

Medical School Letter Submission Process

GMS RECOMMENDATION LETTERS IN AMCAS:

1. **Select Letter Packet:** Enter your GMS letters as one letter packet on the AMCAS application. In most cases, the Letter Packet will contain 2 or 3 letters. Note that the process for AACOMAS is the same- please use mams@bu.edu as the contact email.

- Program Director's Letter
- Advisor's Letter
- One GMS Faculty Letter (optional)

2. **Enter Primary Contact:**

First name: Gwynneth

Last Name: Offner

Primary author title: Program Director

GMS office contact address is:

Boston University School of Medicine
Division of Graduate Medical Sciences
72 East Concord St., L 317
Boston, MA 02118

Author's phone number: 617-638-5704

Author's email: mams@bu.edu"

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3. **List all additional authors:**

- Advisor's name
- GMS Faculty name

Letters may also be included from any activity/experience/employment after completing your undergraduate education- list the names of these authors as well.

4. **Changes to Letter Authors:**

You cannot make any changes to letter information after you have submitted it to AMCAS. If an author is no longer writing a letter you must send a letter to AMCAS with an explanation.

Please ask writers of your GMS faculty letter and any other letters to be included in your packet to email their recommendations to mams@bu.edu

GMS ONLY SUBMITS LETTER PACKETS THROUGH VIRTUAL EVAL AND DOES NOT SUBMIT LETTERS THROUGH INTERFOLIO.

Undergraduate letters should be sent directly from that institution, not through GMS.

- Students should contact their undergraduate institution in February/March to discuss the updating of their undergraduate committee letter. It is important that all of your letters have current dates if possible.
- If you do not have an undergraduate letter service, you can have your individual undergraduate letters sent directly to AMCAS by the letter writer. You will need to provide each author with an AMCAS letter ID form. Alternatively, you can use a service like Interfolio to submit your undergraduate letters.

TO SUBMIT YOUR GMS LETTER PACKET:

Upon submission of your AMCAS/AACOMAS application, please provide GMS with the following:

1. AMCAS “Letter Request” form (if applicable)
2. Transmission Form

The 2016 Transmission Form can be found on the GMS Website on the MAMS Medical School Application page.

The above documents should be sent to the GMS Office via email (mams@bu.edu), fax (617-638-5740), or mail/in person (72 East Concord Street, L-317, Boston, MA 02118).

PLEASE NOTE: IT MAY TAKE UP TO 2 WEEKS TO PROCESS YOUR REQUEST.

LETTER TRANSMISSION FORMS:

Please make sure to fill the form out completely with all information asked in order to prevent a delay in the submission of your letter packet.

If you are applying to Allopathic/Osteopathic schools that do not participate in AMCAS/AACOMAS, please write the name of the school and complete mailing address in the space provided.