



## Request for Letter of Recommendation ERAS

**Date:** \_\_\_\_\_

**(TO) Letter Writer:** \_\_\_\_\_

**(FROM) Student/Applicant Name:** \_\_\_\_\_

**Student AAMC ID:** \_\_\_\_\_ **Student AOA ID:** \_\_\_\_\_

Thank you for agreeing to write a letter of recommendation in support of my internship or residency application. This cover sheet explains the special procedures needed to prepare a letter for ERAS –the Electronic Residency Application Service.

1. Please address the letter to "Dear Program Director"; as individualized salutations are not necessary.
2. Include in your letter whether or not I have waived my right to see this recommendation, as indicated below.
3. Include my name and AAMC ID or AOA ID, as listed above, in the subject line or body of the letter.
4. Please include in the letter of recommendation how long you've known me and in what capacity; your perceptions of my intellectual capability, communication skills (oral and writing), the quality of previous work (my ability to apply learned skills and to what level of competency); my reliability, dependability and resourcefulness; motivation, initiative and assertiveness, and my professional promise.
5. Print on letterhead paper and attach this cover sheet to the recommendation before mailing/faxing to my ERAS designated Dean's Office as indicated below.

The Kansas City University of Medicine and Biosciences  
 Registrar's Office – ERAS Processing  
 1750 Independence Avenue  
 Kansas City, MO 64106  
 Fax: (816) 654-7191

Thank you for supporting my residency application.

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I waive  I do NOT waive my right to see this letter.

I grant permission for the use and disclosure of my grades, class rank and/or other academic assessments for this recommendation letter.

If "waive" is checked, I waive my right to see this letter under the "Family Educational Rights and Privacy Act (FERPA)." I acknowledge that this letter is for the specific purpose of supporting my application for an internship and/or residency.

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**Applicant Signature:** \_\_\_\_\_

**Date**