Completing your letters of evaluation online is easy, reliable, and completely secure. You may provide a resume, a draft of your personal statement, and other relevant materials for your evaluators’ review.
Before you start working on your Letters of Evaluation, complete your Intent to Apply, which you can access from the “Apply” widget on your dashboard.
Choose the degree(s) for which you intend to apply on the modal that appears, and then click **Next**. You can select multiple degrees.
On the next modal, use the dropdown to enter your planned matriculation year. Click **Add Another** to select additional degrees, and click **Save** to complete your Intent to Apply.
Access your Letters of Evaluation Planner through the “Apply” dropdown or the “Apply” widget on your Dashboard.
Explore the “Guidance” section to learn more about the LOE process. Click **Evaluations** on the left to get started.

You can make changes to your Intent to Apply at any time by clicking your Matriculation Year.
Before adding evaluators, click **Background Information** to answer a few short essay questions.
Answer each question in the background information questionnaire and click **Save**. When you’re finished, click “LOE Planner” to return to your evaluations.
To get started, click Add Evaluator.
Enter your evaluator’s first name, last name, email, and/or institution, and click Search.
If the evaluator you’re looking for is already in the system, they’ll appear in the search results. Check the box next to their name, assign them a category, and click Add.
If the person you’re looking for isn’t in the system yet, you can add them as a new evaluator by clicking **Create New Evaluator**.
Enter your evaluator’s information and click Add.
After you’ve had a conversation with this evaluator to confirm that they’re willing to write a Letter of Evaluation for you, click **Confirm**.
To add files that all of your evaluators can see, click **Common Files**.
Choose a file, such as a personal statement or a resume, from your computer or elsewhere in AdviseStream and click **Add**.
Navigate back to “Evaluations.” Click on an evaluator’s name to access their page.
From here, you can edit an evaluator’s information, send files individually, sign your FERPA waiver, release your letter request, and send messages.
+ Click “Files” in the left navigation to share documents with the selected evaluator. You can upload files from your computer, or import them from elsewhere in AdviseStream. (If you add a file here, only this evaluator will see it.)

+ Click **Add** to attach your files. These files will be made available to your evaluator after you release your letter request.
Navigate to the “FERPA Waiver” tab. Read the FERPA waiver, select whether or not you’d like your letter to be confidential, enter your name, and click **Sign FERPA**. You’ll have to repeat this process for each of your evaluators.
Navigate to “Release Request” in the left navigation. Once you’ve completed your FERPA waiver, uploaded your files, and checked your work, click Release.

Your director will have to verify any evaluators who don’t have AdviseStream accounts already.
Navigate to “Message” in the left navigation. You can attach files to your message and save those files to your library. Click Add to attach, and Next to continue.

You can send these messages at any time. Your evaluator will receive an email with any attachments you’ve included when you click Next.
Navigate back to “Evaluations”. Here, you can monitor the status of your letters, and use the filters on the left navigation to sort your letters by status.
Once an evaluator has been verified and you’ve released your request to them, a **Send Reminder** button will appear near their name. You can use this to send them reminders if they haven’t responded to your request.

**Submission deadline is July 7, 2016**
AdviseStream will send a reminder email to your evaluator when you click **Send**.
The **Send Reminder** button will also appear in the “Message” tab of that evaluator’s page.
Once your evaluator has completed your letter, you can send a thank you message from the “Messages” tab. Click Compose.
Navigate back to “Evaluations” and check Thank You Sent to keep track of which evaluators you’ve thanked.
Once you’ve received all of your letters of evaluation, navigate to “Application information,” check the box, enter your name, and click **Confirm** to indicate that you’re ready for your advising office to submit your letters of evaluation to your primary application service(s).
Use the dropdown to select your primary application service.

Primary Application Services

List all application services you are using to apply to professional schools. Be sure to upload your confirmation of submission.

APPLICATION SERVICE*
- ACOMAS (Osteopathic Medicine)
- ACCPMAS (Podiatry)
- AADSAS (Dentistry)
- AMCAS (Allopathic medicine)
- CASPA (Physician Assistant)
- CSDCAS (Comm. Science & Disorders)
- NursingCAS (Nursing)
Enter your application ID, your letter ID if applicable, and your submission date. You should add this information as soon as you have it.

**Primary Application Services**

List all application services you are using to apply to professional schools. Be sure to upload your confirmation of submission.

<table>
<thead>
<tr>
<th>APPLICATION SERVICE</th>
<th>LETTER ID</th>
<th>APPLICATION ID</th>
<th>SUBMISSION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMCAS (Allopathic medicine)</td>
<td>- -</td>
<td>12345</td>
<td>mm-dd-yyyy</td>
</tr>
</tbody>
</table>

Click the paper clip to upload your submission confirmation.
+ Click **Add Another** if you’re using more than one primary application service.

**Primary Application Services**

List all application services you are using to apply to professional schools. Be sure to upload your confirmation of submission.

<table>
<thead>
<tr>
<th>APPLICATION SERVICE</th>
<th>LETTER ID</th>
<th>APPLICATION ID</th>
<th>SUBMISSION DATE</th>
<th>file attached (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMCAS</td>
<td>424624</td>
<td>4624626</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>
REMINDER: There is a one-time $35.00 fee for using the UAAC Recommendation File Service, payable by check (made out to "University Academic Advising Center") or cash. The UAAC will waive this fee for students who qualify for the AAMC Fee Assistance Program (FAP) and provide relevant documentation. Students re-opening their file do not need to pay again. **Before we are able to upload your completed letter packet to the application system(s) of your choosing, you must submit your payment (or proof of FAP eligibility).**

When your institution receives your payment, it will be reflected in your Letters of Evaluation Planner.
Application System Instructions

+ AMCAS

In “Section 6” of your AMCAS electronic application, fill out the corresponding fields in the following manner:

1. Letters of Evaluation: choose "Letter Packet" option
2. Letter Title: NU Recommendation Letter Packet
3. Primary Contact/Author: Susan Gregg Fox
4. Primary Contact/Author E-mail: recfile-premed@northwestern.edu
5. Primary Contact/Author Phone: (847) 467-4281
6. Institution Address:
   University Academic Advising Center
   Northwestern University
   1940 Sheridan Road
   Evanston Illinois, 60208

7. Optional: Enter the authors of the actual letters of recommendation in packet as "Other Authors." It is okay to leave this blank.
8. Record the seven-digit letter ID number generated by AMCAS.

+ AACOMAS

In the letter request section of your AMCAS electronic application, fill out the corresponding fields in the following manner:

Evaluator’s information:
1. First name: Susan
2. Last name: Fox
3. Email address: recfile-premed@northwestern.edu
4. Due date: Enter today’s date

Personal message/notes:
Indicate that a letter packet will be uploaded to your application once your letters have been received by our office and you’ve completed the Release of Packet Form.

Waiver of evaluation:
I waive my right of access to this evaluation: Yes

Permission to Contact Reference:
Check "yes/agree"

Permission for Schools to Contact Reference:
Check "yes/agree"
Application System Instructions

+ **TMDSAS**

  In order to give the Rec-File Office permission to access your information and subsequently add your letter of recommendations packet to your electronic application, fill out the corresponding fields in the following manner:

  **Under the Colleges Information section:**
  1. Primary Undergrad: Northwestern Univ
  2. Release Information to Health Advisors: Y
  3. Schools to Release Information: Northwestern University

  **Under the Letters of Evaluation section:**
  1. From: Northwestern University
  2. Method: HP Committee Packet

+ **AADSAS (Dental)**

  Under the “Evaluators” Section of your electronic application, fill out the corresponding fields in the following manner:

  1. Reference Type: Choose Electronic
  2. Waiver: Choose “I waive my right of access to this evaluation…”
  3. Reference’s Title: Ms.
  4. Evaluator’s First Name: Susan
  5. Evaluator’s Last Name: Fox
  6. “Is this a committee Letter?” Check Yes
  7. Evaluator’s School/Institution/Business: Northwestern University
  8. Evaluator’s Email: recfile-premed@northwestern.edu
  9. For Evaluator’s Address information, use the following:

    University Academic Advising Center
    Northwestern University
    1940 Sheridan Road
    Evanston Illinois, 60208
Application System Instructions

Post-baccalaureate programs using an electronic application system

The post-baccalaureate programs that use an electronic application system often have a portal for letter writers to submit their letter digitally. If the electronic application process requires you to list your recommenders* and will allow our office to submit your letter packet digitally, use the following information:

1. Name: Melissa Hoppe
2. Title: Recommendation File Coordinator
3. Name of Institution: Northwestern University
4. Relationship to Student: Managed/Compiled Letters of Recommendation Packet
5. Email: recfile-premed@northwestern.edu
6. Address:
   
   1940 Sheridan Road
   Evanston Illinois, 60208, USA

*Please note that the above information is not applicable to electronic post-baccalaureate applications that require the listed recommender to evaluate a student’s performance. Our office does not provide that service.
Thank you!

For technical assistance, email us at support@advisestream.com or use the gray “support” button at the right edge of your browser from any AdviseStream web page.