

# **AMCAS Letters of Evaluation / Recommendation**

## **UCLA-Specific Questions for Applicants**

2010 Entering Class

AMCAS and UCLA have worked together to develop the following UCLA-specific Frequently Asked Questions (FAQs) and their corresponding answers.

### 1. How many letters can be sent to AMCAS?

You can have up to 10 letters associated with the AMCAS application. This relatively high number is intended to enable you to target specific letters to specific schools. It is not intended to suggest that any one school wishes to receive 10 letters.

Note the following:

1 individual letter = 1 letter = 1 AMCAS Letter Request Form

1 Letter packet = 1 letter = 1 AMCAS Letter Request Form (containing the names of all authors in this packet)

### 2. Does UCLA offer committee letters for applicants?

Given the large number of pre-health students at UCLA, the University does not provide a committee letter at this time. Medical schools are aware of this fact.

### 3. How does the UCLA LOR process work?

- Enter the letter(s) in the AMCAS application before you have them sent via UCLA LOR. AMCAS Letter Request form must accompany your letter in order for your letter(s) to be matched to your AMCAS application.
- If submitting an *individual letter* to AMCAS you should:
  - Enter each individual letter separately in the AMCAS application, selecting the option “Individual Letter”
  - Enter the author’s name for primary contact
  - Save AMCAS Letter Request Form (PDF Document)
  - Create a new request in the UCLA LOR for each individual letter
  - Follow instructions to send letters to “AMCAS pilot participating medical schools”
  - Select corresponding individual letter
  - Upload AMCAS Letter Request form to UCLA LOR
  - Complete the service request

Note: You will incur a fee for each individual request.

- If submitting a *letter packet* to AMCAS you should:
  - Enter it once in the AMCAS application, selecting the option “Committee Letter / Letter Packet”
  - Enter *Christina Ruiz* for primary contact. Christina Ruiz is the Career Center’s Coordinator of LOR Services.
  - Save AMCAS Letter Request Form (PDF Document)
  - Select “Mail My Letters” from your LOR account menu options.
  - Follow instructions to send letters to “AMCAS pilot participating medical schools”

- Select letters that are listed in your AMCAS Letter Request form for this letter packet.
- Upload AMCAS Letter Request form to UCLA LOR
- Complete the service request

**4. How long does it take for UCLA LOR to process and deliver my letters to AMCAS?**

All service requests bound for AMCAS are processed within three (3) business days. Letters are sent to AMCAS via United States Postal Service (USPS) First-Class Mail, with no tracking information.

**5. How long does it take for AMCAS to process my letters and mark the received?**

It can take up to 15 business days from the time the letters are received to mark them as received.

**6. Who should I contact for..?**

● **UCLA Letter of Reference Service**

- General questions can be answered by the Information Services staff at the front desk; and by sending an email to [pps@career.ucla.edu](mailto:pps@career.ucla.edu)
- Specific questions about a particular request, BAR statement, or other questions relating to UCLA LOR account must be submitted in writing to [pps@career.ucla.edu](mailto:pps@career.ucla.edu). The Center will respond to all written inquiries, in order of submission, within 3 business days. In most cases, we can respond within one full business day.

● **AMCAS Letter Service**

Association of American Medical Colleges  
2450 N Street, NW  
Washington, DC 20037-1123

E-mail: [amcas@aamc.org](mailto:amcas@aamc.org)

Phone: 202-828-0600

Hours of Operation

Monday-Friday:

9 a.m. - 7 p.m. ET

Please note:

AMCAS representatives will be unavailable on Thursdays from 2 p.m. - 4 p.m. ET for staff meetings.