SAMPLE LETTER – LETTER SHOULD BE ON SCHOOL LETTERHEAD

10/08/2025

University of New England 11 Hills Beach Road Biddeford, ME 04005 ATTN: School Certifying Official

To whom it may concern:

Required Prerequisite(s)

Anatomy and Physiology I

John Doe/Jane Doe is seeking admission into our Doctor of Osteopathic Medicine (D.O.) Program

After reviewing the prospective student's academic transcript and related records, we have identified the following prerequisite courses that are required for admission into our program for this student.

UNE Course Code*

<u>Credits</u>

4 credits

The required courses and their University of New England (UNE) equivalents are listed below:

ANPS 1010

Biology I Lecture & Lab Molecular Biology	BIOL 1010 BIOL 1055	4 credits 3 credits
Any questions about these requirements can be directed to me using the below contact information.		
Signature:		Date:/
Print Name:		
Title:		
Institution:		
Phone:		
Email:		

^{*}A list of UNE's Online prerequisites, and syllabus, are available through its online Science Prerequisites for Healthcare Professions (SPHP) can be located her: https://online.une.edu/science-prerequisites/courses/