

FAQs:

Letters of Recommendation & Evaluation

Q: Do I have to use BYU Letter Tracker, or are there other ways to collect letters?

A: It is completely your choice as to whether or not you use this free service. There are other third party letter-collecting agencies such as Virtual Evals or Interfolio that cost a small fee. You can also ask your letter writers to upload letters directly to the application service and forego a letter-collecting agency altogether.

Q: Why use Letter Tracker?

A: Letters can be uploaded anytime. If you have your letter writers upload letters directly to the application service, they have to wait until the application services open. Letter Tracker provides you with access to your letters for five years. You can also use these letters for other medical-related scholarships or programs. If you do not use Letter Tracker, your letters will not be saved. Another benefit is that the letter secretary will check each letter for the required letterhead and signature. If you have a problem with your letters, it is much easier to work through the letter secretary than an application service.

Q: Who should write my letters?

A: The most important consideration is that you meet the requirements of each school you are applying to. Go to each school's website to see the requirements. The next most important factor is ensuring that each letter writer knows you well enough to provide an adequate description of you. The status or title of the letter writer does not matter. Confirm that they will provide a positive recommendation and a well-written letter.

Q: How many letters can I have on file at the Preprofessional Advisement Center?

A: You can store as many letters as you want on Letter Tracker. However, avoid the inconsideration of asking for letters that will not be used.

Q: Can I specify which letters go to which schools?

A: If you send your letters in a packet, they cannot be specified to a school, no matter if you are using Letter Tracker or another application service. AMCAS and AACOMAS do allow specific letters to be sent to specific schools if you have the letter writers upload their letters directly to the application service, instead of through Letter Tracker.

Q: My letter writer's secretary uploaded my letter and the secretary's name shows, is this okay?

A: Only the letters will be sent to the schools, not any information on Letter Tracker. When you create a packet, just remember whose letter is under what name and select the correct letters.

Q: Can I submit my application before I have collected all my letters?

A: Yes! As soon as you have completed your application, submit it. To complete the endorsement portion, all you need to do is fill out the required information. The letters do not need to be completed yet. Letters will not be looked at until after your application has been verified and sent to the schools. This happens a few weeks after you have submitted your application or around secondary time.

Q: Can I send a fifth letter to AADSAS?

A: AADSAS accepts one letter packet and one extra letter, if desired. This fifth letter must be uploaded directly to AADSAS by the letter writer. It cannot be uploaded through Letter Tracker.

Q: How many letters can I have in a packet?

A: You can submit six letters in a packet to AMCAS and AACOMAS. You can submit four letters to TMDSAS and AADSAS.

Q: How many packets can I send to each application service (AMCAS, AACOMAS, TMDSAS, AADSAS)?

A: One. Letter Tracker sends only one packet per application service. All schools within the application service will receive the same packet of letters. Before submitting a packet request, please confirm that Letter Tracker has received all letters.

Q: How do I submit additional letters besides my packet?

A: Each application service allows you to submit additional letters to the schools. However, our office will only send one packet to each school. Any additional letters will need to be requested by you and uploaded directly to the application service via the letter writer.

Q: If my letter packet has more letters than the requested amount, is that going to be a problem?

A: No. Sending schools a letter packet with more letters than they allow is acceptable. We send our letter packet in a single PDF to make it easy for them to upload and pick out the letters they prefer.

Q: Does BYU have a Committee Letter?

A: BYU does not have a Committee Letter or a Prehealth Advisor Letter. Instead, we have letter packets. Due to the large number of applicants, BYU does not write a Committee Letter. You will fulfill the Committee Letter requirement on the application by submitting a letter packet.

Q: What is the turn-around time for a packet?

A: Packets are processed within 3-5 business days. If your packet has not been processed within this time, it is due to one or more of your requested letters not having a letterhead and/or signature. If that is the case, we will contact your letter writer for correction. Your packet will be processed once the corrected letter is submitted. By logging into Letter Tracker, you can check that your letter writers are uploading their letters and see when your packet is submitted. You will also receive an email at that time, notifying you of the submission.

Q: How will I know the status of my letters and packets?

A: A confirmation email is sent whenever a letter is uploaded to Letter Tracker. Letters are automatically uploaded. An email is also sent when your packet has been processed. If you have a question about whether your letter or packet has been uploaded/submitted, you can check by logging on to your Letter Tracker account.

Q: Can I reuse my letters if I am reapplying?

A: You can reuse letters as long as they were uploaded on Letter Tracker. We recommend half of your letters be current. This means either getting new letters or updating your old ones. To update old letters, stay in contact with your letter writer. They can add additional things you have done within the last year and change the date. This will show schools that you have improved since you last applied. If this is not a possibility, you can just have them change the date on the letter. To update your letters, request the letter on Letter Tracker again. Once they have uploaded the letter, ask the letter secretary to delete the older one. If your letter writer does not have the previously submitted letter, you can request the letter secretary send them a copy.

**Remember: Letter packets cannot be sent until they are requested. Once a PDF file is uploaded, it cannot be changed. Additionally, the PPAC does not send transcripts, personal comments, pictures, etc.*