

Recommendation Letter Instructions for AACOMAS – 2019 Matriculation Cycle
Letter Packet or Individual Letter Instructions

The instructions below apply only to students who are **NOT** receiving a Composite Letter, but who wish to utilize the Credentials File to send their recommendation letters to AACOMAS. For students receiving a Composite Letter, please see the [AACOMAS Composite Letter Instructions](#). If you do not plan to use the Credentials File, your letter writers may submit directly to AACOMAS (see instructions: <https://bit.ly/2rzZehK>). **Use this guide only for sending Individual Letters or Letter Packets to AACOMAS from the Credentials File.**

To send recommendation letters from the Credentials File to AACOMAS, you will need to make a formal request via the [Pre-Health Database](#). AACOMAS will then transmit your letters to the participating schools. **Only ONE request may be made via the Pre-Health Database per AACOMAS application cycle.** This means the Career Center can send:

- 1 Letter Packet (contains multiple recommendation letters combined into one packet – you will tell the Career Center which letters from your Credentials File you want to be included in the packet)
- OR**
- 1 Individual Letter

Any additional letters you want sent beyond one of the options listed above must be sent in to AACOMAS directly by the letter writers.

Applicants **DO NOT** need to wait until their letters have been posted to their Credentials File in order to submit the AACOMAS application. You may proceed to set up your letter entry when the application opens and submit starting on May 3. Once your letter(s) have been posted to your Credentials File, you may then log into the Pre-Health Database to make the formal request for the Letter Packet or Individual Letter to be sent to AACOMAS

Entering your Letter Packet/Individual Letter into AACOMAS

You may complete steps 1-3 starting May 3, 2018.

1. In the *Supporting Information* section of the AACOMAS application, select “Evaluations”.
2. Select “Create a New Evaluation”.
3. Indicate the type of letter you are submitting: Select “Committee Letter/Packet” for a *Letter Packet* or Select “Individual Letter” for an *Individual Letter*. Then enter the following:
 - a. **Evaluator Name:**
 - i. If you are submitting a *Letter Packet*, the Evaluator Name is *Kim Molee*.
 - ii. If you are submitting an Individual Letter, the Evaluator Name is the *name of the letter writer*.
 - b. **Evaluator Email Address:** mdavise@emory.edu
 - c. **Due Date:** Check the individual deadlines of the schools to which you are applying and enter the earliest one. Regardless of the deadline date entered, your Letter Packet or Individual Letter will be sent to AACOMAS within 10 days of you making the request on the Pre-Health Database.

d. **Messages:**

- i. If you are submitting a *Letter Packet* enter: "Letter Packet containing letters from: (enter names of letter writers to be included in the packet)"
- ii. If you are submitting an *Individual Letter* enter: "Individual Recommendation Letter from (enter letter writer's name)"

Steps 1-3 must be completed before submitting the AACOMAS application. The remaining steps will be completed once you've submitted the AACOMAS application AND once all of your letters have been posted to your Credentials File.

Making a Request on the Pre-Health Database

Do not start step 4 until AFTER you've submitted your AACOMAS application and AFTER all of your recommendation letters have posted to the Credentials File.

4. Log into the Pre-Health Database to access your Credentials File:
<https://www.healthprofsys.emory.edu/login>.
5. Select "Make all other pre-health requests".
6. Select your Letter Option you wish to send (Letter Packet or Individual Letter).
 - a. **Letter Packets:** You should select all the letters you want included in your Letter Packet.
 - b. **Individual Letter:** Only select the one letter you want to send.

Do not submit a request for letters to be sent to AACOMAS before you see the recommendation letter(s) posted to your Credentials File. This will result in your request being returned to you as "Not Processed".

7. In the **Schools Name** area, enter "See Below".
8. Scroll to the **Message** area and enter your AADSAS ID #.

Special Circumstance:

- *Students applying to schools that do not participate in the AACOMAS Letter Service:* You may request to have your Letter Packet or Individual Letter sent directly to the school via the Pre-Health Database. In this case, in the **Message** section, please provide your AACOMAS ID #, the name of the school(s), and the delivery information for that school, such as an email address or physical mailing address.

9. Click "Submit".
10. Once a valid request has been submitted, please allow up to 10 business days for your request to be processed. Requests are processed on a first come, first serve basis.

All fees must be paid prior to placing your request on the Pre-Health Database.

Application Timeline

May 3, 2018	2019 AACOMAS application opens.
May 3, 2018	AACOMAS Transcript receipt begins (See Registrar's website)
June 15, 2018	First wave of AACOMAS applications transmitted to medical schools

*For complete instructions on how to complete the entire AACOMAS primary application, please see the **2019 AACOMAS Instructions:** https://help.liaisonedu.com/AACOMAS_Applicant_Help_Center*