

Letter of Recommendation Instructions for AMCAS

Health Professions Advising Office, Student Access to Science and Math Center, FO5-109

Phone (562) 985-5720 or Website: www.sascenter.org/hpao

Important things to know:

- For most MD schools, HPAO can process letters through AMCAS Letters which is a free service for students. For these AMCAS participating schools, please fill out a Letter of Recommendation Request form and submit it to HPAO. If you are applying to MD schools that do not participate in AMCAS Letters you can send letters through VirtualEvals (fill out the VirtualEvals request form - this service has a \$20 fee) or through postal mail (fill out a Letter of Recommendation request form). It is generally cheaper to send letters to non-participating schools by mail, however if you are also applying to DO schools, you may want to use VirtualEvals. The following schools DO NOT participate in AMCAS Letters:
 - Albany Medical College
 - Duke University School of Medicine
 - 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

*These universities do not participate in either VirtualEvals or AMCAS Letters, thus you will only have the option of sending letters through postal mail.

- By AMCAS definition, the letters that are collected by HPAO can be sent as a “**Letter Packet**.” You the applicant will designate which schools will receive this letter packet. If you designate a school to receive a letter packet, the *entire letter packet* will be sent. AMCAS will not remove a letter from your packet once it has been received.
 - If you wish to send a letter *specifically* to one medical school, or want to send tailored letter packets for each medical school, please see HPAO for instructions on how to best accomplish this.
- You can have up to 10 letters associated with the AMCAS application.
 - 1 Individual letter = 1 letter
 - 1 Letter packet = 1 letter
- Once a letter 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.

Follow the steps below to enter letter packets being sent by HPAO in the letters of evaluations section (section 6) of your AMCAS application.

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 (ie. CSULB HPAO- Letter Packet or CSULB HPAO- Dr. Nugget).
- 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**. Click "continue."

STEP 4: Print letter request form and turn this into HPAO along with HPAO's Letter of Recommendation Request form (for AMCAS Letter or postal service requests) or VirtualEvals form. This is crucial in order for the letters we send to be matched properly 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 letter program by looking for the LOE Icon. If a school is not participating, HPAO can send letters to the schools directly by VirtualEvals or 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. Note that letter assignments, once submitted, **cannot** be changed. See instructions below if you would like to assign letters at a later time.

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.