HOW TO GENERATE YOUR AAMC LETTER ID:

The following screenshots should mirror what you see in the AMCAS application. To generate your letter ID, click on the 'Letters of Evaluation' Tab. Read the instructions and click 'yes.'

Next, you'll be taken to this screen. Select "The University of Alabama – Tuscaloosa" from the drop-down menu.

You have a number of choices here. Select the "COMMITTEE LETTER" option. Our office will prepare a composite evaluation AND send your individual letters as part of the committee letter. The 'letter packet' option is for schools that do not prepare a committee letter and merely send letters collected on your behalf.

Click 'Continue', and fill out the next page as shown:

1. Identifying Information	2. Schools Attended	3. Biographic Information	4. Course Work	5. Work/ Activities	6. Letters of Evaluation	7. Medica School

ADD A LETTER OF EVALUATION/RECOMMENDATION

Letter Title (?)   UA Packet

Institution name   University Of Alabama - Tuscaloosa

Primary Contact/Author's Prefix (?)   Mr.

Primary Contact/Author's First Name *   Chris

Primary Contact/Author's Middle Name   D

Primary Contact/Author's Last Name *   Hutt

Primary Contact/Author's Suffix   Select One

Primary Contact/Author's Title   HP Advising

Primary Contact/Author's Email *   chutt@ua.edu

Primary Contact/Author's Phone *   2053485902

Organization Name   The University of Alabama

Address *   Box 870268

Address 2

Country *   ⦿ United States ○ Canada ○ Other...

State *   Alabama

City *   Tuscaloosa

Postal Code *   35487

[Back]   [Continue]

Fill this part out as shown above. Then click 'Continue'. You'll be taken to the following screen:

Click 'No' here. We do not need a paper copy of the request form. You'll be taken back to the main screen:

If you've done everything right, you should see a page that looks like this. The 7-digit letter ID (1876906 above) is what you should put on your UA pre-application.

DO NOT CREATE A LETTER ID FOR EACH OF YOUR RECOMMENDERS. YOU SHOULD ONLY HAVE A SINGLE LETTER ID. ENTERING EACH OF YOUR LETTER WRITERS INDIVIDUALLY CAN CAUSE SIGNIFICANT DELAYS TO THE PROCESSING OF YOUR APPLICATION.

If you have any questions, please contact the HPAC office at premed@ua.edu