Letters of Evaluation

Please refer to the accompanying screenshots for clarification:

- The University of Texas Health Professions Office does not use a “Committee Packet” and does not require any type of “Cover Letter”. When applying to TMDSAS or any other application service please choose the option for “Individual Letters”.
- Although you are not required to use Interfolio, we highly recommend that you do, especially if applying through multiple application services.
- If you are applying through TMDSAS, and you are using Interfolio TMDSAS is no longer using the evaluation form. If using Interfolio your letters can be sent to different application services (AMCAS, AADSAS, AACOMAS) ensure you have placed the correct ID onto the document during your shipping process.
- TMDSAS requires two (2) letters. Although not required, TMDSAS recommends “that your evaluators be current/former professors that can speak to your academic ability in the sciences”. The letter requirement for all other schools does vary, but most schools outside of TMDSAS (including Baylor College of Medicine) require three (3) letters.

Create Your TMDSAS Placeholders

This is what it looks like in your TMDSAS application – Select that you are using Interfolio and not the TMDSAS Evaluator Portal or Virtual Evals for your letters. Then choose individual and not HP Committee Packet, then enter your letter writer placeholders. This is important as what you enter here needs to match what you enter in Interfolio. Also it's very important to select Interfolio for the submit option – do not select direct upload as this will cause confusion with your letter writers as they will get an email from both TMDSAS and Interfolio if you select direct upload as this refers to TMDSAS’s Evaluator Portal:

- Although you are given an opportunity to submit an additional letter, as you can see “Additional letters are not encouraged”. Only submit a third letter if it will add value to your application and it is substantially different from your other two.
Using Interfolio

✓ Step 1: Enter Your Evaluator Request into Interfolio

Step 2: **IMPORTANT:** If using Interfolio, when asked to “Indicate how you would like to request your letter from this writer,” choose the “Email” option.

✓ Also make sure you have told your letter writer they will be getting an emailed letter request from Interfolio. When they receive the email they will have the choice to upload their letter or mail their letter to Interfolio, so they can decide which way works best for them.

✓ If your letter writer wants to mail their letter to Interfolio make sure you provide them with an addressed and stamped envelope.

✓ Keep your evaluators up to date and make it easy for them. Communication is key!
**Step 3:** In the space Interfolio provides you make sure you provide your letter writer with as much information about yourself as possible. This can help them as they write your recommendation. This is what you will see if send your request by email to your letter writer:

- Make sure to attach your resume!
- Personalize your message

✔ After you click send request you will see this message.
Step 1: Click “Start Delivery” from your Interfolio Dossier’s dashboard:

Step 2: After choosing the “Start Delivery” option type TMDSAS in the “Institution/Organization Destination” field. After it displays “Texas Medical & Dental Schools Application Service (TMDSAS)” select this option.

✓ You will repeat this option for each application service you are sending your letters to.
Step 3: Now click “Add Document”

Then you will have the opportunity to select which letter you want to send.

Step 4: Next you will choose the “I’d like to associate an ID number with this application” Make sure you do not miss this step.
In this example we are sending a letter to TMDSAS and we have chosen to include our TMDSAS ID number in our delivery. Repeat this process to send your individual letters one at a time to AMCAS, AACOMAS or AADSAS.

**Note:** If your ID number is not displayed on this screen, click “Manage IDs” to add it to your delivery. **This is an important step:** this is needed to match your ID numbers for your TMDSAS, AMCAS, AADSAS or other application.

*Application IDs*

Please select an AAMC ID to send with your application.

Manage IDs | Remove All Application IDs

<table>
<thead>
<tr>
<th>ID Type</th>
<th>ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAMC</td>
<td>12345678</td>
</tr>
<tr>
<td>TMDSAS</td>
<td>1234567891</td>
</tr>
<tr>
<td>AADSAS</td>
<td>1234567</td>
</tr>
</tbody>
</table>

If you are sending your letter to AMCAS, ensure you choose to add your AAMC ID and AMCAS Letter Request ID numbers.

If you are sending your letter to AADSAS, ensure you choose to add your AADSAS ID number.

**Step 5:** The final step is fairly straightforward. Select the Electronic Delivery method and then click on “Submit Application”. Each delivery will cost $6.00.

*Delivery Method*

Electronic Delivery

- Timestamped by: Jan 31, 2014
- Estimated Delivery: Jan 31, 2014

Submit Application | Close

According to TMDSAS, AMCAS, AACOMAS and AADSAS “you may deliver letters electronically through Interfolio.” Each letter **must be delivered separately** – do not deliver individual letters together. Because of this you will need to repeat this process to deliver the second required letter to TMDSAS/AMCAS/AADSAS, etc.

**Other Questions**

If you have specific questions about sending deliveries to AMCAS, AACOMAS, or AADSAS please contact Interfolio directly at 877-77-FOLIO.