

Physician Assistant Program Rutgers, The Stale University of New Jersey 675 Hoes Lane West, 6" floor Piscataway, NJ 08854-5635 hnp://shp.rutgers.edu p. 732-235-4445 f. 732-235-4820

#### Dear Prospective Student:

Thank you for your interest in our Physician Assistant Program. This packet includes the following documents:

Instructions for Applying
Degree Track Sheet
Application for Admission
Questionnaire
Recommendation Forms (3)
Instructions for Recommendation Writer

Click on the link below to view the Essential Functions for participating in the Program: <a href="http://shp.rutgers.edu/essential-functions/">http://shp.rutgers.edu/essential-functions/</a>.

The deadline for submitting applications and all supporting documents is **June 1**st. Please contact this office at 732-235-4445 if any questions arise regarding your application. Best wishes with your plans to become a physician assistant

Sincerely,

Admissions Office

#### Rutgers, The State University of New Jersey Physician Assistant Program Instructions for Applying

#### Application Deadline: June 1st

These instructions contain three sections:

- . Instructions For Completing Your Application
- II. Mailing Your Application / Deadline For Applying
- III. Important Facts for Applicants

Read each section carefully. Failure lo follow instructions will delay or prevent the processing of your application.

#### I. INSTRUCTIONS FOR COMPLETING YOUR APPLICATION

Each of the <u>underscored</u> documents below (A-G) can be sent *together* in your application packet. Those documents *not* <u>underscored</u> may be sent separately. Follow each format *carefully*.

#### A. APPLICATION FORM

- 1. Type all information.
- 2. Indicate any name(s) you have previously used, such as a maiden name (No. 2).
- 3. Under No. 19,
  - a. include only the high school from which you graduated;
  - b. list all schools you attended after high school, even if you did so for less than one semester;
  - c. put the most recent school first.
  - NOTE: Your application will be delayed if you do not enter allschools.
- 4. If you list that you havebeen trained in EMS, you must provide proof.
- 5. Be sure your name is on every page, incl ding any supplements that you attach.
- B. <u>\$50 APPLICATION FEE</u>. Make check or money order payable to Rutgers University in the amount of \$50.00. This payment is *non-refu.idable*.
- C. <u>OUESTIONNAIRE</u>. **Type** your answers on a separate sheet of paper and list them consecutively. Use **no more than one-half page** for each question. Use extra pages as necessary and write your name on each added page.

#### D. THREE (3) LETTERS OFRECOMMENDATION in SEALED, SIGNED ENVELOPES

- 1. You **must use** the enclosed Recommendation Forms. (Letters from a Credentials Committee **cannot** be used in place of the forms.)
- 2. A letter of recommendation that is not accompanied by a Recommendation Fonn CANNOT be substituted.
- 3. Complete Section I of each form. Be sure to **sign the waiver** before sending it to the person to complete.
- 4. To ensure that the Recommendation Form is filled out correctly and to avoid any delay of your application, please tear off the sections on the attached sheet (Instructions for Recommendation Writer) and submit along with the Recommendation Form to the recommendation writer.
- 5. DO NOT OPEN THE ENVELOPE. THIS Wil., L INVALIDATE THE RECOMMENDATION.

#### E. TRANSCRIPTS

All transcripts must be OFFICIAL. Copies are not acceptable. (NOTE: If a school refuses to mail your transcript directly to you, do not call this office. Request that it be mailed to the PA Program (see Section II] and clip a note to the front of your application listing which transcripts are being mailed separately.)

#### 1. SAT Scores

Submit SAT scores with your application, if you have taken them. The institution code is 2765.

#### 2. ACT Scores

Submit ACT scores with your application, if you have taken them. The institution code is 2592.

#### 3. College. University. and Professional School Transcripts

A transcript from EVERY college, university, and professional school that you attended, including the school(s) where courses were taken at the college level while in high school must be submitted, even if: a. the credits you earned at one school appear on the transcript of another school. b. you attended a school for only one semester. c. you withdrew from the school before completing a semester. d. you took only one(I) course, which you completed, withdrew from, or failed. e. the credits you took were not relevant to any particular course of study. Note: If you completed a prerequisite course required for our program under a different title than what is outlined on our website, or received Advanced Placement (AP) credits or have taken a CLEP exam, please forward a course description or AP/CLEP official documentation along with your application. Please note that the CLEP code for our institution is 2145. The above transcripts must remain in the original sealed envelope from the school or institution. DO NOT OPEN THE ENVELOPE. THIS WILL INVALIDATE YOUR APPLICATION.

#### 4. Updated Transcripts

Ifyou are presently taking courses, send your application now and arrange for updated transcripts to be sent as soon as possible after your coursework is complete. The applicant is responsible for sending updated transcripts when they become available.

#### 5. Foreign Transcripts {Evaluations and Translations}

- a. All transcripts fi:om colleges outside the United States must be evaluated by a recognized transcript evaluation agency. Translations alone will not be accepted. We recommend the following agency: International Education Evaluations, Inc. 7900 Matthews-Mint Hill Road, Suite 300, Charlotte, NC 28227 Tel.#: 704-772-0109 | Email address: info@foreigntranscripts.com
- b. Evaluations must be course-by-course, including credits and grades.
- c. Only official evaluations (i.e., original copies on the agency's letterhead in a sealed envelope) are acceptable.
- d. If a foreign transcript is written in a language other than English, a certified English translation must also be submitted to this office by the applicant. (NOTE: A certified translation is an original copy printed on the letterhead of the evaluating agency.)
- e. Transcript evaluations should be sent directly to us by the evaluating service. It is the responsibility of the applicant to follow up with this office to see that they have been received. f. Those applicants who graduated outside of the United States are required to take the TOEFL Exam. A score of 115 (iBT), and 650 (PBT) must be achieved. Our institution's code for this exam is 2391.
- F. <u>DEGREE TRACK SHEET</u>: Signed by the applicant, the Major Department Advisor, the 3+3 advisor (either Dr. Vogel, or Dr. Carr Schmidt), and an advisor from an SAS Advising Dean (SAS Advising and Academic Services), indicating that the student understands that they must complete all the undergraduate degree and necessary major requirements by the end of their junior year and that they are on track, with the transfer credits from the PA program, to complete their undergraduate degree by May 2024.

#### G. NOTIFICATION VIA EMAIL REGARDING OUTSTANDING DOCUMEI"ITS

If you wish to be notified of any missing documents, you must include an email address. Approximately 1-2 weeks after receipt of your application, you will receive an email telling you that your application is complete or what documents, if any, are missing. This will be the only notification sent to you as to whether or not your application is complete. After this initial notice is sent, it will be your responsibility to follow up regarding receipt of your documents. (NOTE: If you do not include an email address, you will not be notified of any missing documents.)

#### II. MAILING YOUR APPLICATION/ DEADLINE FOR APPLYING

ALL APPLICATIONS and SUPPORTING DOCUMENTS MUST BE POSTMARKED NO LATER THAN

JUNE 1<sup>rl</sup>. Mail all the above <u>underscored</u> documents together to the following address • use the checklist below!

#### PHYSICIAN ASSISTANT PROGRAM

Rutgers, The State University of New Jersey 675 Hoes Lane Wesr, 6" floor Piscataway, NJ 08854-5635

#### ill. IMPORTANT FACTS FOR APPLICANTS

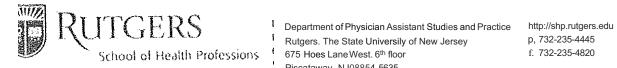
- A. Once your application is complete and has been reviewed, one of the following will occur:
  - 1. you will he invited to attend an in-person interview;
  - 2. you will be placed on hold until more applications are reviewed; or
  - 3. a letter of rejection will be mailed to you.
- B. **Financial Aid.** Inquiries about financial aid should be directed to Rutgers University Financial Aid Office at 732-23S-4689.
- C. Questions? If you have any questions, please contact the Physician Assistant Program (732-23S-444S).

REMEMBER: INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR ADMISSION.

#### CHECKLIST. A complete packet include:;:

- Completed, signed application form.
- Make sure your name appears on *every page*.
  - Check or money order for \$50 payable to Rutgers University.
- Completed questionnaire.
- All three (3) recommendation forms. Each form must be in a sealed envelope with signature across the seal.
- An official transcript from every school you attended after high school.
- Signed Degree Track Sheet
- Your email address.

For Your Records: Enter date you mailed your application: , and keep these instructions for future reference.



Piscataway, NJ08854-5635

#### DEGREE TRACK SHEET

Rutgers, The State University of New J	•	_	
3+3 Undergraduate School:NAME:			
ADDRESS:			
CITY:	STATE:	_ ZIP:_	
INSTRUCTIONS: Complete this Degree Track Sheet and this sheet with your completed BA-BS/MS ("3+3") applie for your records. APPLICATION INFORMATION: D SOPHOMORE YEAR). To ensure that your application please schedule an appointment with each advisor and the POLICY: All of the undergraduate required courses for Semester prior to student entering in August (fall semest prior to entering in August)	cation, and attach your eadline to apply: June is complete and sub dean to review your or the major must be co	r degree audit Please ree 1st (AT THE END omitted by the June 1 ourses and obtain their mpleted by the end of	onake a copy OF YOUR  st deadline, r signatures. f the Spring
Spring Semester Courses (Junior Year - prior to entering	g in August)		
STUDENT'S RESPONSIBILITY: It is the student's procedures through their undergraduate Registrar's Off the PA Program through the articulation agreement	ice for the baccalaure	eate degree. Students	accepted to
graduate upon successful completion of the first year of			
Program will comply with procedures and deadline de	_	-	
baccalaureate requirements.		•	
lam an undergraduate student at	en	rolled in the PA track	ζ.
I have read and understand the above policies.			
Student's Signature	Date		
Major Advisor's Signature (if different from 3+3 advisor	r) Printed Name o	of Major Advisor	Date
3+3 Advisor Signature Printed Name of	3+3 Advisor	Dat	e



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#### APPLICATION FOR ADMISSION

#### Rutgers, The State University of New Jersey PHYSICIAN ASSISTANT PROGRAM

### MAIL TO: Physician Assistant Program • 675Hoes Lane West• 6th Floor Piscataway, New Jersey 08854-5635

1. ,	Name			
2.	Any other name(s) used	Last	First	Middle
3.	Permanent Legal Address	;		
	Ü	Street		City
4.	County Tel. No. (	Slate	<i>Zip</i> 5. Social Security	If New Jersey resident, how loo;j? No./optional)
j.	Preferred Mailing Address	Street		City
7				
•	County	State		Zip
3.	Tel. No. (		9. Work No.(	
10.	Cell No: (		11. Email Address	@_
12.	Second Language:			
	Documentation of non-in	mmigrant status must be p	provided.	
13.	U.S. Citizen o Yes□ No o	Refugee o Permanent Re	esident Alien Reg	No Exp. Date -
	Country of Citizenship(if r	not U.S.)	Place of Birth:	City/Prefecture
	Visa Classification: o	B2 o F1 o F2 o J1 o J2	o H1 o H4 o TN	Other_ Exp. Date_
14.	Veteran of the Armed Fo	rces o Yes o No Vet. File	No	Dates of SeNice

Rutgers - SHP does not discriminate in admissions or access to its programs and activities on the basis of race/color, national origin, ethnicity, religion/creed, disability, age, marital status, gender, sexual orientation or veteran's status.

Rutgers • SHP is committed to complying with the requirementsof the Americans with Disabilities Act.

Rutgers, The State University of New Jersey is an Affirmative Action/Equal Opportunity Employer.

\*This section is voluntary and confidential information. Failure to furnish this information will not affect the status of the application.

16.\* Please complete both Part I and II. How do you describe yourself? Part I - Ethnicity o Spanish/Hispanic/Latino/Latina o Not Spanish/Hispanic/Latino/Latina Select one: □ Mexican, Mexican American o Chicano/Chicana o Cuban o Puerto Rican o South or Central American o Other Spanish culture or origin o If other, please specify: Part II-Race Select one or more: o American Indian or Alaskan Native: o Please specify the name of your enrolled or principal tribe: □ Asian: o Indian □Cambodian o Chinese o Filipino □Japanese o Korean □ Malaysian o Pakistani □Vietnamese □Other Asian, specify: O Black or African American o Native Hawaiian or other Pacific Islander: o Guamanian or Chamorro □ Native Hawaiian □ Samoan o Other Pacific Islander, specify:.\_\_\_\_ White Other: 17\*. Background Information: Check if any of the following apply to you: I graduated from a high school from which a low percentage of seniors received a high school diploma. I graduated from a high school at which many of the enrolled students are eligible for free or reduced price lunches. I am from a family that receives public assistance {e.g. Aid to Families with Dependent 0 Children, food stamps, Medicaid, public housing) I am from a family that lives in an area that is designated as a Health Professional Shortage Area or a Medically Underserved Area. I participated in an academic enrichment program funded in whole or in part by the Health П Careers Opportunity Program. I am a high-school drop-out who received AHS diploma or GED or I am receiving public 0 assistance. I am from a school district where 50% or less of graduates go to college or where college П education is not encouraged. First Generation to Enroll in Higher Education. 0 English is not my primary language.

By designating any of the above, you are considered to have met the criteria for educationally/environmentally disadvantaged as defined by the above guidelines.

To determine if you come from an economically disadvantaged background, you are asked to compare your parental family's size of household (number of exemptions listed on parent's Federal 1040 income tax forms) and adjusted gross income against the chart provided in the link below. The chart is base9 on 200 percent of Federal low-Income poverty guidelines. You should use your parent's most recent tax fonns regardless of age.

Please click here for guidelines (http://hefp.unicas.com:8888/unicasHelpPages/background-informalionO

Your parent's family in criteria for economica o Yes	ally disadvantaged.	able's guidelines and you	are considered to	o have met the
o Urban(1,000  Large City(po  Mid-Size City  Large Town(  Small Town(	ographic area where you 0,000population) opulation 100,000 to 1,0 y(population 50,000 to 9,0 (population 2,500 to 9,9 al(population <2,500) n toReport	000,000 population) 99,999 population) 9,999 population)		
recent first, starting		ncluding the high school are currently attending,		
Name of Institution	Address of Institution	Date of <u>Attendance</u>	Diploma/ Degree	Date Received
List courses inwhich	you are presently enro			youplan to enroll.
SAT Scores, if applica	able: Date Taken:			
Evidence-Ba	ased Reading Ev	vidence-Based Writing an	d Language	Math_
ACT Scores, if applica	able: Date Taken:			_
English_ Writing		itics. <u>Reading</u>	L Sci	ience
GRE Scores, if applic	cable: Date PlannedfTak	ken:		_
Verbal Scor	re:	Verbal Percentile:		
Quantitative	e Score:	Quantitative Percentile	:	
Analytical	Score:	Analytical Percentile:_		
TOEFL Score, if appli	icable:   Pape	r Based:	<b>o</b> Internet-Ba	ased:

25. List chronologically all health/shadow/community/work/research experience, certifications, and awards/honors/membershipsneadership under each section accordingly. Include all health-related experience, paid or voluntary. Indicate total accrued hours. Attach supplement, if necessary.

### Patient Care/Other Healthcare Experience:

<u>Employer</u>		<u>Supervisor</u>
Accrued Current Hours Job Compens	ated Telephone	
<u>Duties</u>		
<u>Employer</u>		<u>Supervisor</u>
Accrued Current  Hours Job E	<u>xplanation</u>	
<u>Duties</u>		
<u>Employer</u>		<u>Supervisor</u>
Accrued Current Hours Job E	xplanation	
<u>Duties</u>		
	Accrued Current Hours Job Compense  Duties  Duties  Accrued Current Hours Job E  Duties  Duties  Accrued Current Hours Job E	Accrued Current Hours Job Compensated Telephone  Duties  Duties  Accrued Current Hours Job Explanation  Duties  Service: Employer  Accrued Current Hours Job Explanation

Other Wo_rkE	xperience:				
	Employer				
<u>Frequency</u>	Accrued Current Hours Job				<u>State</u>
<u>ates</u>	<u>Duties</u>				
Research Exp	erience:				
<u>Title</u>	<u>Employer</u>				Supervisor
<u>Frequency</u>	Accrued Current Hours Job		d <u>Telephone</u>	91v	<u>State</u>
<u>Dates</u>	<u>Duties</u>				
Health Related	Certifications:				
<u>Title</u>		Ager	ncy/School/Sponsor		
Certificate (Y/N	<u>l)</u>	<u>From</u>	<u>To</u>		
	rs, Professional M		Leadership:		
	d, Professional Mem sition. Honor Q!'.Mer		<u>Organization</u>		Date Received

26.	List below the name, address, and affiliation (e.g., instructor, supervisor) of each person from whom you have requested aletter ofrecommendation.

I understand that, as a condition of admission, I may be required to authorize Rutgers to obtain criminal background check(s). I may also be required to obtain a background check myself or authorize clinical training facilities to conduct this check, and to allow the results to be provided by the reporting agency to Rutgers and/or to clinical facilities. If I am offered admission, the offer will not be considered final until completion of my background check, with results deemed favorable by Rutgers. If the results of the background check(s) are not deemed favorable by Rutgers or by the clinical facility(ies), or if information received indicates that I have provided false or misleading statements, have omitted required information, or in any way am unable to meet the requirements for completion of the program, the admission may be denied or rescinded orl may be dismissed.

I certify that all documents and information provided by me are true, accurate and complete. Any false or misleading information may result in actions including, but not limited to, discipline, dismissal or revocation of degree. In addition, I realize my acceptance may be revoked if I engage in behavior that brings into question my honesty, integrity, maturity or ethical character.

program(s) located at <a href="http://shp.rutgers.edu/adm">http://shp.rutgers.edu/adm</a> must satisfy for the course of study to which I are order to satisfy these standards, I agree to req admission. I understand that the School of Health	uest accommodations in writing promptly after professions will evaluate the reasonableness of The Disabilities Compliance Coordinator may be tgers SHP has established these requirements for
<del>-</del>	Applicant's Signature



#### **QUESTIONNAIRE**

### Rutgers, The State University of New Jersey Physician Assistant Program

Please answer the following questions. Type your answers on a separate sheet of paper, and list them consecutively. Use no more than one-half page for each question. Return your completed questionnaire with your application and sealed/signed letters of recommendation.

- 1. Briefly describe the role of the Physician Assistant
- 2. How has your healthcare experience and/or community service activities influenced your decision to become a Physician Assistant?
- 3. How has your approach to your academic coursework prepared you to be a successful PA student?
- 4. Describe your greatest strength and your greatest weakness as it pertains to becoming a PA student and a graduate PA.
- 5. Describe your exposure to PAs in clinical practice.
- 6. Do you speak fluently another language in addition to English? If yes, please list

Physician Assistant Program Rutgers, The State University of **New** Jersey 675 Hoes LaneWest, 6<sup>111</sup>floor Piscataway, NJ 08854-5635 hllp:1/shp.rutgers.edu p. 732-235-4445 f. 732-235-4820

#### **RECOMMENDATION FORM**

## Rutgers, The State University of New Jersey Physician Assistant Program

Name of Applicant	Address of Applicant
Act of 1974, grants students and graduate files. The opportunity to waive one's right	AND APPLICANT: Public Law 93-380, Educational Amendment es the right of access to Letters of Recommendation in their stude to inspect such letters is also provided by the law. Please indicate tatement below. Your right to review this form is considered waive
I, the undersigned, hereby (o do, o do n	not) waive my right of access to this Letter of Recommendation
Signature of Applicant	Date
	E RECOMMENDATION FORM: Please fill out the remaining
TO THE PERSON COMPLETING TH	E RECOMMENDATION FORM: Please fill out the remainir n it promptly.

CHARACTERISTICS				RATING	G	
	1	2	3	4	5	Cannot Evaluate
Natural Intellectual Ability						
Breadth of General Knowledge						
Ability to Express Self in Written English						
Ability to Express Self in Oral English						
Analytical Ability						
Emotional Maturity						
Ability to Work with Others						
Perfonnance of Required Tasks						
Promise as a Health Care Provider						
Leadership Ability						
Honesty						

B.	How long have you know	wn the applicant and in what capacity?	
C.	In what respect does the	e applicant impress you most favorably?	
D.	In what respect does th	e applicant impress you least favorably?	
E.	which you feel would be	al comments about the applicant's record, por helpful to the Admissions Committee. We a e otherwise apparent in the candidate's record	re especially interested in
F.	Overall Evaluation:	o I recommend this applicant without reserv □ I recommend this applicant o I recommend this applicant with reservatio □ I would not recommend this applicant	
 Da	te	Signature	Title
		Address	Telephone Number
	eturn this Letter of Recomme	endation to the applicant 1n a sealed envelope	e. <u>Sign across the seal lo</u>



Physician Assistant Program Rutgers, The State University of New Jersey 675 Hoes Lane West, 6<sup>11</sup>f¹loor Piscataway, NJ08854-5635 http://shp.rutgers.edu p. 732-235-4445 f. 732-235--4820

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f you do not indicate a response.	
f you do not indicate a response.	not) waive my right of access to this Letter of Recommendation
f you do not indicate a response.	not) waive my right of access to this Letter of Recommendation
f you do not indicate a response.	not) waive my right of access to this Letter of Recommendation  Date
f you do not indicate a response.  I, the undersigned, hereby(□ do, o do  Signature of Applicant	Date  HE RECOMMENDATION FORM: Please fill out the remainin

CHARACTERISTICS				RATING	3	
	1	2	3	4	5	Cannot Evaluate
Natural Intellectual Ability						
Breadth of General Knowledge						
Ability to Express Self in Written English						
Ability to Express Self in Oral English						
Analytical Ability						
Emotional Maturity						
Ability to Work with others						
Performance of Required Tasks						
Promise as a Health Care Provider						
Leadership Ability						
Honesty						

В.	How long have you kno	wn the applicant and in what capacity?	
C.	In what respect does th	e applicant impress you most favorably?	
D.	In what respect does th	e applicant impress you least favorably?	
E.	tial or personal qualities especially interested in		
F.	Overall Evaluation:	□ I recommend this applicant without reservation I recommend this applicant □ I recommend this applicant with reservations o I would not recommend this applicant	
Date		Signature	Title
		Address	Telephone Number

Return this Letter of Recommendation to the applicant in a sealed envelope. Sign across the seal to maintain confidentiality.

Physician AssIslan\ Program
Rutgers, The State University of New Jersey
675 Hoes Lane Wes\, S" floor
Piscataway, NJ 08854-5635

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Name ot Applicant	Address of Applicant				
Act of 1974, grants students and graduates files_ The opportunity 10 waive one's right to	ND APPLICANT: Public law 93 - 380, Educational Amend the right of access to Letters of Recommendation in their so inspect such letters is also provided by the law. Please interest below. Your right to review this form is considered to the contract of the				
l, the undersigned, hereby (o do, o do not)	waive my right of access to this Letter of Recommenda				
Signature of Applicant	Date				
	TO THE PERSON COMPLETING THE RECOMMENDATION FORM: Please fill out the remaining portion of this questionnaire and return it promptly.				

CHARACTERISTICS	RATING					
	1	2	3	4	5	Cannot Evaluate
Natural Intellectual Ability						
Breadth of General Knowledge						
Ability to Express Self in Written English						
Ability to Express Self in Oral English						
Analytical Ability						
Emotional Maturity						
Ability to Work with Others						
Performance of Required Tasks						
Promise as a Health Care Provider						
Leadership Ability						
Honesty						

В.	How long have you know	vn the applicant and in what capacity?						
C.	In what respect does the	In what respect does the applicant impress you most favorably?						
D.	In what respect does the	e applicant impress you least favorably?						
E.	E. Please make any additional comments about the applicant's record, potential or personal qualities which you feel would be helpful to the Admissions Committee. We are especially interested in anything that would not be otherwise apparent in the candidate's record.							
F.	Overall Evaluation:	□ I recommend this applicant without reservat □ I recommend this applicant □ I recommend this applicant with reservation o I would not recommend this applicant						
Date		Signature	Title					
		Address	Telephone Number					

Return this Letter of Recommendation to the applicant in a sealed envelope. Sign across the seal to maintain confidentiality.

#### Instructions for Recommendation Writer:

- 1. A letter of recommendation that is not accompanied by a Recommendation Form **CANNOT** be substituted.
- 2. Complete Section II of the form. **NOTE**: If you attach a letter which answers questions B, C, D, and E, you may enter "see attached" under those sections. However, you **must complete sections A and F, and sign the form at the bottom even if a letter is attached.**
- 3. Place the form in a sealed envelope.
- 4. Sign across the seal as shown to the right.
- 5. Return the form to the applicant- NOT to the PA Program.



### ×-----

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- 2. Complete Section II of the form. **NOTE**: If you attach a letter which answers questions B, C, D, and E, you may enter "see attached" under those sections. However, you must complete sections A and F, and sign the form at the bottom even if a letter is attached.
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- 3. Place the form in a sealed envelope.
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