

## How To: Completing the AMCAS Letters of Evaluation Section

When you get to the 'Letters of Evaluation' part of the AMCAS application, you'll be prompted to create a letter entry. Read the description and click 'YES' to start the process:

The screenshot shows the AMCAS application interface. At the top, there is a navigation bar with the AMCAS logo and the text 'American Medical College Application Service'. To the right of the logo is the AAMC logo. Further right are buttons for 'MAIN MENU', 'Help', 'Contact Us', and 'Log Off'. Below the navigation bar, the text '2010 Application' is displayed on the left, and 'Todd Rothman | AAMC ID: 12298729' is displayed on the right. A horizontal menu contains nine items: '1. Identifying Information', '2. Schools Attended', '3. Biographic Information', '4. Course Work', '5. Work/Activities', '6. Letters of Evaluation', '7. Medical Schools', '8. Essay(s)', and '9. Standardized Tests'. The '6. Letters of Evaluation' item is highlighted in red. Below the menu, the section is titled 'LETTERS OF EVALUATION/RECOMMENDATION SUMMARY'. The text reads: 'This section enables you to provide information about your letters of evaluation/recommendation only to those medical schools that are participating in the AMCAS Letters service.' A note follows: '\* For Schools that do not participate in this service, you will need to contact them directly regarding their letters of evaluation/recommendation requirements. AMCAS will not forward your letters to these schools.' Another note states: 'You must create an entry for each letter of evaluation being sent to AMCAS. Up to 10 letter entries may be created. Letter entries may continuously be added throughout the application process; however, after submission of your application, letter entries can not be edited or deleted. Would you like to create an entry for a letter of evaluation now?' Below this text is a link: 'AMCAS Letters Service (List Of Participating Schools)'. At the bottom of the section are two buttons: 'Back' on the left and 'Yes' and 'No' on the right.

On the following screen, click the radio button next to **committee letter**:

The screenshot shows the 'ADD A LETTER OF EVALUATION/RECOMMENDATION' section. At the top, there is a navigation bar with the same menu as the previous screenshot. The '6. Letters of Evaluation' item is highlighted in red. Below the menu, the section is titled 'ADD A LETTER OF EVALUATION/RECOMMENDATION'. The text reads: 'Many medical schools determine whether or not an applicant has met their letter of evaluation/recommendation requirements by the type of letters they receive in support of an application. For example, a medical school may require a committee letter OR three individual letters in support of your application.' Another note states: 'For medical schools' requirements regarding letters of evaluation/recommendation, click Help.' A third note states: 'Please identify the type of letter you wish to enter. If you are uncertain as to the type of letters provided by your school/institution, please ask your pre-health advisor or career center prior to answering this question.' Below this text are three radio button options:   
 Committee Letter: A committee is a letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A committee letter may or may not include additional letters written in support of your application.   
 Letter Packet: A packet or set of letters assembled and distributed by your institution, often by the institution's career center.   
 Individual Letter: An individual letter refers only to a letter authored by, and representing, a single letter writer. **If you have already included an individual letter within either a committee letter or letter packet, you do not need to add a separate entry for the individual letter.**   
On the right side of the screen, there is a box titled 'LETTERS OF EVALUATION' with a right-pointing arrow. Inside the box, the text reads: 'You have not added any Letters of Evaluation.' At the bottom of the section are two buttons: 'Back' on the left and 'Continue' on the right.

Choose *The University of Alabama – Tuscaloosa* from the drop down menu:

1. Identifying Information | 2. Schools Attended | 3. Biographic Information | 4. Course Work | 5. Work/Activities | 6. Letters of Evaluation | 7. Medical Schools | 8. Essay(s) | 9. Standardized Tests

**ADD A LETTER OF EVALUATION/RECOMMENDATION**

What School is Providing this Letter? \*

**LETTERS OF EVALUATION**

You have not added any Letters of Evaluation.

You should get a screen that looks like this. Fill out the boxes as shown:

Information | Attended | Information | Work | Activities | Evaluation | Schools | Tests

**ADD A LETTER OF EVALUATION/RECOMMENDATION**

Letter Title

Institution name

Primary Contact/Author's Prefix

Primary Contact/Author's First Name \*

Primary Contact/Author's Middle Name

Primary Contact/Author's Last Name \*

Primary Contact/Author's Suffix

Primary Contact/Author's Title

Primary Contact/Author's Email \*

Primary Contact/Author's Phone \*

Organization Name

Address \*

Address 2

Country \*  United States  Canada  Other...

State \*

City \*

Postal Code \*

**LETTERS OF EVALUATION**

You have not added any Letters of Evaluation.

VirtualEvals (the service we use) will require the AAMC LETTER ID number. When prompted to create a Letter Request Form, click YES:

The letter request form looks like this:

You do not need to print the form, but we do need the 7-digit letter ID before we can submit your letters.

Thanks! Let us know if you have questions.