



## APPLICANT INSTRUCTIONS

### **AMCAS APPLICANTS: LETTERS INSTRUCTIONS**

(Disregard if NOT applying via AMCAS to M.D. programs)

#### **In the AMCAS Letters of Evaluation section:**

**STEP 1:** Choose “**Letter Packet**” as the type of letter being forwarded to AMCAS. Select “Continue.”

**STEP 2:** Choose UCF as the school providing the letter. Select “Continue.”

#### **STEP 3:**

a) Enter Letter Title. The Letter Title is designed so that you can easily identify the letter of evaluation if you come back to the section later (i.e., UCF PHPL Advising Letters Packet).

b) Enter Dr. Erin Myszkowski’s information as the primary contact/author information:

Primary Contact’s Name: Dr. Erin Myszkowski

Primary Contact’s Title: Director, Pre-Health & Pre-Law Advising

Primary Contact’s Email: [ErinM@ucf.edu](mailto:ErinM@ucf.edu)

Primary Contact’s Phone: (407) 823-3033

Organization Name: University of Central Florida

Address: Office of Pre-Health & Pre-Law Advising

Address 2: Ferrell Commons, Room 203

City, State, Zip: Orlando, FL 32816-0166

c) Leave the additional authors section blank. Select “Continue.”

**STEP 4:** Either 1) Print the **Letter Request Form** and turn it in to PHPL Advising or 2) Save and E-mail it to [Susan.Yantz@ucf.edu](mailto:Susan.Yantz@ucf.edu). **NOTE:** This step is **ESSENTIAL** in order for the letters we send to be matched properly to your AMCAS application.

**STEP 5:** Assign letters of evaluation to medical schools. Before you can designate letters to be received by medical schools, you must first add the medical schools (under Section 6 in the AMCAS Instruction Manual) to your AMCAS Application and verify that they participate in the AMCAS letter program by looking for the LOE Icon. If a school is not participating, PHPL Advising can send letters to the schools directly via VirtualEvals or postal mail.