


# AMCAS Letters of Evaluation Instructions

## Step 1:

After completing the previous sections, continue to the Letters of Evaluation section.

Click “Yes” to add a letter of evaluation

American Medical College  
Application Service

 **AAMC**

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2016 Application

Applicant Name | AAMC ID #

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

### LETTERS OF EVALUATION/RECOMMENDATION SUMMARY

**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.

**Instructions**

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. [See the list of participating schools.](#)

*\* 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.*

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".

For more information about letters of evaluation, please click the Help button, watch the tutorial video or [read our Letters FAQs.](#)

**▶ Watch "How to Add Letter of Evaluation Entries & Assign them to Medical Schools" Tutorial**

Would you like to create an entry for a letter of evaluation now?

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Yes

No


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## Step 2:

Chose "Letter Packet"

Click "Continue"

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### ADD A LETTER OF EVALUATION/RECOMMENDATION

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.

For medical schools' requirements regarding letters of evaluation/recommendation, click [Help](#).

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.**

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LETTERS OF EVALUATION ▶

You have not added any Letters of Evaluation.

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### Step 3:

Select “Florida State University” from the pull-down menu

Click “Continue”

The screenshot displays the AMCAS 2016 Application interface. At the top, the header includes the American Medical College Application Service (AMCAS) logo and the AAMC logo. Navigation links for MAIN MENU, Help, Contact Us, and Log Off are visible. Below the header, the 2016 Application progress bar shows steps 1 through 9, with '6. Letters of Evaluation' currently selected. A black box in the top right corner displays 'Applicant Name | AAMC ID #'. The main content area is titled 'ADD A LETTER OF EVALUATION/RECOMMENDATION'. It features a 'Select School: \*' label with a question mark icon and a pull-down menu showing 'Florida State University'. A red circle highlights the 'Florida State University' selection. Below the school selection is a 'Back' button. To the right, a 'LETTERS OF EVALUATION' section shows a message: 'You have not added any Letters of Evaluation.' A red circle highlights the 'Continue' button. At the bottom, a footer contains links for Contact Us, © 1995-2016 AAMC, Terms and Conditions, and Privacy Statement.

AMCAS | AAMC

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ADD A LETTER OF EVALUATION/RECOMMENDATION

Select School: \* Florida State University ▼

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LETTERS OF EVALUATION

You have not added any Letters of Evaluation.

Continue


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## Step 4:

Enter information as shown

Click "Continue"

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LETTERS OF EVALUATION

ADD A LETTER OF EVALUATION/RECOMMENDATION

Letter Title ?

FSU Letter Packet

Institution name

Florida State University

Primary Contact/Author's Prefix ?

Select One ▼

Primary Contact/Author's First Name \*

Nina

Primary Contact/Author's Middle Name

Primary Contact/Author's Last Name \*

Flanagan

Primary Contact/Author's Suffix

Select One ▼

Primary Contact/Author's Title

Primary Contact/Author's Email \*

virtual.eval@med.fsu.edu

Primary Contact/Author's Phone \*

850-644-7678

Organization Name

Address \*

1115 W Call St

Address 2

Country \*

☒ United States ☐ Canada ☐ Other...

State \*

Florida ▼

City \*

Tallahassee

Postal Code \*

32306

Letter Title: **FSU Letter Packet**  
Primary Contact First Name: **Nina**  
Primary Contact Last Name: **Flanagan**  
Primary Contact Email:  
**virtual.eval@med.fsu.edu**  
Primary Contact Phone: **850-644-7678**  
Address: **1115 W Call St**  
State: **Florida**  
City: **Tallahassee**  
Postal Code: **32306**

## Step 5:

Click “Yes” to generate the Letter Request Form

Save the PDF generated.

The screenshot shows the AMCAS 2016 Application interface. At the top, there is a dark green header with the AMCAS and AAMC logos, and navigation links for MAIN MENU, Help, Contact Us, and Log Off. Below the header, a red banner displays "2016 Application" and a black box shows "Applicant Name | AAMC ID #". A horizontal menu contains nine tabs: 1. Identifying Information, 2. Schools Attended, 3. Biographic Information, 4. Course Work, 5. Work/Activities, 6. Letters of Evaluation (highlighted in red), 7. Medical Schools, 8. Essay(s), and 9. Standardized Tests. The main content area is titled "ADD A LETTER OF EVALUATION/RECOMMENDATION". It contains two paragraphs of text explaining the requirement for letters of evaluation and providing instructions on how to return to the section to print or save the Letter Request Form. Below the text is the question "Do you want to generate your Letter Request Form now?". At the bottom left is a "Back" button. At the bottom right are "Yes" and "No" buttons, with the "Yes" button circled in red. On the right side of the page, there is a sidebar titled "LETTERS OF EVALUATION" with a sub-header "You have not added any Letters of Evaluation."

American Medical College  
Application Service  
**AMCAS** | **AAMC**

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**ADD A LETTER OF EVALUATION/RECOMMENDATION**

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.

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?

Back Yes No

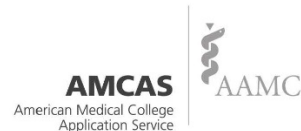
**LETTERS OF EVALUATION**

You have not added any Letters of Evaluation.

## Step 6:

Email the Letter Request Form from Step 5 to [medschool.letterseva@med.fsu.edu](mailto:medschool.letterseva@med.fsu.edu)

Attach the Letter Request Form and in the body of the email, list the letter writers you want included in your letter packet. ***These letters will be sent to all medical schools you apply to. Individual letters to individual schools should not be included in your letter packet.*** These can be added as “Individual Letters” on your own in Step 2.



Your Name  
Your Address

AMCAS LETTER REQUEST  
April 27, 2016

■ ■ For AMCAS 2016 applications only ■ ■

AAMC ID:  
Last Name:  
First/Middle Name:  
AMCAS Letter ID:  
Letter Type:

Your  
info

Letter Packet



Letter ID:

Visit [www.aamc.org/amcasletters](http://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:  
Nina Flanagan  
Florida State University  
1115 W Call St  
Tallahassee, FL 32306  
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](http://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 20036


- **VirtualEvals (NAAHP members only)**  
If you use VirtualEvals, be sure to enter the AAMC ID and AMCAS Letter ID numbers printed on this form when you upload your letter.

For more information about AMCAS, visit [www.aamc.org/amcas](http://www.aamc.org/amcas).

## Step 7:

If the letter packet includes all letters you want to submit, click done. We will submit your packet & email a confirmation when completed.

Application Service

**AMCAS** 

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**Watch "How to Add Letter of Evaluation Entries & Assign them to Medical Schools" Tutorial**

[Hide Medical Schools](#)

Letters of Evaluation/Recommendation		Letter ID			
Nina Flanagan, FSU Letter Packet	Not Received	3577979	<a href="#">Print or Save Letter Request Form</a>	<a href="#">Details</a>	<a href="#">Delete</a>

You have not yet assigned this letter to any medical schools.  
You will be able to assign this letter to medical schools in the Medical Schools section of the application. 

[Back](#)

[Print](#)

[Add Another Letter](#)

[Done](#)