

## LETTER OF RECOMMENDATION (LOR) INSTRUCTIONS

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

In MyERAS 2014, 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 LoRs 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.

Applicant User Guide:

[https://www.aamc.org/download/269176/data/myeras\\_print.pdf](https://www.aamc.org/download/269176/data/myeras_print.pdf)

### LoR Author

There are two ways that LoRs can be received by the OME:

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 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 enter and finalize 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 and administrators 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 Letter ID; 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. Once a LoR has been uploaded it cannot be deleted or altered in any way. To make changes, the author must submit a new version of the LoR.

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, the program will only be able to see the most recent version of the letter unless they have previously downloaded the prior letter.

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

MU is participating in the ERAS Quality Assurance (QA) review of LoRs, which are transmitted through the Portal. We can verify the accuracy of student name, AAMC ID, and letter author before approving it for release. We won't be reviewing the letter content. In order to assign LoRs to programs, the LoR authors must be finalized in MyERAS and the LoR be approved through the QA process. The LoR checkbox is disabled until both of the requirements are completed. Students track the status of documents through ADTS (Applicant Document Tracking System); the ADTS link is located at the top of the MyERAS application.

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

Thank you