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**Post-Bac/Master’s Programs**

 **Letters of Evaluation in veCollect**

If you are applying to post-bac/master’s programs and 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.

Instructions for forwarding letters of evaluation to post-bac/master’s programs:

1. Submit the Post-Bac/Master’s Programs Letters of Evaluation form (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 “Post-bac/Master’s.” **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 applied to medical/dental school.
4. Please be aware 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 post-bac/master’s 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.

**Post-Bac/Master’s Programs Letters of Evaluation**

**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: