



AUGUSTA UNIVERSITY

# MEDICAL COLLEGE OF GEORGIA

## **Policy Notice Regarding Requests for Letters From The Office of Student & Multicultural Affairs:**

As you enter the profession of medicine you will have many occasions in which letters attesting to your worthiness for various opportunities are required. It is laudable and expected that you should seek scholarships, research opportunities, clinical experiences etc. There are several types of letters which you may at some point in your medical school career need to request.

Frequently, applications require a letter from an administrative official, oftentimes a Dean, verifying your status in “good standing”. Requests for “verification of your status” are very simple and may be requested from the staff of the Office of Student and Multicultural Affairs. The letter will be signed by the Associate Dean for Student and Multicultural Affairs.

Simple scholarship applications, such as the Ty Cobb scholarship, may be requested from your either your class dean or your clinical faculty advisor who also serves as your physical diagnosis preceptor for ECM. Your advisor will require advance notice to prepare the letter.

When scheduling “away” rotations for fourth year, you will need a letter verifying your status as a student and including documentation of your HIPPA training, OSHA training, your immunizations status, and malpractice insurance coverage by MCG. This letter is generated by the Curriculum Office for Visiting Student Application Service (VSAS) and other away rotation applications.

Yearlong programs, national organization scholarships, and some international programs do specifically require a letter of recommendation from the Student and Multicultural Affairs Dean. If you require a letter of this nature from the Associate Dean, please be advised that it is the policy of this office that requests are received a minimum of two weeks prior to the deadline. In addition, an updated CV and a personal statement indicating your interest in the opportunity and why you consider yourself to be a good candidate for the opportunity must accompany all requests. This information should be emailed to her assistant, Alise Vega at [avega@augusta.edu](mailto:avega@augusta.edu) in advance of any meeting with her that you might schedule to discuss the letter of recommendation.

**By my electronic signature below, I affirm that I have read and agree to abide by the policy as stated above.**

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Electronic Signature

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Date