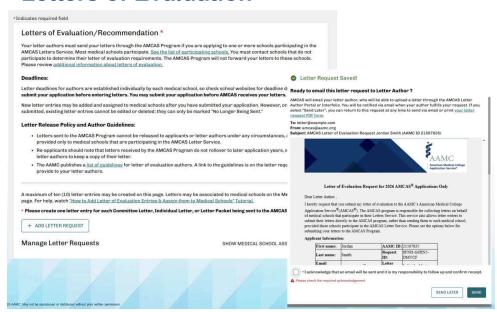
## **AMCAS Committee Letter Request Instructions**

## **Letters of Evaluation**



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 <u>2026 AMCAS Applicant Guide</u> and <u>2026 AMCAS Opening Webinar</u> for information. If you have additional guestions, please contact Mary at mlothrop@middlebury.edu.