

Ordering Committee Evaluation Packets

You can request that the Pre-health Advising Office send your committee evaluation packets to the professional schools you are applying to after you have submitted an “Application for Pre-health Professions Advisory Committee Interview” to the Pre-health Advising Office, and completed your committee interview.

Dental schools: Your letters are now sent electronically through your AADSAS application. While filling out your AADSAS application, you will need to click on the letter of recommendation tab. Once to this section, select “committee letter”, then “electronic”. The evaluator information is:

*Kari Peterson *Prehealth Advising Assistant * 921 S 8th Ave STOP 8007 * 208-282-2172 * copekari@isu.edu*

Once you submit the request, an email is sent to Kari. Kari will then verify with you to make sure you have all your letters ready to submit. After Kari uploads your letters electronically, no more letters can be added through this service.

We can send letters to individual dental schools via snail mail if a letter comes in later than the others or there is one that you want sent to a specific school.

Medical schools: Your letters are now uploaded electronically using a service called Virtual Evals. Once all of your letters of recommendation have come into the office, you need to send Kari an email or written notification that you would like your letters submitted. In the letter you need to include your application number(s) *AMCAS or AACOMAS* and which schools you would like your letters sent to. Your letters are sent to each medical school. If for some reason, you do not want certain letters sent to all schools then Kari will send them via snail mail to specific schools.

When filling out your secondaries, you do not need to worry about sending your letters again. Through Virtual Evals, we can see when and who received your letters.

Other Professional Schools: Follow directions provided by individual schools or application services.

Items included in your packet are:

- Pre-health Professions Advisory Committee letter
- All letters of recommendation

Order packets from us *in writing*. This can be a letter, an email to copekari@isu.edu, or a written list that you drop by the office. The form of the letter should look similar to the following example:

Your name:

Date:

AADSAS, AMCAS or AACOMAS #:

Please send my committee evaluation packet to the following schools:

1. *Admissions Office, Room 123
University of Health Science
Edward Hebert School of Medicine
4301 Jones Bridge Road
Bethesda MD 20814-4799*
2. *Committee on Admissions
Johns Hopkins University
School of Medicine
720 Rutland Avenue
Baltimore MD 21205-2196*

We will automatically include all individual recommendation letters unless you specify otherwise. If you email your list, you will receive an email confirming the date your packets were sent.