

Advisory Committee for the Health Professions Reference request form

Student's name: _____

Date: _____

Reference name: _____

The student named above requests that you write a letter of recommendation on his or her behalf. This letter will be submitted to the preprofessional advisory committee of Utica College. The letter you write will be redistributed to the professional schools to which the student is applying, and a 'composite letter' will be written by the committee which will include direct quotes from the letter you write, quotes from other letters written on the student's behalf, and the comments of the committee. The composite letter will serve as a cover letter for all the letters of recommendation sent on this student's behalf. If you have any questions about this process, please contact me via email or telephone.

Thank you,
Adam K. Pack, Ph.D.
Chair, Advisory Committee for the Health Professions
apack@utica.edu
(315) 792-3129

Please send your letter with this form attached to:
Dr. Adam K. Pack
Chair, Advisory Committee for the Health Professions
Utica College
1600 Burrstone Rd
Utica, NY 13502

Student: Please complete this part before you give it to the person you're asking for a letter.

- I waive my right to see the letter of reference requested above.
- I do not waive my right to see the letter of reference requested above.

Student's signature: _____

Date: