

Letter Guidelines for Recommendation Providers

Thank you for agreeing to write a letter of recommendation for a Medical Honors Program applicant!

Below are guidelines meant to help streamline the process of successfully uploading your letter of recommendation:

Letter of Recommendation Format

- Ready to submit in PDF format
- Must be signed off with handwritten signature
- Letter must be on official letterhead
- Must include date on letter

Submission Guidelines for Letters of Recommendation

- To ensure secure and confidential transmission of letters, recommenders will submit letters online through the application website.
- Please add med-admissions@ufl.edu to contact book to ensure request emails arrive to your inbox
- Requests to submit letters will be sent in an automated email
- Private log-in information will be included in this automated email
- Once logged in, please follow instructions to upload letter
- Upload page will provide notification of successful upload

Questions? Feel free to reach out to us at:

University of Florida College of Medicine

Office of Admissions

352-273-7990