Best Practice Recommendations To Applicants Concerning References
Reference Recommendations

- **References**: Notify references before select in PhORCAS
  - Communicate what programs you are applying to
  - Discuss the following scenarios:
    - Reference writer is familiar with program and wants to send a personalized reference to them
    - You are applying to uniquely different programs and want the reference letters to have a different emphasis (ex. PGY1 and admin program)
  - Let the reference writer determine if they want to write program specific or unique letter vs. the standard letter that goes to all programs
Reference Recommendations

- References template recommendations
  - Create a standard reference:
    ‘Applicant Name’ Reference
  - Create a personalized reference based on reference writer preference
    ‘Applicant Name’ Reference for ‘Institution X’

- Applying to uniquely different programs (PGY1 or admin)
  - Create a personalized reference based on program
    ‘Applicant Name’ Reference for ‘PGY1’
    ‘Applicant Name’ Reference for ‘Admin’
Title: Can be generic or personalized

Please provide the requested information on an individual who will be providing a letter of recommendation. Please note that entering a reference in this section and clicking “SAVE” will immediately generate an e-mail request to that individual. Thus, before entering an individual’s name and contact information in this section, be sure that this person has agreed to write a letter of recommendation for you.

Tania Boris Reference
If you would like to customize a reference please indicate in this section the name of the program (ex. Providence Alaska Medical Center-PGY2-Oncology); if this is a general reference please enter in a general title for your identification.

Notes to Reference:
Please include the deadline date for the program, as well as any supplement data the program may require from the reference writer. This will notify reference writers if they need to upload any supplemental requirements with their reference. (max 300 characters)
Read prompts carefully

Notes to Reference: include deadline & other relevant data