



## FREQUENTLY ASKED QUESTIONS

### 1. I am in the second-year of a six-year MD-PhD program, am I eligible to apply?

The duration of programs varies between universities. Eligible candidates must be starting their clerkship rotations the following semester regardless of the program or school.

### 2. Do the letters of support need to confirm that I am a student in good standing?

No. Your application is validated by the office of Undergraduate Medical Education (UGME) or equivalent at your university.

### 3. Does the faculty member reference have to be from the institution that I currently attend?

No. A faculty member reference can be from any university provided they have firsthand experience with you and can comfortably attest to your strengths.

### 4. Does the faculty reference need to be a physician?

The faculty member does not need to be a physician. However, at least one of the two faculty reference letters should be able to support that the student currently demonstrates the qualities outlined in the application: leadership through school involvement and/or community-based volunteer projects or extracurricular activities, academic excellence, passion about collaboration and innovative thinking in health care leadership.

### 5. Does the community reference have to be non-faculty?

Ideally, the community reference will be from outside of the applicant's current academic scope, validating the applicant's well roundedness beyond academic excellence. That said, we appreciate that community involvement can happen on campus as well, and so if using a faculty reference, it should be clear the focus of this reference is on the applicant's community involvement.

### 6. Can the applicant email the letters of support to UGME or is there a portal for references?

Please follow the protocols of the Undergraduate Medical Education Office (or equivalent) at your school.



**7. Are there specific formatting requirements for the letters of support? (e.g. letterheads, specific attributes about the students they should address, specific length, etc).**

There is no template or form provided for reference letters. Generally, letters should be written on the referee's letterhead and include the name of the candidate. Your referees should comment on the following candidate attributes, with specific examples, when composing their letters:

- ♥ Demonstrated leadership (through school involvement and/or community-based volunteer projects or extracurricular activities)
- ♥ Academic excellence
- ♥ Passion about collaboration and innovative thinking in health care leadership

**8. Should each letter address all aspects of the award (leadership, academics, knowledge advancement), or would each speak to a specific criterion and all three come together to present the whole picture?**

This is specific to the nature of the relationship you have with the individual(s) you ask to write a letter of support. It is acceptable for a referee to focus on one once aspect of the criteria if that is the nature of your relationship. Collectively, your support letters and essay should speak to all the criteria and provide a sense of who you are apart from being a medical student.

**9. Can I write about more than one Laureate?**

Ideally you should focus on one Laureate who inspires you most. If you have specific reasons for writing about a second Laureate, you may. You can search Laureates on our website by name or by their discipline: [www.cdnmedhall.ca](http://www.cdnmedhall.ca)

**10. Can I exceed the limit of 1000 words?**

The acceptable amount is  $\pm 5\%$  of 1000 words (50 words).