The AMCAS Letter ID is a number that you generate through the application under the Letters of Evaluation tab. You AMCAS number and your AMCAS Letter ID are needed by our office in order to submit your letter packets to the medical schools. 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.
HOW TO GENERATE YOUR AAMC LETTER ID

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.

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

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.
HOW TO GENERATE YOUR AAMC LETTER ID

Fill in this part as shown above. Then click “Continue”. You will be taken to the following screen:

Click “No” here. We do not need a paper copy of this form. You will be taken back to the main screen:
HOW TO GENERATE YOUR AAMC LETTER ID

DO NOT CREATE A LETTER ID FOR EACH OF YOUR RECOMMENDERS. What our office does is takes your committee letter PLUS all of the other letters of recommendations that you had sent to our office and submits them as a packet. This is why you only need ONE AMCAS Letter ID for the UA Packet. If you have any questions, please contact the Health Professions Advising Office at premed@ua.edu.