

AMCAS Committee Letter Request Instructions

Letters of Evaluation

* Indicates required field

Letters of Evaluation/Recommendation *

Your letter authors must send your letters through the AMCAS Program if you are applying to one or more schools participating in the AMCAS Letters Service. Most medical schools participate. [See the list of participating schools](#). You must contact schools that do not participate to determine their letter of evaluation requirements. The AMCAS Program will not forward your letters to these schools. Please review [additional information about letters of evaluation](#).

Deadlines:

Letter deadlines for authors are established individually by each medical school, so check school websites for deadline dates. **submit your application before entering letters. You may submit your application before AMCAS receives your letters.**

New letter entries may be added and assigned to medical schools after you have submitted your application. However, once submitted, existing letter entries cannot be edited or deleted; they can only be marked "No Longer Being Sent."

Letter Release Policy and Author Guidelines:

- Letters sent to the AMCAS Program cannot be released to applicants or letter authors under any circumstances, except as provided only to medical schools that are participating in the AMCAS Letter Service.
- Re-applicants should note that letters received by the AMCAS Program do not rollover to later application years, so letter authors to keep a copy of their letter.
- The AAMC publishes a [list of guidelines](#) for letter of evaluation authors. A link to the guidelines is on the letter request page to provide to your letter authors.

A maximum of ten (10) letter entries may be created on this page. Letters may be associated to medical schools on the Manage Letter Requests page. For help, watch ["How to Add Letter of Evaluation Entries & Assign them to Medical Schools" Tutorial](#).

* Please create one letter entry for each Committee Letter, Individual Letter, or Letter Packet being sent to the AMCAS

+ ADD LETTER REQUEST

Manage Letter Requests SHOW MEDICAL SCHOOL CLASS

Letter Request Saved!

Ready to email this letter request to Letter Author?

AMCAS will email your letter author, who will be able to upload a letter through the AMCAS Letter Author Portal or Interfolio. You will be notified via email when your author fulfills your request. If you select "Send Later", you can return to this request at any time to send via email or print [your letter request PDF form](#).

To: letter@example.com
From: amcas@aamc.org
Subject: AMCAS Letter of Evaluation Request Jordan Smith (AAMC ID 21567835)

Letter of Evaluation Request for 2026 AMCAS® Applications Only

Dear Letter Author,

I hereby request that you submit my letter of evaluation to the AAMC's American Medical College Application Service® (AMCAS®). The AMCAS program is responsible for collecting letters on behalf of medical schools that participate in their Letters Service. This service also allows letter writers to submit their letters directly to the AMCAS program, rather than sending them to each medical school, provided those schools participate in the AMCAS Letter Service. Please see the options below for submitting your letters to the AMCAS Program.

Applicant Information:

First name:	Jordan	AAMC ID:	21567835
Last name:	Smith	Request ID:	RFNE-GXON-DMAVCF
Email:	Letter		

☐ I acknowledge that an email will be sent and it is my responsibility to follow up and confirm receipt.

Please check the required acknowledgement

SEND LATER SEND

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You'll be taken to a screen to + **ADD LETTER REQUEST**. Select the '**Committee Letter**' option.

Our office will prepare an official Middlebury College HPC letter of endorsement AND send your individual letters as part of the committee letter.

Letter Title: Middlebury College Committee Letter

Institution Name: Middlebury College

Primary Contact/Author's First Name: Mary

Primary Contact/Author's Last Name: Lothrop

Primary Contact/Author's Title: Asst. Dean, Director of Health Professions & Science Advising

Primary Contact/Author's E-mail: mlothrop@middlebury.edu

Primary Contact/Author's Phone: 802.443.5077

Address: Health Professions Advising
Middlebury College
Davis Family Library, Room #215
110 Storrs Ave.
Middlebury, VT 05753

Mary will receive an e-mail with a link to submit your committee letter directly through the AAMC Letter Writer Portal.

DO NOT CREATE A LETTER ID FOR EACH OF YOUR RECOMMENDERS. Our office takes your committee letter PLUS all of the other letters of recommendations that you had sent to our office and submits them as a packet. This is why you only need ONE AMCAS letter request.

See the [2026 AMCAS Applicant Guide](#) and [2026 AMCAS Opening Webinar](#) for information. If you have additional questions, please contact Mary at mlothrop@middlebury.edu.