

ATTENTION AMCAS APPLICANTS:

AMCAS now accepts Letters of Evaluation/Recommendation for 115 participating medical schools at the time you submit your primary application (see below for a complete list). This service enables medical schools to receive letters electronically via AMCAS. Your letters will still be processed through The Career Center via Virtual Evals (VE). Through an automated process, AMCAS will then transmit your letters to the appropriate schools. The process for requesting your letters be sent through the Pre-Professional Database will remain the same regardless of whether a school is participating in the AMCAS Letter System.

AMCAS INSTRUCTIONS FOR STUDENTS RECEIVING A COMPOSITE LETTER:

1. Under the Letters of Evaluation/Recommendation section of the AMCAS application (Section 6), you will indicate that you are submitting a “committee letter”. You will only be setting up one (1) committee letter and do not need to list individual letter authors.
2. Follow Steps 2 through 4 below.

AMCAS Instructions for Students Who Obtained Individual Letters:

1. Under the Letters of Evaluation/Recommendation section of the AMCAS application (Section 6), you will indicate that you are submitting a “letter packet”. You will only be setting up one (1) letter and letter author. You will be prompted to enter additional authors included in the packet in the space provided. This is optional. **DO NOT LIST YOUR INDIVIDUAL LETTER WRITERS AS ADDITIONAL AUTHORS.**
2. Enter the following as the "Primary Author/Contact":

Charles. N. Collier, Jr.
Associate Director of Pre-Professional Services
Emory University Career Center
1784 North Decatur Road, Suite 200
Atlanta, GA 30322

Once you have created your letter, you then need to go to Section 7 of the AMCAS application and “attach” this letter to the schools to which you are applying. Do not let this confuse you – this action does not send out your letters! This action simply provides AMCAS Letter ID Number to your schools once you submit your application. You will not be give the option to “attach” your letter to schools who don’t participate in the AMCAS Letter Service.

3. AMCAS will provide you with an AMCAS Letter ID Number form in PDF format. Send the AMCAS Letter ID Number form to Mildred Davis-Echols at The Career Center via email (mildred.davis-echols@emory.edu) or facsimile (404-727-4899). AMCAS requires that we have this document before we send out letters so that your letters can be accurately matched to your application.
4. At any point hereafter, you can log in to your file on The Career Center’s Pre-Professional Database at <https://www.campuslife.emory.edu/prehealth/login.aspx> and request that your letter packet or committee letter be sent to your schools. You do not need to indicate in your request whether it is an AMCAS Letter participant school or not. We will automatically send letters through AMCAS for those schools. See below for list of participating schools.

Keep in mind that standard processing time for Pre-Professional Database requests is 5-7 business days and may be longer during certain peak periods. Requests are handled on a first come, first serve basis.

For **complete instructions** on how to fill out the **entire AMCAS primary application**, please download the “AMCAS 2010 Instruction Book” found in the upper right hand corner of this link: <http://www.aamc.org/students/amcas/start.htm> . However, be sure to follow the exact directions above when setting up your letters on the application.

AMCAS Letter System – 2010 Participating Medical Schools

University of Alabama School of Medicine	Northeastern Ohio Universities College of Medicine
Albert Einstein College of Medicine	Northwestern University Feinberg School of Medicine
Baylor College of Medicine	Pennsylvania State University College of Medicine
Boston University School of Medicine	Rosalind Franklin University of Medicine and Science
Case Western Reserve University School of Medicine	Rush Medical College
Columbia University College of Physicians & Surgeons	Saint Louis University School of Medicine
Creighton University School of Medicine	San Juan Bautista School of Medicine
Dartmouth Medical School	Sanford School of Medicine of the University of South Dakota
David Geffen School of Medicine at UCLA	Southern Illinois School of Medicine
Drexel University College of Medicine	State University of New York Downstate Medical Center
East TN State U., James H. Quillen Coll. of Medicine	Stony Brook University - School of Medicine
Eastern Virginia Medical School	SUNY at Buffalo Medical School
Emory University School of Medicine	SUNY Upstate Medical University
Florida International University COM	Temple University School of Medicine
Florida State University	The Brody School of Medicine at East Carolina University
George Washington University Sch of Med & Hlth Science	The Commonwealth Medical College
Georgetown University School of Medicine	The Ohio State Univ. Coll. of Medicine
Harvard Medical School	The University of Arizona College of Medicine
Howard University	The University of Miami School of Medicine
Indiana University School of Medicine	The University of New Mexico Health Sciences Center
Jefferson Medical Coll. of Thomas Jefferson University.	The University of Oklahoma
Johns Hopkins University School of Medicine	The University of Toledo College of Medicine
Keck Sch. of Med.University of Southern California	The University of Vermont College of Medicine
Loma Linda University School of Medicine	Tufts University School of Medicine
Loyola University Chicago Stritch School of Medicine	Tulane University School of Medicine
Marshall Univ Joan C. Edwards School of Medicine	UCLA PRIME
Mayo Medical School	UCLA/Drew Medical Education Program
Medical College of Georgia	UMDNJ- Robert Wood Johnson Medical School
Medical College of Wisconsin	UMDNJ-New Jersey Medical School
Medical University of South Carolina	Universidad Central Del Caribe
Meharry Medical College	University of Arkansas College of Medicine
Mercer University School of Medicine	University of California San Diego
Michigan State University	University of California, Davis School of Medicine
Morehouse School of Medicine	University of California, Irvine- College of Medicine
Mount Sinai School of Medicine	University of Central Florida COM
New York Medical College	
New York University	

University of Chicago - Pritzker
University of Cincinnati College of Medicine
University of Colorado School of Medicine
University of Connecticut School of Medicine
University of Florida
University of Hawaii John A. Burns School of Medicine
University of Illinois at Chicago-College of Medicine
University of Iowa, Carver College of Medicine
University of Kansas
University of Kentucky College of Medicine
University of Louisville School of Medicine
University of Maryland School of Medicine
University of Massachusetts Medical School
University of Michigan Medical School
University of Minnesota Medical School-Minneapolis
University of Minnesota School of Medicine Duluth
University of Mississippi School of Medicine
University of Missouri-Columbia School of Medicine
University of Nebraska College of Medicine
University of Nevada School of Medicine

University of North Carolina School of Medicine
University of Pennsylvania School of Medicine
University of Pittsburgh School of Medicine
University of Rochester School of Medicine and
Denistry
University of South Alabama College of Medicine
University of South Carolina School of Medicine
University of South Florida College of Medicine
University of TN Health Science Cntr Coll. of Medicine
University of Virginia School of Medicine
University of Washington School of Medicine
University of Wisconsin
Vanderbilt University School of Medicine
Virginia Commonwealth University School of Medicine
Wake Forest University School of Medicine
Wayne State University School of Medicine
Weill Medical College of Cornell University
West Virginia University School of Medicine
Wright State University Boonshoft School of Medicine
Yale University School of Medicine

If you have questions about letter requirements for various schools, please see the following link: <http://www.aamc.org/students/amcas/faq/letterscriteria.htm>