



## **Key Steps - Letters Packet Submission**

*("How does the Letters Packet work?")*

1. **Obtain permission from all potential letter writers.**
  - a) Visit in-person to request letters rather than e-mail (if possible).
  - b) Try to gauge their response to your request (i.e., Are they willing to write a "strong" letter of evaluation on your behalf? Did they agree, but did you sense hesitancy?)
  - c) Provide them a portfolio about you, including your resume, your picture (for faculty if helpful), all contact information, your personal statement, or any other specific information that they may request. In other words...**help them help you.**
2. **List your letter writers' names, contact information, and if applicable, coursework information (prefix, course number, term) on the Letter of Evaluation (LOE) Request Form within your Letters Packet Application Forms.**
3. **E-mail your completed Letters Packet Application Forms to [Susan.Yantz@ucf.edu](mailto:Susan.Yantz@ucf.edu), along with:**
  - a) Your autobiography (optional)
  - b) Headshot photograph
4. **Submit in-person to PHPL Advising your signed Waiver/Non-Waiver form. Your letters cannot be solicited without receipt of this form.**
5. **Within 24 hours of turn-in, typically, Susie will send out a solicitation to your letter writers listed on your submitted forms and provide them instructions on how to submit their letter to our office.**
6. **Approximately 3-4 weeks from then, start checking regularly with Susie on the status of your returned LOE's.\***
7. **Follow-up with your letter writers whose letters have not been received.\***
8. **Once ALL of your letters of evaluation are received by Susie, your Letters Packet will be finalized and submitted electronically to your schools via VirtualEvals (for M.D. and D.O. schools) or AADSAS. Submission times to your schools may vary due to your order of turn-in and order of all of your letters being received.**

**\*NOTE: Steps 6 & 7 are especially important and typically the most neglected steps! Be sure to check with either Susie or your letter writers directly to ensure your letters have been written and submitted to PHPL Advising.**