LETTER TRACKER: REQUEST A PACKET
HOW TO REQUEST A PACKET

1. Click on the Packets tab.
2. Click here to request a packet.

The packet of letters created will be sent to all of the schools that you are applying to, within that application service.
SELECTING LETTERS

Be sure to have all your desired letters before you request a packet.

Our office allows the following amount of letters to be sent in a packet to each application service:
- AMCAS: 5
- AACOMAS: 5
- TMDSAS: 4
- AADSAS: 4

WE WILL NOT SEND PACKETS WITH MORE LETTERS.

The order you put your letters in here is the order they will appear in. Once you request your packet, you cannot change this order.
SELECT APPLICATION SERVICE AND ENTER IN LETTER ID NUMBERS

1. Create a packet request for each application service you are applying for. Each packet can be different, provided you create a separate request.

2. Then enter in the appropriate ID number(s) for the application.

3. A cover sheet will be created. This will include your name and application ID number.
“OTHER” SECTION AND SUBMITTING

This section is for sending your letters to other places besides the application services. We can ONLY send letter packets to medical/dental related fields. Common acceptable examples are medical/dental post-bacc programs, medical/dental military scholarships or applications, etc.
YOUR PACKET REQUEST HAS BEEN SENT

You packet request has been requested, but your letter packet has not yet been submitted to your application service.
NOW YOU ARE DONE... RIGHT?  NO!

- You have submitted your packet, but it is not sent to the application services.
- Your letter packet will not be synched with your application until you have requested a packet **AND** filled out the **letters of evaluation portion** of your application service.
- Go onto the application service(s) you are applying to (AMCAS, AACOMAS, TMDSAS, AADSAS) and fill out the **letters of evaluation portion**.
APPLICATION PROCESS

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).

Now you are ready to begin the letters of evaluation portion of the application.
Each application service is different, but all require similar information. Here is the necessary information.

- Select “send a letter packet” (if that option is not available, select HP Committee Packet).
- You will be asked to fill out evaluator information. You will put the following:
  
  Dr. David Kaiser  
  Clinical Professor/ Co-Director  
  Brigham Young University  
  Wilkinson Student Center 3328  
  (801) 422-3044  
  healthprosec@byu.edu

If included in your application service, we highly recommend selecting:
- Waive rights to view your letters
- Give permission to contact reference (this is required if you would like to upload your letter tracker packet into your application).
- Give permission for schools to contact reference.
- Then select [save] or [yes] to continue.
EXTRA LETTERS

Some application services allow you to upload additional letter(s). These have to be uploaded directly from your letter writer to the application service.

**AMCAS:** You can include up to 9 more additional letters. These can be sent to specifically chosen schools.

**AACOMAS:** Does not allow any additional letters.

**TMDSAS:** Allows one extra letter, which must be submitted before your application can be sent.

**AADSAS:** You can include a fifth letter only if you use letter tracker.
NOW YOU ARE DONE!

If you have completed a letter packet request and successfully completed your letters of evaluation portion of your application, you are now done. 3-5 business days after these are complete, you will receive a confirmation email to let you know that your packet has been sent. Once sent, it will appear as follows:
QUESTIONS

If you have any questions please contact the letter secretary at:
healthprosec@byu.edu
Preprofessional Advisement Center
Wilkinson Student Center 3328
(801)422-3044