

**HEALTH PROFESSIONS ADVISORY COMMITTEE  
SKIDMORE COLLEGE, SARATOGA SPRINGS, NY 12866**

Name of Applicant \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Applying to: Medical School \_\_\_\_\_ Other: \_\_\_\_\_

*To the Applicant: You must check either (A) or (B) below. The Federal Family Education Rights and Privacy Act of 1974 provides students with the right of access to educational records.*

\_\_\_\_\_(A) I hereby waive my right to examine this recommendation.

\_\_\_\_\_(B) I retain my right to examine this recommendation.

\_\_\_\_\_  
*Signature of Applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

Name of Recommender \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO THE RECOMMENDER:** Thank you for agreeing to write a letter on behalf of one of our Skidmore students. Please keep in mind the following guidelines when preparing your letter:

- **Print on institutional letterhead.**
- **Address letter to: The Health Professions Advisory Committee**
- **Incorporate reference to type of program for which you are recommending the student (medical, dental, veterinary, etc.)**
- **Describe how long and the circumstances under which you have known the applicant and evaluate his or her performance. Give examples to illustrate your assessment.**
- **If the applicant has been your student, it is helpful to have your comments on the student's academic performance, especially in comparison to others in the class or to other premedical students you have previously recommended for medical school. Reference to lab work, exam scores, and class participation are pertinent.**
- **Please limit your comments to the context in which you observed the applicant. You do not need to comment on the applicant's activities outside your purview.**
- **Your letter will remain confidential if the student has checked (A) above. Attach this waiver form with this letter and mail to:**

**The Health Professions Advisory Committee  
Skidmore College  
815 North Broadway  
Saratoga Springs, NY 12866**