



Letters of Reference for AVDC Credentials Application

The Application Package considered by the Credentials Committee is to include **Letters of Reference** (minimum of two). **Please share this information with the individuals who have agreed to write the letters on your behalf.**

The letters are to be sent directly to the Executive Secretary of the College by the writer of the letter, and must be received on or before the July 15th application deadline.

Submission to the Executive Secretary by e-mail or by fax by the July 15th deadline is acceptable, provided that a mailed signed copy is also sent. The Executive Secretary will insert each letter in the trainee's package before forwarding the packages to the Credentials Committee members for consideration.

The letters are to be written by knowledgeable and appropriately qualified individuals who are familiar with the trainee's training and/or current activities in veterinary dentistry, and/or the trainee's character and professional integrity. Ideally, the letters will be from individuals who have worked with the trainee and have observed the trainee working on veterinary dental cases. Letters from AVDC Diplomates are encouraged. The letters are to:

State how long the writer has known the trainee and in what capacity.

Describe any personal strengths and weaknesses of the trainee.

In particular, describe the trainee's knowledge and abilities to diagnose and treat veterinary dental conditions based on the writer's own observations.

State whether the writer considers the trainee qualified for entry to the College.

The letters are to be marked "Confidential" and addressed directly to the College Executive Secretary at the address below. **All letters of reference must to be accompanied by a signed "Waiver of Access" form.** (To the trainee: This form is available for down-load from the *Information for Registered Trainees* web page. Send or give a copy of the form to each of the people who have agreed to write letters of reference for you.)

Mail letters of reference to: Colin E. Harvey
Executive Secretary, American Veterinary Dental College
VHUP 3113, 3900 Delancey Street,
Philadelphia, PA 19104-6010

E-mail: ExecSec@AVDC.org

Waiver of Access to Confidential Letters of Reference

TO THE APPLICANT: The American Veterinary Dental College requires a minimum of two letters of recommendation as part of its application process. If you prefer that any of the letters of recommendation being requested are to be considered confidential, you may waive your rights to inspect and review the letter(s). Such waivers are voluntary and are not required as a condition of admission to the College.

For each waiver of access that you elect to make, you must complete, and sign a separate *Waiver of Access to Confidential Letter of Recommendation*. Forward this form (whether or not access has been waived) to the reference with your request for his or her letter of recommendation. Letters of recommendation will not be considered unless accompanied by this form. Please send a copy of this form to each individual from whom you are requesting a recommendation letter.

In the spaces provided, please print both the name of your reference and your own name:

Name of reference:

Your name:

TO THE PERSON PROVIDING THE REFERENCE: The above-mentioned individual is applying for admission to the American Veterinary Dental College. If the *Waiver of Access to the Confidential Letter of Recommendation* has been completed and signed by the candidate, the confidentiality of your letter of recommendation can be maintained. If the Waiver has not been signed, the applicant will have the right of access to your letter. Please sign on the line provided indicating that you have read and understand this paragraph, and submit it together with your letter of recommendation irrespective of whether the candidate has signed or not.

Reference's signature: _____ Date: _____

WAIVER OF ACCESS TO CONFIDENTIAL LETTER OF RECOMMENDATION

I understand that the letter of recommendation from concerning me is to be received and maintained in confidence by the American Veterinary Dental College. The principal purpose for requesting this letter of recommendation is to facilitate the processing of my application for admission to the College. With respect to this letter of recommendation, I hereby voluntarily and expressly waive any and all rights that I may have under all applicable laws, regulations, and policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this letter, the right to have a copy of this letter made for my use, and the right to request an amendment to this letter.

Applicant's signature: _____ Date: _____