

ERAS Request for Letter of Recommendation/Cover Sheet

Please use this sheet as a guide for completing a letter of recommendation.

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|------------------------|--|
| Date: | |
| Letter Writer: | |
| Applicant Name: | |
| AAMC ID: | |
| AOA ID: | |

Thank you for agreeing to write a letter of recommendation in support of my residency application. This sheet explains the special procedures needed to prepare a letter for ERAS – the Electronic Residency Application Service.

1. Address the letter to “Dear Program Director”; individualized salutations are not necessary. (I would be happy to provide you a list of programs to which I am applying.)
2. Include in your letter whether or not I have waived my right to see this commendation, as indicated below.
3. Include my name and AAMC ID, as listed above, in the subject line or body of the letter.
4. Save an electronic copy of the letter and upload it to ERAS. Use the Letter ID# I provided you with to upload the letter.

***Note from the Dean’s Office: The 2016 ERAS LoR upload process has changed. The Dean’s Office can no longer, nor do we have access to, upload or transmit LoRs for students on behalf of letter writers. Therefore, all letter writers must upload the LoR to ERAS. If you have any questions or need assistance while uploading the letter, please contact the ERAS Help desk at 202-862-6249.**

The following are the instructions for Uploading Your LoR:

1. Applicants access *MyERAS* to enter and finalize *LoR Authors* in May 2015.
2. **Note:** *If an applicant waived his/her rights, they should not handle the completed letter.*
3. *LoR Authors* complete their LoR; save it in PDF format; and access the *Letter of Recommendation Portal (LoRP)* to upload their letter. https://www.aamc.org/services/eras/282520/lor_portal.html
4. *LoR Authors* and administrators register on the *LoRP* and create their username and password.
5. *LoR Authors* log in; enter the applicant’s *Letter ID*; verify the applicant and *LoR Author* details; and follow the prompts to upload their letter in PDF format (**PDFs with encryption, password protection, or digital signatures cannot be processed**). .If you’re writing this letter before May 2015, please hold onto the completed letter. When the student can access ERAS 2016 in May 2015, they will send you the letter ID#.
6. The LoR is transmitted to the *ERAS PostOffice*. *LoR Authors* may view uploaded LoRs and/or upload new versions at any time (if needed). Once a LoR has been uploaded, it cannot be deleted or altered in any way. To make changes, you must submit a new version of the LoR. Programs will only be able to view the most recent LoR version.

Note: Using a central account, administrative users may repeat this process for each LoR/Letter ID combination that is provided to them.

Thank you for supporting my residency application.

(I waive) (I do not waive) my right to see this letter. If “waive” is checked, I waive my right to see this letter under the “Family Educational Rights and Privacy Act (FERPA).” I acknowledge that this letter is for the specific purpose of supporting my application for a residency.

Signed: _____