

**Request for UNO Pre-Medical Committee
Letter of Reference for MD and DO applications**

DUE DATES For Letter Requests, External* Letter writers, and MCAT scores are either:

- **June 26, 2025.** Letter submission is anticipated by July 31** (Early Decision must use this date)
- **August 14, 2025.** Letter submission is anticipated by September 15**.

To receive a Committee Letter, students must submit this request to premed@unomaha.edu and:

- be Committee sponsored during the Fall semester before they request a letter.
- provide one or more posted (*not* practice) MCAT scores by the due date; late scores will not be considered.
- provide a SUBMITTED*** *MD or DO application before the Committee letter is sent.* This should be printed in portrait (not landscape) orientation AND be redacted by blacking out your name and identifying information.

*Letters of recommendation written on your behalf and sent to the Committee MUST be received by the due dates.

**Immediately contact premed@unomaha.edu if you do not receive confirmation of your Letter being transmitted by the anticipated submission date.

***This AMCAS/AACOMAS application is distinct from the original draft included in your Letter Request: it must indicate a Submitted date *and* must be redacted. Failure to send this to premed@unomaha.edu will delay submission of your Committee Letter.

Name: _____ Today's date: _____

Assigned Faculty Mentor: _____ Cell phone number: _____

Major(s): _____ NUID: _____

Minor(s): _____ Semester/Year BIOL 1060 taken: _____

(Expected) graduation date: _____

Current cumulative undergrad GPA: _____ Previously requested a Pre-med Cmte Letter? Y/N: _____

Total hours shadowing physicians: _____ Research lab PI name (if any): _____

UNO Scholarships & UNO awards received: _____

16+ credit hr semesters w/ load & term GPA (e.g Spr2024, 18cr, 3.84; ...): _____

Summarize your clinical experience(s). Exclude shadowing. End with sum of total clinical hours: _____

Briefly list your greatest achievements or experiences (up to two) you believe are most relevant to your application:

1) _____

2) _____

MCAT Information (include ALL scheduled and recent MCAT dates, even if score is not known):

Date: _____ Score total : _____ Subscore breakdown: _____

Date: _____ Score total : _____ Subscore breakdown: _____

Date: _____ Score total : _____ Subscore breakdown: _____

Date: _____ Score total : _____ Subscore breakdown: _____

List the schools you anticipate applying to (≥ 2 & ≤ 6 applications recommended). Indicate Early Decision with an *.

See the following pages for additional information required for a Committee Letter.



FERPA RELEASE WAIVER

Dear applicant,

You are requesting a University of Nebraska at Omaha Pre-Medical Committee Letter. These letters are maintained with strict confidentiality in accordance with AMCAS and AACOMAS rules. If you wish to receive a Pre-Medical Committee Letter, you must agree to and sign the statement below.

I waive any and all of my rights (including but not limited to those afforded by FERPA) to view or access, in its entirety or any portion thereof, my University of Nebraska at Omaha Pre-Medical Committee (PMC) Letter of Reference, and any additional letters sent to accompany or augment the Committee Letter.

Further, I understand that the PMC, in their discretion, may transmit a letter packet or abbreviated letter in place of a Letter of Reference.

Printed Full Name

NUID

Signature

Today's date

Committee letter request items:

The following items must be included in the following order and be submitted as ONE combined PDF sent to premed@unomaha.edu. Each numbered item should receive its own page(s). All information **MUST** be in PORTRAIT, not landscape, orientation. The same letter will be used for MD and DO applications.

- 1) The completed “Request for Committee Letter of Reference” facepage.
- 2) Your unofficial UNO transcript, which should include all transfer credits. If you have completed a degree elsewhere, please include an unofficial transcript from those institutions.
- 3) **IF** you have previously applied to medical school, but been unsuccessful, thoroughly document what has changed or improved since your last application. Also include any instructions you were given in an exit interview and by whom, and to what degree you’ve complied with those instructions. If you have not previously applied, skip this item.
- 4) A “near-final draft” portrait orientation printout of your AMCAS and/or DO school application. This is usually accomplished by downloading a PDF version, then select Print to PDF, Orientation: Portrait, and adjust fit so everything is legible without rotating the page when viewing the PDF. This is NOT redacted. Only the “Submitted” MD/DO application is redacted, and sent separately from this letter request form.
- 5) **Extensively** provide typed information that would be helpful for the Committee to know about you. Write this in the third person. **Closely follow** the organization of the Committee Letter format posted on the HCRC website: assume that your primary letter writer will rely **exclusively** on this single document to write your letter, and that you are providing a well-written draft of that letter. Include your name at the top of each page, and omit any information that you wouldn’t have access to (i.e. your class rank, what others may say about you, etc.). Avoid effusive adjectives (very, extremely). Finally, include any potential red flags (poor grades, reason for school transfer, etc.) in within the writeup or as an appendix to this section, providing context for the Committee to understand during review.

If you’re a post-bac or transfer student to UNO (e.g. any university outside of UNO since age 18), you must **ALSO** include an annual timeline of your life starting at age 18, highlighting where and what you were doing each year.

- 6) A simple list of additional individuals (plus their title and organization) who YOU will or may invite to write a letter of support on your behalf. You are strongly encouraged to send support letters to the Committee so that we may incorporate them into your Committee letter. If support letters are sent directly to medical schools, we are unable to incorporate them into the letter, and this may leave gaps in areas of your Committee Letter. To avoid these gaps, please review the following:
 - a. Received support letters will be used by the Committee to augment your Committee Letter, AND all received letters **will be forwarded** with your Committee Letter to the medical schools. You are **strongly encouraged and expected** to request the following individuals send letters to the Committee on your behalf:

Students are expected to receive letters from research lab director(s) (if applicable) and at least one physician. If these are missing, a note that you were encouraged and expected to provide these, but did not, will be added to your Committee letter. You may also invite others who are familiar with your work, character, leadership and motivation, especially work supervisors and volunteer coordinators. Note that some out-of-state schools *require* a letter from a physician to be included in your file; and D.O. schools often require a D.O. to provide a letter. Most applicants receive between 3-5 letters.
 - b. Provide all invited letter-writers with the attached instruction form (below). You and your mentor will be notified via e-mail when letters on your behalf are received and added to your Committee file.
 - c. Only letters received by the selected **Letter Request due date** will be considered.
- 7) A table of 4 or more of UNO instructors who the Committee MAY contact to talk about your work at UNO. In the table, include instructors name, department, the class name, semester, and final grade.
 - a. Note that UNO professors who have served as employers or research advisers to applicants should be asked to submit a letter to the Committee. **Other UNO professors should typically NOT be asked to write letters (except research directors): instead, we may contact them directly.**
- 8) For MD schools, include your AMCAS Letter Request for a “Committee Letter” (not “letter packet”). Primary contact information: Dr. Paul Davis, Allwine Hall 307, University of Nebraska at Omaha, 6001 Dodge Street, Omaha NE 68182-0070. premed@unomaha.edu. Phone: 402-554-5980. DO school/AACOMAS/Interfolio letter requests should be sent to premed@unomaha.edu using the same contact information.
- 9) Your signed FERPA release waiver (see previous page).