

## **The University of Toledo, College of Medicine and Life Sciences, Office of Student Affairs**

### Letters of Recommendation (LOR's)

#### **Guidelines for Students:**

- Check individual programs for requirements, depending on specialty. Some require a departmental chair letter; EM requires a SLOE form, Orthopaedic Surgery has a specific format, etc.
- Letters are uploaded through the ERAS portal (unless Military, or for PGY 2 Ophthalmology)
- Preferably letters should be uploaded by September 15 so that they are included with the application.

#### **Requesting a letter:**

- How well does a faculty member know your work/have worked closely with you? Would they be willing to write you a “strong” letter of recommendation.
- Approach a faculty member, in person or email, that you have worked closely with and is in your specialty of interest.
- If they agree, ask if they require a meeting and who to contact to arrange.
- What additional information will they need, such as a CV, transcript or personal statement.
- If a departmental chair letter is required, schedule through the Chair’s assistant and allow ample time.
- Once the faculty/attending physician agrees to write your letter, you will need to finalize them as an author in your ERAS portal. This will generate a pdf form to give to the author for uploading.
- You may request as many letters as you would like, however, the maximum you may submit with each application is 4.
- Programs will only see the letters you have specifically assigned in your application to that program.