

LETTERS OF RECOMMENDATION INSTRUCTIONS FOR AMCAS



Health Professions Advising Office (HPAO) • Jensen Student Access to Science (SAS) and Mathematics Center

• Location: Faculty Office 5 Building – Room 109 • Phone: (562) 985-5720 • Website: www.sascenter.org/hpao

This document is for students applying to Allopathic (MD) Medical Schools for Fall 2011 admissions through AMCAS.

IMPORTANT INFORMATION

- For most MD schools, HPAO can process letters through AMCAS Letters. If you are applying to MD schools that DO NOT participate in AMCAS Letters (see list below) we can forward your letters of recommendation through U.S. Postal Service.
 - Albany Medical College
 - Duke University
 - LSU School of Medicine in New Orleans
 - LSU School of Medicine – Shreveport
 - Oregon Health and Science University
 - Ponce School of Medicine
 - Stanford University School of Medicine
 - UCR/UCLA Thomas Haider Program
Biomedical Sciences
 - Uniformed Services University of the Health Science
 - University of Puerto Rico School of Medicine
 - University of Missouri – Kansas City
 - University of Utah School of Medicine
 - Warren Alpert Medical School of Brown University
 - Washington University School of Medicine
- By AMCAS definition, the letters collected by the HPAO can be sent as a “**Letter Packet**” or “**Individual Letter.**” You the applicant will designate which schools will receive a Letter Packet or Individual Letter(s) on AMCAS.
- Once a Letter Packet or Individual Letter(s) is received via AMCAS it **cannot be deleted or edited** by any party. All letters that follow the original letter with the same AMCAS Letter ID will be pre-pended to the original letter and sent to all medical schools that the letter is designated to.
- You can have up to 10 letters associated with your AMCAS application.
 - 1 Individual Letter = 1 Letter
 - 1 Letter Packet = 1 Letter

INSTRUCTIONS ON HOW TO COMPLETE SECTION 6: LETTERS OF EVALUATION OF THE AMCAS

FOLLOW STEPS 1-5 TO SUBMIT A LETTER PACKET TO AMCAS.

Complete the following steps if you wish to forward a Letter Packet to each medical school.

STEP 1: Choose “Letter Packet” as the type of letter being forwarded to AMCAS and click “continue.”

STEP 2: Choose CSULB as the school providing the letter and click “continue.”

STEP 3:

- a) Enter Letter title (optional). The Letter Title is designed so that you can easily identify the letter of evaluation if you come back to the section later (e.g. CSULB HPAO- Letter Packet).
- b) Enter HPAO’s information as the primary author/contact information:

Primary Contact’s Name:	Mr. Francisco Castillo
Primary Contact’s Title:	Coordinator, Health Professions Advising
Primary Contact’s Email:	fcastil4@csulb.edu
Primary Contact’s Phone:	(562) 985-5720

Organization Name: California State University, Long Beach
Address: 1250 Bellflower Boulevard, Long Beach, CA 90840

c) Leave the additional authors section **blank** and click “continue.”

STEP 4: Print **Letter Request Form** from AMCAS and turn this into the HPAO along with HPAO’s **Letter of Recommendation Forwarding Request** form found at <http://www.sascenter.org/hpao/recommendation.asp>. This is crucial in order to match the letters we send to your AMCAS application.

STEP 5: Assign letters of evaluation to medical schools. Before you can designate letters to be received by medical schools you must first add the medical schools (under Section 7) to your AMCAS Application and verify that they participate in the AMCAS letters program by looking for the LOE Icon. If a school is not participating, HPAO can send letters to the schools directly by postal mail.

Once you select the school you will be prompted to pick a program type. **Please take note of the school’s program and transcript deadline**, then click “continue.” On the following screen you will see a list of letter entries already entered in your application. Select the letter entry(ies) that you would like to be delivered to this school. You are **not** required to assign letters of evaluation/recommendation to a medical school at this time or prior to submission of your application. If you choose, to assign letters at a later time read the additional information section below. Note that letter assignments, once submitted, **cannot** be changed.

FOLLOW STEPS 1-3 TO SUBMIT AN INDIVIDUAL LETTER(S) TO AMCAS

Complete the following steps to designate a specific Letter to one medical school or tailor Letter Packets for each medical school.

STEP 1: Choose “Individual Letter” as the type of letter being forward to AMCAS and click “continue.”

STEP 2: Is the letter from a school? Select Yes or No and click “continue.”

STEP 3:

- a) Enter Letter title (optional). The Letter Title is designed so that you can easily identify the letter of evaluation if you come back to the section later (e.g. CSULB HPAO- Author’s Name).
- b) Enter the Author’s contact information.
- c) Proceed with Step 4 and 5 as instructed above.

ADDITIONAL INFORMATION

- If you have already added the medical school but have not designated letters or would like to designate additional letters to the school please follow the instructions below:
 - 1) From the medical schools section of the application (Section 7) click “edit” next to the school you wish to assign letters to.
 - 2) Scroll to the bottom of the page and click “continue”.
 - 3) Select the letter(s) you would like to assign to that school.
- You can continue to add/assign letters **after** initial submission but you **cannot** edit or delete existing information after your initial submission. When entering letter information/assigning letters to medical schools after initial submission or completion of the verification process, you must go back to the main menu of your application and **RESUBMIT** the application to save the updated information.