

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.'

The screenshot shows the top navigation bar with the AMCAS and AAMC logos, and links for MAIN MENU, Help, Contact Us, and Log Off. Below the navigation bar, the user's name 'Jane ç, é or ñ Doe' and AAMC ID '12298729' are displayed. A horizontal menu contains nine tabs: 1. Identifying Information, 2. Schools Attended, 3. Biographic Information, 4. Course Work, 5. Work/ Activities, 6. Letters of Evaluation (highlighted in red), 7. Medical Schools, 8. Essays(s), and 9. Standardized Tests. The main content area is titled 'LETTERS OF EVALUATION/RECOMMENDATION SUMMARY'. It contains the following text: 'This section enables you to provide information about your letters of evaluation/recommendation only to those medical schools that are participating in the AMCAS Letters service.' followed by an asterisked note: '* For Schools that do not participate in this service, you will need to contact them directly regarding their letters of evaluation/recommendation requirements. AMCAS will not forward your letters to these schools.' Below this is another paragraph: 'You must create an entry for each letter of evaluation being sent to AMCAS. Up to 10 letter entries may be created. Letter entries may continuously be added throughout the application process; however, after submission of your application, letter entries can not be edited or deleted. Would you like to create an entry for a letter of evaluation now?' A link for 'AMCAS Letters Service (List Of Participating Schools)' is provided. At the bottom, there are 'Back', 'Yes', and 'No' buttons.

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

The screenshot shows the top navigation bar with the AMCAS and AAMC logos, and links for MAIN MENU, Help, Contact Us, and Log Off. Below the navigation bar, the user's name 'Jane ç, é or ñ Doe' and AAMC ID '12298729' are displayed. A horizontal menu contains seven tabs: 1. Identifying Information, 2. Schools Attended, 3. Biographic Information, 4. Course Work, 5. Work/ Activities, 6. Letters of Evaluation (highlighted in red), and 7. Medical Schools. The main content area is titled 'ADD A LETTER OF EVALUATION/RECOMMENDATION'. It contains the following text: 'What School is Providing this Letter? *' followed by a drop-down menu with 'Select One' as the current selection. At the bottom, there are 'Back' and 'Continue' buttons.

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.

2011 Application						Jane ç, é or
1. Identifying Information	2. Schools Attended	3. Biographic Information	4. Course Work	5. Work/ Activities	6. Letters of Evaluation	7. Medical Schools

ADD A LETTER OF EVALUATION/RECOMMENDATION

Many medical schools determine whether or not an applicant has met their letter of evaluation/recommendation requirements by the type of letters they receive in support of an application. For example, a medical school may require a committee letter OR three individual letters in support of your application.

For medical schools' requirements regarding letters of evaluation/recommendation, click Help.

Please identify the type of letter you wish to enter. If you are uncertain as to the type of letters provided by your school/institution, please ask your pre-health advisor or career center prior to answering this question.

- Committee Letter:** A committee is a letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A committee letter may or may not include additional letters written in support of your application.
- Letter Packet:** A packet or set of letters assembled and distributed by your institution, often by the institution's career center.
- Individual Letter:** An individual letter refers only to a letter authored by, and representing, a single letter writer. **If you have already included an individual letter within either a committee letter or letter packet, you do not need to add a separate entry for the individual letter.**

[Back](#) [Continue](#)

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

ADD A LETTER OF EVALUATION/RECOMMENDATION

Letter Title 

Institution name

Primary Contact/Author's Prefix 

Primary Contact/Author's First Name *

Primary Contact/Author's Middle Name

Primary Contact/Author's Last Name *

Primary Contact/Author's Suffix

Primary Contact/Author's Title

Primary Contact/Author's Email *

Primary Contact/Author's Phone *

Organization Name

Address *

Address 2

Country * **United States** **Canada** **Other...**

State *

City *

Postal Code *

[Back](#)

[Continue](#)

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

2011 Application Jane Ç, 1

1. Identifying Information	2. Schools Attended	3. Biographic Information	4. Course Work	5. Work/Activities	6. Letters of Evaluation	7. Medical Schools
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ADD A LETTER OF EVALUATION/RECOMMENDATION

To ensure your letters are matched correctly with your application, we ask that they be accompanied by the AMCAS Letter Request Form. Please print this form and provide it to the person who will be sending your letter(s) of evaluation.

You may print Letter Request Forms at any time by visiting the Letters of Evaluation section of the application.

Do you want to prepare and print your Letter Request Form now?

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

LETTERS OF EVALUATION/RECOMMENDATION SUMMARY

This section enables you to provide information about your letters of evaluation/recommendation only to those medical schools that are participating in the AMCAS Letters service.

** For Schools that do not participate in this service, you will need to contact them directly regarding their letters of evaluation/recommendation requirements. AMCAS will not forward your letters to these schools.*

You must create an entry for each letter of evaluation being sent to AMCAS. Up to 10 letter entries may be created. Letter entries may continuously be added throughout the application process; however, after submission of your application, letter entries can not be edited or deleted.

[AMCAS Letters Service \(List Of Participating Schools\)](#) [Hide Medical Schools](#)

Letters of Evaluation/Recommendation	Not Received	Letter ID	Print Letter Request Form	Details	Delete
Mr. Chris D Hutt, UA Packet	Not Received	1876906	Print Letter Request Form	Details	Delete
You have not yet assigned this letter to any medical schools. You will be able to assign this letter to medical schools in the Medical Schools section of the application.					

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