

LETTER TRACKER

**REQUESTING A LETTER
PACKET**

HOW TO REQUEST A PACKET

STEP 1: CLICK ON THE
PACKETS TAB

2: CLICK REQUEST A
PACKET

BYU | BRIGHAM YOUNG UNIVERSITY

Preprofessional Advisement Letter Tracker

Log out

Welcome to Letter Tracker, Sarah

Letters Packets

Your Packets?

Letters	Destinations	Date packet requested	Done?
Writer, Mendoza, Barnes, Petersen, Emily Ann	AACOMAS	07/06/21	Not sent

Request a packet

Get Help

This packet of letters will be sent to all schools you are applying to, within that application

SELECTING LETTERS

***DO NOT REQUEST YOUR LETTER PACKET UNTIL ALL YOUR LETTERS HAVE BEEN RECEIVED. WE CAN ONLY SEND ONE PACKET TO EACH APPLICATION SERVICE!!

3: SELECT THE DESTINATION

4. ENTER IN YOUR ID FOR AACOMAS/AMCAS/TMDSAS

5: SELECT LETTERS YOU WANT IN YOUR PACKET

(Once you have requested a packet, this cannot be changed)

Section 2: Where should we send your packet?

Please select where your packet will go.

- AACOMAS
- AMCAS
- TMDSAS
- Other

AACOMAS

Include this in your application under the letters of evaluation portion entitled "Evaluator's Information".

Are you requesting a committee evaluation?: YES

First Name: David

Last Name: Kaiser

Email Address:healthprosec@byu.edu

Due Date: (any date)

Personal Message to your Evaluator: (this is a note that only the Health Professions Secretary will see)

Note: You can only send one packet to AACOMAS, however, you can update the schools in the future if you wish

AACOMAS ID:

Section 3: Which letters should we send?

Please list which letters you wish to send. (Max: 6)

- 1 ▼
- 2 ▼
- 3 ▼
- 4 ▼
- 5 ▼

Application services accept the following number of letters in each packet:

AMCAS: 6

AACOMAS: 6

TMDSAS: 4

AADSAS: 4

CONTINUE REQUESTING PACKETS

APPLICATION SERVICES

(AMCAS, AACOMAS, TMDSAS)

- Create a packet request for each application service you are applying for. Each packet can be different provided you create a separate request.
- Enter in the appropriate ID number(s). These can be found on your application.

“OTHER” PACKETS

We can only send your letters to medical/dental related fields.

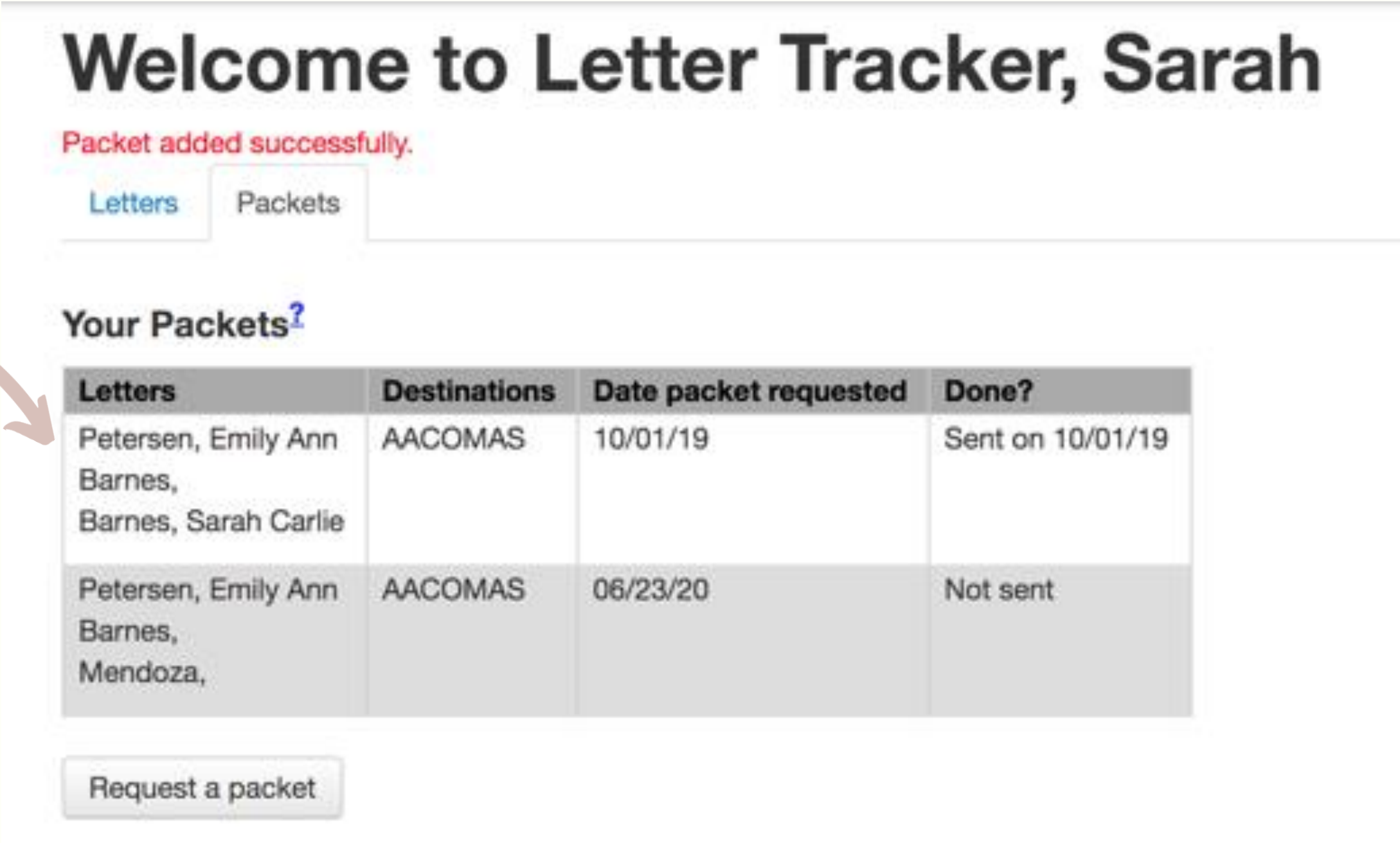
Common examples include:

- Military scholarships
- Post-bacc programs
- Medical/dental scholarships

PACKET HAS BEEN REQUESTED

6. DOUBLE CHECK THE REQUEST

It is your responsibility make sure everything went through correctly.



The screenshot shows a web interface for 'Letter Tracker, Sarah'. At the top, it says 'Welcome to Letter Tracker, Sarah' and 'Packet added successfully.' Below this are two tabs: 'Letters' and 'Packets'. The 'Packets' tab is active. Underneath, there is a section titled 'Your Packets?' followed by a table with four columns: 'Letters', 'Destinations', 'Date packet requested', and 'Done?'. The table contains two rows of data. The first row shows a packet for 'Petersen, Emily Ann' and 'Barnes, Sarah Carlie' sent on 10/01/19. The second row shows a packet for 'Petersen, Emily Ann' and 'Barnes, Mendoza,' which has not been sent. At the bottom of the interface is a button labeled 'Request a packet'.

Letters	Destinations	Date packet requested	Done?
Petersen, Emily Ann Barnes, Barnes, Sarah Carlie	AACOMAS	10/01/19	Sent on 10/01/19
Petersen, Emily Ann Barnes, Mendoza,	AACOMAS	06/23/20	Not sent

If there are issues, you will be notified through the email entered on letter tracker. Check your email regularly! Also check this page to see the status of your packet(s).

WAIT!! YOU ARE NOT DONE YET!!

- For your letters to be uploaded you need to fill out the evaluation section on your application!!!! (see next slides)
- Before gaining access to the letters of evaluation section on your application, you must do the following:
 - Create an account for your application service(s) and put in the general personal information.
 - Select the schools you wish to apply to.
 - Enter in education information (high school, college, etc).

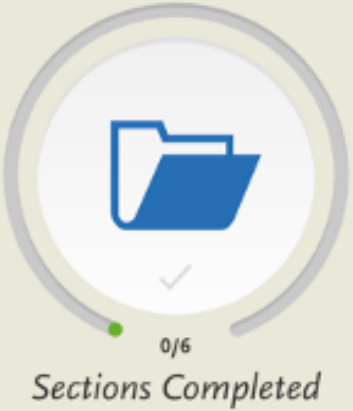
The following slides include specific instructions for AACOMAS/AADSAS, AMCAS & TMDSAS.

- If included in your application service, we highly recommend selecting;
 - Waive rights to view letters
 - Give permission to contact reference (this is required in you would like to upload your letter tracker packet into your application)
 - Give permission for schools to contact reference

AACOMAS & AADSAS

(enter any date as the
due date)

My Application Add Program Submit Application



Evaluations

- Evaluations
- Experiences
- Achievements
- Personal Statement
- COVID-19 Transcript Hardships
- Documents

Create Evaluation Request ✕

* Indicates required field

You are asked to submit a requested due date for your evaluation letters. This date should correspond to the evaluation development guidelines that are set by your designated pre-health advisor. You should consult with your evaluators/reviewers before submitting the proposed date to ensure that they will have ample time to respond to your request.

It is important to note that the applications are processed and verified once all transcripts are received and you have paid the application fee. Your application will not be held up for receipt of evaluations/letters. Your evaluation letters will be forwarded to your designated colleges of osteopathic medicine.

An automatic notification will be sent to you when your evaluations are submitted to AACOMAS.

Evaluator's Information

- * Are you requesting a committee evaluation Yes No
- * First Name
- * Last Name
- * Email Address
- * Due Date
- * Personal Message to Your Evaluator
6 words 39/500

Waiver of Evaluation

- * I waive my right of access to this evaluation. Yes No

AMCAS

Letters of Evaluation

BACK SAVE & CONTINUE

Add Letter of Evaluation/Recommendation

Primary Contact/Author

Prefix
Select Salutation

First Name *
David

Middle Name
Please enter the author's middle name

Last Name *
Kaiser

Suffix
Select Suffix

Title
Please enter the author's title

Organization Name
Please enter an Organization Name

Address *
3328 WSC

Address 2
Apt No., Suite No., Building No. etc

Country *
United States of America (the) x

State *
Utah x

City *
Provo

Zip Code *
84602

Phone *
(801) 422-3044

Email *
healthprosec@byu.edu

CANCEL SAVE

TMDSAS

(you need to release your info to BYU under colleges attended questions)



Letters of Evaluation

For more information on this section, please review the Letters of Evaluation section of the [handbook](#).

Once you have completed the section below, you should have your letters delivered to TMDSAS. Committee packets and letters can be delivered in several ways: via Interfolio, Virtual Evals, uploaded directly to the TMDSAS Evaluator Portal or mailed to TMDSAS. Make sure your TMDSAS ID is on your letter(s) so that we can match them properly.

You are currently applying to:

- ▶ **Medical school(s)**
 - ▶ Baylor College of Medicine
 - ▶ Texas Tech HSC SOM at Lubbock

Please submit the following letters to complete the application.

- ▶ **For Medical School**
 - ▶ One Health Professions Committee Packet

Indicate how you will submit your letters of evaluation:*

- HP Committee Packet
- Individual

HP Committee Packet

Select the institution your Health Professions Committee Packet will be sent from:*

Brigham Young University (MS) ▼

	Institution	HP Committee Packet Status	Created Date
Required	Brigham Young University (MS)	Pending	

Optional Letter

The schools you are applying to prefer to receive only the required letters. However, you may submit one optional letter if you wish. VET applicants may NOT submit an optional letter.

An optional letter must come directly from the evaluator. It **cannot** be part of your committee packet.

Do you intend to submit an optional letter?*

- No
- Yes

There might be a slight delay after the "Save" button is clicked. DO NOT click again until a confirmation message appears.

Save

Save & Continue

Cancel

Click cancel to undo all changes and revert the page back to its original state ONLY IF you have **NOT** saved the page.

ADDITIONAL LETTERS

Application services allow you to upload additional letter(s) on top of your letter packet. These must be uploaded directly from your letter writer to the application service

- AMCAS: You can include up to 9 additional letters.
- AACOMAS: Also allows additional letters to be sent.
- TMDSAS: Allows one extra letter, which must be submitted before your application can be sent.
- AADSAS: You can include up to 3 additional letters

NOW YOU ARE DONE!

If you have completed the requests successfully, you are done! Your letter packet will be sent within 2-5 business days, unless there are problems with your packet/letters. If there are problems, the letter secretary will contact you or your recommenders.

Check your email, letter tracker account, and application to make sure everything went through correctly. You are responsible to make sure your packets have been uploaded successfully.

FAQ

Look over the frequently asked questions page found at:

<https://ppa.byu.edu/letter-tracker>

CONTACT THE LETTER SECRETARY

EMAIL

healthprosec
@byu.edu

PHONE

(801) 422-3044

LOCATION

3328 WILKINSON
STUDENT CENTER

More information can be found at <https://ppa.byu.edu/letter-tracker>