

Recommender/Submitter Entry Guidelines for Letter Packets

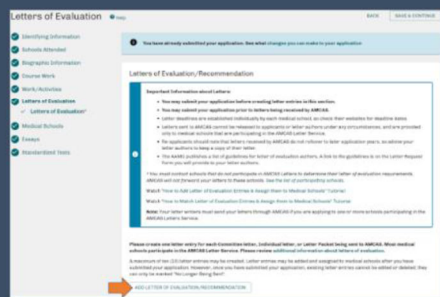
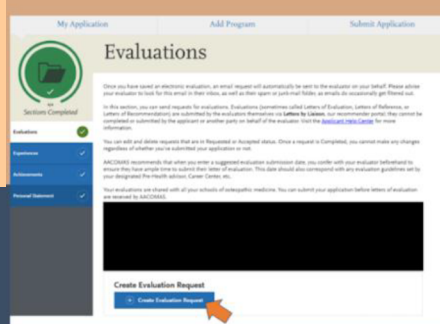
Once you are ready to apply and have our office submit your letters of recommendation, you will need to generate a letter entry within your application service. This allows you to grant our office access to upload letters on your behalf.

You will need to enter our director's information, Dr. Lichter, as he is the individual with access to submit letters for students across all application services. Below, we have provided a screenshot with the information you will need to complete this section.

PLEASE DO NOT USE OUR OFFICE EMAIL ADDRESS (PREPROFC@FIU.EDU) when entering this information.

Steps for Adding a Recommender to Your Application:

1. Log into your application service.
2. Click on the "Letters of Evaluation" tab or Evaluation Request
3. Add a letter writer
4. Click committee letter or letter packet
5. School - FIU
6. Letter Title: Committee Letter or Letter Packet
7. Primary Contact/Author: Dr. Joseph Lichter
8. Author's Title: Director
9. Email: jlichter@fiu.edu
10. Phone: 305-348-0515
11. Organization Name: Office of Pre-Health Advising
12. Address: 11200 SW 8th Street DM331A Miami, FL 33199



For the **AMCAS** application:

- Only select the letter type classification "committee" if you qualify for our committee or advisor letter packet and are planning on scheduling your committee interview.
- For individual letter packets, use the classification "letter packet"

For the **AACOMAS** and **AADSAS** application:

- Use the classification "committee" for all letter packet options offered by our office.