

FOR APPLICANTS APPLYING TO ALLOPATHIC MEDICAL SCHOOLS, INCLUDING TMDSAS:

How to place a request on the Pre-Health Database:

1. Via the pre-health database
(<https://www.cts.emory.edu/Students/Dept/CRC/Prehealth/login.aspx>) – login to your file (SS# w/o the dashes and your password) if you have not done so previously, you will need to “register” on-line first.
2. Select your letters – if you are sending a composite letter packet – all you need do is select Composite Letter- all of the individual letters that support it will be included. If you are sending an *additional letter* that is not a part of your composite letter packet, just select Composite letter and the additional letter(s) only.
3. If you are sending a letter packet, select all letters that you want sent in that packet.
4. “Submit”
5. The “Schools” box will appear – Select “AMCAS and/or any non-participating medical schools- if you do not see the school and you know *it does not* participate in the AMCAS letter service, scroll down to the message area of the screen and enter the school name there, including the complete mailing address.
6. Include any additional information in the “message” area of the screen., i.e., TMDSAS ID# for Texas Schools
7. Click “submit” at the end of the screen
8. To confirm your selections, just look at “View My Past Requests”
9. If you have not done so already, pay your associated fees – requests will not be processed until fees have been received (fee form lists payment options)

ADDITIONAL LETTERS: You do need to obtain a separate AMCAS Letter Request form for any additional individual letters or letter packets.

AMCAS Options:

- Individual letter = 1 letter = 1 AMCAS letter request form
- Letter packet = 2 or more additional letters = 1 AMCAS letter request form

TMDSAS Options:

Questions? Contact - Mildred Davis-Echols at (404) 727-1891 or mdavise@emory.edu