

MEDICAL SCHOOL RECOMMENDATION LETTER INSTRUCTIONS (STUDENTS)

Selecting your recommenders

- Standard medical school applications have three to five letters of recommendation submitted, though AMCAS will allow you to list up to ten.
- Select three professors, or more, if requested by the school, to write a letter of recommendation for you.
- Students usually request evaluations from two science professors and one non-science professor.
 - Students are strongly encouraged to receive one recommendation from a professor in a department outside biology, chemistry, and physics.
 - Students are strongly encouraged to receive a recommendation from professors for whom they have lab assisted, conducted research, or interacted with in a setting outside of the laboratory or classroom.
- Students are also encouraged to receive a recommendation from an off-campus recommender if you have formed a professional relationship with a clinician or summer research mentor. This person should feel comfortable addressing your ability to become a successful practitioner.

Requesting letters of recommendations

- Prior to leaving campus in May, select your recommenders and confirm that they will write a letter for you.
- You must provide AMCAS with the names and contact information for each recommender.
- Recommenders may submit their letters to AMCAS after June 1, but the letter will not be distributed to the medical school(s) by AMCAS until you have received a secondary application.
- Etiquette when requesting a letter
 - It is a privilege for students to ask their professors for letters of recommendation and certain etiquette should be followed.
 - Meet with the professor *in person* to request a letter from them. E-mail is unacceptable and impolite when requesting this service. You are asking someone to take their time to comment on your ability to have a successful career in medicine. Do not treat this request lightly.
 - If the professor agrees to write a letter for you, provide them as many of the following materials electronically as possible, in a timely fashion.
 - Electronic materials
 - Letter submission deadline
 - List of the schools and their addresses (DO programs only)
 - Extracurricular Information Form
 - Résumé
 - Unofficial transcript (download from my.gcc.edu)
 - MCAT score (total, section breakdown, and writing score)
 - AMCAS letter request form (MD programs only)
 - AACOMAS ID number (DO programs only)
 - Grove City College medical school recommender instructions

Using the AMCAS Letters Service (allopathic schools only)

- Applicants are required to have their letters sent through AMCAS if the medical school is participating in the service. A list of AMCAS participating schools can be found at <http://www.aamc.org/students/amcas/participatingschools.htm>
- When completing your online AMCAS application indicate that all letters are from *individuals* and please include Mrs. Rozic as a letter writer.
- You will then provide contact information for each recommender submitting a letter.
- AMCAS will automatically generate an AMCAS Letter Request form for each of your letter writers.
- Provide a copy of this form (example on the next page) to each recommender.
- There are three letter submission mechanisms. Your recommender has the freedom to choose whichever method is simplest for them.
 1. **Electronic submission via AMCAS Letter Writer Application**
 - The recommender can upload a .pdf the letter by logging into <https://services.aamc.org/letterwriter/>. You will receive an e-mail confirmation that the recommender has submitted their letter.
 2. **E-mailing the letter to Mrs. Rozic (lrozc@gcc.edu)**
 - The recommender may email a .pdf or .docx of their letter to Mrs. Rozic and she will upload the letter to AMCAS via the letter writer service.
 - The letter must have official letterhead and include a signature
 3. **Scanned letter via Mrs. Rozic**
 - You recommender may turn in a paper copy of the letter on official letterhead, to Mrs. Rozic who will then scan the letter and upload the .pdf to the AMCAS Letter Writer Application.

Other items that may be required

- A small population of allopathic medical schools has a specific cover/waiver form. If you have chosen to apply to one of these schools, provide each of your recommenders with a copy of this form.


Osteopathic recommendation letter submission

- Osteopathic medical schools accept *only* paper submission of recommendation letters to each medical school. If you are applying to DO programs follow all of the preceding instructions with these adaptations.
 - The recommender should include a full internal address in their letter as each program will receive a letter.
 - The recommender should submit a signed letter on official Grove City College letterhead sealed in an envelope with their name across the flap to Mrs. Rozic.
 - Mrs. Rozic will then mail the letter packet to each medical school when *all* letters have been submitted *and* she has received confirmation that the applicant approves of the mailing.

Example of AMCAS Letter Request Form


Applicant's
identifying
information

Letter ID and
Letter Type



Alex Monaco
1810 College Street
University City, IL 60517
United States of America

AMCAS LETTER REQUEST
Application Year 2010
February 16, 2010



Letter ID: 1770873

AAMC ID: 13076423
Last Name: Monaco
First/Middle Name: Alex
AMCAS Letter ID: 1770873
Letter Type: Individual Letter

TO:
DR Amy Smith
Johns Hopkins University
733 North Broadway
Baltimore, MD 21205-2196
United States of America

The author's address

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 see below.

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

- **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 18958
Washington, DC 20036
- **VirtualEvals (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.

About AMCAS Letters

AMCAS Letters is a centralized service that enables medical schools to receive all letters of recommendation/evaluation electronically via the American Medical College Application Service (AMCAS), and enables applicants to have their authors send all letters of recommendation/evaluation to be considered by schools participating in this service to AMCAS rather than to each school. For more information about this service, including a list of participating medical schools, please visit <http://www.aamc.org/students/amcas/faq/amcasletters.htm>

For more information about AMCAS, visit www.aamc.org/amcas