**Recommendation Information**
*(For PharmD applicants only)*

**Purpose:** Two (2) recommendations must be submitted through the Internal Admissions website. The purpose of a recommendation is to provide some insight into the type of person you are, your work ethic, your abilities to succeed in the program, etc. The college is interested in learning about your character and personal characteristics. The person you ask should be someone who knows you well enough to be able to discuss your personal characteristics, your personal strengths and weaknesses and give examples of such.

**Who to ask:** The recommendations may be from professors, employers, clergy, close family friends and family health professionals (pharmacist, dentist, and physician), or others. Recommendations from relatives or University of Toledo College of Pharmacy and Pharmaceutical Sciences faculty or staff are not acceptable.

**How to Submit:** The recommendations are ONLY submitted electronically. Be sure to confirm with your recommender that they are comfortable and able to submit the recommendation online. If they are not, find someone else. You will need to enter their name and email address on the application (try to NOT use a yahoo email). Below are the steps:

1. **Step 1:** You complete the online application and enter names and email addresses of two recommenders.

2. **Step 2:** Immediately after you click “Submit” at the bottom of the application, the recommenders will be emailed a link to fill out the recommendation (you should follow-up with the recommenders immediately).

3. **Step 3:** Recommenders will submit recommendations. Once submitted you will receive an email confirmation. To verify that a recommendation has been submitted, log in to the Internal Admissions website and click the Recommendation Status link. You will not have access to the recommendation itself.

**Due Date:** The recommendations are due on **January 10, 2017 at NOON.** NO EXCEPTIONS! It would be a good courtesy to give your recommenders at least 3 weeks. In other words, apply early.

**Tips:**
- Talk to your two recommenders BEFORE you apply. Make sure they are willing (and able) to take the time to fill out the recommendation. Inform them this is an online questionnaire, not a free-written letter.
- Confirm their email address. You type it on the application and this is the ONLY way they will receive the recommendation to fill out.
- After you apply online, contact your recommender to be sure they received the email. Remind them of the deadline for submission. Reminder: Yahoo accounts typically do not work with this automated process.
- Make sure the recommendation is submitted by the deadline. There are NO exceptions for ANY reason. Therefore, you should APPLY EARLY so the recommenders have plenty of time to fill out the recommendation.
- All recommendations are confidential and become property of The University of Toledo College of Pharmacy and Pharmaceutical Sciences.