

## **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](mailto:prehealth@southalabama.edu) or Nani Perez-Uribe at [nperezuribe@southalabama.edu](mailto: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

[prehealth@southalabama.edu](mailto:prehealth@southalabama.edu)

P: (251) 341-4017

University of South Alabama

ASC 1394

111 Student Services Drive

Mobile, AL 36688

[southalabama.edu](http://southalabama.edu)