



LETTERS OF RECOMMENDATION FORWARDING REQUEST

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

INSTRUCTIONS TO FORWARD LETTERS OF RECOMMENDATION

Read and complete Steps 1-6 before submitting your Letters of Recommendation Forwarding Request to the HPAO.

STEP 1: DO WE HAVE ALL YOUR LETTERS AND ANY ADDITIONAL FORMS REQUIRED?

Confirm that all letters of recommendation are in your letter of recommendation file along with any reference request forms that need to be attached to your letters of recommendation. Such forms can be printed from your respective central application service and are usually required to match your letters of recommendation with your application.

STEP 2: HOW WILL YOUR LETTERS BE FORWARD?

Option A: If you want your letter(s) mailed through the United State Postal Service, provide the following:

- i. One self-adhesive white mailing label - with the complete mailing address printed for each school, program, or central application service that will receive a letter of recommendation or letter packet.
- ii. Postage - fewer than two letters require one stamp. More than three letters require two stamps. **DO NOT PLACE LABELS AND STAMPS ON AN ENVELOPE; WE WILL USE OUR OWN ENVELOPE(S).**

Option B: If you want your letter(s) uploaded electronically to the American Medical College Application Service (AMCAS) or the Associated American Dental Schools Application Services (AADSAS), please follow the instructions posted on our website, <http://www.sascenter.org/hpao/recommendation.asp> to help you enter the appropriate information on Section 6: Letters of Evaluation of the AMCAS and the Evaluation section of the AADSAS. Continue with the following steps.

STEP 3: PROCESSING TIME!

Letters of Recommendation Forwarding Request(s) will be processed and dispatched within 5 business days (not including weekends, holidays, or other scheduled times when HPAO is closed).

If you chose Option A: After processing your request, letters are given to the CSULB campus mail service before entering the U.S. Postal Service. As mail delivery times vary, once letters have been dispatched, HPAO cannot guarantee the time required for these mailing services to deliver letters. Please take this into consideration when trying to determine the best date to turn in requests in order to meet program deadlines.

If you chose Option B: After processing your request, letter will be uploaded electronically to AMCAS via AMCAS Letters or AADAS.

HPAO Policy Reminder: HPAO cannot release individual letters of recommendation or sealed packets of letters to students to hand deliver for any reason. HPAO sends all letters directly to academic schools, programs or central application services.

STEP 4: STUDENT INFORMATION

Date: _____

Name: _____

CSULB ID Number: _____

Email: _____

Cell Phone: _____

Application ID Number: _____

Check the appropriate Central Application Service:

- AMCAS
- AACOMAS
- PharmCAS
- AADSAS
- OptomCAS
- CASPA
- SOPHAS
- VMCAS
- PTCAS

STEP 5: WHICH LETTERS ARE WE FORWARDING?

List the names of your recommenders so we can identify which letters you would like to forward.

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

STEP 6: WHERE DO YOU WANT US TO FORWARD YOUR LETTERS?

For Option A: write the mailing address below.

For Option B: write AMCAS Electronic Letter Packet or AADSAS Electronic Committee Letters/Report Evaluation Request.

1. _____

3. _____

2. _____

4. _____

OFFICE USE ONLY

• Date Sent: _____

• Staff Initials: _____