

University of Central Florida College of Medicine

Letter of Recommendation Request Form

Name _____ Class _____

****Please attach a current curriculum vitae and any other relevant application information.***

LETTER OF RECOMMENDATION DUE BY: _____

**Expect a two-week turnaround time for completion.*

Letter Requested from:

- Marcy Verduin, MD, Associate Dean for Students Either/First Available
 Manette Monroe, MD, Assistant Dean for Students

Letter of Recommendation for:

- Away rotation Scholarship
 Fellowship Externship
 National student organization position Other _____

REQUIRED - Address the Letter of Recommendation to the following:

School/Program _____

Attention _____

Address _____

City, State, Zip _____

Special Instructions _____

Upon completion of the letter:

- Please email me at _____ when the ready is letter to be picked up.
 Please fax to _____.
 Please mail the letter in the addressed and stamped envelope that I provided.
 Please email the letter to _____.

Student Signature

Date

Please submit this form to Shelia Ellison in the Office of Student Affairs, 407-266-1351, shelia.ellison@ucf.edu.