Submitting Your Committee Letter to Health Professional Programs Using AdviseStream
• This presentation will walk you through the process to request the submission of your NYU Committee Letter to health professional programs.
• The instructions illustrated here are also available (in text-only form) for a variety of application services. Please see the prehealth website for links to the instructions for your application service(s)!
• Please note that only NYU students at the Washington Square campus will use AdviseStream to request submission of their Committee Letters; NYU Abu Dhabi, NYU Shanghai, and Tandon School of Engineering students should contact their campus representatives for instructions.
1. Log into AdviseStream using your NetID and password, and hover over the Apply tab to navigate to your Letters of Evaluation planner, to double-check that all of your LOEs have been received. Once that’s done, navigate to your Committee Letter planner, as shown here.
2. Scroll to the bottom of the Committee Letter Planner to ‘Letter Submission Request’ and click on either “+Add Application Service” or “LOEs Received” to proceed.
3. If you haven’t yet verified that all LOEs have been received, use the “LOE Planner” button (see right) to navigate to your LOE Planner and verify letters’ receipt.
4. All of your LOEs should be noted as ‘received.’ If they are, navigate back to your Committee Letter Planner to proceed.

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5. Use “+Add Application Services” to provide information pertaining to the application service you plan to use, selecting from the drop-down menu.
6. At right, AMCAS has been selected as the application service. AMCAS applicants will need to supply:
   a. AMCAS letter ID
   b. AMCAS application ID
   c. Date of AMCAS application submission
   d. Attach a .pdf copy of the AMCAS Letter Request Form
   e. Attach a .pdf copy of your submitted AMCAS application

AMCAS Letter ID and application ID numbers can be found on the Letter Request Form, which applicants may create through the ‘Letters of Evaluation’ section of the AMCAS application.

The fields required vary by application service. Please refer to the instructions here for information about your specific application service.

Regardless of which application service you use, “Submission Date” should always be filled with the date on which you submitted your primary application to the centralized application service.
7. **(AMCAS Applicants only)**
When your AMCAS Letter Request Form and AMCAS application have been successfully uploaded, the filename will appear as shown at the bottom left (in this picture, the Letter Request form has been added but the application is missing).

Please add titles for the uploads in the formats:
“AMCAS Letter Request Form_LastName_N#” & "AMCAS Application_LastName_N#.”

8. Click ‘Add’ to finish adding an application service.
7. (AACOMAS, AADSAS, TMDSAS, VMCAS, and other centralized application services only)
Click the paperclip icon to add a copy of your submitted primary application.

Please add a title for the upload in the format: “AACOMAS Application_LastName_N#,” using the acronym for your application service.

Add your application ID and the date on which you submitted your application.

8. Click ‘Add’ to finish adding an application service.
7. (Other applications, including SMPs, postbacc programs, and foreign medical schools only)

Enter the following details into the text box:

- Program or school name (e.g. St. George’s University School of Medicine)
- 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

Remember to submit one “Other” entry per program.

8. Click ‘Add’ to finish adding the entry.
9. Once you’ve added information for at least one application service and verified that all LOEs are received, check the blue box shown at right and type your name in the text box.

Click ‘Confirm’ to finalize your request.

A dialog box will pop up; click ‘OK’ to proceed.
10. Navigate back to your Committee Letter Planner and scroll to the bottom. Once all steps are successfully completed, you will see the green check/‘complete’ notation as shown at right. This means that your request to have your Committee Letter finalized and submitted to your centralized application service has been submitted to the Preprofessional Advising Center!
11. Once your request has been submitted you can continue to add additional application services. Navigate back to the ‘Letter Submission Request’ screen found in your Committee Letter Planner and click ‘Add Another’ to proceed.

Letters of Evaluation

Before proceeding, verify all of your letters have been received. By signing the statement below, you are letting your advising office know that you are ready for your Committee Letter or Letter Packet to be submitted to your application(s).

I confirm that I have submitted my application(s) and that all of my letters of evaluation have been received. I’m ready for them to be submitted for my application(s).

CONFIRMED
Gertrude Smith
06-02-2017 11:30pm

CONFIRM
Support

- Expand the green “Show Help” tab where present to see step-by-step procedures.
- Visit the AdviseStream Help Center 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 lower 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.