Completing your evaluation online is easy, reliable and completely secure. Students will request letters at least four to six weeks before the letter deadline. Students may provide a resume, a draft of their personal statement, and other relevant materials for your review.

- **Student**
  - Requests letters
  - Provides resume, personal statement, and other relevant materials

- **Evaluator(s)**
  - Adds evaluators to application(s)
  - Signs FERPA waivers
  - Adds files
  - Releases requests

- **Director**
  - Verifies new evaluators
  - Monitors letter status
  - Sends reminders

- **Evaluator(s)**
  - Packages letters and submits to application service

**Diagram:**
- Student
- Director
- Evaluator(s)
- Verifies new evaluators, monitors letter status, and sends reminders.
- Monitors letter status and sends reminders.
- Monitors letter status and sends thank you note.
- Packages letters and submits to application service.
When an applicant requests a letter from you, you will receive an email from AdviseStream with details on how to log in. Please be sure to check your spam folder.

Letter of Evaluation Request

You have been asked by [Applicant's first and last name] of [institution name] to complete a Letter of Evaluation in support of their application to medical or other health professions school for matriculation in the next year’s class.

Begin the Letter of Evaluation process by clicking the URL above. Please use your NetID or the given AdviseStream User ID and password for entry.

You will have the option to change your password upon login. Please save your login information for future reference.

If you wish to decline the Letter of Evaluation request use the following URL: https://[advisestream provided url]

Please do not reply to this email. This is a one-time administrative email, so you do not need to unsubscribe. This email contains your confidential information. If you need technical assistance, use the “Feedback” button and we will provide support.
If you are a faculty member, log into AdviseStream using your NetID. If you are not a faculty member, please log in with the email and password provided in your request email.

If you have trouble logging in, please click the Support button on the right edge of your browser to submit a ticket to the AdviseStream support team.

northwestern.advisestream.com
Once logged in, navigate to your Evaluations (under to do > evaluations).
You will see a list of your letter requests on the “Current Evaluations” tab. Click on a student to view his or her materials in a new browser tab.
You can view a student summary at any time by clicking the student card button. Click the message icon to send an email to the student.
Review the student’s files and FERPA. Students may upload a resume, personal statement, or other relevant materials. Click the eye icon for a preview; click the download icon to download files. When you are ready, click the right arrow to navigate to the next tab.
Indicate your relationship to the student and click **Save**. Click the right arrow to go to the next tab.
Rate the student and click **Save**. Navigate to the next tab.
When you are ready, click **Browse** to upload your letter as a doc or pdf file. If you prefer to send your letter directly to the advising office, click the checkbox. The advising office will be able to upload the letter on your behalf.
Once your file is uploaded, click **Save** and navigate to the “Review and Submit” tab.
Review a summary of information and click **Submit** to send your letter to the advising office Director. He or she will submit your letter to the appropriate application service(s).

Note: please click **Submit** even if you have opted to send your letter directly to the advising office outside of AdviseStream.
You will receive an email confirmation once your letter has been received by the advising office.

Letter of Evaluation Confirmation

Thank you for submitting your Letter of Evaluation for [Applicants name]. Your evaluation was received and will be used towards [applicants name] application.

Please do not reply to this email. This is a one-time administrative email, so you do not need to unsubscribe. This email contains your confidential information. If you need technical assistance, use the "Feedback" button and we will provide support.
If you need to edit your evaluation at any time, click **Edit Evaluation** on the “Letter of Evaluation” tab.
Click **Browse** and upload your new file.
Click **Save** to replace your old file.
Re-submit your letter on the “Review and Submit” tab.
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.