

This job aid shows users how to submit letters using the applicant request link found in the request email, without the need for creating an AAMC account.

- 1 When you are ready to submit your letter, click on the submission link in the request email received from the applicant.

American Medical College Application Service® Example

Options for Submitting Letters of Evaluation to the AMCAS Program:

Option 1: AAMC Letter Writer Portal

The AMCAS program can receive letters submitted through the AAMC Letter Writer Portal. Once you are ready to upload your letter of evaluation through the AAMC Letter Writer Portal (accepted formats: .pdf, .doc, or .docx), use the following link: <https://platform.staging.aamc.org/letter-writer/#/request/W5ZG-FR8NG-J564V>

Please Note: By utilizing the AAMC Letter Writer Portal, all letter request details will be automatically populated on the screen when this link is accessed, making it quicker and easier for you to complete this request.

Summer Health Professions Education Program Example

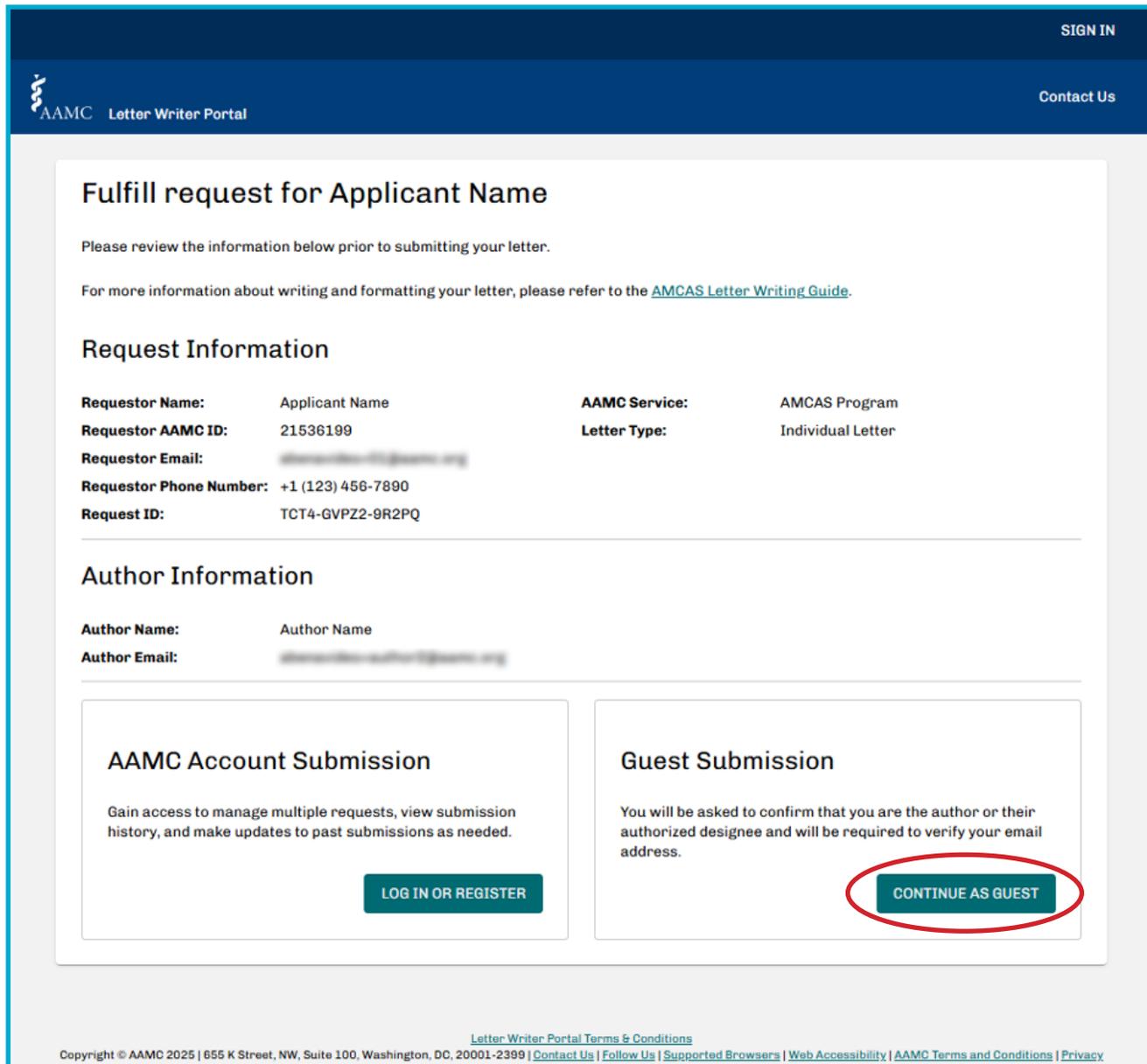
How to submit

Once you are ready to upload your document (.pdf, .doc, or .docx), click the following link to enter the AAMC Letter Writer Portal to fulfill this request:

<https://platform.staging.aamc.org/letter-writer/#/request/Z6LF-DCB7J-LMLXM>

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- 2 After confirming you have the correct request, select *Continue as Guest* on the *Guest Submission* card.



SIGN IN

Contact Us

AAMC Letter Writer Portal

Fulfill request for Applicant Name

Please review the information below prior to submitting your letter.

For more information about writing and formatting your letter, please refer to the [AMCAS Letter Writing Guide](#).

Request Information

Requestor Name:	Applicant Name	AAMC Service:	AMCAS Program
Requestor AAMC ID:	21536199	Letter Type:	Individual Letter
Requestor Email:	[Redacted]		
Requestor Phone Number:	+1 (123) 456-7890		
Request ID:	TCT4-GVPZ2-9R2PQ		

Author Information

Author Name:	Author Name
Author Email:	[Redacted]

AAMC Account Submission

Gain access to manage multiple requests, view submission history, and make updates to past submissions as needed.

LOG IN OR REGISTER

Guest Submission

You will be asked to confirm that you are the author or their authorized designee and will be required to verify your email address.

CONTINUE AS GUEST

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Request Link as a Guest User

Job Aid



This job aid shows users how to submit letters using the applicant request link found in the request email, without the need for creating an AAMC account.

- 3 Provide your name, email address, and agree to the *Terms and Conditions*.

The screenshot displays the AAMC Letter Writer Portal interface. A modal window is open, titled "To continue as a guest, please complete the steps below." The modal contains the following elements:

- Form Fields:**
 - First Name:
 - Last Name:
 - Email Address:
 - Confirm Email Address:
- Terms and Conditions:**

When you use the AAMC Letter Writer, you agree to the following terms and conditions (Letter Writer Terms):

 - If the applicant has waived their right to see their letter, you must not share the content of the letter with the applicant, you or someone else must not advise the applicant based on your or their knowledge of the letter, and you must otherwise comply with their waiver of this right.
 - Letter authors may choose anyone to assist them in uploading a letter, except they may not choose (i) someone who is in role where they are advising the applicant on the relevant application or (ii) an applicant who has waived their right to see their letter.
 - Letters are the property of the author of the letter and the author has the right to withdraw or edit any letter by contacting the relevant AAMC application service.
- Agreement:** I have read and agree to be bound by the Letter Writer Terms.
- Buttons:** CANCEL, CONTINUE, and CONTINUE AS GUEST.

At the bottom of the page, there is a footer with the following text: "Letter Writer Portal Terms & Conditions" and "Copyright © AAMC 2025 | 655 K Street, NW, Suite 100, Washington, DC, 20001-2399 | Contact Us | Follow Us | Supported Browsers | Web Accessibility | AAMC Terms and Conditions | Privacy".

Request Link as a Guest User

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- 4 Check your inbox (of the email address you provided) for a verification link. If you have not received the verification link within a few minutes, check your spam folder. You also have the option to resend the verification link if you have not closed out of the prompt.

The screenshot displays the AAMC Letter Writer Portal interface. At the top right, there are links for "SIGN IN" and "Contact Us". The main heading is "Fulfill request for Applicant Name". Below this, there is a section for "Request Information" with fields for "Requestor Name", "Requestor AAMC ID", "Requestor Email", "Requestor Phone Number", and "Request ID". A modal dialog box is overlaid on the form, containing the text: "Verify your email within 15 minutes to continue the submission process." Below this text is a message: "To continue the submission process, you must verify your email address." and a "CLOSE" button. At the bottom of the modal, there is a link: "Didn't receive an email? Resend email." Below the form, there are two main sections: "AAMC Account Submission" with a "LOG IN OR REGISTER" button, and "Guest Submission" with a "CONTINUE AS GUEST" button. The footer contains copyright information and various links.

Request Link as a Guest User

Job Aid



This job aid shows users how to submit letters using the applicant request link found in the request email, without the need for creating an AAMC account.

- 5 Click on the verification link in your email.

Please verify your email and upload your AMCAS Letter of Evaluation for Applicant Name

AW AAMC Letter Writer <noreply@aamc.org>
To: author-01@aamc.org

i Retention: 24 Months Delete All Folders (2 years) Expires: Sat 3/20/2027 2:52 PM

Dear Author Name,

Please [verify your email address](#) to upload a letter of evaluation and complete the request for the following applicant:

Applicant Information

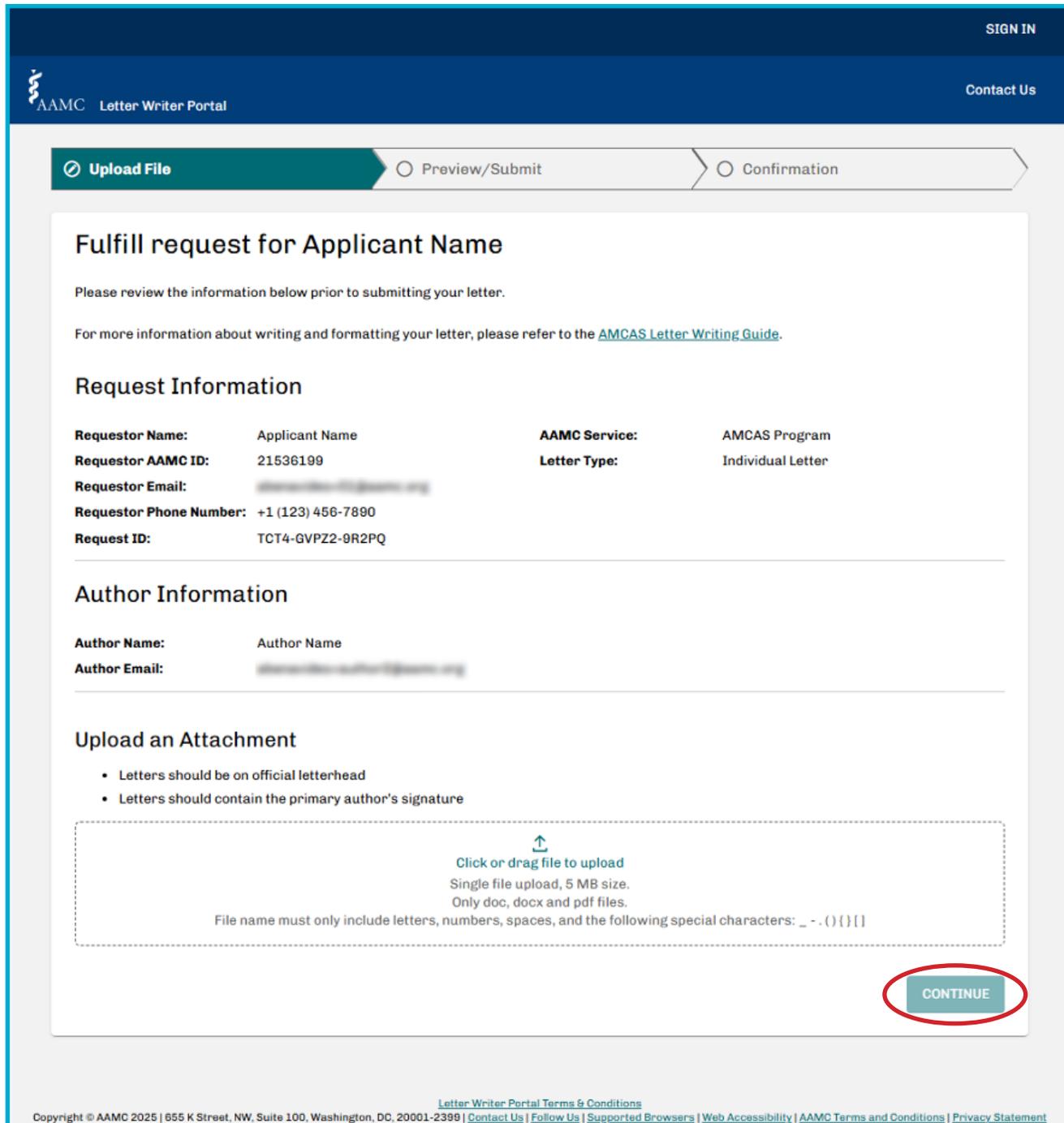
Requestor Name:	Applicant Name	AAMC ID:	21536199
Email Address:	author-01@aamc.org	Request ID:	TCT4-GVPZ2-9R2PQ
Phone Number:	+1 (123) 456-7890	Letter Type:	Individual Letter

If you have any questions or need further assistance, please [contact us](#) or call (202) 828-0600.

Sincerely,
AMCAS Outreach

This job aid shows users how to submit letters using the applicant request link found in the request email, without the need for creating an AAMC account.

- 6 You should now be on the *Upload File* screen. Double check that the applicant information displayed is correct and proceed with uploading a file. Click *Continue* after the file has been uploaded.



SIGN IN

Contact Us

Letter Writer Portal

Upload File Preview/Submit Confirmation

Fulfill request for Applicant Name

Please review the information below prior to submitting your letter.

For more information about writing and formatting your letter, please refer to the [AMCAS Letter Writing Guide](#).

Request Information

Requestor Name:	Applicant Name	AAMC Service:	AMCAS Program
Requestor AAMC ID:	21536199	Letter Type:	Individual Letter
Requestor Email:	[Redacted]		
Requestor Phone Number:	+1 (123) 456-7890		
Request ID:	TCT4-GVP22-9R2PQ		

Author Information

Author Name:	Author Name
Author Email:	[Redacted]

Upload an Attachment

- Letters should be on official letterhead
- Letters should contain the primary author's signature

Click or drag file to upload
Single file upload, 5 MB size.
Only doc, docx and pdf files.
File name must only include letters, numbers, spaces, and the following special characters: _ - () { } []

CONTINUE

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This job aid shows users how to submit letters using the applicant request link found in the request email, without the need for creating an AAMC account.

- 7 Preview the document to make sure everything is converted properly. If you need to make changes, click *Replace File*. If you are satisfied, click *Submit* to complete the upload process.

The screenshot shows the AAMC Letter Writer Portal interface. At the top right, there are links for "SIGN IN" and "Contact Us". The main header includes the AAMC logo and "Letter Writer Portal". Below the header is a progress bar with three steps: "Upload File" (checked), "Preview/Submit" (active), and "Confirmation". The document preview area shows a letterhead with the following content:

8/5/2024

Residency Program Director
Association of American Medical Colleges
655 K St. NW, Suite 100
Washington, DC 20001

Greetings,

Lorem ipsum odor amet, consectetur adipiscing elit. Auctor consectetur inceptos eleifend vel in, aliquam pharetra. Mi feugiat class enim phasellus; facilisi ipsum. Massa lectus taciti nulla pretium nisi interdum habitasse per eleifend. Felis nostra pretium ullamcorper pulvinar tortor pretium lobortis dapibus quam. Tincidunt maximus tincidunt vitae fames sed nascetur leo maecenas neque. Eget nam potenti mattis suscipit eros vivamus ipsum litora. Morbi mi nullam faucibus ornare; elit tortor.

Penatibus tempor elementum mi eros est eu. Ullamcorper lacinia habitasse facilisi commodo viverra rhoncus. Adipiscing lectus volutpat sagittis pretium dictum lectus semper maecenas. Mus at suspendisse eu malesuada neque maecenas egestas. Vel pretium maecenas duis euismod scelerisque pulvinar elit natoque. Facilisis fermentum ad tortor a montes lectus ligula rutrum. Pharetra montes vestibulum pellentesque; justo urna egestas eros. Erat lectus ullamcorper tellus vitae curabitur. Purus nascetur turpis rutrum sociosqu inceptos curae tristique at montes.

Elementum	Penatibus	Interdum	Pretium
vinar	lectus	tortor	lectus
nascetur turpis rutrum	egestas	pretium	commodo

Semper pharetra hac euismod volutpat risus maecenas nostra inceptos. Malesuada laoreet libero nascetur tincidunt iaculis commodo. Sociosqu rhoncus vel mauris cubilia commodo volutpat a neque primis. Sapien velit lobortis id orci nulla elit suscipit praesent. Vitae feugiat a rhoncus ullamcorper laoreet. Sagittis elementum adipiscing sociosqu non at placerat, platea cubilia fringilla? Morbi lacus dictumst praesent aptent leo sed

Sincerely,

Supportive Mentor, MD
AAMC University School of Medicine

At the bottom of the preview area, two buttons are circled in red: "REPLACE FILE" and "SUBMIT".

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- 8 You will see an on-screen confirmation of your successful submission and receive a confirmation email. You can download a copy of the submitted document from this page. If you would like to revisit this request and the submitted document at a later time, please create an AAMC account using the same email address you verified in step 3 to start the submission process.

A screenshot of the AAMC Letter Writer Portal showing a successful submission confirmation. The page has a dark blue header with "SIGN IN" and "Contact Us" links. Below the header, the AAMC logo and "Letter Writer Portal" are visible. A progress bar at the top shows three steps: "Upload File", "Preview/Submit", and "Confirmation", with the "Confirmation" step highlighted in green. The main content area features a large heading "Your submission has been successfully completed." followed by a thank-you message and a "VIEW LETTER" button. Below this is a promotional section titled "Interested in streamlining your letter writing process in the future?" with a "CREATE AN ACCOUNT" button. The footer contains copyright information and links to terms and conditions, contact, and accessibility resources.

SIGN IN

Contact Us

AAMC Letter Writer Portal

✓ Upload File ✓ Preview/Submit **Confirmation**

Your submission has been successfully completed.

Thank you for uploading a letter on behalf of Applicant Name! You will receive an email confirmation for Request ID TCT4-GVPZ2-9R2PQ.

VIEW LETTER

Interested in streamlining your letter writing process in the future?

Creating an account is easy. Gain access to manage multiple requests, view submission history, and make updates to previous submissions as needed.

CREATE AN ACCOUNT

[Letter Writer Portal Terms & Conditions](#)

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