



Visiting Clerkship Program Recommendation Guidance

Rotation Month	Dates	HMS/VCP Deadline
May 2022	May 2 - May 29	February 1
June 2022	May 31 - June 26	March 2
July 2022	July 5 - July 31	April 6
August 2022	August 1 - August 28	May 3
September 2022	August 29 – September 25	May 31
October 2022	September 26 – October 23	June 28
November 2022	October 24 – November 20	July 26

Recommender eligibility: The recommendation writer should be a faculty member within the specialty to which the student is applying for a Harvard Medical School rotation.

Recommendation submission: The recommendation must be submitted as a PDF or word file directly to the Visiting Clerkship Program by email: vcp_hpsp@hms.harvard.edu.

Recommendation format: The recommendation may be addressed to the Visiting Clerkship Program, Harvard Medical School Office for Diversity Inclusion and Community Partnership. The recommendation must be signed and dated by the writer. The recommendation may be written as a letter or as a short-answer response. Both letters and short-answer responses should incorporate feedback on the following five areas:

1. How long have you known the applicant and in what connection?
2. What do you consider to be the applicant’s strengths and talents?
3. What do you consider to be the applicant’s limitations?
4. Please rate the applicant in comparison with other fourth-year medical students.
5. Please make any additional comments about the applicant’s record, potential, and/or personal qualities that you feel would be helpful.

Writers should provide the following information in their signature:

1. Name
2. Title
3. Institution
4. Email

Questions? Email vcp_hpsp@hms.harvard.edu