

INSTRUCTIONS FOR STUDENTS APPLYING TO ALLOPATHIC MEDICAL SCHOOLS

INSTRUCTIONS FOR STUDENTS SUBMITTING AN AMCAS APPLICATION

The Preprofessional Advising Office will submit Letter Packets to schools participating in the AMCAS application process electronically through the AMCAS Letter Service. Almost all of the U.S. allopathic medical schools participate in the AMCAS Letter Service.

Please note that the following schools do not participate in the AMCAS Letter Service:

- International Medical Schools
- Texas medical schools participating in TMDSAS

Please refer to the “International Schools” and/or “TMDSAS” instructions posted on our website, www.bu.edu/prehealth/applicants/transmission for these schools.

Before the submission of your AMCAS application:

1. In your AMCAS application under the Letters of Evaluation Section, create an entry for your Letter Packet.

Letters of Evaluation/Recommendation

i A maximum of ten (10) letter entries may be created. Letter entries may be added and assigned to medical schools after you have submitted your application. However, once you have submitted your application, existing letter entries cannot be edited or deleted; they can only be marked "No Longer Being Sent".

Important Information about Letters:

- You may submit your application before creating letter entries in this section.
- You may submit your application prior to letters being received by AMCAS.
- Letter deadlines are established individually by each medical school, so check their websites for deadline dates.
- Letters sent to AMCAS cannot be released to applicants or letter authors under any circumstances, and are provided only to medical schools that are participating in the AMCAS Letter Service.
- Re-applicants should note that letters received by AMCAS do not rollover to later application years, so advise your letter authors to keep a copy of their letter.
- The AAMC publishes a list of guidelines for letter of evaluation authors. A link to the guidelines is on the Letter Request Form you will provide to your letter authors.

** You must contact schools that do not participate in AMCAS Letters to determine their letter of evaluation requirements. AMCAS will not forward your letters to these schools. See the list of participating schools.*

Watch ["How to Add Letter of Evaluation Entries & Assign them to Medical Schools"](#) Tutorial

Watch ["How to Match Letter of Evaluation Entries & Assign them to Medical Schools"](#) Tutorial

Note: Your letter writers must send your letters through AMCAS if you are applying to one or more schools participating in the AMCAS Letters Service.

Please create one letter entry for each Committee letter, Individual letter, or Letter Packet being sent to AMCAS. Most medical schools participate in the AMCAS Letter Service. Please review [additional information about letters of evaluation](#).

[+Add Letter of Evaluation/Recommendation](#)

[I have no Letters to add](#)

[« Back](#)

[Save & Continue »](#)

2. Select “Letter Packet.”

Add Letter of Evaluation/Recommendation



i 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.

Please review the [AMCAS Applicant Guide](#) for more information about Letters of Evaluation.

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.

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. A Committee Letter is sometimes called a composite letter.

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.**

i Select a meaningful Letter Title, as you may need this title later to identify a letter. For example, if this letter were from the University Of X, with a primary contact of John Doe, and you intend to have this letter sent only to MD/PhD programs, you might create a title of "UX_Doe_MD_PhD".

Letter Title

Please enter a title for this letter

Cancel

Save

Screenshot courtesy of <https://apps.aamc.org/amcas/#!/application/lettersOfEvaluation>

3. When you select *Letter Packet*, as explained in the AMCAS Applicant Guide, “You may enter a Letter Title (it’s optional and visible to medical schools). Next, select a school from the Select School drop-down menu. Then, fill in the fields for the Primary Contact’s information, including address, phone number, and email address (all required fields). Finally, you’ll have the option to add the names of the other letter writers who contributed to your packet.” If you are using a Letter Title, we suggest “Letter Packet from Boston University.” If you are adding the authors of the eligible letters of recommendation to be included in your Letter Packet, we suggest calling the Preprofessional Advising Office at 617-353-4866 to confirm the recommenders we have on file. The “Additional Authors” listed here should match the selection of letters on your electronic Transmission Form.

i Select a meaningful Letter Title, as you may need this title later to identify a letter. For example, if this letter were from the University Of X, with a primary contact of John Doe, and you intend to have this letter sent only to MD/PhD programs, you might create a title of "UX_Doe_MD_PhD".

Letter Title
Letter Packet from Boston University

Select School *
Boston University

Primary Contact/Author Prefix
Dr.

First Name *
Glen

Middle Name
Please enter the author's middle name

Last Name *
Zamansky

Suffix
Select Suffix

Title
Assistant Dean for Premedical Studies



Enter "Assistant Dean for Premedical Studies"

Organization Name
Boston University

Address *
100 Bay State Road

Address 2
Apt No., Suite No., Building No. etc

Country *
United States

State *
Massachusetts

City *
Boston

Zip Code *
02215

Phone *
(617) 353-4866

Email *
gzamansk@bu.edu



gzamansk@bu.edu

Additional Authors
Author 1

Author 2



If you choose to list the authors, we suggest calling us at 617-353-4866 to confirm your eligible letters. The "Additional Authors" listed here should match the selection on your electronic Transmission Form.

Author 3

Author 4

Author 5

Author 6

4. Generate the AMCAS Letter Request Form and save a PDF copy of this form. You will need to upload a copy of this form to complete your transmission request.

Reminder ×

! To ensure your letters are matched correctly with your application, we ask that they be accompanied by the AMCAS Letter Request Form. Please provide this form to the person who will be sending your letter(s) of evaluation. This form must accompany letters being mailed to AMCAS. If your letters will be delivered electronically through AMCAS Letter Writer Application, VirtualEvals, or Interfolio, the AMCAS Letter ID number must be included in the electronic transmission in order for the letters to be matched properly to your application. At any time, you can return to the Letters of Evaluation section of the application and print the Letter Request Form or save it as a PDF file so you can email the form directly to the person who will be sending your letter(s) of evaluation.

Do you want to generate your Letter Request Form now?

Screenshot courtesy of <https://apps.aamc.org/amcas/#/application/lettersOfEvaluation>

Example of AMCAS Letter Request Form:

AMCAS
American Medical College
Application Service



BU Preprof
100 Bay State Road
Boston, MA 02215
United States

AMCAS LETTER REQUEST

May 1, 2019



Letter ID: 4526760

◆◆ For AMCAS 2020 applications only ◆◆

AAMC ID: 14568247
Last Name: Preprof
First/Middle Name: BU
AMCAS Letter ID: 4526760
Letter Type: Letter Packet

Visit www.aamc.org/amcasletters for guidelines on writing letters.

Medical Schools may require your letter(s) to be on official letterhead and include your signature.

TO:
DR Glen Zamansky
Boston University
100 Bay State Road
Boston, MA 02215
United States

With this form, I am requesting that you forward my letter of evaluation to the American Medical College Application Service (AMCAS), which collects all letters on behalf of medical schools participating in the AMCAS Letters Service. Below is more information from AMCAS on how to submit the letter.

About AMCAS Letters

The AMCAS Letters Service is a centralized service that allows medical schools to receive all letters of evaluation electronically from AMCAS. This service also allows letter authors to send letters to AMCAS, rather than to individual medical schools (as long as those schools participate in AMCAS Letters).

The AAMC has established a centralized set of guidelines for letter writers. Please be sure to review these guidelines when crafting letters of evaluation.

For more information about this service, the guidelines, and a list of participating schools please visit www.aamc.org/amcasletters.

How to Submit Letters to AMCAS

- **AMCAS Letter Writer Application**
Create an account, upload your letter, enter the AAMC ID and Letter ID numbers printed on this form, and you're done. To securely upload a PDF using the AMCAS Letter Writer Application, visit <https://services.aamc.org/letterwriter>
- **Interfolio**
AMCAS can collect letters sent using Interfolio if the student requesting this letter is an Interfolio user or your institution/organization uses Interfolio to deliver letters of evaluation.
- **Mail**
Please include this form (do not staple) with your letter(s) and mail to:

AMCAS, attn: AMCAS Letters
AAMC Medical School Application Services
P.O. Box 18958
Washington, DC 20037

Screenshot courtesy of <https://apps.aamc.org/amcas/#/application/lettersOfEvaluation>

NOTE: You must submit your AMCAS application before your Letter Packet is submitted to AMCAS. Letters are not required to verify your application.

Once you have submitted your AMCAS application and received at least 4 secondary applications:

Fill out an electronic Transmission Form for Allopathic Medical Schools, available online at www.bu.edu/prehealth/applicants/transmission. Complete and submit all sections of the Transmission Form. Once submitted, you will have the opportunity to save a copy of your request, which we strongly recommend you do for your record. *You will not receive a confirmation email for your submission.*

Although AMCAS will send an email to our office indicating your request for a Letter Packet, **we will not process your request until you submit your electronic Transmission Form.**

Your request will be processed within one to two weeks from the business day that your Transmission Form is received by the Preprofessional Advising Office.