

## **Instructions for Sending Letters of Recommendation (LOR) to Medical Schools**

Dr. David Frank    [davidf@csufresno.edu](mailto:davidf@csufresno.edu)    559-278-2273    McLane 159

All medical schools that are members of AMCAS (that is to say, the on-line application service used by most of the medical 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 medical colleges, podiatric schools, or foreign medical 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:

<http://www.aamc.org/students/amcas/faq/amcaslettersfaq.htm>

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 me or to Ms. Hall 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 medical 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 medical 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 Sodergran,  
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:

- ~~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 <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 18358  
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:***

Premedical Student's Name: \_\_\_\_\_

Date Required: \_\_\_\_\_ CSUF I.D. Number: \_\_\_\_\_

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

AAMC ID# \_\_\_\_\_ AMCAS Letter Request ID# \_\_\_\_\_

I have waived my right to inspect letters in my premedical 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 medical 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 medical schools. The packet that we send out to the medical schools to which the student is applying usually consists of a brief letter of introduction prepared by the principal premedical 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, medical 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 forward your letter either to me or to Ms. Hall at the Information Center.

Dr. David Frank, Ph.D.  
Premedical Advisor  
Department of Chemistry  
2555 E. San Ramon Avenue M/S SB70  
Fresno, California 93740-8034

Ms. Linda Hall  
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** \_\_\_\_\_

<b>Name of Letter Writer</b>	<b>AMCAS Letter Distribution ID#*</b>

\* 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)		Non-AMCAS Schools (LOR Mailed Directly to Schools)	
AL	University of Alabama	NC	Wake Forest University
AL	University of South Alabama	NC	East Carolina University (Brody)
AR	University of Arkansas	NE	Creighton University
AZ.	University of Arizona - Phoenix	NE	University of Nebraska
AZ.	University of Arizona - Tucson	NH	Dartmouth
CA	Lama Linda University	NJ	UMDNJ-New Jersey
CA	Stanford University	NJ	UMDNJ-Robert Wood Johnson
CA	UCLA (Geffen)	NM	University of New Mexico
CA	UCLA PRIME	NV	University of Nevada
CA	UCLN Drew	NY	Albany Medical College
CA	UC Davis	NY	Albert Einstein
CA	UC Irvine	NY	Columbia University
CA	UC San Diego	NY	Cornell University (Weill)
CA	UC San Francisco	NY	Hofstra University
CA	UC Berkeley/SF	NY	Mount Sinai
CA	USC (Keck)	NY	New York Medical College
CO	University of Colorado	NY	New York University
CT	University of Connecticut	NY	Stony Brook University
CT	Yale University	NY	SUNY at Buffalo
DC	George Washington University	NY	SUNY Downstate
DC	Georgetown University	NY	SUNY Upstate
DC	Howard University	NY	University of Rochester
FL	Florida International University	OH	Case Western Reserve University
FL	Florida State University	OH	Northeastern Ohio University
FL	The University of Miami	OH	Ohio State University
FL	University of Central Florida	OH	University of Cincinnati
FL	University of Florida	OH	University of Toledo
FL	University of South Florida	OH	Wright State University (Boonshoft)
GA	Emory University	OR	Oregon Health & Science Univ.
GA	Medical College of Georgia	OK	University of Oklahoma
GA	Mercer University	PA	Drexel University
GA	Morehouse	PA	Jefferson Medical College
HI	University of Hawaii (Burns)	PA	Pennsylvania State University
IA	University of Iowa (Carver)	PA	Temple University
IL	Loyola Univ. Chicago (Stritch)	PA	The Commonwealth Med. College
IL	Northwestern Univ. (Feinberg)	PA	University of Pennsylvania
IL	Rosalind Franklin University	PA	University of Pittsburgh
IL	Rush	PR	San Juan Bautista
IL	Southern Illinois	RI	Brown University (Warren Alpert)
IL	University of Chicago-Pritzker	SC	Medical Univ. of South Carolina
IL	University of Illinois at Chicago	SC	University of South Carolina
IN	Indiana University	SD	Univ. of South Dakota (Sanford)
KS	University of Kansas	TN	East TN State U. (Quillen)
KY	University of Kentucky	TN	Meharry
KY	University of Louisville	TN	University of TN
LA	LSU - New Orleans	TN	Vanderbilt University
LA	LSU - Shreveport	TX	Baylor
LA	Tulane University	TX	Texas A&M Univ. (MD/PhD)
MA	Boston University	TX	Texas Tech Univ. (MD/PhD)
MA	Harvard	TX	Univ. of Texas Med. Branch
MA	Tufts University	(MD/PhD)	
MA	University of Massachusetts	TX	Univ. of Texas at Houston
MD	Johns Hopkins University	(MD/PhD)	
MD	University of Maryland	TX	UT Southwestern (MD/PhD)
MI	Oakland University (Beaumont)	UT	University of Utah
MI	Michigan State University	VA	Eastern Virginia
MI	University of Michigan	VA	University of Virginia
MI	Wayne State University	VA	Virginia Commonwealth University
MN	Mayo	VA	Virginia Tech Carillon
MN	Univ. of Minnesota - Minneapolis	VT	The University of Vermont
MO	Saint Louis University	WA	University of Washington
MO	University of Missouri-Columbia	WI	Medical College of Wisconsin
MO	Washington University (St. Louis)	WI	University of Wisconsin
MS	University of Mississippi	WV	Marshall University (Edwards)
NC	University of North Carolina	WV	West Virginia University
		<b>U.S. Osteopathic (D.O.)</b>	
		AZ	A.T. Still Univ. (Mesa, AZ)
		AZ	Midwestern Univ. -Arizona
		CA	Touro - California
		CA	Western University
		CO	Rocky Vista Univ.
		FL	Lake Erie - Bradenton Campus
		FL	Nova Southeastern Univ.
		GA	Georgia Campus -Phil. Campus
		IL	Midwestern Univ. - Chicago
		IA	Des Moines University
		KY	Pikeville College
		ME	Univ. of New England
		MI	Michigan State Univ.
		MO	A.T. Still Univ. (Kirksville, MO)
		MO	Kansas City Univ.
		MS	William Carey University COM
		NJ	Univ. of Med. & Dentistry of NJ
		NV	Touro - Nevada
		NY	New York COM
		NY	Touro College - New York
		OH	Ohio University COM
		OK	Oklahoma State University
		PA	Lake Erie COM
		PA	Philadelphia COM
		SC	Edward Via COM - Carolinas
		TN	Lincoln Memorial Univ.
		TX	U. of North Texas (TMDAS)
		VA	Edward Via COM - Virginia
		WA	Pacific Northwest Univ.
		WV	West Virginia
		<b>M.D. Schools Receiving LOR Via U.S. Mail</b>	
		MD	Uniformed Services Univ. of the Health Sciences
		ND	University of North Dakota
		NC	Duke University
		PR	Ponce School of Medicine
		PR	Universidad Central Del Caribe
		PR	University of Puerto Rico
		TX	U. of Texas Schools (through TMDAS)
		<b>Other Schools Receiving LOR Via U.S. Mail</b>	
		Any/All U.S. Podiatric (D.P.M.) Schools	
		Any/All Foreign Medical Schools: (St. George's, Ross, A.U.C., etc.)	
		Any/All other schools not listed	