

Instructions for Sending Letters of Recommendation (LOR) to Med. Schools

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All Med. schools that are members of AMCAS (that is to say, the on-line application service used by most of the Med. schools in the US) require that your letters of recommendation are sent to them by AMCAS. It is your decision if you wish to have your individual letter writers send your letters directly to AMCAS, or if you wish us to collect your letters and then we send them on to AMCAS.

The main advantage of using our Letter Distribution Service is that should you apply to a non-AMCAS school (schools of osteopathy are not part of the AMCAS network, nor are seven Med. colleges, podiatric schools, or foreign Med. schools), or if you decide to apply for a scholarship, we retain your letters and can forward them for you by mail (i.e., USPS).

At the end of this document I have listed the AMCAS schools and non-AMCAS schools. If you are applying to AMCAS schools, you will be able to generate, using AMCAS on-line, an “AMCAS Letter Request form” for each letter writer. An example of this form is provided at the end of these instructions; as you can see, your AAMC ID# and a specific AMCAS Letter ID# is provided on this form. However your letters are sent to AMCAS, these numbers must accompany each letter.

You can read about the process of sending letters to AMCAS at its FAQ page:

https://www.aamc.org/students/applying/amcas/faqs/63226/faq_amcasletters.html

Please note there are three listed ways to classify your letters of recommendation: as an individual letter, as part of a letter packet, and as a committee letter. At Fresno State we do not write letters by committee, so you only have to decide if your letters are to be sent to the same schools, or if the letters are earmarked for different schools. For the former case, and the most common, you can group a set of letters as a “letter packet” and generate just one AMCAS Letter ID# for the entire packet. For the latter case, since the letter is going to some schools but not others on your list, you would classify the letter as an “individual” letter, and each of these will have its own unique AMCAS Letter ID#.

If you choose to have the letter writer send your letter directly to AMCAS, give him a copy of his AMCAS Letter Request form. Also bring to your letter writer your signed “Waiver of Access” form, also printed at the back of these instructions. Admissions committees tend to discount letters of recommendation that you have retained your right to see, because they believe it will inhibit the letter writer from being completely honest in his assessment of you. Your letter writer can then select an appropriate method for sending his LOR and your Waiver of Access on to AMCAS; the form provides several methods on how to do this.

If, however, you wish us to collect your letters and forward them to AMCAS upon your instruction, or if you are applying to non-AMCAS schools and need your LOR forwarded to them, then give the letter writer a copy of Form A below, after you enter on it (if it is to be sent to AMCAS) your AAMC ID# and the AMCAS Letter ID# for that letter writer. Check also either the “Waiver” or “Open File” option. This form instructs your letter writer to either send his LOR to Ms. ElBendary in the Science and Health Information Center, Science 1-Room 136.

Once your letter is sent to AMCAS, either directly by the letter writer, or by our in-house distribution service, it cannot be changed or withdrawn from AMCAS; it will be sent to the Med. schools that you designated using the on-line application program. However, AMCAS will retain and deliver letters only within a single application year.

If you choose to use our Letter Distribution Service, please fill out Form B below for all letters to be sent to AMCAS - affiliated Med. colleges, and Form C below for all letters to be mailed to non-AMCAS schools.

Bring forms B and C to the Science and Health Information Center, Science 1 – Room 136. Also provide the Center with a filled out “Waiver of Access” form.

Sample of AMCAS Letter Request Form

John Michael Doe 111 Anywhere Street Pittsburgh, PA 15212
United States of America

Example of Form

AMCAS
American Medical College
Application Service



AMCAS LETTER REQUEST

Application Year 2009
October 7, 2008



Letter ID: 102030405

AAMC ID: 12345678

Last Name: Doe

First Name: John Michael

AMCAS Letter ID: 102030405

TO:

DR. Arnold Sodergren,
Grove City College
100 Campus Drive,
Grove City, PA 16127
United States of America

With this form, I am requesting that you forward my letter of evaluation/recommendation to the American Medical College Application Service (AMCAS), which receives all letters on behalf of medical schools participating in the AMCAS Letters Service. For more information about this service, including a list of participating medical schools, see below.

You can forward my letter to AMCAS in one of the following ways:

- Virtual Folio (VE): VE is available to members of the National Association of Advisors for the Health Professions (NAAHP). If you are a VE user, make note of the requesting student's AAMC ID and AMCAS Letter ID included above and upload your letter(s) to VE.
- AMCAS Letter Writer Application: This application enables letter writers to upload documents securely to AMCAS rather than send letters via the mail. If you are interested in this option, and can upload a PDF version of your letter, make note of the requesting applicant's AAMC ID and AMCAS Letter ID included above and go to <https://services.aamc.org/LetterWriter>
- Interfolio: AMCAS can receive letters sent to Interfolio if the student requesting this letter is an Interfolio user or your institution/organization uses Interfolio to deliver letters of evaluation/recommendation.
- Mail your letter: If you select this option, please attach this form to your letter(s) and mail to:

AMCAS, attn: AMCAS Letters AAMC
Medical School Application Services
P.O. Box 18558
Washington, DC
20036

Form A: Letter of Recommendation Request for CSUF Collection and Distribution

Information in this box to be provided by student requesting letter of recommendation:

PreMed. Student's Name: _____

PreMed. Student's E-mail Address: _____ Phone: _____

Date Required: _____ CSUF I.D. Number: _____

If letter is to be sent to a Med. school using AMCAS, student must provide:

AAMC ID# _____ AMCAS Letter Request ID# _____

I have waived my right to inspect letters in my preMed. reference file.

I maintain an open file and may inspect letters in my file.

Student's Signature: _____ Date: _____

To: _____
Recommender's Name

PLEASE NOTE: The recommendation letter must be on institution letterhead

The student named above will be applying for admission to Med. school and is asking you for a letter of recommendation, which will be added to the student's reference file maintained on this campus. We would sincerely appreciate any information you might be able to provide to the Med. schools. The packet that we send out to the Med. schools to which the student is applying usually consists of a brief letter of introduction prepared by the principal preMed. advisor followed by copies of the letters in the file.

Having written a number of these, I appreciate the effort that goes into preparing a helpful letter of recommendation. In general, with the competition these days, Med. school admissions committees are looking for candid and genuine insight in the applicant's attributes and promise. Letters that describe the candidate as "helpful, thrifty, kind, and reverent" are less useful than ones in which the author relates direct experience with the applicant that has led to these convictions. Please relate (if applicable) your knowledge of the student's academic achievements, personal attributes, employment, research projects, clinical experience, honors, extracurricular activities, etc.

The Family Educational Rights and Privacy Act permits applicants to waive access to this material if they so desire. The student has indicated the status of his/her file. Please attach this form to your letter so that it is apparent that you were informed of the nature of this student's files and forward it to the address below.

Please call me if you have any questions (559-278-2273), or e-mail me at davidf@csufresno.edu. Thank you for your effort and your consideration. Please have your letters forwarded to Ms. ElBendary at the Information Center.

Dr. David Frank, Ph.D.
PreMed. Advisor

Ms. Rebecca ElBendary
Science and Health Careers Information Center
College of Science and Mathematics
Science Bldg., Room 136
2555 E. San Ramon Ave., M/S SB68
Fresno, California 93740-8034

Form B: Letters To Be Sent To AMCAS

Your AAMC ID Number _____

Name of Letter Writer	AMCAS Letter Distribution ID#*

* If being sent to AMCAS as a packet, all letters may have the same AMCAS ID number. Otherwise, each individual letter must have its own AMCAS ID number.

Form C: Letters To Be Mailed Directly to Schools (Non-AMCAS)

College and Address	Letters Written By...*

* You can write "All" to indicate that all letters in your folder should be sent to the College in the left box.

PRE-MEDICAL STUDENT WAIVER FORM
CALIFORNIA STATE UNIVERSITY, FRESNO

Name: _____ Student ID Number: _____

Students must sign either the Waiver of the Right to Inspect
OR
Election to have an open file, maintaining their right to inspect

STUDENT WAIVER OF RIGHT TO INSPECT
LETTERS OF REFERENCE IN THE
CSUF PRE-MEDICAL STUDENT FILE

I understand that the Family Educational Rights and Privacy Act, as amended, provides the students and former students may waive the right to inspect letters of recommendation. I hereby waive this right, thus electing to establish a confidential file with the CSUF Pre-Medical Advisor. I further understand that confidential letters of recommendation will be held from me. If I withdraw or revoke this waiver, confidential letters received subsequent to January 1, 1975, in my file will be withdrawn for return to the writer, and I will not be permitted to inspect them.

Signed: _____ Date: _____

STUDENT RIGHT TO INSPECT
LETTER OF REFERENCE IN THE
CSUF PRE-MEDICAL STUDENT FILE

I elect to establish a non-confidential (open) file with the CSUF Pre-Medical Advisor. Persons from whom letters of recommendation are solicited on my behalf will be informed that I may have access to them.

Signed: _____ Date: _____

AMCAS Schools (LOR Sent to AMCAS)

Albany Med. College	Pennsylvania State University College of Medicine	Univ. of Colorado School of Medicine
Albert Einstein College of Medicine	Ponce School of Medicine	Univ. of Connecticut School of Medicine
Baylor College of Medicine	Raymond & Ruth Perelman School of Medicine at the Univ. of Pennsylvania	Univ. of Florida College of Medicine
Boston University School of Medicine	Rush Med. College	Univ. of Hawaii John A. Burns School of Medicine
Case Western Reserve School of Medicine	Saint Louis University School of Medicine	Univ. of Illinois at Chicago College of Medicine
Central Michigan College of Medicine	Sanford School of Medicine of the Univ. of South Dakota	Univ. of Iowa Carver College of Medicine
Chicago Med School at R. Franklin Univ.	San Juan Bautista School of Medicine	Univ. of Kansas School of Medicine
Columbia University College of Physicians and Surgeons	Southern Illinois School of Medicine	Univ. of Kentucky College of Medicine
Cooper Med. School of Rowan University	Stanford University School of Medicine	Univ. of Louisville School of Medicine
Creighton University School of Medicine	Stony Brook University School of Medicine	Univ. of Maryland School of Medicine
Drexel University College of Medicine	SUNY Downstate Med. Center	Univ. of Massachusetts Medical School
East Tennessee State University James H. Quillen College of Medicine	SUNY Upstate Med. University	Univ. of Michigan Medical School
Eastern Virginia Med. School	Temple University School of Medicine	Univ. of Minnesota Medical School
Emory University School of Medicine	Texas A&M University System Health Science Center College of Medicine M.D.-Ph.D.	Univ. of Mississippi School of Medicine
FAU Charles E. Schmidt College of Medicine	Texas Tech University Health Sciences Center School of Medicine M.D.-Ph.D.	Univ. of Missouri - Columbia School of Medicine
FIU Herbert Wertheim College of Medicine	The Brody School of Medicine at East Carolina University	Univ. of Missouri - Kansas City School of Medicine
Florida State University College of Medicine	The Commonwealth Med. College	Univ. of Nebraska College of Medicine
Geisel School of Medicine at Dartmouth	The Frank H. Netter MD School of Medicine at Quinnipiac University	Univ. of Nevada School of Medicine
George Washington University School of Medicine and Health Sciences	The Ohio State University College of Medicine	Univ. of North Carolina School of Medicine
Georgetown University School of Medicine	The Univ. of Arizona College of Medicine-Phoenix	Univ. of North Dakota School of Medicine and Health Sciences
Harvard Med. School	The Univ. of Arizona College of Medicine-Tucson	Univ. of Pittsburgh School of Medicine
Hofstra North Shore-LIJ School of Medicine	The Univ. of Miami School of Medicine	Univ. of Rochester School of Medicine and Dentistry
Howard University College of Medicine	The Univ. of New Mexico Health Sciences Center	Univ. of South Alabama College of Medicine
Icahn School of Medicine at Mount Sinai	The Univ. of Oklahoma College of Medicine	Univ. of South Carolina School of Medicine Greenville
Indiana University School of Medicine	The Univ. of Toledo College of Medicine	Univ. of Tennessee Health Science Center College of Medicine
Jefferson Med. College of Thomas Jefferson University	The Univ. of Vermont College of Medicine	Univ. of Texas Medical Branch M.D.-Ph.D.
Johns Hopkins University School of Medicine	Tufts University School of Medicine	Univ. of Texas Medical School at Houston M.D.-Ph.D.
Keck School of Medicine of the Univ. of Southern California	Tulane University School of Medicine	Univ. of Texas Medical School at San Antonio M.D.-Ph.D.
Loma Linda University School of Medicine	UCLA/Drew Med. Education Program	Univ. of Texas Southwestern M.D.-Ph.D.
Louisiana State University School of Medicine in New Orleans	UCLA PRIME	Univ. of Utah School of Medicine
Loyola University Chicago Stritch School of Medicine	UMDNJ-New Jersey Med. School	Univ. of Virginia School of Medicine
Marshall University Joan C. Edwards School of Medicine	UMDNJ-Robert Wood Johnson Med. School	Univ. of Washington School of Medicine
Mayo Med. School	Uniformed Services Univ. of the Health Sciences F. Edward Hebert School of Medicine	Univ. of Wisconsin School of Medicine
Med. College of Georgia at Georgia Regents University	University at Buffalo The State Univ. of New York School of Medicine and BioMed. Sciences	USF Health Morsani College of Medicine
Med. College of Wisconsin	Univ. of Alabama School of Medicine	Vanderbilt University School of Medicine
Med. Univ. of South Carolina	Univ. of Arkansas College of Medicine	Virginia Commonwealth University School of Medicine
Meharry Med. College	UC - Berkeley/San Francisco	Virginia Tech Carilion School of Medicine
Mercer University School of Medicine	UC - Davis School of Medicine	Wake Forest School of Medicine of Wake Forest University Baptist Medical Center
Michigan State University	UC - Irvine School of Medicine	Warren Alpert Medical School of Brown University
Morehouse School of Medicine	UCLA David Geffen School of Medicine	Washington University in St. Louis School of Medicine
New York Med. College	UC - Riverside School of Medicine	Wayne State University School of Medicine
New York University	UC - San Diego School of Medicine	Weill Medical College of Cornell University
Northeast Ohio Med. University	UC San Francisco	West Virginia University School of Medicine
Northwestern University Feinberg School of Medicine	Univ. of Central Florida College of Medicine	Wright State University Boonshoft School of Medicine
Oakland University William Beaumont School of Medicine	Univ. of Chicago-Pritzker	Yale University School of Medicine
Oregon Health and Science University	Univ. of Cincinnati College of Medicine	

Non-participating Schools

- o Duke University School of Medicine
- o Louisiana State University Health Sciences Center School of Medicine in Shreveport
- o Universidad Central Del Caribe
- o University of Puerto Rico School of Medicine

Applying to Osteopathic Medical Colleges

Osteopathic Medical Colleges have their own application service. This link will take you to that site:

<http://www.aacom.org/infofor/applicants/Pages/default.aspx>

Other Schools Receiving LOR Via U.S. Mail

Any/All U.S. Podiatric (D.P.M.) Schools

Any/All Foreign Med. Schools: (St. George's, Ross, A.U.C., etc.) Any/All other schools not listed