Dossier Service: Letter Packet Request

NYU applicants who are ineligible for a Committee Letter of Evaluation may be authorized to use the Preprofessional Advising Center’s dossier service. This service – the packaging of individual evaluations under the cover of the Preprofessional Advising Center – facilitates the submission of a “letter packet” without an adjoining evaluative Committee Letter. Applicants must be given express permission by the Chair of the Committee on Evaluations to utilize the dossier service.

Documenting a Letter Packet in a Centralized Application

NYU applicants applying to health professional schools with a letter packet in lieu of a Committee Letter must document this letter type in a specific way in their applications. Please use the contact information described on the prehealth website, but replace ‘Committee Letter’ as the Letter Type with ‘Letter Packet.’

Requesting a Letter Packet

1. Ensure that your Intent to Apply year is set to 2018 in AdviseStream.
2. Email preprof.docs@nyu.edu (“Advisor, Preprof.docs”) from your AdviseStream account with an explanation for your use of the dossier service. Please cite the circumstances that prevent you from receiving a Committee Letter of Evaluation.
3. Once you have received authorization to use the dossier service, log into your AdviseStream account at nyu.advisestream.com
4. 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.
5. Click on the Letter Submission Request tab on the left side of the ‘Letters of Evaluation Planner’

+Add Application Service

Sending your Letter Packet to a Centralized Application Service:

- Under Primary Application Services, select the centralized application service you are using to apply to professional schools (e.g. AMCAS, AADSAS).
- Enter your application ID #
- Enter the date you submitted your application
- Click the paperclip button to upload a PDF of your SUBMITTED centralized application (e.g. AMCAS, AADSAS, etc.). Please add the title: "Application_LastName_N#.” Press "Update.”

Additional Steps for AMCAS Applicants:

- Enter the AMCAS Letter ID associated with your NYU Committee Packet.
- 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.”

Sending your Letter Packet to an individual program:

- Under Primary Application Services, select the category that aligns with your target program (e.g. “Post bacc,” “SMP,” etc.)
- Enter the following details in the text box:
Program or school name (e.g. Post-Baccalaureate Premedical Program at Hofstra University).

- 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.

Confirmation
- Once your application information has been added and you have verified all of your individual letters of evaluation have been received, click the checkbox and enter your name at the bottom of the page.
- Press the green “Confirm” button to formally submit your request to have your Letter Packet sent. A confirmation message will be sent to your @nyu.edu account.

Sending Your Letter Packet to Additional Application Services
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. All Letter Packet 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 for more in depth procedure descriptions and any software-related questions.
- For AdviseStream technical support, click the grey ‘Support’ button on the bottom-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.