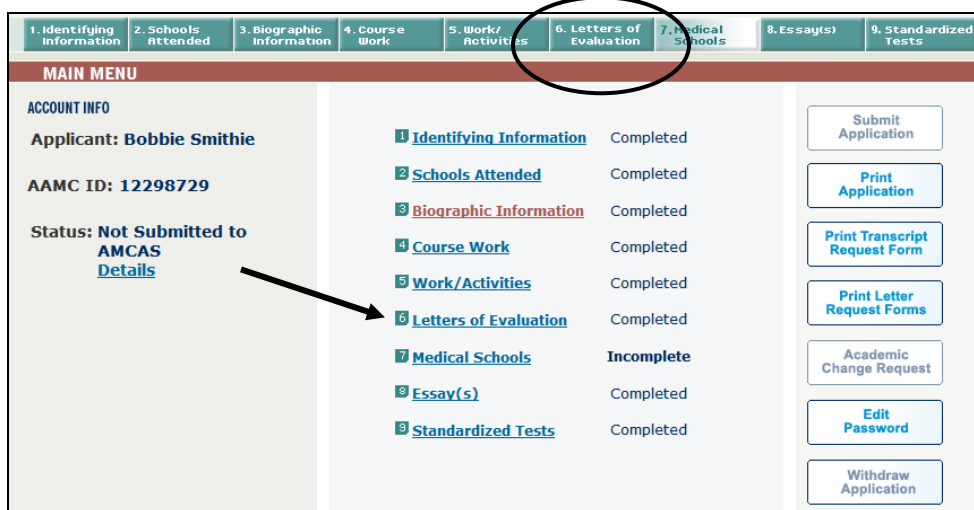


If you are applying to one or more of the AMCAS Letters participating schools, you must fill out the Letters of Evaluation section of the AMCAS application (Section 6) and to create an AMCAS Letter Form for each letter. Find detailed instructions below.

You do not have to send your letters at the same time that you submit the primary AMCAS Application. The actual letters do not need to be sent until the secondary application process. The steps below can be completed **BEFORE or AFTER** the submission of your AMCAS application (it **WILL NOT** hold your application up to wait to do this with your secondaries), but must be completed before you can send your letters.

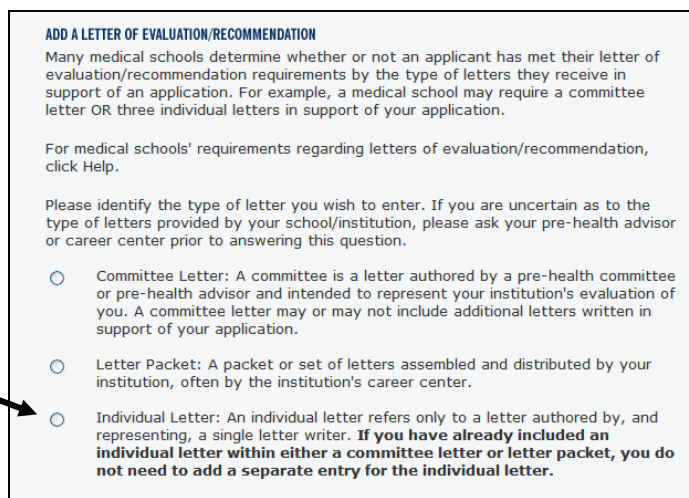
**Re-Applicants:** Please note that these instructions are DIFFERENT than last year's. Please read and follow carefully.

1. Fill out Section 6 of your AMCAS Application online which deals with the AMCAS Letters program:



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
<b>MAIN MENU</b>								
<b>ACCOUNT INFO</b>								
Applicant: <b>Bobbie Smithie</b>			<a href="#">1 Identifying Information</a> Completed			<input type="button" value="Submit Application"/>		
AAMC ID: <b>12298729</b>			<a href="#">2 Schools Attended</a> Completed			<input type="button" value="Print Application"/>		
Status: <b>Not Submitted to AMCAS Details</b>			<a href="#">3 Biographic Information</a> Completed			<input type="button" value="Print Transcript Request Form"/>		
			<a href="#">4 Course Work</a> Completed			<input type="button" value="Print Letter Request Forms"/>		
			<a href="#">5 Work/Activities</a> Completed			<input type="button" value="Academic Change Request"/>		
			<a href="#">6 Letters of Evaluation</a> Completed			<input type="button" value="Edit Password"/>		
			<a href="#">7 Medical Schools</a> <b>Incomplete</b>			<input type="button" value="Withdraw Application"/>		
			<a href="#">8 Essay(s)</a> Completed					
			<a href="#">9 Standardized Tests</a> Completed					

a. Select "Individual Letter"



**ADD A LETTER OF EVALUATION/RECOMMENDATION**

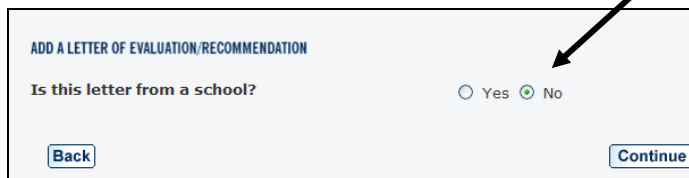
Many medical schools determine whether or not an applicant has met their letter of evaluation/recommendation requirements by the type of letters they receive in support of an application. For example, a medical school may require a committee letter OR three individual letters in support of your application.

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.**


b. Select "No" when asked if the letter is from a school:




**ADD A LETTER OF EVALUATION/RECOMMENDATION**

Is this letter from a school?  Yes  No

**ADD A LETTER OF EVALUATION/RECOMMENDATION**

Letter Title 

Enter Primary Author or Contact

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  Cani

State \*

City \*

Postal Code \*

- c. List your individual letter using the letter writer's contact information:  
**Letter Title:** Create a name that will help you identify this letter when you assign it to the schools (typically the author's name)  
**Contact Info:** You will need to know your writer's contact information. A street address is required; phone and email addresses are optional.
- d. Repeat steps "a" through "c" for each letter you'd like to send to AMCAS Letters Participating Schools.
- e. Print the "Letter Request Form" for each letter.
- a. If you're using the UCSD Career Services Center's Recommendation File Service you **MUST** submit the forms to our office **BEFORE** you ask us to send your letters to AMCAS.
- b. If you're using Interfolio, keep the forms and follow the "Instructions for Sending Letters from Interfolio to Medical Schools (2010-2011 Cycle)."

Dr. John Doe, Dr. Doe Letter	Not Received	1923517	<a href="#">Print 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. 					
Prof. Jane Smith, Professor Smith Letter	Not Received	1923524	<a href="#">Print 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. 					
Jack Jones, Mr. Jones	Not Received	1923527	<a href="#">Print 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. 					

2. To fill out Section 7 of your AMCAS Application, select the medical school(s) to which you are applying:
- Select a school from the drop down list.
  - If it is a school that participates in AMCAS Letters an "LOE" button will appear.

School \*

**LOE** This medical school participates in the AMCAS Letters service. To find out the specific criteria for this medical school please click on the LOE icon. **To assign letters to this school please click continue at the bottom of the page.**

- c. When prompted, select the boxes for all of the letters you want to send to that school.

**Select Your Letters of Evaluation/Recommendation for University of California San Diego**

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

John Doe, Dr. Doe Letter (1923517)

Jane Smith, Professor Smith Letter (1923524)

Jack Jones, Mr. Jones (1923527)

- d. Check your letter assignments on the "Medical School Summary" page.

When all of the letters you intend to send to the medical schools are in your Interfolio or RFS file, follow the "Instructions for Sending Letters from Interfolio to Medical Schools (2010-2011 Cycle)" or "Instructions for Sending Letters from UCSD's Recommendation File Service (RFS) to Medical Schools (2010-2011 Cycle)" to send your letters to the appropriate destination.