

AMCAS Letter Packets and/or Individual Letters Instructions (NOT for Composite Letters)

LETTER INSTRUCTIONS FOR 2017 APPLICATION CYCLE (For 2017 MATRICULATION)

In AMCAS, you may choose to indicate that you are receiving any combination of a Committee Letter, Letter Packet, and/or Individual Letter. Make sure to check the letter of recommendation requirements for each school you are applying to. Use this guide for uploading Individual Letters or Letter Packets Only.

AMCAS now accepts Letters of Evaluation/Recommendation Letters for most medical schools through your primary application. This service enables medical schools to receive letters electronically via AMCAS. Your letters will still be processed through the Career Center when you make a formal request via the Pre-Health Database. Through an automated process, AMCAS will then transmit your letters to the appropriate schools. The process for requesting your letters to be sent through the Career Center's Pre-Health Database will remain the same regardless of whether a school is participating in the AMCAS Letter System. Requests made verbally, handwritten, via phone or fax and/ or sent via email will not be honored. The only acceptable method is through the Pre-Health Database.

***For those students who have not yet received all of the letters you requested, please do not wait on them to submit your AMCAS application. You may proceed to set up your letters on AMCAS and submit your application in accordance with the opening of the AMCAS system for the current application cycle.**

AMCAS INSTRUCTIONS FOR STUDENTS SENDING INDIVIDUAL LETTERS OR LETTER PACKETS:

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 requirements for each school you are applying to before completing this step.**
2. **If you choose "Letter Packet", you do not need to list the individual authors that support your letter packet. For an Individual Letter that is not part of a Letter Packet, you will need to add a separate entry for that letter.**
3. When asked "What school is providing this letter?" select **Emory University**.
4. **For a "Letter Packet":** Under "Letter Title" you can simply enter "Letter Packet". Then enter the following as the "Primary Author/Contact":

Dr. Shari Obrentz

Associate Dean and Director

The Career Center – Emory University

200 Dowman Drive

Boisfeuillet Jones Center

Atlanta, Georgia 30322

Phone: 404-727-6211

Email: sobrent@emory.edu

For an "Individual Letter": Enter the writer's actual name for both the "Letter Title" and "Primary Author/Contact", but use The Career Center's address listed above.

5. Once you have created your individual letter or letter packet, click on "Print Letter Request Form: This form contains the AMCAS Letter ID number associated with your Individual Letter or Letter Packet and **MUST** be provided to The Career Center in order to process your subsequent letter requests. Save this form in PDF format and provide it to **Mildred Davis-Echols** at The Career Center via email (mdavise@emory.edu) or facsimile (404) 727-4899. 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 Career Center's Pre-Health Database will not be processed without the AMCAS Letter Request Form.

6. Go to Section 7 of the AMCAS application and "attach" the Individual Letter or Letter Packet 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 not be given the option to "attach" your letter to schools who don't participate in the AMCAS Letter Service.
7. **After you submit your AMCAS application and after the AMCAS system is made available for receiving letters,** log into your credentials file on The Career Center's Pre-health Database at <https://www.clts.emory.edu/Students/Dept/CRC/Prehealth/login.aspx> and select "Make a New MD Request" to have your composite letter 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.

PLEASE NOTE-Do Not submit a request for letters to be sent to AMCAS:

- **Before you see your Individual Letters posted to your credentials file (under the *recommendations* tab)**
- **Before the cycle opens for submission of letters**

Either/both of these actions will result in your request being returned to you "NOT PROCESSED".

8. Once a valid request has been submitted, standard processing time for requests is 5-7 business days and generally 7-10 business days during peak periods. Requests are processed on a first come, first serve basis.
9. All fees must be paid prior to placing your request on the Pre-Health Database.

***For complete instructions on how to complete the entire AMCAS primary application, please download the "[2017 AMCAS INSTRUCTION MANUAL](#)"**

90 DAY TIMELINE

APPLICATION TIMELINES * *Although you may be tempted to rush through the application and submit as soon as the application season opens, you are strongly advised to take your time to ensure that your application is complete and accurate before submitting*

MAY 1, 2016	2017 AMCAS APPLICATION opens at 9:30 a.m., EST.
JUNE 7, 2016	2017 AMCAS APPLICATION opens for submission
JUNE 24, 2016	2017 Initial Transmission of AMCAS APPLICATION data to medical schools

Subject to change, please refer to [AMCAS](#) directly for updates