

HEALTH PROFESSIONS AND PRELAW CENTER

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Why Should You Use the HPPLC Recommendation Service?

What is the HPPLC Recommendation Service?

The HPPLC Recommendation Service provides a safe repository for all letters that students request from their recommenders until they are ready to have them sent to professional programs. When a student requests that letters be sent, our Recommendation Secretary sends them in a timely manner, to the proper address, in the correct format and with the correct forms. HPPLC retains the originals.

Who Should Use It?

All current IU students and alumni who *may be interested* in applying to professional programs should seriously consider opening a file with HPPLC. It allows you to obtain letters whenever the opportunity presents itself, and when the writer's memory is freshest.

How Does the Service Benefit Preprofessional Students?

Here are 15 great reasons why students *should* use the HPPLC Recommendation Service!

- Faculty and other recommenders *really* appreciate being able to write only one, rather than many, letters of recommendation! Students like only having to make one request for each writer!
- HPPLC provides guidelines and pre-addressed envelopes for letter-writers.
- Students can ask for letters at any time while at IU, or as alumni, and can easily build up a good supply over time.
- HPPLC advisors can read the letters and look for errors: e.g., lack of signature, embarrassing typos, using the wrong gender, referring to the wrong school, etc. Writers appreciate the chance to make corrections!
- If a school or program misplaces a letter (not at all uncommon), we can immediately resend it and thus help avoid missed deadlines and the denial of admission on that basis.
- The service can send letters out quickly when students become aware of new opportunities, impending deadlines, or if a school asks for additional letters later in the admissions process.
- For dental and medical schools: HPPLC forms are accepted as substitutes for the schools' forms and can be immediately processed; otherwise, applicants must wait (sometimes months!) to receive the schools' forms at the secondary stage *before they can even ask for a letter to be written*.
- HPPLC can provide the oft requested premedical or predental faculty "Composite Letter", which can further accelerate the review of the application. Without a HPPLC file this is impossible to obtain.
- Letters on file can also be sent in support of grants, scholarships, and other graduate programs.
- If a student decides to work first and apply later, s/he will still be encouraged to submit academic recommendations. With such letters on file, this is easy to accomplish. Without the recommendation service, writers must be approached long after the fact, if at all.
- Students can be confident that letters will be sent in a timely manner, to the proper address, in the correct format, properly signed, and with the correct forms.
- Students do not have to be in Bloomington or the U.S. to use the recommendation service.
- Our professional staff has a collegial relationship with many programs across the country. If there is a problem with the processing of a letter, our staff will call the school and often can resolve it on the spot.
- HPPLC will maintain the recommendation file for 10 years; longer upon request. The \$25 fee includes six mailings and the duplication of any number of letters.

How Do I Open a File?

Opening a file is quick and easy. Students can drop by the HPPLC office in Maxwell 010 anytime during office hours (8:00 a.m. to 5:00 p.m., M-F) —no appointment is needed. For detailed information, visit our website at www.indiana.edu/~udivhpp/; click on the Recommendation Service link for complete guidelines. Students who are out of town can still open a file by calling us at 812-855-1873 or emailing recserve@indiana.edu.