

Completing the AMCAS 2010 *Letters of Evaluation* section

May 2009

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Office of Career Services
Harvard College



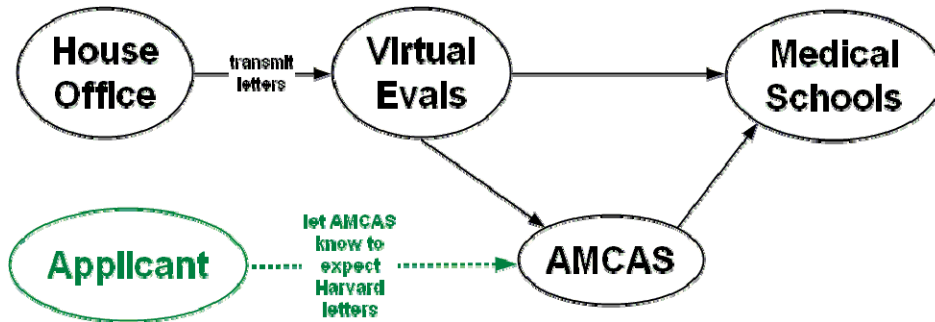
Letters of Evaluation

This is the second year of a program in which AMCAS will receive your rec letters directly from your House via *VirtualEvals*.


There are three steps for applicants:

1. Under *Letters of Evaluation*, you'll need to "add" a **committee letter** to let AMCAS know about the letters they are going to receive from your House Office.
2. **Send Letter Request Form ID** to your House Office.
3. Complete the *Medical Schools* section and **assign the letters** to each participating school.

Letters of Evaluation



Step 1: "Add" Committee Letter

American Medical College Application Service
AMCAS 

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2009 Application Jeffrey Glenn | AAMC ID: 12731420

1. Identifying information 2. Schools attended 3. Biographic information 4. Course work 5. Work/Activities 6. Letters of Evaluation 7. Medical Schools 8. Essays 9. Standardized Tests

LETTERS OF EVALUATION/RECOMMENDATION SUMMARY

This section enables you to provide information about your letters of evaluation/recommendation to those medical schools that choose to receive letters of evaluation/recommendation via AMCAS.
[View list of participating medical schools](#)

Only applicants applying to participating schools must complete this section. This section does not need to be completed prior to submitting your AMCAS application.

Would you like to enter an AMCAS letter? You may add up to 10 letters of evaluation/recommendation.

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Step 1: "Add" Committee Letter

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

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.
- 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.**

[Back](#) [Continue](#)

LETTERS OF EVALUATION

You have not added any Letters of Evaluation.

select →

Step 1: "Add" Committee Letter

American Medical College Association
AMCAS **AAMC**

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ADD A LETTER OF EVALUATION/RECOMMENDATION

Letter Title

Institution name Harvard University

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.


Step 1: "Add" Committee Letter

- Select "**committee letter**". All of the letters that come from Harvard are considered a single committee letter so you'll just need to enter one.
- Select "Harvard University" as the sender and fill out info about Harvard. **For primary contact, use your Resident Dean's name.**
- Now you'll be able to access AMCAS's Letter Request Form. **Email Letter ID # to your Resident Dean's Office.**

Step 2: Email Letter ID to House

Email this to your Resident Dean's Office

AMCAS
American Medical College
Application Service




Jeff Glenn
1 Somewhere Ave.
Cambridge, MA 02138
United States of America

AMCAS LETTER REQUEST
Application Year 2009
May 21, 2008

AMCAS ID: 12731420
Last Name: Glenn
First/Middle Name: Jeff
AMCAS Letter ID: 1025211

TO:
Resident Dean
Harvard University
Harvard House
1 Something Street
Cambridge, MA 02138
United States of America


Letter ID: 1025211

With this form, I am requesting that you forward my letter of evaluation/recommendation to the American Medical College Application Service (AMCAS), which receives all letters on behalf of medical schools participating in the AMCAS Letters Service. For more information about this service, including a list of participating medical schools, see below.

You can forward my letter to AMCAS in one of the following ways:

- VirtualEvals (VE): VE is available to members of the National Association of Advisors for the Health Professions (NAAHP). If you are a VE user, make note of the requesting student's AAMC ID and AMCAS Letter ID included above and upload your letter(s) to VE.
- AMCAS Letter Writer Application: This application enables letter writers to upload documents securely to AMCAS rather than send letters via the mail. If you are interested in this option, and can upload a PDF version of your letter, make note of the requesting

Step 2: Email Letter ID to House

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

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LETTERS OF EVALUATION/RECOMMENDATION SUMMARY

This section enables you to provide information about your letters of evaluation/recommendation to those medical schools that choose to receive letters of evaluation/recommendation via AMCAS.
[View list of participating medical schools](#)

You are not required to complete this section prior to submission, or if you are applying only to medical schools that do not receive letters of evaluation/recommendation via AMCAS.

[Hide Medical Schools](#)

Letters of Evaluation/Recommendation	Letter ID			
Resident Dean, First_Last_Harvard	Not Received	1025211	Print Letter Request Form	Details Delete

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](#)

schools receiving letter listed here

Step 3: Assign Letter to Med Schools

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

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ADD A MEDICAL SCHOOL

Filter by State

Filter by Deadline

Filter by Program Type

School *

Have you applied to this medical school in previous years? *
 Yes No

Program * Please wait...

You may need **prior permission** from the medical school to select any of the following program types:

- Deferred/Delayed Matriculant
- Early Assurance
- Combined Bachelors/Medical Degree
- Other Special Program

MEDICAL SCHOOLS

You have not selected any medical schools.

Step 3: Assign Letter to Med Schools

type of program
(e.g. MD vs. MD/PhD)

School * Case Western Reserve University School of Medicine [School of Medicine](#)
[Mayo Medical School](#)

Have you applied to this medical school in previous years? *
 Yes No

Program *
 Regular M.D.
 Combined Medical Degree/Graduate
 Combined Medical Degree/Ph.D

You may need **prior permission** from the medical school to select any of the following program types:

- Deferred/Delayed Matriculant
- Early Assurance
- Combined Bachelors/Medical Degree
- Other Special Program

Program Deadline November 1, 2006

Combined Degree Area (s)
 M.A.
 M.S.
 J.D.
 M.B.A.

Step 3: Assign Letter to Med Schools

indicates school in letters program

ADD A MEDICAL SCHOOL

Filter by State

Filter by Deadline

Filter by Program Type

School * [LOE](#)


This medical school participates in the AMCAS Letters program. To find out more about AMCAS Letters please click the icon.

Have you applied to this medical school in previous years? *
 Yes No

Program *
 Regular M.D. (Only U.S. residents and permanent residents are considered) (Restricted)
 Combined Medical Degree/Graduate (Only U.S. residents and permanent residents are considered) (Restricted)
 Combined Medical Degree/Ph.D (Only U.S. residents and permanent residents are considered.) (Restricted)

MEDICAL SCHOOLS [You have not selected any medical schools.](#)

Step 3: Assign Letter to Med Schools

American Medical College Application Service
AMCAS  **AAMC**

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MEDICAL SCHOOLS ▶

Select Your Letters of Evaluation/Recommendation for University of Washington School of Medicine

You are not required to assign letters of evaluation/recommendation to a medical school prior to submission. Note that letter assignments, once submitted, can not be changed.


Select All
 Resident Dean, First_Last_Harvard

Back Continue

MEDICAL SCHOOLS ▶

You have not selected any medical schools.

Step 3: Assign Letter to Med Schools

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MEDICAL SCHOOLS SUMMARY

You must select all medical schools that you wish to apply to. You cannot complete this section without selecting at least one school. [Hide Letters of Evaluation/Recommendation](#)

Medical Schools		
University of Washington School of Medicine	LOE	Edit Delete
Resident Dean, Harvard University		

Balance Due \$160.00

Back Print Add Another Medical School Done

Additional Information

- Contact AMCAS
- Direct line: (202) 828-0600
- E-mail: amcas@aamc.org
- Web Site: www.aamc.org/amcas