
LETTER OF RECOMMENDATION INFORMATION

TO: M4 MEDICAL STUDENTS
FROM: OME
SUBJECT: LETTER OF RECOMMENDATION (LOR) INSTRUCTIONS
DATE: 07/10/2012

This email is to give you information about the LoR process for this year. As always, if you have questions please contact [Suzanne Neff](#) or [Naomi Tucker](#).

In MyERAS 2013, Letter of Recommendation (LoR) cover sheets are referred to as Letter Request Forms and are created when you enter your letter writer information. (A LoR cover sheet template is no longer available on the ERAS website). Applicants must enter and finalize LoR's under documents>Letter of Recommendation tab in MyERAS to generate a unique Letter Request Form for each LoR Author. These request forms may then be printed and mailed; hand-delivered or emailed to the letter writer. The Letter Request Form provides instructions for LoR Authors on how to submit the LoR's. Below is the link through MyERAS for tutorials and assistance in creating the LoR Request form as well as a complete User Guide for Applicants.

<https://www.aamc.org/students/medstudents/eras/residency/140552/resources.html>

Applicant User Guide:

https://www.aamc.org/download/269176/data/myeras_print.pdf

LoR Author

There are two ways that LoR's can be received by the OME is:

1. Letter writers can send the letters directly to the OME and we will scan and attach them to your application. (OME mailing address)

University of Missouri
School of Medicine
Office of Medical Education
MA213-MA215 Medical Sciences Bldg.
Columbia, MO 65212

2. The LoR Portal, this is new for ERAS this year. This new tool is designed to provide flexibility for the LoR authors. Below is an overview of the LoR Portal process:

Overview of LoR Portal Process

1. Applicants access *MyERAS* to create *LoR Authors*.
2. Applicants print out the *LoR Request Form* for all *LoR Authors* and deliver it by email, regular mail, or in person.

Note: If the applicant has waived his/her right to see the letter, they should not handle the completed letter.

3. *LoR Authors* complete their LoR; save it in PDF format; and access the online *LoR Portal* to upload their letter.
4. *LoR Authors* register on the *LoR Portal* and create their username and password.
5. *LoR Authors* log in; enter the applicant's *LetterID*; verify the applicant and *LoR Author* details; and follow the prompts to upload their letter in PDF format.
6. The LoR is transmitted to the *ERAS PostOffice*.

LoR Authors may view uploaded letters and/or upload new versions at any time (if needed) by clicking on the appropriate links.

Medical schools and programs will see the letters in their software regardless of how the letter is uploaded to ERAS; however, should an *LoR Author* want to upload a new version of a letter, it will be prepended to the original letter, allowing programs and medical schools to view the most recent version of the letter first.

Note: Letters of Recommendation can still be sent directly to medical schools to upload into ERAS.

Letter Writers Users Guide to LoR Portal

The user guide link below will provide information to letter writers on how to register for an AAMC account, upload a LoR, and upload a new version (if needed) to ERAS using the new LoR Portal tool. Letter writers do not have to use the LoR Portal, and we in the OME, are very willing and happy to scan in your letters.

https://www.aamc.org/download/286098/data/lorp_ug.pdf

Again if you have questions or need assistance, please do not hesitate to call or email [Suzanne Neff](#) or [Naomi Tucker](#)

Thank you