

# Letter of Recommendation Packet Submission Form

*Pre-Professional Advising Center 120 University Pavilion (513) 556-2166 PreProAdv@uc.edu www.uc.edu/PreProAdvising*

## Instructions

- This form is for processing a letter of recommendation packet for MD schools (through AMCAS), DO schools (through AACOMAS), DPM (podiatry) schools, and Caribbean and International medical schools.
- Please understand the letter of recommendation process for the schools you are applying before submitting.
- **This form may only be submitted when all letters of recommendation have been received by the PPAC.**
- Type or Print clearly, as packets cannot be uploaded if names and ID numbers are not legible.
- Submit this form as an attachment to the [PPAC front desk \(preproadv@uc.edu\)](mailto:preproadv@uc.edu), though **your UC email account**.

Name \_\_\_\_\_ M# \_\_\_\_\_ Email \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

**\* Please type in order below, the letters you wish to be included in the letter packet:**

|    |    |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

**\* Please complete information on the application services below who will receive your letter of recommendation packet:**

### ➤ MD schools

- **AMCAS ID#** \_\_\_\_\_ **AMCAS Letter Packet#** \_\_\_\_\_
- Within AMCAS application Click *Add Letter*, then select **Letter Packet** and include the following:
  - Letter Writer Name: **Susan Roth, Pre-Professional Advising Center**
  - E-Mail: [susan.roth@uc.edu](mailto:susan.roth@uc.edu) (use this e-mail exactly!)
  - Address: **120 University Pavilion PO Box 210202 Cincinnati, OH 45221**
  - You do not need to list any other letter writer names in this section

### ➤ DO schools and Podiatry schools use the same format:

- **AACOMAS ID#** \_\_\_\_\_ or **AACPMAS (Podiatry) ID#** \_\_\_\_\_
- Within AACOMAS (or AACPMAS) Choose **Individual Letter Writer** option and include the following:
  - Individual Letter Writer Name: **Susan Roth, Director of Pre-Professional Advising**
  - E-Mail: [susan.roth@uc.edu](mailto:susan.roth@uc.edu) (use this e-mail exactly!)
  - Notes section: **LETTER PACKET from Pre-Professional Advising Center**

### ➤ Caribbean /other International MD medical schools (and Postbac programs) utilize a separate process, and the schools you are applying to must be listed individually in order to upload/send the letter packet.

| School Name | E-mail address |
|-------------|----------------|
|             |                |
|             |                |

#### OFFICE USE:

PPAC staff preparing packet \_\_\_\_\_ Date \_\_\_\_\_

PPAC advisor uploading packet \_\_\_\_\_ Date \_\_\_\_\_

AMCAS  AACOMAS  Mail/E-Mail