The Preprofessional Advising Office will submit Letter Packets to schools participating in the AACOMAS application process electronically through AACOMAS.

However, applicants receiving committee letter from a graduate program should note the following: AACOMAS allows applicants to submit only one committee letter. Since AACOMAS considers our Letter Packet as a type of committee letter, you will need to request that we submit your Letter Packet by a different means. We will submit your Letter Packet through VirtualEvals for all schools that allow submissions through this portal. We will submit your Letter Packet via email or the US Postal Service to schools that do not use VirtualEvals. There are specific instructions about this on the Transmission Form.

**Before the submission of your AACOMAS application:**

1. In your AACOMAS application, click “Supporting Information” and then “Evaluations.” Click the “Create Evaluation Request” button.
2. Click the appropriate selection regarding a committee evaluation. Although a Letter Packet is not a committee evaluation, AACOMAS does not differentiate between the two. Under Evaluator's Information, enter “Glen Zamansky” and “gzamansk@bu.edu.” For the deadline, enter “12/31/2018.” Please note we are using this date solely as a way of filling out the “Due Date” section of the Letter Packet Request. You will have to provide us with more specific information when you submit your electronic transmission form (see information on the following page). In the “Personal Message/Notes” section, write “N/A.”
3. Click the appropriate selections regarding the Waiver of Evaluation and Permissions to Contact References, and then click “Save This Evaluation Request.”

![Screenshot courtesy of https://aacomas.liaisoncas.com/applicant-ux/#/supportingInfo/evaluations/evaluation]

NOTE: You must submit your AACOMAS application before your Letter Packet is submitted to AACOMAS. Letters are not required to verify your application.

Once you have submitted your AACOMAS application and received at least 4 secondary applications:

Fill out an electronic Transmission Form for Osteopathic Medical Schools, available online at www.bu.edu/prehealth/applicants/transmission. Complete and submit all sections of the Transmission Form. Once submitted, you will have the opportunity to save a copy of your request, which we strongly recommend you do for your record. You will not receive a confirmation email for your submission.

Although AACOMAS will send an email to our office indicating your request for a Letter Packet, we will not process your request until you submit your electronic Transmission Form.

Your request will be processed within one to three weeks from the business day that your Transmission Form is received by the Preprofessional Advising Office.

NOTE: Many schools have different deadlines for letters of recommendation and the rest of your secondary application. You should list on your Transmission Form the earliest deadline specifically for your Letter Packet. Arbitrary deadlines (e.g. “ASAP”) will be ignored.