FIRST, GO TO PREHEALTH.BYU.EDU OR PPA.BYU.EDU

PRESS “CLICK HERE” TO CREATE AN ACCOUNT
CLICK “YES, LOGIN” AND ENTER YOUR NET ID AND PASSWORD

Click “yes” if a student creating a letter tracker account or letter writer from BYU

This is for those letter writers not affiliated with BYU
PROVIDE YOUR EMAIL ADDRESS AND SELECT MEDICAL, DENTAL OR PODIATRY

Welcome to Letter Tracker.

This application is intended only for students applying to graduate schools. If this does not describe you, you are in the wrong place.

Please input your email address. We will use this email only to give you important information regarding your letters of recommendation.

email address

Which type of school are you applying for?

- Medical
- Dental
- Podiatry

Go

Use an email address that you check regularly: we will use this to notify you when your letters are received or if there are any issues.
NEXT, CLICK “REQUEST NEW LETTER”

Before requesting a letter, you should contact your desired letter writer to confirm that they are willing to write you a letter.
THEN PROVIDE THE NAME, EMAIL ADDRESS, AND OTHER INFORMATION OF YOUR RECOMMENDER
CLICK “SUBMIT”

Because the email is sent from a server, it may end up in a junk/spam folder. Encourage your letter writers to check there if they have trouble receiving the request. The email will be sent from noreply@thunderbolt.byu.edu.
Here is some information we send to letter writers on how to write a good letter of recommendation.


**HERE IS WHAT THE LETTER WRITER WILL SEE IN THEIR EMAIL**

To (Professor, Doctor, 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 and will not have access to view it.

Applicant name: Allison Barnes
Applicant email: allison.barnes@email.com
Recommendation description: Either medical, dental, or fellowship letter

BEFORE SUBMITTING YOUR LETTER

Be sure you letter:
- Is in PDF format.
- Includes an actual signature.
- Is on official letterhead (if you do not have official letterhead, include your contact info at the top).

PLEASE review these letter writing guides:
- Attachment entitled recommender_instructions.pdf

UPLOAD YOUR LETTER HERE

Upload your letter for Allison Barnes here

OR

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

http://gplettertracker.byu.edu/recommender_page.php?reqid=8a5557334ab2b

Allison Barnes has included the following personal message:

The personal message you sent them. Perhaps you said, thank you!

HELPFUL RESOURCES:

If you prefer to submit your letter by mail, please follow submission instructions on the attached cover sheet.

If you are unable to upload your letter through the link or are experiencing other difficulties you may email the letter to healthcounsel@byu.edu, and the letter secretary will upload it for you.

PLEASE DO NOT REPLY TO THIS EMAIL. If you have any questions please contact us at healthcounsel@byu.edu or 801.422.3044.
PLEASE READ. THEN INDICATE WHETHER OR NOT YOU WOULD LIKE TO WAIVE YOUR RIGHTS TO ACCESS YOUR LETTER.

We strongly encourage you to waive your rights to view the letters.

Hitting “submit” triggers the email to be sent to your Recommender.

We strongly encourage you to waive your rights to view the letters.
YOUR LETTER REQUEST HAS NOW BEEN SENT, BUT IS NOT YET UPLOADED FROM YOUR LETTER WRITER.

<table>
<thead>
<tr>
<th>Recommender Name</th>
<th>Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:allison_barnes@byu.edu">allison_barnes@byu.edu</a></td>
<td>Medical</td>
<td>Requested: 04/09/2015, Received: Not received</td>
<td>Letter request sent.</td>
</tr>
</tbody>
</table>
ONCE YOUR LETTER HAS BEEN RECEIVED, YOU WILL RECEIVE AN EMAIL FROM LETTER TRACKER NOTIFYING YOU THAT IT HAS BEEN UPLOADED. YOU CAN CHECK THE STATUS OF YOUR LETTERS ON LETTER TRACKER.
STILL HAVE QUESTIONS?

healthprosec@byu.edu
3328 WSC
Provo, UT 84602
801.422.3044 (phone)
801.422.0398 (fax)