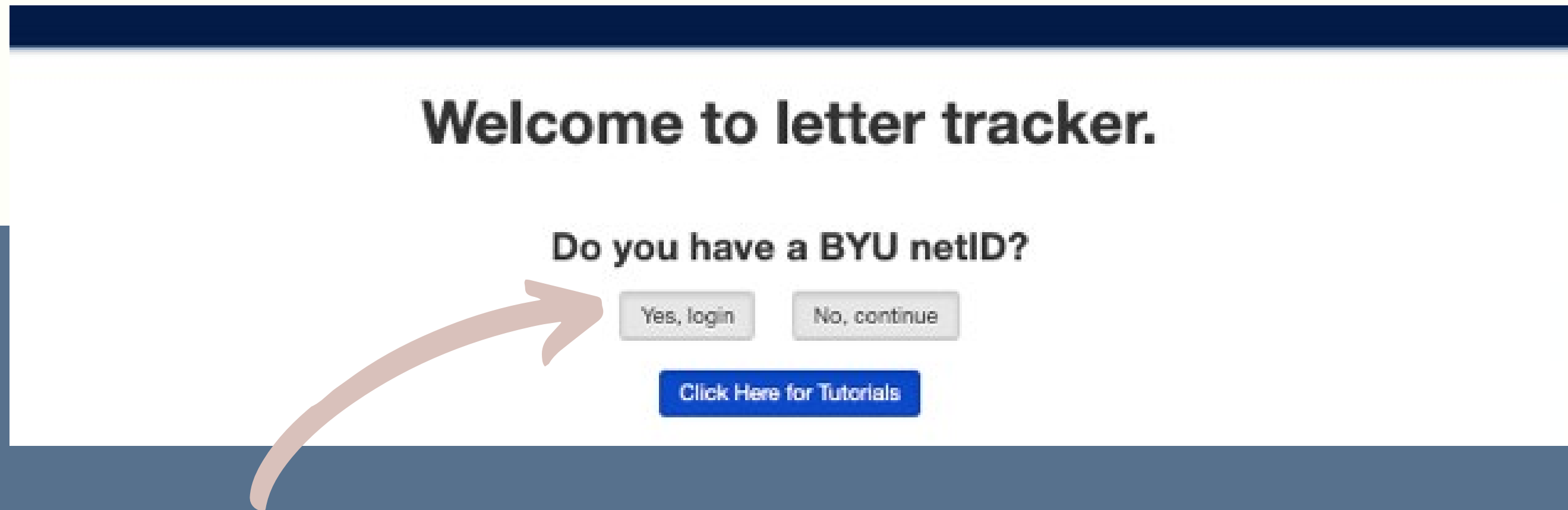


LETTER TRACKER

REQUESTING LETTERS  
OF RECOMMENDATION

# CREATING YOUR ACCOUNT



## STEP 1: CLICK "YES, LOGIN"

Use your BYU net ID and password to create your account

("No, Continue" is for recommenders not affiliated with BYU)

## 2: ENTER AN EMAIL ADDRESS YOU CHECK REGULARLY

We will use this to notify you if there are any issues

## 3: SELECT TYPE

Letter Tracker can only be used for medical and dental use, We can no longer send letters to any PO, PA or nursing schools



The image shows a screenshot of the BYU Preprofessional Advisement Letter Tracker form. The header is dark blue with the BYU logo and the text 'BRIGHAM YOUNG UNIVERSITY' and 'Preprofessional Advisement Letter'. Below the header, the main content area is white. It starts with the heading 'Welcome to Letter Tracker.' followed by a disclaimer: 'This application is intended only for students applying to graduate schools. if this doe'. Below this, there is a text input field for an email address, with a label 'Please input your email address. We will use this email only to give you important information re' and a placeholder 'email address'. Below the email field, there is a question 'Which type of school are you applying for?' with two radio button options: 'Medical' and 'Dental'. Two red arrows point from the text on the left to the email input field and the 'Medical' radio button option.

**BYU** | BRIGHAM YOUNG UNIVERSITY

# Preprofessional Advisement Letter

## Welcome to Letter Tracker.

This application is intended only for students applying to graduate schools. if this doe

Please input your email address. We will use this email only to give you important information re

Which type of school are you applying for?

☐ Medical

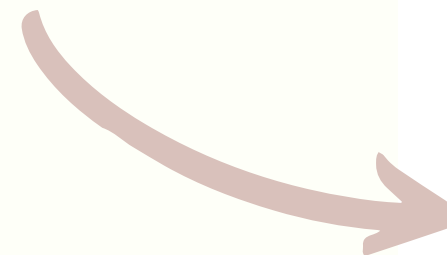
☐ Dental

# REQUESTING LETTERS

(Before requesting letters on letter tracker, make sure your letter writers are willing to write you strong letters of recommendation.)

## 4: SELECT REQUEST NEW LETTER

You will need to request a letter for each individual letter writer



Preprofessional Advisement Letter Tracker

## Welcome to Letter Tracker, S

Letters [Packets](#)

### Your Letters?

You currently have no letters.

[Request new letter](#)

## 5. ENTER LETTER WRITER'S INFORMATION

Provide the following information about your RECOMMENDER and click submit

# Preprofessional Advisement Letter Tracker

## Add a new recommender

### Recommender Information

First name

Last name

Title

Email

Letter description

Personal message

A personal message to the recommender. (optional)

# Preprofessional Advisement Letter Tracker

## Access Rights Waiver

Read the waiver information and indicate your preference.

**Important Note:** We strongly encourage you to respond "yes" and waive your right to view letters of recommendation. Recommending more candid and, consequently, the schools may look more favorably upon your application.

### Waiver

I hereby give my permission to the evaluator to include any pertinent information relating to my personal character and educational academic performance including, but not limited to, my performance in class, class rank, and/or standing, academic ability, record overall scholarship. I understand that this evaluation may include subjective opinions that may not reflect favorably on me. I hereby state that under the Family Educational Rights and Privacy Act (FERPA), Title 20 United States Code Section 1232(g), I have the legal right to review certain education records and materials maintained by BYU. Pursuant to the above named statute and to the extent applicable, this box shows whether or not I HEREBY WAIVE my right of access under FERPA to view or inspect the confidential evaluation records respecting admission to any educational agency or institution, as those terms are defined in 20 U.S.C. § 1232 (g)(1)(C)(3); (b) respecting application of employment; and (c) respecting the receipt of an honor or honorary recognition. I am aware that this waiver shall apply to recommendations only if (i) upon my request I am notified of the names of all persons making confidential evaluations; and (ii) such evaluations are used solely for the purpose for which they were specifically intended. I also hereby acknowledge and affirm that this waiver is not a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from Brigham Young University. In consideration for receiving a letter of evaluation from the evaluator, I agree to release and indemnify both the evaluator and BYU from liability arising as a result of using this letter service or receiving or furnishing information or opinion in connection with any request for an evaluation.

\*Do you waive your access rights?

- ☒ Yes  
☐ No

## 6. WAIVE YOUR RIGHTS

Submit

Cancel

Hitting submit on this page will send the email to your letter writer

WE ENCOURAGE YOU TO  
WAIVE YOUR RIGHTS,  
HERE IS WHY;

Schools have access to see if you have  
waived your rights to the letters.

Waiving your rights suggests to  
schools that the letter has not been  
written with any bias. Letters you have  
access to view will not be seen as  
credible.



# EMAIL SENT TO YOUR RECOMMENDER

A student has requested a letter of recommendation 📧 **Inbox** ✕



**Preprofessional Advisement Center** <noreply@thing0.byu.edu>  
to me -

To (Dr, Professor, etc.) Letter Writer,

The applicant identified below has asked you to provide a letter of recommendation. He/she has waived the right to view your letter.

No student will have access to your letter. However, if the student has NOT waived their right to view your letter the student may request access to the letter by contacting the Preprofessional Advisement Center.

Applicant name: Sarah Barnes

Applicant email: [xsarahbarnez@gmail.com](mailto:xsarahbarnez@gmail.com)

Recommendation description: Medical

## BEFORE SUBMITTING YOUR LETTER

Be sure your letter:

- Is in **PDF** format.
- Includes an **actual signature**.
- Includes a **date**
- Is on **official letter head** (if you do not have official letter head, include your contact info at the top).

PLEASE review these letter writing guides:

- Attachment entitled recommender\_instructions.pdf
- Attachment entitled Medical\_School\_Guidelines.pdf

## UPLOAD YOUR LETTER HERE

[Upload your letter for Sarah Barnes here](#)

**OR**

copy and paste this URL into your web browser's address bar

[http://ppalettertracker.byu.edu/recommender\\_page.php?reqid=96a104f4663f](http://ppalettertracker.byu.edu/recommender_page.php?reqid=96a104f4663f)

Sarah Barnes has included the following personal message:

*The personal message you sent them will show up here. You should probably say thank you!*

Because the email is sent from a server, it may end up in the junk/spam folder. Encourage letter writers to check this folder if they are having trouble receiving the request.

---

Here is some of the information that is sent along with the email.  
<https://www.aamc.org/system/files?file=2019-09/lettersguidelinesbrochure.pdf>

# CHECK STATUS OF LETTERS

## Welcome to Letter Tracker, Sarah

Email sent successfully.

Letters

Packets

### Your Letters?

Get Help

| Recommender Name | Description?             | Status?  | Action?   |
|------------------|--------------------------|--|---|
| Petersen, Emily  | Either medical or dental | Requested: 05/23/2019<br>Received: 05/23/2019          | Letter has been received.                                 |
| Barnes, Sarah    | Medical                  | Requested: 07/09/2019<br>Received: <b>Not received</b> | Your recommender is in the process of writing your letter |

YOU HAVE ACCESS TO VIEW THE STATUS OF EACH LETTER

You should receive an email after each letter has been submitted by your letter writer. However, there are some circumstances an email is not sent. Check this page often to see if your letters have been received



# WHAT'S MY NEXT STEP?

1

## REQUEST MORE LETTERS

Request all the letters you want uploaded to Letter Tracker

2

## WAIT

While you wait for your letter writers to submit their letters, work on your application. You can even submit it once it is done!

3

## REQUEST A LETTER PACKET

Once all your letters have been received on Letter Tracker, it's time to request a letter packet.

4

## TUTORIAL

Follow the step - by-step tutorial on how to create a letter packet.

<https://ppa.byu.edu/letter-tracker>

# FAQ

Look over the frequently asked questions page found at:

<https://ppa.byu.edu/letter-tracker-faq>

# CONTACT THE LETTER SECRETARY

## EMAIL

healthprosec  
@byu.edu

## PHONE

(801) 422-3044

## LOCATION

3328 WILKINSON  
STUDENT CENTER

More information can be found at <https://ppa.byu.edu/letter>

- tracker