Letters of recommendation are a critical component of the medical school application process and are given careful consideration by medical school admissions committees. Applicants are generally advised to have letters from two science faculty and one humanities faculty along with letters from other individuals who can speak to an applicant’s character and qualifications for medical school. Criteria for letters vary by medical school. What is most important is that your letter writers know you and can speak about you in more than generalities.

The UCR Career Center Letter Service has a process in place for gathering and mailing your letters of recommendation to medical schools. For information and to register, go to http://careers.ucr.edu/Students/lor. Be sure to learn about the Career Center Letter Service early in your application process.

AMCAS Letters Pilot
In addition, this year the American Medical College Application Service (AMCAS), the national centralized application process for applying to M.D. programs, is implementing a pilot letter service project for 21 targeted medical schools to receive letters of recommendation electronically through AMCAS. If you are applying to any of the 21 medical schools listed below, the Career Center will send one packet of letters to AMCAS (regardless of how many of these schools you are applying to), and AMCAS will forward your letter packet to the schools you designate on your AMCAS application. You need only to download the Letter Request form and deliver this to the Career Center; they will send all your letters to AMCAS for one $6 charge. If you are applying to any of these schools, you are required to use the AMCAS Letters service. There are no additional fees for this service.

Medical schools participating in this Letter Service pilot:

- Baylor College of Medicine
- Boston University School of Medicine
- Creighton University School of Medicine
- Eastern Tennessee State University, James H. Quillen College of Medicine
- Florida International University College of Medicine
- Georgetown University School of Medicine
- Harvard Medical School
- Meharry Medical School
- Mercer University School of Medicine
- Pennsylvania State University College of Medicine
- Temple University School of Medicine
- Texas A&M University College of Medicine
- The University of Arizona College of Medicine
- University of Illinois at Chicago College of Medicine
- University of Iowa Carver College of Medicine
- University of Michigan Medical School
- University of Mississippi School of Medicine
- University of South Florida College of Medicine
- University of Virginia School of Medicine
- University of Washington School of Medicine
- Weill Medical College of Cornell University
AMCAS Letter of Evaluation Section

When you log on to your AMCAS application [http://www.aamc.org/audienceamcas.htm], you will enter information about your letter packet. Section 6: Letters of Evaluation. However, this section does NOT have to be completed in order to submit your primary application. You can log on to your AMCAS account after submission of your application to enter Letter of Recommendation information. Applicants can add up to 10 letters and can send “targeted” letters, i.e., specific letters to specific schools.

(If you are not applying to any of the schools listed, click “NO” for this section and move to the Medical Schools section of your AMCAS.)

• Next you will be asked to select “Type of Letter”
  • Select “Committee letter/letter packet and hit “Continue”
• You will then be asked where your letters are originating from: University of California – Riverside

• You will be asked to provide a title for your Letter Packet

Suggested title: MD Packet - UC-Riverside Career Center

- Primary Contact/Author Information: Ms. Angela Domingo
  angela.domingo@ucr.edu
  951-827-3637
  UCR Career Center
  365 Veitch Student Center,
  Riverside, California 92521

- Hit “Continue”
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 *

State *

City *

Postal Code *

Additional authors You may enter up to 10 additional authors to your letter.

Author 1 Robert Crane, PhD
Author 2 George Xavier, PhD
Author 3 Barbara Walters, PhD
Author 4 Jones Evans, MD
Author 5 Anne Timmers, MD PhD
Author 6 дола Watson, PhD
Author 7
Author 8
Author 9
Author 10

Back Continue
Click “Yes” to Print the Letter Request Form

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?

Yes  No
Deliver the Letter Request Form to the UCR Career Center

AMCAS LETTER REQUEST
Application Year 2009
June 17, 2008

AAMC ID: 12296729
Last Name: Adoctor
First/Middle Name: Ivana/B.
AMCAS Letter ID: 1056346

TO:
MS Angela Domingo
University Of California-Riverside
365 Veitch Student Center
Riverside, CA 92521
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:

• 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.

• 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 (URL anticipated to be available in late fall)

• 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

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 your information the following schools are participating in the Letters Service for the 2009 entering class:

Baylor College of Medicine
Boston University School of Medicine
Columbia University School of Medicine
Florida International University COM
Georgetown University School of Medicine
Harvard Medical School
Maharaj Medical College
Mercy University School of Medicine
Pennsylvania State University College of Medicine
Temple University School of Medicine
Texas A&M U., System HSC Coll. of Medicine
The University of Arizona College of Medicine
University of Illinois at Chicago-College of Medicine
University of Iowa, Carver College of Medicine
University of Michigan Medical School
University of Mississippi School of Medicine
University of South Florida College of Medicine
University of Virginia School of Medicine
University of Washington School of Medicine
Weill Medical College of Cornell University
You will then see the screen with a Summary, including the Letter Packet, status of the Packet, and Letter ID number

- You can also print the Letter Request Form from this screen
- Click “Done”

LETTERS OF EVALUATION/RECOMMENDATION SUMMARY

This section enables you to provide information about your letters of evaluation/recommendation to those medical schools that choose to receive letters of evaluation/recommendation via AMCAS.

View list of participating medical schools

You are not required to complete this section prior to submission, or if you are applying only to medical schools that do not receive letters of evaluation/recommendation via AMCAS.

Ms. Angela Domingo, MD Packet - UC-Riverside Career Center

Letter ID: 1056346

Print 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.
You will now move to Section 7: Medical Schools

ADD A MEDICAL SCHOOL

Filter by State

Filter by Deadline

Filter by Program Type

School

LOE

This medical school participates in the AMCAS Letters program. To find out more about AMCAS Letters please click the icon.

Have you applied to this medical school in previous years?

Program

Program

Deadline

November 1, 2008

Yes

No

Combined Medical Degree/Graduate

Combined Medical Degree/Ph.D

Regular M.D.

You may need prior permission from the medical school to select any of the following program types:

Deferred/Delayed Matriculant

Early Assurance

Combined Bachelors/Medical Degree

Other Special Program

Continue
Designating Medical Schools

When you select one of the medical schools participating in the Letter Service, the list of letters you entered in the Letter of Recommendation section will appear. You may either select all letters or designate specific letters to be sent to that school.

Letters do NOT have to be entered before you submit your application. You can return to the Letter of Recommendation section after submitting AMCAS and select additional schools and add letter writers. However, once the application is submitted with letter information, this cannot be edited or deleted.*

Medical School Requirements for Letters

Each of the 21 schools participating in the AMCAS Letter Service pilot has specific criteria for letters of recommendation, e.g., minimum and maximum numbers of letters, from whom, etc. This information can be found at http://www.aamc.org/students/amcas/faq/letterscriteria.htm

*Important note: If you find that a letter writer you added on AMCAS will not be writing a letter, you must send a letter to AMCAS letting them know this and AMCAS will go ahead and mark the letter “received” in order to be able to notify medical schools when all of your letters have been received and your application is complete and ready for review.

IF YOU HAVE QUESTIONS ABOUT THIS OR ANY OTHER SECTION OF YOUR AMCAS APPLICATION, CONTACT THE MEDICAL HEALTH CAREERS PROGRAM AT mhcp@ucr.edu or call 951-827-6233