

PURDUE UNIVERSITY
Health Professions Advising Office
1392 Biological Sciences
West Lafayette, IN 47907-2054

PREPROFESSIONAL AGREEMENT

The Office of Health Professions Advising, a part of the Department of Biological Sciences, offers a service to the Purdue University Community by collecting, duplicating, and mailing letters of recommendation to medical and other professional schools. Students must establish a preprofessional file by **May 1** of the year preceding the year in which they intend to enter medical school to be eligible to participate in the service. Failure to meet the May 1 deadline will result in ineligibility to participate in this service.

- Students who choose to participate in the preprofessional file service will have all recommendations in their file sent to each medical school to which they apply.
- All letters of recommendation should be in the file before a request to send the letters can be processed.
- Students are required to provide the following information to be included in the preprofessional file:

***INFORMATION REQUIRED
FOR THE PREPROFESSIONAL FILE***

- a. A copy of the AMCAS application.
- b. Local and permanent addresses and phone numbers.
- c. A recent photograph. This does not need to be a professional photo. If you do not have a recent photo, we will take one.

***INSTRUCTIONS FOR FORWARDING
LETTERS OF RECOMMENDATION***

1. Complete a release form (beige) available in Lilly 1-123. USE A SEPARATE FORM FOR EACH SCHOOL.
2. Fill out the form completely, including the date. Black ink and neat handwriting or typing is recommended. This form is photocopied and included with the material sent to the medical schools.
3. Use the complete title for the school. For example, U of C could be Chicago, Cincinnati, or California.
4. Spell the author's name correctly.
5. Take the completed form to the secretary in Lilly 1-123 and check to see that all of your recommendations are in your file. If you are missing recommendations, we are unable to mail your recommendations to the medical colleges. Please do not ask the secretary to hold your release form until a recommendation(s) arrives.
6. We are unable to mail recommendations for students who have not provided us with the information listed under Information Required For the Preprofessional File.
7. In most cases your letters of recommendation will leave our office in three working days. Occasionally it may take longer due to the volume of requests. Many medical schools process mail slowly. It is a good idea to have your letters arrive before the stated deadline.
8. Check on the progress of your preprofessional file. Ask the secretary if your recommendations are in and if you have submitted all of the required material.

Detach and return completed, signed form to the Office of Health Professions Advising, Lilly Hall 1-123.

Preprofessional Agreement

I agree to provide the necessary information to the Office of Health Professions Advising and to follow the instructions for forwarding my letters of recommendation.

Signature

Date: _____

Name (Please print or Type)

ID Number

Local Address

Local Phone

City, State and Zip Code

E-mail

Permanent Address

Permanent Phone

City, State and Zip Code

School you are currently registered in at Purdue University _____
School

Date of Graduation

Your Current Major:

Semester Classification:

Type of Professional School: (Medical, Dental, Veterinary, etc.)

First Choice

Second Choice