

Recommendation Letter Instructions for AMCAS – 2019 Matriculation Cycle

Letter Packets and/or Individual Letters Instructions

The instructions below apply to students who are using the Credentials File to send additional recommendation letters outside of what is included in the Composite Letter or in lieu of a Composite Letter. To review instructions for submitting a Composite Letter, please see the [Composite Letter Instructions](#). If you wish to have your letter writers submit directly to AMCAS or to use another letter storage system instead of the Credentials File, please see the AMCAS “Letter Delivery Methods” Instructions (beginning on page 47): <https://bit.ly/2larvF6>. **Use this guide only for sending Individual Letters or Letter Packets from the Credentials File.**

To send recommendation letters from the Credentials File to AMCAS, you will need to make a formal request via the [Pre-Health Database](#). While you must wait until the recommendation letters have posted to your Credentials File before making a request on the Pre-Health Database, you DO NOT need wait until the recommendation letters have posted in order to submit the AMCAS application. The AMCAS application can be submitted and processed without recommendation letters.

You may proceed to set up your letter entries when the AMCAS application opens on May 3 and submit starting May 31. Once your letters have been uploaded to your Credentials File, you will then log into the Pre-Health Database to make the formal request for the letters to be sent to AMCAS. AMCAS will then transmit the recommendation letters to your individual schools. **This WILL NOT delay your application processing time.**

Entering your Recommendation Letter Info in AMCAS

You may begin completing steps 1-5 on May 2nd, 2018

1. Under the *Letters of Evaluation* section of the AMCAS application (Section 6), you will select “Add a Letter”. You have the choice of selecting “Letter Packet” or “Individual Letter” on the options provided. Keep in mind that letter packets cannot be broken up into individual letters in AMCAS and must be sent to schools as a packet. **Make sure to check the LOR guidelines for each school you are applying to before completing this step.**
 - a. If you choose “Letter Packet”, you do not need to list the individual authors that support your letter packet.
 - b. If you are sending multiple “Individual Letters” (but you do not want to combine them into a Letter Packet), you will create a new letter entry for each Individual Letter.
2. When asked “What school is providing this letter?” select Emory University.
3. **For a “Letter Packet”:** Under “Letter Title” you can simply enter “Letter Packet”. Then enter the following as the “Primary Author/Contact”:

Kim Molee

Associate Director

Pre-Health Advising – Emory University

200 Dowman Drive

Boisfeuillet Jones Center

Atlanta, Georgia 30322

Phone: 404-727-6040

Email: phaletters@emory.edu

For an “Individual Letter”: Enter the writer’s actual name for both the “Letter Title” and “Primary Author/Contact”, but use Pre-Health Advising’s address, phone number, and email address listed above.

4. Once you have created your letter entry, click on “Print Letter Request Form”. Save the AMCAS Letter Request Form in PDF format and send it to Pre-Health Advising via email (phaletters@emory.edu).
 - a. The AMCAS Letter Request Form contains the AMCAS Letter ID number associated with your Letter Packet or Individual Letter and MUST be provided in order to process your subsequent letter requests. AMCAS requires that we have this document before we send out letters so that your letter can be accurately matched to your application. Requests made on the Pre-Health Database will not be processed without the AMCAS Letter Request Form.
5. Go to Section 7 of the AMCAS application and “attach” the Letter Packet or Individual Letter to the schools to which you are applying. You can do so by selecting “Edit” next to each medical school you have added and follow the instructions. **Do not let this confuse you – this action does not send out your letters!** This action simply provides the AMCAS Letter ID number to your schools once you submit your application. You will still need to make a request on the Pre-Health Database in order for your letters to be sent to the individual schools.

Steps 1-5 must be completed before submitting the AMCAS application. **The remaining steps will be completed once you’ve submitted the AMCAS 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 6 until AFTER you’ve submitted your AMCAS application and AFTER all of your recommendation letters have posted to the Credentials File.

6. After you submit your AMCAS application, log into the [Pre-Health Database](#) to make sure your Individual Letter or all of the letters to be included in your Letter Packet have posted to the Credentials File.
7. Once the letter(s) are posted, select “Make a New MD Request” to have your letter(s) sent to AMCAS for further delivery to your schools. **Letter Packets:** You should only select the letters you want included in your Letter Packet. **Individual Letter:** only select the one letter you want to send.
 - a. *Students applying to the University of Puerto Rico School of Medicine:* UPR SOM does not participate in the AMCAS Letter Service. Applicants may request to have their letter(s) sent directly to UPR SOM from the Pre-Health Database. Select “Make all other pre-health requests”. In the “Message” box, please provide your AMCAS ID # and provide the delivery information, such as email address or physical mailing address for UPR SOM.
8. 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.

Requests made on the Pre-Health Database before the AMCAS application has been submitted and/or before your letter(s) have posted to the Credentials File will result in your request being returned to you as “Not Processed”.

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

Application Timeline

May 2, 2018	2019 AMCAS application opens for edits
May 2, 2018	AMCAS transcript receipt begins (See the Registrar's website)
May 31, 2018	AMCAS begins accepting 2019 application submissions
June 29, 2018	First wave of AMCAS applications transmitted to medical schools

*For complete instructions and helpful videos on how to complete the entire AMCAS primary application, please download the **2019 AMCAS Instruction Manual**: <https://bit.ly/2larvF6>.*