

# Letters of Evaluation



**Contact us:**  
**(p) 603-646-3377**  
**[Health.Professions.Program@Dartmouth.edu](mailto:Health.Professions.Program@Dartmouth.edu)**

**Or schedule a meeting on**  
**Calendly, links found on the**  
**HPP website:**  
**<https://www.dartmouth.edu/pr/ehealth/>**

# Letters of Evaluation

## Add Letter of Evaluation/Recommendation

Many medical schools determine whether or not an applicant has met their letter of evaluation/recommendation requirements by the type of letters they receive in support of an application. For example, a medical school may require a committee letter OR three individual letters in support of your application.

Please review the [AMCAS Applicant Guide](#) for more information about Letters of Evaluation.

Please identify the type of letter you wish to enter. If you are uncertain as to the type of letters provided by your school/institution, please ask your pre-health advisor or career center prior to answering this question.

Committee Letter:

A committee is a letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A committee letter may or may not include additional letters written in support of your application. A Committee Letter is sometimes called a composite letter.

Letter Packet:

A packet or set of letters assembled and distributed by your institution, often by the institution's career center.

Individual Letter:

An individual letter refers only to a letter authored by, and representing, a single letter writer. **If you have already included an individual letter within either a committee letter or letter packet, you do not need to add a separate entry for the individual letter.**

Select a meaningful Letter Title, as you may need this title later to identify a letter. For example, if this letter were from the University Of X, with a primary contact of John Doe, and you intend to have this letter sent only to MD/PhD programs, you might create a title of "UX\_Doe\_MD\_PhD".

Applicants can submit their application **before** AMCAS receives their letters.

Select "Committee Letter" if submitting a composite.

# Dartmouth Composite

Title: Dartmouth Composite Letter of Evaluation

Primary Contact Information: Ms. Rae Stokes

Primary Contact Title: Health Professions Program Coordinator

Primary Contact E-Mail: [Rae.L.Stokes@Dartmouth.edu](mailto:Rae.L.Stokes@Dartmouth.edu)

Primary Contact Phone: 603-646-3377

Organization Name: Dartmouth College

Address: 7 Maynard Street, Parker House, Hanover, NH 03755

# Letters of Evaluation

## Add Letter of Evaluation/Recommendation

Many medical schools determine whether or not an applicant has met their letter of evaluation/recommendation requirements by the type of letters they receive in support of an application. For example, a medical school may require a committee letter OR three individual letters in support of your application.

Please review the [AMCAS Applicant Guide](#) for more information about Letters of Evaluation.

Please identify the type of letter you wish to enter. If you are uncertain as to the type of letters provided by your school/institution, please ask your pre-health advisor or career center prior to answering this question.

Committee Letter:

A committee is a letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A committee letter may or may not include additional letters written in support of your application. A Committee Letter is sometimes called a composite letter.

Letter Packet:

A packet or set of letters assembled and distributed by your institution, often by the institution's career center.

Individual Letter:

An individual letter refers only to a letter authored by, and representing, a single letter writer. **If you have already included an individual letter within either a committee letter or letter packet, you do not need to add a separate entry for the individual letter.**

Select a meaningful Letter Title, as you may need this title later to identify a letter. For example, if this letter were from the University Of X, with a primary contact of John Doe, and you intend to have this letter sent only to MD/PhD programs, you might create a title of "UX\_Doe\_MD\_PhD".

Applicants can submit their application **before** AMCAS receives their letters.

Select "Letter Packet" if not receiving a composite but still working with HPP to collect letters.

# Letters of Evaluation

## Add Letter of Evaluation/Recommendation

**i** Many medical schools determine whether or not an applicant has met their letter of evaluation/recommendation requirements by the type of letters they receive in support of an application. For example, a medical school may require a committee letter OR three individual letters in support of your application.

Please review the [AMCAS Applicant Guide](#) for more information about Letters of Evaluation.

Please identify the type of letter you wish to enter. If you are uncertain as to the type of letters provided by your school/institution, please ask your pre-health advisor or career center prior to answering this question.

Committee Letter:

A committee is a letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A committee letter may or may not include additional letters written in support of your application. A Committee Letter is sometimes called a composite letter.

Letter Packet:

A packet or set of letters assembled and distributed by your institution, often by the institution's career center.

Individual Letter:

An individual letter refers only to a letter authored by, and representing, a single letter writer. **If you have already included an individual letter within either a committee letter or letter packet, you do not need to add a separate entry for the individual letter.**

**i** Select a meaningful Letter Title, as you may need this title later to identify a letter. For example, if this letter were from the University Of X, with a primary contact of John Doe, and you intend to have this letter sent only to MD/PhD programs, you might create a title of "UX\_Doe\_MD\_PhD".

Applicants can submit their application **before** AMCAS receives their letters.

Select "Individual Letter" if not collecting letters through HPP

# AMCAS Letter Request

Keep Letter ID number

Used to match letters when transmitting from Privatefolio or Interfolio

This is individualized to the letter request.

## AMCAS LETTER REQUEST

◆◆ For AMCAS 2020 applications only ◆◆

AAMC ID:

Last Name:

First/Middle Name:

AMCAS Letter ID: 7614069

Letter Type: Committee Letter

TO:  
Rae Stokes  
Dartmouth College  
7 Maynard Street, Parker House  
Hanover, NH 03755  
United States

With this form, I am requesting that you forward my letter of evaluation to the American Medical College Application Service (AMCAS), which collects all letters on behalf of medical schools participating in the AMCAS Letters Service. Below is more information from AMCAS on how to submit the letter.

### About AMCAS Letters

The AMCAS Letters Service is a centralized service that allows medical schools to receive all letters of evaluation electronically from AMCAS. This service also allows letter authors to send letters to AMCAS, rather than to individual medical schools (as long as those schools participate in AMCAS Letters).

The AAMC has established a centralized set of guidelines for letter writers. Please be sure to review these guidelines when crafting letters of evaluation.

For more information about this service, the guidelines, and a list of participating schools please visit [www.aamc.org/amcasletters](http://www.aamc.org/amcasletters).



Letter ID: 7614069

Visit [www.aamc.org/amcasletters](http://www.aamc.org/amcasletters) for guidelines on writing letters.

Medical Schools may require your letter(s) to be on official letterhead and include your signature.

# Contact Us

(p) 603-646-3377

E-mail: [Health.Professions.Program@Dartmouth.edu](mailto:Health.Professions.Program@Dartmouth.edu)

Or schedule a meeting on Calendly, links found on the HPP website: <https://www.dartmouth.edu/prehealth/>