

# Recommendation Letter FAQ

(last update 5/10/18)

**I submitted my spreadsheet months ago, but I asked for more letters recently. Should I edit my spreadsheet to add them?** *YES. Please do not leave that up to Health Professions. If you request additional letters anytime during the year, edit your spreadsheet so that HP can add the date the letter was received.*

**Where do I find this spreadsheet?** *Directions and a copy of the spreadsheet template are found on our website, under Recommendation Letters: <https://www.holycross.edu/academics/programs/health-professions-advising/health-professions-advisory-committee/committee> (Please read thoroughly).*

**Who needs to submit the spreadsheet back with a list of letters that were requested as letters of recommendations?** *All students wanting updates on what letters are in their file (current students & alumni)*

**Do I still have to do this if I went through the committee before, I heard I didn't have to?** *Yes*

**Do I have to solicit for these letters again that I've asked for before?** *NO, any paper letters currently in your file will be converted to pdfs and added to your electronic Health Professions file for you*

**When can I find out when my letters were received?** *When you submit your spreadsheet back to me, I will update it with the dates the letters were received. When new letters are received I will in turn update that spreadsheet (please allow one-two weeks at committee review times).*

**My spreadsheet doesn't state a letter is in and the Professor/Supervisor said it was sent.** *Please follow up with the letter author. It is ultimately your responsibility to keep track of what ends up in your file and if there is no date populated, it has not reached our office. We suggest you follow up with the letter author and have the letter resent to [hpleters@holycross.edu](mailto:hpleters@holycross.edu)*

**I'm not going through the committee this year, should I still do the spreadsheet?** *Yes, if you're soliciting letters, this is key to stay organized instead of asking down the line to ensure you have the required letters on your behalf. This is a one-time process.*

**I sent in my spreadsheet. Where are the updates?** *Please allow a few days for updates to be made. During busy times (committee review period) please allow one-two weeks. Allow yourself plenty of time to get organized for Spring. We suggest submitting spreadsheets as soon as you start requesting letters - even if it's Summertime. If you send them in last minute they will get stuck in the backlog and you will be handled as first-come first-served.*