



**To:** Centenary Faculty Evaluators  
**From:** Scott Chirhart, Premedical/Pre dental Advisor  
**Re:** Evaluation Letters for Medical/Dental School Applicants

Thank you for your assistance of a student applying for medical or dental school. Faculty evaluations have a great impact on medical and dental school admissions decisions. Centenary College students applying to medical or dental school have two options: 1) arranging faculty evaluation letters to be sent directly to the professional school(s) to which they are applying or 2) utilizing the Centenary College Premedical Committee. This student has chosen to use the Premedical Committee and is required to arrange at least three letters of evaluation from faculty who have taught her or him. Two of these will be from faculty in two different science departments and a third from a non-science department. The Committee will then evaluate this student and forward a composite evaluation along with copies of the individual letters to the professional schools.

Please complete and sign the Faculty Evaluation Form. Additional comments are strongly encouraged and may be attached. Your personal comments that include supporting examples are an extremely important part of the evaluation. You may request information from the student such as a transcript, resume and AMCAS or dental essay in order to assist you.

Please be aware that the Faculty Evaluation Form you submit along with any attachments will be copied and forwarded to the professional schools on behalf of the student and the Committee. You may address your letter in general terms, such as "Admissions Committee" or "Centenary College Premedical/Pre dental Committee".

Faculty Evaluation Letters are requested to be in by **June 15th**. Students are evaluated in order of date of completion of files thus you can assist with early submission. If you need the fall semester to further evaluate the student, the absolute latest that information can be sent to the medical school is October 1<sup>st</sup>. If you cannot meet the deadline, please inform the student in order that they may contact another faculty member.

On behalf of Centenary College and the Premedical Committee, I thank you for interest in this student.

