

## Uploading Letters of Recommendation During SOAP®

As part of the National Resident Matching Program® Supplemental Offer and Acceptance Program® (SOAP®), we are implementing a special process for applicants who have only applied to Obstetrics and Gynecology (OBGYN) programs outside of the ERAS® program. This job aid outlines the steps applicants and advisors must follow to ensure Letters of Recommendation (LoRs) are successfully uploaded to the ERAS system via the Letter of Recommendation Portal (LoRP).

**Note for IMGs:** The following instructions do not apply to international medical graduates (IMGs), who must follow the policies set by the Educational Commission for Foreign Medical Graduates (ECFMG). Please [refer to the ECFMG website](#) for information about uploading LoRs.

The steps below outline instructions for advisors and medical school staff to upload letters of recommendation on behalf of U.S. MD and DO applicants.

### Instructions for Students:

#### 1. Create an LoR Entry

- a. Click Add New to enter and save LoR information.
- b. Required fields include:
  - i. Author Name (name of the letter's author, not the uploader)
  - ii. Author Title/Department (title of the letter's author/department, not the uploader) and add the following: (Uploaded by Medical School Staff on behalf of author during SOAP)
    1. Ex: Program Director (Uploaded by Medical School Staff on behalf of author during SOAP)
  - iii. Additional LoR Information
  - iv. Select Yes or No for the following statement: I waive my right to view my Letter of Recommendation

#### 2. Confirm LoR Entry

- a. Mark the associated checkbox and select Confirm.
- b. Note: You may only edit and/or delete a LoR entry prior to confirming.

#### 3. Download or Email the Letter Request form.

- a. Select the ellipsis next to the LoR Entry to access the Actions menu.
- b. Select Download Letter Request or Email Letter Request.
  - i. When emailing the letter request please ensure the LoR Author's email is correct.

## Instructions for Medical School Staff:

For the 2025 SOAP cycle, we are making a one-time exception: Advisors and medical school staff supporting MD/DO applicants may serve as designees to upload LoRs.

1. Login to the [Letter of Recommendation Portal](#) using your AAMC Account.
2. Accept the Terms and Conditions.
3. Click Add New LoR.
4. Enter the ERAS Letter ID and click Continue.
  - a. The ERAS Letter ID is located on the Letter Request Form (mentioned in the Instructions for Applicants Section).
5. Verify the ERAS application season, applicant and LoR details.
  - a. Select if the LoR contains or is a Standardized Letter of Evaluation (SLOE).
  - b. Select that the information on the screen correct and has been verified.
6. Upload the LoR by selecting Browse to locate it. Then, click Continue.
7. Verify the LoR and click Finish. A confirmation message will appear.
  - a. After reading the message, click OK.
  - b. Then, the LoR Manager screen will display, and you will be able see that the LoR was successfully uploaded.

## Questions or Support

For additional guidance:

- Review the [Letter of Recommendation Portal User Guide](#) which includes screenshots.
- [Contact AAMC Support Center](#).