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: 6
- AACOMAS: 6
- 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...
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.

Other (Max 5)

Name
Street  City  State  Zip code

Country

Add another school

Submit  Cancel
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.
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 TMDSAS)

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.
Create Evaluation Request

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

- Personal Message to Your Evaluator
  (only the letter secretaries will see this)
Letters of Evaluation

First Name: David
Last Name: Kaiser
Title: Please enter the author's title
Organization Name: Please enter an Organization Name
Address: 3328 WSC
Country: United States
City: Provo
Phone: (801) 422-3044

Primary Contact/Author
Prefix: Select Salutation
Middle Name: Please enter the author's middle name
Suffix: Select Suffix

Address 2: Apt No., Suite No., Building No. etc.
State: Select State
Zip Code: B4602
Email: healthprosec@byu.edu

AMCAS
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 Evaluation 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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>HP Committee Packet Status</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brigham Young University (BS)</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

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
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:
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