



## Attention: UI Faculty and Students

### Letter Service available for Graduate School & Professional Program Applications

Letters of recommendation continue to be a vital part of the screening and selection process in academe. Since 1902, the Educational Placement Office has offered a **Letter Service** (also called a professional file, placement file, or dossier) for graduates applying for professional positions in teaching, research, or administration. This service is also available to use when applying to graduate or professional programs. All students and alumni at The University of Iowa can take advantage of this career resource.

Undergraduate and graduate students pursuing advanced degrees and training are strongly encouraged to collect letters of recommendation from key individuals before leaving campus to support their career and professional goals. Many graduate admissions committees consider well-written letters to be a candidate's strongest asset during the application process. The **Letter Service** provides students a secure repository for letters of recommendation and a way to send letters quickly and conveniently. Letter writers submit one letter for multiple applications and can update the letter at any time.

Here's how it works:

1. Students register online for the **Letter Service**. Registration establishes a professional file to store paper letters for use when students are ready to apply to graduate programs or professional positions.
2. Professors, advisors, mentors, and supervisors write and submit letters for the professional file.\* In most instances, letters in the professional file are used to support multiple applications.
3. When it comes time to send letters to a graduate program, students simply log on to our website and fill out the online request form. Letters are processed within 48 hours and are sent via first class mail in a professional cover with the candidate's name, contact information and seal of The University of Iowa.

\*Two options exist for letters: letters that are available for student review (non-confidential) or confidential letters. Confidential letters are not available for student review and must be accompanied with an official confidential cover form supplied to the writer by the student. Forms can be downloaded at: <[www.education.uiowa.edu/edplace](http://www.education.uiowa.edu/edplace)> All letters received by the **Letter Service** become the property of The University of Iowa.

For more information on the **Letter Service**, including fee structure and terms of use please visit:

*[www.education.uiowa.edu/edplace](http://www.education.uiowa.edu/edplace) and go to **Letter Service***

Or contact us directly:

Educational Placement Office  
N302 Lindquist Center  
The University of Iowa  
Iowa City, IA 52242

call: 319-335-5353  
e-mail: [ed-placement@uiowa.edu](mailto:ed-placement@uiowa.edu)  
web: [www.education.uiowa.edu/edplace](http://www.education.uiowa.edu/edplace)  
hours: 8:00 am - 5:00 pm M-F