AdviseStream
Supporting NYU’s Prehealth Committee Letter of Evaluation Process

NYU applicants use AdviseStream to request the submission of your NYU Committee Letter of Evaluation.

Important Dates

- **May 15**: Deadline for individual letters of evaluation. Evaluations will be accepted after this date, but your Committee Letter cannot be requested or finalized until all anticipated letters of evaluation have been received by the Preprofessional Advising Center.
- **May 31**: Update your Prehealth Committee Application: BCPM grades, unofficial transcript, resume, and “Applicant Updates” essay (all optional, but helpful).
- **June 1**: First day that the Committee on Evaluations will accept requests to submit Committee Letters of Evaluation for the 2018 application cycle.
- **October 1**: Last day that the Committee on Evaluations will accept requests to submit Committee Letters of Evaluation for the 2018 application cycle.

Committee Letter Submission Request

1. Log into your account at nyu.advisestream.com
2. Access your ‘Letters of Evaluation’ Planner from the home page under the ‘Apply’ widget to check the status of your individual evaluations.
   - Send reminder messages (‘send reminder’ button) to writers whose letters have not arrived.
   - Once all letters have been noted as “received,” proceed on to the steps below
3. Access your ‘Committee Letter Planner’ from the home page under the ‘Apply’ widget.
4. Scroll down to the Post-Interview Actions section, click on “Letter Submission Request” or “+Add Application Service” to be taken to the “Letter Submission Request” page.

+Add Application Service

- Under Primary Application Services, select the application service you are using to apply to professional schools (e.g. AMCAS)
- Enter your AMCAS Letter ID
- Enter your AAMC ID under “Application ID”
- Enter the date you submitted your AMCAS application
- Click the paperclip button to upload a PDF of your AMCAS Letter Request form. Please add the title: “AMCAS Letter Request Form_LastName N#.” Press “Update”
- Click the paperclip button to upload a PDF of your SUBMITTED AMCAS application. Please add the title: “AMCAS Application_LastName_N#.” Press “Update.”

Letters of Evaluation

- If you have not already confirmed receipt of all of your letters, press the “LOE Planner” button to verify that all of your letters have been received.

Confirmation

- Once your application information has been added and your LOEs verified, check the blue box and enter your name at the bottom of the page.
- Press the green “Confirm” button to formally submit your request to have your Committee Letter sent. A confirmation message will be sent to your @nyu.edu account.
Committee Letter Submission

All NYU applicants are expected to read the Application Process section of the prehealth website to become familiar with the policies and procedures related to Committee Letter submission. Failure to adhere to stated directions may delay the processing of your documents.

Preprofessional Advising's administrative staff will send your Committee Letter and associated evaluations electronically, whenever possible, to expedite the transmission of these documents. Letters for AMCAS applicants are sent using the AMCAS Letter Writer Application. Letters sent electronically through the AMCAS Letter Writer Application or VirtualEvals are matched to your application within one business day.

Only a handful of medical schools cannot receive Committee Letters through AMCAS' Letter Writer Application. Non-participating medical schools:

1. Louisiana State University Health Sciences Center School of Medicine in Shreveport
2. University of Puerto Rico School of Medicine

Applicants applying to these programs must email preprof.docs@nyu.edu to request that your Committee Letter be sent using VirtualEvals, a different e-transmission system for prehealth documents.

**Sending Your Committee Letter to Additional Application Services**

NYU applicants will sometimes apply to more than one type of health professional school during the same application cycle. For example, many applicants apply to allopathic (MD) schools though AMCAS and osteopathic (DO) medical schools through AACOMAS. Follow the steps on the prehealth website to have your letter sent to an additional application service. All Committee Letter submission requests must be made through the AdviseStream platform.

**Support**

- Expand the green “Show Help” tab where present to see step-by-step procedures.
- Visit the AdviseStream Help Center (or via “Get More Help”) for more in depth procedure descriptions and any software-related questions.
- For AdviseStream technical support, click the grey ‘Support’ button on the right side of your browser from any AdviseStream webpage.
- Email preprof.docs@nyu.edu with questions related to these procedures.
- Email prehealth@nyu.edu with advising questions.
- Review AMCAS® Letter Service Guidelines for Advisors and Other Letter Authors.