AdviseStream
Supporting NYU’s Prehealth Committee Letter of Evaluation Process

Applicants will use AdviseStream to request the submission of their 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](http://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 category “Special Masters”
- Enter the following details in the text box:
  - Program or school name (e.g. Georgetown Special Master’s Program in Physiology)
  - Complete address information for the program (including an email address if the letter is to be submitted electronically). Electronic transmission is preferred whenever possible.
  - Any special handling instructions provided by the program
  - The date on which you submitted your application to the program

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.

**NOTE**: Submit one “Special Masters” entry per program. If you plan to apply to multiple programs, add a “Special Masters” entry for each program, noting the specific name, transmission instructions, and date of your application submission.
Sending Your Committee Letter to Additional Application Services or Programs

NYU applicants will sometimes apply to more than one type of health professional school during the same application cycle. Follow the steps on the prehealth website to have your letter sent to an additional application service or program. 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.