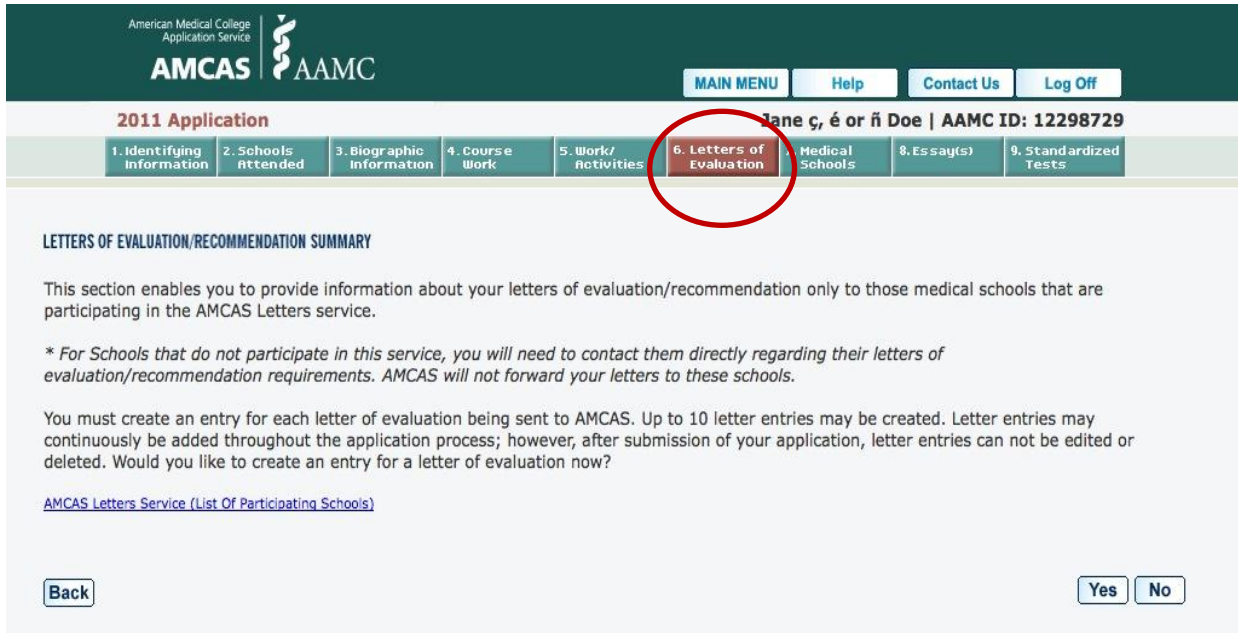


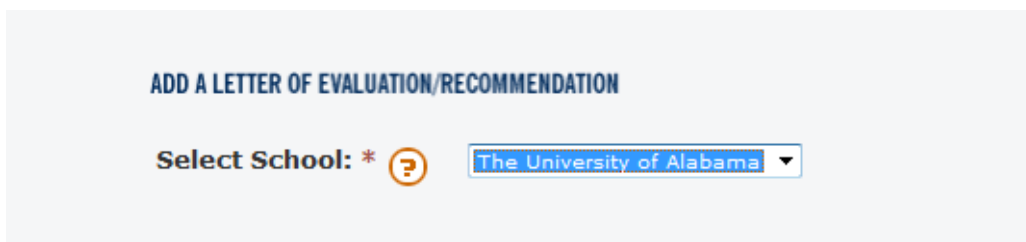
HOW TO GENERATE YOUR AAMC LETTER ID

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.'



The screenshot shows the AMCAS application interface. At the top, there is a dark green header with the AMCAS and AAMC logos. Below the header, there are navigation buttons: MAIN MENU, Help, Contact Us, and Log Off. The user is logged in as Jane G, é or ñ Doe with an AAMC ID of 12298729. The main navigation bar contains nine tabs: 1. Identifying Information, 2. Schools Attended, 3. Biographic Information, 4. Course Work, 5. Work/Activities, 6. Letters of Evaluation (highlighted with a red circle), 7. Medical Schools, 8. Essay(s), and 9. Standardized Tests. Below the navigation bar, the 'LETTERS OF EVALUATION/RECOMMENDATION SUMMARY' section is displayed. It contains instructions on how to provide information about letters of evaluation and a 'Back' button at the bottom left, and 'Yes' and 'No' buttons at the bottom right.

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



The screenshot shows the 'ADD A LETTER OF EVALUATION/RECOMMENDATION' screen. It features a heading 'ADD A LETTER OF EVALUATION/RECOMMENDATION' and a 'Select School: *' label with a question mark icon. A dropdown menu is open, showing 'The University of Alabama' as the selected option.

HOW TO GENERATE YOUR AAMC LETTER ID

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

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](#)


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.

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


HOW TO GENERATE YOUR AAMC LETTER ID

1. Identifying Information	2. Schools Attended	3. Biographic Information	4. Course Work	5. Work/ Activities	6. Letters of Evaluation	7. Medical Schools	8. Essay(s)	9. Standardized Tests
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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 *

LETTERS OF EVALUATION

You have not added any Letters of Evaluation.

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

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 this form. You will be taken back to the main screen:

HOW TO GENERATE YOUR AAMC LETTER ID

1. Identifying Information 2. Schools Attended 3. Biographic Information 4. Course Work 5. Work/Activities 6. Letters of Evaluation 7. Medical Schools 8. Essay(s) 9. Standardized Tests

LETTERS OF EVALUATION/RECOMMENDATION SUMMARY

Important Information about Letters:

- You may submit your application before creating letter entries in this section.
- You may submit your application prior to letters being received by AMCAS.
- Letter deadlines are established individually by each medical school, so check their websites for deadline dates.
- Letters sent to AMCAS cannot be released to applicants or letter authors under any circumstances, and are provided only to medical schools that are participating in the AMCAS Letter Service.
- Re-applicants should note that letters received by AMCAS do not rollover to later application years, so advise your letter authors to keep a copy of their letter.
- The AAMC publishes a list of guidelines for letter of evaluation authors. A link to the guidelines is on the Letter Request Form you will provide to your letter authors.

Instructions

Create one letter entry for each Committee letter, Individual letter, or Letter Packet being sent to AMCAS. Most medical schools participate in the AMCAS Letter Service. [See the list of participating schools.](#)

* You must contact schools that do not participate in AMCAS Letters to determine their letter of evaluation requirements. AMCAS will not forward your letters to these schools.

A maximum of ten (10) letter entries may be created. Letter entries may be added and assigned to medical schools after you have submitted your application. However, once you have submitted your application, existing letter entries cannot be edited or deleted; they can only be marked "No Longer Being Sent".

For more information about letters of evaluation, please click the Help button, watch the tutorial video or [read our Letters FAQs.](#)

[Watch "How to Add Letter of Evaluation Entries & Assign them to Medical Schools" Tutorial](#)

[Hide Medical Schools](#)

Letters of Evaluation/Recommendation	Status	Letter ID	Actions
Health Professions Advising Office, UA Packet	Not Received	3085428	Print or Save 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 circled number is your AMCAS Letter ID. You will need to select the "Print or Save Letter Request Form" and send the Letter Request form to prehealthrecs@ua.edu.

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.