

**University of Florida
Academic Advising Center**

Using the AMCAS Letter Writer Application

Before uploading letters of evaluation/recommendation letter writers must be registered for an AAMC account. If you already have access to the Advisor Information System (AIS) you can use your existing log in or you can create a new log in by first going to the Log In to the Letter Writer Page on the right hand side of this page and then select the register option once on the page to register for a new account.

Note - Medical schools may require your letters to be on official letterhead and include the author's signature.

How to Upload Letters:

1. Obtain student's AAMC and Letter IDs:
 - The applicant can provide you with their AAMC ID and their letter ID(s).
 - The letter ID can also be found on the Letter Request Form.
2. Enter AAMC and Letter ID into the appropriate fields at the top of the page.
Click Search
3. Verify applicant's information.
4. Upload letter of evaluation by clicking Browse and selecting the correct file.
(Note: The letter must be a PDF file smaller than 5 MB).
5. After selecting the correct file click "upload." (Note: Selecting "Add Without Uploading" will add the applicant to your roster if you do not wish to include the letter at this time.)
6. Please verify that this letter is correct. Once you upload a letter no deletions or modifications can be made. Future letters you upload with this Letter ID will be pre-pended to letters previously uploaded.
7. Once you have verified that this is the correct letter, click "Upload this Letter" to add it to the applicant's file.

After uploading this letter it will immediately appear in the applicant's AMCAS application and be sent to any medical schools assigned by the applicant when the application is processed.