



2018 Cycle – Procedures for Committee and Cover Letter Packet Submission to Medical Schools

Submission to AMCAS

1. In the [Letters of Evaluation] section of the AMCAS application the applicant indicates that a committee or cover letter packet is being submitted by selecting either Committee Letter or Letter Packet (aka cover letter packet) from the [Letter Type] drop-down menu. The applicant then enters Prof. Michael Gaines' name and University of Miami P.O. Box 248283 Coral Gables, FL 33124. This will generate an AMCAS letter request form that has a barcode on the top right hand side.
2. Applicant provides the Pre-Health Office with a copy of the AMCAS letter request form AND a copy of his/her submitted AMCAS application (pdf documents emailed to prehealth@miami.edu will suffice) and requests that the Office submit his/her committee or cover letter packet to the AMCAS Letter Writer Application. Applicant must notify the Office of official score release.
3. The Pre-Health Office will login to the AMCAS Letter Writer Application to upload the applicant's committee or cover letter packet directly to the portal. From there it automatically will be disseminated to the individual schools the applicant applied to.

Submission to ACOMAS

1. In the [Evaluations] section of the AACOMAS application the applicant will create an Evaluation Request by entering Michael Gaines in the name boxes and prehealth@miami.edu in the email address box. The applicant may include comments in the optional personal message/notes box. The applicant completes the rest of the required prompts and submits. The Pre-Health Office will then receive an email with information to upload the committee or cover letter packet to the Centralized Application Service (CAS) Evaluator Portal.
2. Applicant provides the Pre-Health Office with a copy of his/her submitted AACOMAS application (pdf document emailed to prehealth@miami.edu will suffice) and requests that the Office submit his/her committee or cover letter packet to the CAS Evaluator Portal. Applicant must notify the Office of official score release.
3. The Pre-Health Office will login the CAS Evaluator Portal to upload the applicant's committee or cover letter packet directly to the portal. From there it automatically will be disseminated to the individual schools the applicant applied to.
4. All letters submitted through the CAS Evaluator Portal on behalf of an applicant will go to every school designated by the applicant. Applicants cannot send different letters to different schools within the AACOMAS/CAS Evaluator Portal.

Submission to TMDSAS

1. First the applicant completes the [Colleges Attended] section of the TMDSAS application. Then, in the [Letters of Evaluation] section, the applicant indicates that a packet is being submitted and enters University of Miami. *Applicant **must** have answered "Yes" to the following question in the [Colleges Attended Questions] section: "Would you like to release your information to the health professions advisor at any school(s)?" and indicate the school which will be uploading your committee or cover letter packet.*
2. Applicant provides the Pre-Health Office with a copy of his/her submitted TMDSAS application (a pdf document emailed to prehealth@miami.edu will suffice) and requests that the Office submit his/her committee or cover letter packet to the TMDSAS portal. Applicant must notify the Office of official score release.
3. The Pre-Health Office will login to the TMDSAS Evaluator Portal to upload the applicant's committee or cover letter packet directly to TMDSAS. From there it automatically will be disseminated to the individual schools the applicant applied to.

Submission to Off-shore and/or international medical schools

1. The applicant completes the "Request for Packet Submission to Off-Shore and International Medical Schools" form (posted on Blackboard and the website) noting which schools he/she would like the Pre-Health Office to email or mail the committee or cover letter packet to. No payment to the Office is required. Please note that this form is not used for the following schools which instead utilize AMCAS and letter packets are submitted via the AMCAS Letter Writer Application: Ponce Health Sciences University School of Medicine, San Juan Bautista School of Medicine, Universidad Central del Caribe School of Medicine, and University of Puerto Rico School of Medicine. Applicant must notify the Office of official score release.