



Oregon Health & Science University Letter of Recommendation Instructions

for Applicants to the Epidemiology & Biostatistics Track of the Oregon MPH Program

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.

You must ask all evaluators to return their letters of recommendation and the evaluator form to you **in sealed envelopes so that you can submit them with your application packet** per the instructions on the application signature page. The evaluator must sign the envelope, with the signature over the envelope flap. Application packets with missing letters of recommendation will not be reviewed. **Do not send the letters and forms separately.**

Fill out the following sections before submitting the form to the evaluator.

Applicant section:

- o Fill in your name – Last, First, Middle and any other name used, such as a maiden name.
- o Enter your e-mail address.
- o Enter the Graduate Program you have applied to as listed on the application.
- o Indicate whether or not you will be waiving your right to review the letter.

Evaluator section:

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

When requesting the Letter of Recommendation:

- o Make sure the Evaluator knows, and is able to meet, the deadline.
- o Let them know that if they have any questions regarding the recommendation to contact our office at phpm@ohsu.edu or 503-494-1158.

