



Reference Request Guide

The Health Professions Advising office (HPAO) appreciates your efforts in helping our students gain admission into their chosen profession. This guide is intended to assist you with suggested topics to mention in your evaluation of the applicant.

Letters of recommendation are a critical component of the admissions process for applicants to professional schools. The Health Professions Committee frequently uses quotes directly from your letter when composing the committee letter. To comply with the request for professional programs, we ask that you please use the following format when composing your letter of recommendation: All letters of recommendations must be on letterhead, signed by the letter writer and contain a date of composition. Without these items, the letter will be returned to the letter writer for revision. **Please be sure to address all letters to: “Dear Admissions Committee Members:”**

The letter that you compose will be forwarded to the professional schools or programs via a secure digital upload or through the postal mail.

Most professional schools seek your opinion on non-quantifiable attributes of the candidate such as traits the applicant exhibits in your interactions. Please refer to the topics below for guidance.

Personal Competencies

- **Integrity and ethics:** honesty and social responsibility
- **Reliability and dependability:** trustworthy, consistent results
- **Service orientation:** altruism, sensitivity and responsiveness to needs of others,
- **Professionalism:** reliability, dependability
- **Social and interpersonal skills:** independence, leadership
- **Teamwork:** cooperative, abides by rules, accountability
- **Capacity for improvement:** self reflection
- **Resilience and Adaptability:** timely rebound, stress management, adapting to adversity, self improvement
- **Cultural Competence:** awareness of barriers across cultural groups and genders,
- **Oral Communication:** concise
- **Personal qualities:** compassion, resilience, adaptability, self-reliance, sense of humor, stamina
- **Fit with and understanding of a career in a health profession**

Academic Competencies

- **Desire to learn**
- **Attitude toward course activities in and outside of class**
- **Writing skills**
- **Group or teamwork skills**
- **Research competencies**
- **Intellectual curiosity**
- **Overall academic excellence and ability, particularly if at variance with academic performance.**

Reference Request Form

Please answer the following questions and complete the rating scale to the best of your knowledge about this applicant.

Applicant: _____

Your relationship to the applicant: _____

How long have you know the applicant: ____ Years ____ Months

How well do you know this applicant?

Very well Moderately Minimally Not at all

Reference signature: _____ Date: _____

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Submitting your letter: The Health Professions Advising office asks that you send your letter of recommendation (preferably as a .pdf or a .docx) to hpadvising@fullerton.edu attached to this form. You are more than welcome to fax your letter and this Reference Request Form to 657-278-5888. If you wish to give the letter and form to the student you’re recommending, please be sure to provide it to your student in a sealed envelope. Alternatively, paper copies of the letter and this form can be mailed to:

**Health Professions Advising Office
UH 223, P.O. Box 6848
California State University, Fullerton
Fullerton, CA 92834-6848**