



Oregon Health & Science University School of Medicine Office of Graduate Studies – Applicant Evaluation Instructions

Applicant:

You should request letters from persons who have a thorough knowledge of your background, qualifications, and potential for success in research and graduate school.

- Applicant section
 - Fill in your name – Last, First, Middle and any other name used, such as a maiden name.
 - Enter your e-mail address
 - Enter the Graduate Program you have applied to as listed on the application

- Evaluator section
 - Fill in the First Name, Last Name, and Title of the person you are requesting the reference from.

- Give the form to the Evaluator
When requesting the Letter of Recommendation:
 - Make sure the Evaluator knows, and is able to meet, the deadline.
 - Let them know that if they have any questions regarding the recommendation to contact our office at lorgrad@ohsu.edu or 503-494-6222.

- The reference will then use the following methods to respond to your request:

1. E-mail the scanned form and signed letter of reference (on letterhead) to lorgrad@ohsu.edu with 'LOR – Applicant Name' in the subject line.

OR

2. Mail the original form and signed letter of reference (on letterhead) to:

**SOM Graduate Admissions, L102- GS
Oregon Health & Science University
3181 S.W. Sam Jackson Park Road
Portland, OR 97239-3098**

Please note: the use of any other address may misdirect the letter (including non-delivery) and create delays in the application process.

