



## **Diversity in Medicine Scholarship Program 2018-2019 Application Cycle**

### **Letter of Recommendation Instructions**

This student is applying for a scholarship designed to increase the number of physicians working in underserved areas of New York State. In order to accurately assess the suitability of this applicant, we ask that he/she provides two letters of recommendation – one academic and one non-academic.

**Please email the recommendation letter (PDF format) to [scholarship@amsny.org](mailto:scholarship@amsny.org) by June 18, 2018. The letter must be submitted by the letter writer.**

#### **ACADEMIC**

If the applicant is currently enrolled in the health professions training program, the letter should be from the applicant's Department Chair, Faculty advisor or a Faculty member of that academic program who is familiar with the student. If the applicant has not begun the training associated with the scholarship, the letter should be from the Department Chair, Faculty advisor, or a Faculty member of the applicant's most recent academic program who is familiar with the applicant.

The letter should be on the institution's letterhead and include the following:

- Student's first initial and last name
- Student's specialty (if known)
- Evaluator's name (printed)
- Title of evaluator
- Address (unless already on letterhead)
- Signature
- A description of the academic official's relationship to the applicant and the length of time the official has known the applicant
- A discussion of the following points:
  1. The applicant's education/work achievements
  2. The applicant's ability to work and communicate constructively with other people
  3. The official's assessment of the applicant's particular characteristics, interest and motivation to work in an underserved area. This assessment should include the evaluator's knowledge of the applicant's work experiences, pertinent course work, special projects, research, or other activities that demonstrate an interest in and commitment to serving underserved populations.

## NON-ACADEMIC

The Non-Academic Letter of Recommendation should be from an individual who is familiar with the applicant's professional, community, and/or civic activities, especially those related to underserved communities. The evaluator can be an employer or previous employer, community leader, colleague, or anyone who has knowledge of the applicant's interest and motivation to provide care to underserved communities.

The letter should include the following:

- Student's first initial and last name
- Last 4 Digits of Social Security Number
- Student's specialty (if known)
- Evaluator's name (printed)
- Evaluator's title or organization
- Address (unless already on letterhead)
- Signature
- A description of the Individual's relationship to the applicant and the length of time he or she has known the applicant
- A discussion of the following points:
  1. The applicant's community/civic or other non-academic achievements
  2. The applicant's ability to work and communicate constructively with other people
  3. The evaluator's assessment of the applicant's particular characteristics, interest and motivation to serve populations in areas of greatest need in health professional shortage areas. This assessment should include the evaluator's knowledge of the applicant's, work experiences, pertinent course work, special projects, research, or other activities that demonstrate an interest and commitment to serving underserved populations.

If the letter is from an individual representing a particular organization or institution, the letter should be on an official letterhead.