REQUEST for UPDATE of ORIGINAL COMMITTEE LETTER

Candidates who would like their Committee Letter packet to be submitted in a subsequent cycle should notify their Pre-Health advisor of their intention by May 1st of the new application year. Note that a Committee Letter can only be uploaded a maximum of two cycles (and within three years of participation in CLP).

If requested, a short non-evaluative update can be attached to the original Committee Letter packet. It is the candidate’s responsibility to provide all of the requested information in a timely manner. Note that the original letters of recommendation will be included in the packet that we submit. The following information must be provided to your Pre-Health advisor by June 1st in order to be eligible for an update:

1. Name, year of graduation, year of Committee Interview
2. List of all courses taken (UVM and elsewhere), all grades received since June of Committee participation year and reason for taking the courses
3. Awards received or publications/presentations since Committee participation
4. List –and detailed description--of all health care exposure (paid, volunteer, shadowing) since Committee participation
5. List of all paid employment since Committee participation, including:
   a. Title
   b. Weekly hours
   c. Start and end dates
   d. Major accomplishments
6. List of all volunteer activities since Committee participation, including:
   a. Name of organization
   b. Weekly hours and TOTAL hours
   c. Start and end dates
   d. Most meaningful experience
7. Information regarding those who will be submitting "Individual Letters of Recommendation" through the centralized application service, including:
   a. Name
   b. Title
   c. Institution
   d. Relationship with applicant

Note that letter writers who contributed to your Committee evaluation can write a new letter as an "individual" letter. We are obligated to send the original one but will make note that the new updated letter should be referenced instead. Indicate which of the writers listed in #7 are original letter writers.