

# HPAC THE UNIVERSITY OF TEXAS AT DALLAS HEALTH PROFESSIONS ADVISING CENTER

## HEALTH PROFESSIONS LETTER OF EVALUATION

*This section must be completed by the applicant:*

Applicant's Full Name: \_\_\_\_\_ Professional School: \_\_\_\_\_  
☐ Medical  
☐ Dental  
☐ Other (write-in) \_\_\_\_\_

Applicant's Email: \_\_\_\_\_ Applicant's UTD NetID: \_\_\_\_\_

☐ I WAIVE the right of access to the accompanying letter.  
It should be considered CONFIDENTIAL and viewed only by my advisor and admissions personnel

☐ I RETAIN the right of access to the accompanying letter and wish it to be stamped NOT CONFIDENTIAL.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Handwritten or digital signatures are acceptable on this form.*

*This section must be completed by the evaluator:*

Evaluator's Full Name: \_\_\_\_\_ Evaluator's Title: \_\_\_\_\_

Evaluator's Email: \_\_\_\_\_ Institution/Business: \_\_\_\_\_

How do you know the applicant?  
☐ Instructor  
☐ Employer  
☐ Other (write-in) \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Handwritten or digital signatures are acceptable on this form.*

Dear Evaluator,

Thank you for supporting the above-named applicant. Your candid evaluation is critical to the professional school admissions process. Please compose your letter on **letterhead**, with a **date**, **contact information**, and your **signature**.

Your handwritten signature is preferred, but a secure digital signature (like DocuSign or Adobe Digital Signature) will also work. Please note that your name typed in script font is inadmissible as a signature and will be rejected and returned for correction. Thank you for cooperating with published evaluation guidelines set forth by TMDSAS and the AAMC.

As a guideline, we have included a sample letter on a second page.

**Please email your signed and dated recommendation letter with this coversheet to [prehealth@utdallas.edu](mailto:prehealth@utdallas.edu) or fax to 972.883.6806.**

**Professional schools require  
LETTERHEAD**

Letterhead indicates an official document, and may include your institution or business logo, department, and job title.

★ April 4, 2024

**Professional schools  
require a DATE**

The date of your letter identifies it as current.

Dear Admissions Committee,

I am writing to enthusiastically recommend Joan Smith for admission to your program. As a professor of physical chemistry, I had the privilege of teaching and working closely with Joan during her undergraduate studies. Joan's exceptional academic achievements and research make her an outstanding candidate.

Joan is a joy to teach and an asset to her classroom. She asks knowledgeable and nuanced questions throughout her studies. When she stumbled, she took excellent use of resources for student success. Her remarkable ability to break down challenging concepts is a testament to her dedication and hard work.

I invited Joan to work in my lab, where she has imparted her tireless work ethic and meticulous attention to detail to our technicians. She represented our lab at the national conference on poster applications of nanomaterials in targeted nuclear medicine, and she is a contributing author on a related manuscript that has been accepted for publication later this year.

Joan Smith possesses the kind of dedication, resilience, and genuine commitment to scientific literacy and communication that I wish more physicians embraced, especially as the scientific and healthcare communities continue to learn from our missteps during the pandemic. I wholeheartedly endorse her application to your medical science training program. I am confident she will excel and contribute significantly to her field.

Thank you for considering Joan Smith's application to your prestigious program. Please contact me with questions at professor.curie@utdallas.edu or call 972-883-0000.

Respectfully,

★ *M. Curie*

M. Curie, PhD  
Professor of General Physics

**Professional schools require your  
SIGNATURE**

Like your letterhead, your signature makes your letter credible and official.

**Professional schools require your  
CONTACT INFORMATION**

Your email and/or phone number can be part of the letterhead, closure or in the body of your letter.

(View the [AAMC Letter Guide](#)) Your candid evaluation adds credibility, personality, and background to a student's professional application.

Describe your experience with the applicant's personal and professional demeanor and qualities that make them well-suited to patient care or advanced education.

Admissions officers value specific events and examples that reveal the applicant's traits and abilities.