**How do I submit recommendation letters to Dunster?**

First, download the [Recommendation Letter Waiver Form](http://dunster.harvard.edu/main/wp-content/uploads/2014/09/Recommendation-Letter-Waiver-Form-2018-19.pdf), complete the top section, and give it to your letter writer. Your recommender must include a signed copy of this form with their letter.

Second, ask your recommenders to submit their letter to Dunster House. They can submit via email or mail, though currently due to the pandemic, we recommend email.

If submitting via email, please have them send the waiver form and letter to Diana Hovsepian: [hovsep@fas.harvard.edu](mailto:hovsep@fas.harvard.edu)

If submitting a hard copy, please have them send documents to this address:

Office of the Allston Burr Resident Dean of Dunster House

Attn. Diana Hovsepian (E303A)

945 Memorial Drive

Cambridge, MA 02138

We recommend that you give your letter writer at least 4-6 weeks of notice so that they have ample time to write a strong letter for you. For tips on how to ask for recommendation letters or what kind of information they should include, please see this really helpful OCS website: <https://ocs.fas.harvard.edu/letters-recommendation>

Also, here is a document you can share with your letter writers on AAMC guidelines for writing a medical school recommendation letter: <https://www.aamc.org/system/files?file=2019-09/lettersguidelinesbrochure.pdf>