



UNIVERSITY OF CENTRAL FLORIDA
OFFICE OF PRE-HEALTH AND PRE-LAW ADVISING



APPLICANT INSTRUCTIONS

AACOMAS APPLICANTS: LETTER INSTRUCTIONS

(Disregard if NOT applyin via AACOMAS to osteopathic medical schools)

In the AACOMAS “Evaluations” section:

STEP 1: Click on “Create Evaluation Request”

STEP 2: Select “YES” to “Are you requesting a committee evaluation?”

STEP 3: Fill in Evaluator’s Information as follows:

First Name: Erin

Last Name: Myszkowski

Email Address: ErinM@ucf.edu

Due Date: Enter an arbitrary date 4-8 weeks in the future, but know that this date is not a firm deadline for letter submission. Because you are using the UCF Letters Packet, Susie will upload your letters to AACOMAS after all of your letters are received in PHPL Advising.

Personal Message/Notes: Type in “Letters Packet Request”

Waiver of Evaluation: Click the appropriate box. (99.9% of you will select “Yes”.) This choice must match your selection on the Waiver/Non-Waiver form that you submitted to PHPL Advising as part of your Letters Packet forms.

Permission to Contact Reference: Click on the box to allow

Permission for Schools to Contact Reference: Click on the box to allow