF-CONFIDENCE: Assuredness, capacity to achieve with awareness of own strengths and weaknesses.

INDEPENDENCE: Ability to act autonomously with productivity and comfort.

DEPENDABILITY AND RESPONSIBILITY: Reliability, promptness, conscientiousness.

Distinctiveness of the Individual

Discuss those things that you think are most important to know about the student regarding qualifications for admission to the MD Degree Program at the University of Wisconsin-Madison.

Academic Performance and Intellectual Ability

INTELLECTUAL CAPACITY AND RETENTION: Ability to integrate and work with a large quantity of information and the ability to remember.

INTELLECTUAL KEENNESS AND DEPTH: Ability to quickly grasp, analyze and understand complex material and concepts.

ORIGINALITY AND IMAGINATION: Ability to envision and define new perspectives, arrangements, approaches.

RESOURCEFULNESS: Ability to manage resources already at hand, and to develop and manage new resources.

Thank you!