

## SEND EVALUATION FORM

### **Request to Have Letters of Evaluation Sent to a Health Professions School, Summer Program, etc. IF those Evaluations have Already Been Sent to the Premedical Office (Updated 12/09)**

#### **Rules**

1. All requests to send evaluations must be in writing **BY THE STUDENT HIMSELF OR HERSELF**. Requests **CANNOT** be made by friends or relatives.
2. Requests to send evaluations cannot be done instantly. It may take as long as three days for the evaluations to be sent. (Remember: Your procrastination is not our problem.)
3. We can only send evaluations which **YOU** have requested from the faculty and which the faculty have forwarded to Premed. We will not call faculty to get them to send the evaluations. That is your responsibility. Therefore, we suggest you check to see which evaluations are in **BEFORE** you request that they be sent out. (NOTE: We send you and e-mail every time an evaluation arrives in the Premedical Office. Therefore, if you want to know when one is received, you should make sure that you give us the e-mail that you read daily.)
4. The Premedical Office will **NOT** send a copy of evaluations to the individual student.
5. Any forms that must be included for a particular school must be attached to this request. You should fill in all personal information and sign the form if your signature is requested. We cannot do this for you. (If you are off-campus, you can fax a copy of the form--filled out appropriately--or mail it to the Premedical Office.)
6. We will send you an e-mail when the evaluations are sent.

#### **Procedures to use when requesting that evaluations be sent**

1. Procedure to be used if you are on currently enrolled at XU\*:
  - a) Stop by the Premedical Office and complete a paper copy of the "Send Evaluation Form."
  - b) Complete and sign the top portion of the form.
  - c) Indicate if you want the evaluation(s) mailed, faxed, emailed, or picked-up in a SEALED envelope.
  - d) **Print CLEARLY** the complete mailing addresses (or fax/email address) of the schools/programs you want evaluations sent to.
  - e) Put your completed request in the "IN BOX" on the desk in the PM Office (IF there are any forms that need to be sent with your evaluations from the PM Office, be sure to attach them to your request form.)
2. If you are **NOT** currently attending XU, you may request that evaluations be sent by sending an e-mail to [xupremed@yahoo.com](mailto:xupremed@yahoo.com).\* The e-mail must include...
  - a) Your name.
  - b) The name and exact address to which the evaluation should be sent.
  - c) A list of the evaluations which you wish to send.

**\*If you are a SENIOR premed who is currently applying to medical, dental, etc, school for entry next fall, you may be eligible to use the Virtual Evaluations System. Please consult with Premed Office staff before submitting a request to have evaluations sent.**

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**SEND EVALUATION FORM**

Full Name (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Phone number \_\_\_\_\_ Signature \_\_\_\_\_

-----**Request #1**-----

How should evaluations be sent?  Mail  Fax  Pickup\*  Email (include receiver's email address)

Address/Fax/Email of School/Program to which evaluations should be sent:

Names of faculty who wrote evaluations you wish to send:

-----**Request #2**-----

How should evaluations be sent?  Mail  Fax  Pickup\*  Email (include receiver's email address)

Address/Fax/Email of School/Program to which evaluations should be sent:

Names of faculty who wrote evaluations you wish to send:

-----**Request #3**-----

How should evaluations be sent?  Mail  Fax  Pickup\*  Email (include receiver's email address)

Address/Fax/Email of School/Program to which evaluations should be sent:

Names of faculty who wrote evaluations you wish to send:

\*In this case evaluations will be sealed, the Premedical Office will sign across the flap of the envelope, and place the evaluations on the door of 108D. No school will accept these evaluations if they are not in the original signed envelope.

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