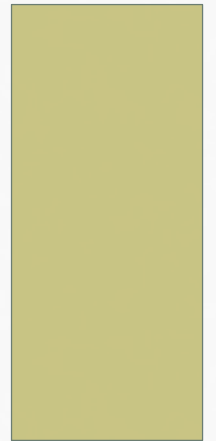


LETTER TRACKER:
REQUEST A PACKET



HOW TO REQUEST A PACKET

The screenshot shows a web browser with three tabs open, all titled 'Letter Tracker'. The address bar shows the URL 'letter.byu.edu/student_page.php?error=Email%20sent%20successfully.'. The page header features the BYU logo and 'BRIGHAM YOUNG UNIVERSITY' on the left, and 'Log out' and 'Search BYU' on the right. The main heading is 'Preprofessional Advisement Letter Tracker'. Below this, a welcome message reads 'Welcome to Letter Tracker, Allison'. A red notification says 'Email sent successfully.'. There are two tabs: 'Letters' and 'Packets'. A red arrow points to the 'Packets' tab. Below the tabs, it says 'Your Packets?' and 'You currently have no packets.'. A 'Request a packet' button is visible, with a red arrow pointing to it. At the bottom, a small text line reads 'Letter Tracker is currently in beta. Please report any issues to healthprosec@byu.edu or 801-422-3044'.

1. Click on the Packets tab.

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

2. Click here to request a packet.

SELECTING LETTERS

https://ppalettertracker.byu.edu/packet_request.php

BYU | BRIGHAM YOUNG UNIVERSITY Log out

Preprofessional Advisement Letter Tracker

Request a packet from Medical

Please do not request your letter packets until all your letters have been received. Remember, you cannot make multiple letter packet requests to each individual system.

Section 1: Previous letters Be sure to have all your desired letters before you request a packet.

If you need to include a letter written BEFORE 2014, you cannot request a packet electronically. Please contact the Preprofessional Advisement Center at healthprosec@byu.edu or 801.422.3044.

Section 2: Which letters should we send?

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

1	Nothing	▼
2	Nothing	▼
3	Nothing	▼
4	Nothing	▼
5	Nothing	▼
6	Nothing	▼

The order you put your letters in here is the order they will appear in. Once you request your packet, you cannot

Our office allows the following amount of letters to be sent in a packet to each application service:

- AMCAS: 6
- AACOMAS: 6
- TMDSAS: 4
- AADSAS: 4

WE WILL NOT SEND PACKETS WITH MORE LETTERS.

SELECT APPLICATION SERVICE AND ENTER IN LETTER ID NUMBERS

Section 3: Where should we send them?

Please fill in all that apply. If you are not going to use a section, please leave ALL its fields blank.

AACOMAS

Send a packet to this group.

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

AACOMAS ID:

AMCAS

Send a packet to this group.

Note: You can only send one packet (total) to AMCAS, but you can retroactively choose more schools to send the packet to.

AMCAS Letter ID:

AAMC ID:

TMDSAS

Send a packet to this group.

Note: You can only send one packet (total) to TMDSAS, but you can retroactively choose more schools to send the packet to.

TMDSAS ID:

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.



Other (Max 5)

YOUR PACKET REQUEST HAS BEEN SENT

er.byu.edu/student_page.php?error=Packet%20added%20successfully.

BYU | BRIGHAM YOUNG UNIVERSITY Log out

Preprofessional Advisement Letter Tracker

Welcome to Letter Tracker, Allison

Packet added successfully.

[Letters](#) [Packets](#)

Your Packets[?]

Letters	Destinations	Date packet requested	Done?
Barnes, Allison Christa	AMCAS	04/10/15	Not sent

Letter Tracker is currently in beta. Please report any issues to healthprosec@byu.edu or 801.422.3144

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.

LETTERS OF EVALUATION

(see the next slides for specific instructions for AACOMAS, AADSAS, AMCAS, and TMDAS)

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:

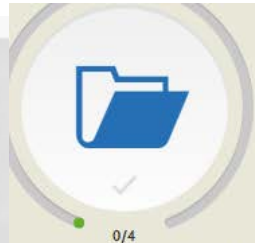
Dr. David Kaiser
Clinical Professor/ Co-Director
Brigham Young University
Wilkinson Student Center 3328
(801) 422-3044
healthprosec@byu.edu

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.

AACOMAS/ AADSAS

Evaluations



Sections Completed

uations

periences

evements

onal Statement

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

David

* Last Name

Kaiser

* Email Address

healthprosec@byu.edu

* Due Date

07/09/2018



MM/DD/YYYY

* Personal Message to Your Evaluator

(only the letter secretaries will see this)

AMCAS

Secure | https://apps.aamc.org/amcas/#/application/lettersOfEvaluation

Apps Pre Professional Adv Letter Tracker AACOMAS AMCAS TMDAS Letter Tracker Mistal STDEV 271: Dentistry STDEV 272: Medicine Visiting Schools Academic Calendar

Letters of Evaluation*

Identifying Information Schools Attended Bio

Brigham Young University

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

State *
Select State

City *
Provo

Zip Code *
84602

Phone *
(801) 422-3044

Email *
healthprosec@byu.edu

Emily Barnes

application Standardized Tests

ment*

ply to medical schools that are participating in

r authors to keep a copy of their letter.

t Form you will provide to your letter authors.

AS will not forward your letters to these schools.

AMCAS Letters Service.

ical schools participate in the AMCAS Letter Service. Please

« Back Save & Continue »

Conditions Privacy Statement

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TMDSAS



Welcome Emily Barnes
Your TMDSAS ID 129094
My Account
Send Message to TMDSAS -
Unread Messages (0)

Logout

Letters of Evaluation

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 directly 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)**
 - ▶ UT Southwestern Medical Center
 - ▶ UT Medical Branch at Galveston
 - ▶ UT Austin Dell Medical School
 - ▶ UT Rio Grande Medical School

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

Not sure what a committee packet is? Learn more [here](#).

HP Committee Packet

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

Brigham Young University (BS) ▼

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

Extra Letter

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

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

Do you intend to submit an extra 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.

HOMEPAGE

- APPLICATION INFO
 - Status
- SELECT SCHOOLS
 - Select Schools
 - Application History
- QUESTIONS
 - Personal
 - Contact Info
 - Demographic
 - Socioeconomic
 - Military Service
 - Family
 - Significant Person
 - Financial
 - Felonies And Misdemeanors
 - Education
 - High School
 - Colleges Attended
 - Colleges Attended Questions
 - Terms Attended
 - College CourseWork
 - Planned Enrollment
 - Disciplinary Action
 - Employment & Activities
 - Academic Recognition
 - Non-Academic Recognition
 - Leadership
 - Employment
 - Research Activities
 - Healthcare Activities
 - Veterinary Supervised Experience
 - Animal Experience
 - Community Service
 - Extracurricular & Leisure

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: 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 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. Your letter will be sent between 3-5 business days, unless there are problems with your letters. If there are problems with your letters, the letter secretary will contact you. Once sent, it will appear as follows:

The screenshot shows a web browser window with the URL `.byu.edu/student_page.php?error=Packet%20added%20successfully.` The page header includes the BYU logo and navigation links for "Log out" and "Search BYU". The main heading is "Preprofessional Advisement Letter Tracker". Below this, a personalized welcome message reads "Welcome to Letter Tracker, Allison". A red notification message states "Packet added successfully." There are two tabs: "Letters" (selected) and "Packets". Under the "Your Packets²" section, a table displays the following data:

Letters	Destinations	Date packet requested	Done?
Barnes, Allison Christa	AMCAS	04/10/15	Sent on 04/10/15

Below the table is a "Request a packet" button. At the bottom of the page, a small footer note reads: "Letter Tracker is currently in beta. Please report any issues to healthprosec@byu.edu or 801-422-3044".

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