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**Request to Send Letters of Evaluation in veCollect to**

**Non-AMCAS/AACOMAS/TMDSAS Schools**

If you are applying to medical programs that do not utilize the three major centralized application services (AMCAS, AACOMAS, or TMDSAS), this could include international medical schools, naturopathic medical schools, etc., and you have letters of evaluation stored in veCollect, the Pre-Professional Office is able to forward those letters to the programs of your choice. If you also have a Committee Letter on file with the Pre-Professional Office, the Committee Letter and letters of evaluation will be submitted as one complete packet to the programs of your choice. The entire packet will be submitted. There are no exceptions to this policy.

Instructions for forwarding letters of evaluation to other medical programs:

1. Submit the form on the next page electronically to preprofessional@jhu.edu **at least two weeks prior to the earliest deadline of the programs to which you are applying**.
2. If the program requires a designated recommender and email address, please list **Kelli Johnson, Director of Pre-Professional Programs and Advising** as the recommender and preprofessional@jhu.edu as the email address.
3. Within veCollect, you must create a quiver for your individual letters of evaluation titled “Other Medical Program.” **However**, if you have a Committee Letter packet from a previous medical or dental school application cycle, you will not need to create a new quiver; we will use the Committee Letter packet that was uploaded when you previously applied to medical/dental school.
4. Please make note of each program’s preferred method of receiving letters of evaluation (email or U.S. mail).
5. The Pre-Professional Office will send your letters of evaluation (or your Committee Letter packet, if applicable) to your programs of choice.

**IMPORTANT**: The Pre-Professional Office will send the same packet of letters to all of the programs to which you are applying; in other words, you cannot mix and match different letters of evaluation to customize the letter packets you send to each school.

All questions regarding this process should be directed to Mrs. Krause (ckrause@jhu.edu) if your last name starts with A-L or Mrs. Sanders (ladytee@jhu.edu) if your last name starts with M-Z. Or, you can call the Pre-Professional Office with any questions at 410-516-4140, Monday through Friday, 8:30 am to 4:30 pm.

**Letters of Evaluation to other medical programs**

**Submit this form to** **preprofessional@jhu.edu** **at least two weeks prior to the earliest program deadline.**

First Name:Middle Initial:Last Name:

Email:Cell phone:

Today’s Date:

**School or program:**

# 1

**Letters of evaluation deadline:**

**Please check one of the following options:**

**☐**Pre-Professional Office will submit letters of evaluation (or the Committee Letter packet, if applicable) electronically.

**☐**Pre-Professional Office will send letters of evaluation (or the Committee Letter packet, if applicable) via U.S. mail.

Include the program’s mailing address, phone number, and email in the space below:

**School or program:**

# 2

**Letters of evaluation deadline:**

**Please check one of the following options:**

**☐**Pre-Professional Office will submit letters of evaluation (or the Committee Letter packet, if applicable) electronically.

**☐**Pre-Professional Office will send letters of evaluation (or the Committee Letter packet, if applicable) via U.S. mail.

Include the program’s mailing address, phone number, and email in the space below:

**School or program:**

# 3

**Letters of evaluation deadline:**

**Please check one of the following options:**

**☐**Pre-Professional Office will submit letters of evaluation (or the Committee Letter packet, if applicable) electronically.

**☐**Pre-Professional Office will send letters of evaluation (or the Committee Letter packet, if applicable) via U.S. mail.

Include the program’s mailing address, phone number, and email in the space below:

**School or program:**

# 4

**Letters of evaluation deadline:**

**Please check one of the following options:**

**☐**Pre-Professional Office will submit letters of evaluation (or the Committee Letter packet, if applicable) electronically.

**☐**Pre-Professional Office will send letters of evaluation (or the Committee Letter packet, if applicable) via U.S. mail.

Include the program’s mailing address, phone number, and email in the space below:

**School or program:**

# 5

**Letters of evaluation deadline:**

**Please check one of the following options:**

**☐**Pre-Professional Office will submit letters of evaluation (or the Committee Letter packet, if applicable) electronically.

**☐**Pre-Professional Office will send letters of evaluation (or the Committee Letter packet, if applicable) via U.S. mail.

Include the program’s mailing address, phone number, and email in the space below: