How To: Completing the AMCAS Letters of Evaluation Section

When you get to the ‘Letters of Evaluation’ part of the AMCAS application, you’ll be prompted to create a letter entry. Read the description and click ‘YES’ to start the process:

On the following screen, click the radio button next to committee letter:
Choose **The University of Alabama – Tuscaloosa** from the drop down menu:

You should get a screen that looks like this. Fill out the boxes as shown:
VirtualEvals (the service we use) will require the AAMC LETTER ID number. When prompted to create a Letter Request Form, click YES:

The letter request form looks like this:

You do not need to print the form, but we do need the 7-digit letter ID before we can submit your letters.

Thanks! Let us know if you have questions.