



LETTERS OF RECOMMENDATION GUIDELINES

The University of Detroit Mercy School of Dentistry requires three (3) letters of recommendation: two (2) from science faculty and one (1) from a general dentist with whom an applicant has shadowed. The Office of Dental Admissions has prepared the following guidelines and sample letters (available on our website) to assist in preparing a recommendation letter.

STUDENTS:

If a professor or dentist declines your request, move on and find another referee – do not press the matter.

REFEREES:

An applicant to the University Detroit Mercy School of Dentistry's Doctor of Dental Surgery program requests a letter of recommendation from you. We understand that writing a recommendation letter can be a significant commitment, and we genuinely appreciate your willingness to invest your time in a prospective student. If you are unable to commit to this task, whether due to time constraints or other reasons, please decline the student's request.

Please share any concerns or hesitations you might have, and know that it is okay for a recommendation letter not to be entirely positive. If you have uncertainties or concerns about the student, we invite you to include them in your letter. Your unique insights help us see beyond what is immediately visible in the application, and they are an essential part of our holistic assessment of the applicant. We appreciate the time involved in writing a letter and the effort taken to provide constructive feedback.

GENERAL DIRECTIONS:

Letters must be signed, dated, and on official letterhead. Your full name, degree and title should be underneath your signature. Department/College is optional. If you are a professor, your institution should have an electronic letterhead on its website available to download. You may need to search for Marketing/Communications on your school's website. If you are a dentist and do not have an official letterhead, please put your practice name, address, and contact information on the letter.

If you do not have an electronic signature file, you can take a picture of your signature on paper with your mobile device. You may have to crop/resize the image. The easiest format is .png. which can be inserted into a Word document, and the entire document can be saved/exported as a PDF.

SCIENCE PROFESSORS:

Please list the course code(s) and name(s) of courses where you taught the applicant and the grade they earned. Please talk about their academic performance in your class(es) and your estimation of their future potential success in a rigorous doctoral-level biomedical curriculum. If you are a graduate instructor, the professor of record must co-sign your letter. If your school has one, a pre-health advising office may be able to offer additional guidance.

GENERAL DENTISTS:

Please verify when the applicant shadowed you (approximate start month/year) and describe their behavior and demeanor while chairside. You can list what they learned from you, their inquisitiveness/curiosity, professionalism (with you, patients, and other professionals in your office), etc.