FIRST, GO TO PPA.BYU.EDU AND CLICK ON PREHEALTH.
FIND THE LETTER TRACKER LINK
CLICK ON THE LINK TO LETTER TRACKER

Letter Tracker

Letter Secretary
Emily Barnes
For help with letters of recommendation

Walk-in Hours:
Monday: 3:30-5:00 PM  
Tuesday: 1:00-3:00 PM  
Wednesday: 3:30-5:00 PM  
Friday: 10:00-12:00 PM

Email healthprosec@byu.edu

Link to Letter Tracker

Request/Submit Letters of Recommendation
Student Letter Tracker Tutorial
Letter Writer Letter Tracker Tutorial
Email that your letter writer will receive

How to Request a Letter Packet
Tutorial for the student requesting a packet

Letter Tracker FAQ page

NOTE: Podiatry School applications no longer support Letter Tracker services. Letter writers will need to upload their letters directly to the application service.
CLICK “YES, LOGIN” AND ENTER YOUR NET ID AND PASSWORD

Click “yes” if a student creating a letter tracker account or letter writer from BYU

This is for those letter writers not affiliated with BYU
PROVIDE YOUR EMAIL ADDRESS AND SELECT MEDICAL OR DENTAL
note: letter tracker no longer supports podiatry schools.

Use an email address that you check regularly: we will use this to notify you when your letters are received or if there are any issues.
NEXT, CLICK "REQUEST NEW LETTER"

Before requesting a letter, you should contact your desired letter writer to confirm that they are willing to write you a letter.
THEN PROVIDE THE NAME, EMAIL ADDRESS, AND OTHER INFORMATION OF YOUR RECOMMENDER. CLICK “SUBMIT”

Because the email is sent from a server, it may end up in a junk/spam folder. Encourage your letter writers to check there if they have trouble receiving the request. The email will be sent from noreply@thunderbolt.byu.edu
**HERE IS WHAT THE LETTER WRITER WILL SEE IN THEIR EMAIL**

Preprofessional Advisement Center <noreply@thunderbolt.byu.edu> | Emily Barnes

A student has requested a letter of recommendation

Follow up. Start by Tuesday, January 8, 2019. Due by Tuesday, January 8, 2019.

**HERE IS WHAT THE LETTER WRITER WILL SEE IN THEIR EMAIL**

To (Dr, Professor, etc) Letter Writer,

The applicant identified below has asked you to provide a letter of recommendation. He/she has waived the right to view your letter.

No student will have access to your letter. However, if the student has NOT waived their right to view your letter the student may request access to the letter by contacting the Preprofessional Advisement Center.

Applicant name: Emily Barnes
Applicant email: emilytimed7@gmail.com
Recommendation description: Medical or Dental

**BEFORE SUBMITTING YOUR LETTER**

Be sure your letter:
- Is in PDF format
- Includes an actual signature.
- Includes a date
- Is on official letterhead (if you do not have official letterhead, include your contact info at the top).

PLEASE review these letter writing guides:
- Attachment enabling recommender instructions.pdf

**UPLOAD YOUR LETTER HERE**

Upload your letter for Emily Barnes here

Or

copy and paste this URL into your web browser’s address bar

https://paralettertracker.byu.edu/paramedsch_med_parelem.html?ID=77e775751211

Emily Barnes has included the following personal message:

The personal message you sent them, perhaps you said, thank you!

**HELPFUL RESOURCES:**

For help in navigating Letter Tracker check out the tutorial for letter writers at:
https://www.byu.edu/sites/default/files/TechNote%20Tracker%20Instructions.pdf

If you prefer to submit your letter by email, please follow submission instructions on the attached cover sheet.

If you are unable to upload your letter through the link or are experiencing other difficulties you may email the letter to healthprofes@byu.edu, and the letter secretary will upload it for you.

PLEASE DO NOT REPLY TO THIS EMAIL. If you have any questions please contact us at healthprofes@byu.edu or 801.422.3044.
PLEASE READ. THEN INDICATE WHETHER OR NOT YOU WOULD LIKE TO WAIVE YOUR RIGHTS TO ACCESS YOUR LETTER.

We strongly encourage you to waive your rights to view the letters.

Hitting “submit” triggers the email to be sent to your Recommender.

We strongly encourage you to waive your rights to view the letters.
YOUR LETTER REQUEST HAS BEEN SENT, YOU’RE NOW WAITING FOR THE LETTER WRITER TO UPLOAD YOUR LETTER.
ONCE YOUR LETTER HAS BEEN RECEIVED, YOU WILL RECEIVE AN EMAIL FROM LETTER TRACKER NOTIFYING YOU THAT IT HAS BEEN UPLOADED. YOU CAN CHECK THE STATUS OF YOUR LETTERS ON LETTER TRACKER.
STILL HAVE QUESTIONS?

healthprosec@byu.edu
3328 WSC
Provo, UT 84602
801.422.3044 (phone)
801.422.0398 (fax)