

Letter Writer Instructions

Thank you for agreeing to write a letter of recommendation (LoR) for an aspiring health professional. We realize that you are taking valuable time from your busy schedule to contribute. We wanted to give you

Format of Letter:

Letters should be typed on company/institution formal letterhead. Do not digitally sign your letters (unless it states a digital signature is acceptable). Please ensure your signature is handwritten in ink. Electronic or digital signatures are generally not accepted.

Timeline

Applicants should provide you with deadlines for their LoRs. Applications and interviews will not be reviewed/sent until LoRs are received. Please communicate with your student if you're unable to meet the deadline provided.

Submission Process for Letter of Recommendation

Electronic Submission:

- Applicant will enter the evaluator's email into the application
- Immediately the evaluator's name and email address are provided, the evaluator receives an email from ADEA AADSAS directing him/her to the ADEA Liaison Letters, the Recommender Portal.
- The first time an evaluator enters the Evaluators Portal, the evaluator is asked to provide contact information
- The evaluator follows simple step-by-step instructions for submitting the Letter of Evaluation

[ADEA Letter of Evaluation Submission Information](#)

If you have any questions, please contact prehealth@southalabama.edu or Nani Perez-Uribe at nperezuribe@southalabama.edu. You may also call the AATS Office at 251-341-4017. Thank you for your time and effort.

Best wishes,

Pre-Health Advising

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