

## SPU PPHS Letter Writer Instructions

Students, please give a copy of these instructions to each person who has agreed to write a letter of evaluation on your behalf. Familiarize yourself with them as well. This is formal PPHS policy.

1. Student will give these instructions and a signed [letter waiver](#) (must be addressed to writer) to each writer by February 15. Waiver signifies student has waived right to view the letter to reassure the writer of confidentiality.
2. Students will inform letter writer of our program's deadline for letters of evaluation (March 31). Students will provide this information to letter writer in time to respectfully give writer adequate time to finish the letter.
3. Letter must include:
  - A. Official letterhead of writer's current organization/employer
  - B. Be addressed to student's committee lead
  - C. Authentic signature (hand-written)
4. For content ideas, please see these [guidelines](#).
5. We have informed our students their letters are due to us by March 31.
6. Letter writer will send letter and signed waiver (or copy of it) to administrator either via mail or email. Letter must not be sent to or delivered by student. Signed waiver will indicate to administrator that student has complied with our policy; it will be kept in student's file.
  - A. If emailed, letter should be scanned and sent as a PDF to [pphis@spu.edu](mailto:pphis@spu.edu).
  - B. If mailed, letter should be sent to 3307 3rd Ave W., Suite 205, Attn: Pre-Professional Health Sciences, Seattle, WA 98119.
7. Upon receipt of letter, administrator will confirm with writer and student that it has been received. If an aspect of these instructions has not been completed, letters will not be accepted, and administrator will follow up with either writer or student accordingly.