



Albert Einstein College of Medicine

Recommendation Letter Policy (MD)

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I. Purpose

This Policy details requirements for letters of recommendation for admission to Albert Einstein College of Medicine (“Einstein” or “College of Medicine”).

II. Scope

This Policy applies to applicants for the Einstein MD Program.

III. Policy

Einstein requires letters of recommendation from each applicant.

III.A. Letters Should Include

Applicants should direct their advisors/letter writers to our website regarding [competency-based admissions](#) so that letters of recommendation can touch upon both the cognitive and non-cognitive requirements for the Albert Einstein College of Medicine.

III.B. AMCAS Letter Writer

AMCAS has been authorized by Einstein to accept letters of evaluation/recommendation through the [AMCAS Letter Writer Application](#). This service enables us to receive all letters electronically via AMCAS and allows your references to send all letters to be considered by schools participating in this service to AMCAS rather than each school. There are several options through which your references can send their letter to AMCAS. These include using VirtualEvals, Interfolio, and sending the letter via the mail. In addition, letter writers who currently mail letters can opt to upload letters directly to AMCAS through the [AMCAS Letter Writer Application](#).

III.C. Official Letterhead and Signature

All letters must be on official letterhead and include signature. You will be notified if your letters have been submitted either without letterhead or signature, and you will be asked to contact your letter writers to make the appropriate corrections, and to let us know when the letters have been submitted correctly.

III.D. Applicants Who Have a Pre-Professional Advisory Committee

Applicants who have completed their pre-medical coursework as an undergraduate or postbaccalaureate student, at a college or university where there is a Pre-Professional Advisory committee, are required to submit a letter of recommendation from that Committee. Students who do not submit such a letter will be asked to explain why on their Secondary Application.

III.E. Applicants Who Do Not Have a Pre-Professional Advisory Committee

Applicants who have attended a school at which there is no Pre-Professional Advisory Committee must have at least two letters of recommendation from faculty members who have taught the applicant in the classroom setting. It is required that one of these letters be from a faculty member in the department of the applicant’s major, and the other from a science faculty member (2 science letters from the same

department are acceptable). Letters from teaching assistants will not satisfy this requirement, although teaching assistants (TAs) may co-sign letters with senior faculty.

III.F. Disciplinary Actions

Advisors are asked to comment on their school's disciplinary action policies and to note whether the school has a "no tolerance" policy or has a policy to allow a certain number of warnings (please note how many) prior to the issuance of a disciplinary action.

III.G. Letters from Career Services Office

If letters will be sent from a Career Services Office at an academic institution, please indicate that on the Secondary Application form in the space provided for "Pre-Professional Advisory Committee." Letters of recommendation from commercial educational consulting firms will not be considered.

III.H. Letter of Undergraduate Good Standing for Post Bac/Enhancement Program Students

Applicants whose post-baccalaureate, pre-professional advisor does not provide a statement regarding good standing (whether there is any disciplinary information in the student's record that would impact his or her application to our school) at the undergraduate level in their letter of recommendation must request a letter from the Dean of Students or Registrar at their undergraduate college affirming good standing status; the letter should be uploaded to the [AMCAS Letter Writer Application](#).

III.I. Out of School For Five or More Years

Applicants who have completed all their pre-medical requirements prior to five years from the time of application must show evidence of participation in either academic or work experience in the biological sciences. Academic experience should include at least one course in a discipline such as cell biology, molecular biology, genetics, immunology, or neuroscience. Work experience may include research in the biological sciences, and a letter from the supervisor/principal investigator should be sent to the [AMCAS Letter Writer Application](#), together with the required 2 academic letters mentioned above.

III.J. Additional Letters

Applicants are invited to include with their AMCAS letter packet one or two additional letters of recommendation from individuals with whom they have worked closely. These can be from faculty, employers, research mentors or volunteer directors. Applicants applying to the [MSTP](#) must submit two letters of reference from past research mentors.

III.K. Incomplete Until All Letters Received

Individuals who are asked to write letters of recommendation should be notified that applications will not be considered complete, and therefore not reviewed by the admissions committee, until all letters and supporting documentation are received. It is the responsibility of the applicant to arrange that evaluations be submitted in a timely manner – no later than December 31 for the regular MD, and December 1 for the MSTP.

IV. Definitions

None.

V. Effective Date

Effective as of: 25 July 2018

VI. Policy Management and Responsibilities

Einstein's Office of Admissions for the MD Program is the Responsible Office under this Policy.
Einstein's Executive Dean is the Responsible Executive for this Policy. Einstein's Associate Dean for Student Admissions for the MD Program is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)

	<u>August 21, 2018</u>
_____ Responsible Executive	_____ Date