



July 2018

Dear Letter of Recommendation Author,

Below please find information regarding the Letter of Recommendation (LoR) Process for the 2018-2019 residency application cycle.

1. Information from AAMC ERAS regarding LoRs for 2019:

All letters of recommendation *must* be uploaded by the LoR Author or his/her designee using the ERAS Letter of Recommendation Portal (LoRP). *Medical schools will no longer be able to upload letters on your behalf.*

We would like to provide you with the following information as you prepare to write letters on behalf of applicants for the upcoming season.

- Applicants will provide you with a Letter Request Form that includes instructions for the Letter of Recommendation Portal (LoRP) as well as a unique identifier for each LoR you are asked to upload.
- If you do not already have an account, you will be asked to create one in order to gain access to the LoRP.
- Account creation is simple and only requires your name and email address.
- All technical specifications for letters can be found on the AAMC ERAS website: <https://www.aamc.org/eras/lorp>.

2. Information regarding SF-Ophthalmology LoRs for 2019:

Letters of Reference can now be uploaded by authors directly to an applicant's SF Match account via the SF Match Letter Writer Portal. Applicants will provide you with a Letter of Reference Request Form with instructions for uploading the letter.

3. Information regarding Military LoRs for 2018:

Military letter instructions will vary by branch and will be provided by student. Letters of recommendation will either be mailed directly to program or sent to Marie Hartman in the Office of Student Affairs & Career Advising to forward to the designated military email address.

4. Additional Information for LoR authors:

- LoR content: LoRs should primarily focus on your personal experiences/assessments of a student during their clinical rotation or research experience with you.

- Specialty-specific vs Specialty-nonspecific LoRs: Please confirm with the student whether they are asking for a specialty-specific LOR or a specialty-non-specific LoR. A non-specialty specific LoR is preferable for students who are applying to:
 - a preliminary and/or transitional PGY-1 program along with an advanced PGY2 program
 - two specialties while they make final decisions based on Year 4 rotations
 - two specialties due to the increasingly competitive landscape necessitating parallel/back-up specialty applications (we are recommending this to students applying in competitive specialties).
 - Professional Letterhead: Please prepare LoRs utilizing professional letterhead. We encourage Drexel Med faculty at all clinical campuses to utilize stationary with the *Drexel University College of Medicine (DuCOM) letterhead* when writing LoRs for Drexel Med students. You may opt to use the DuCOM letterhead alone or in conjunction with your campus/institution letterhead.
If you do not have the DuCOM letterhead, you can obtain it from your campus DME office or from our Division of Clinical Education (clinical.education@drexelmed.edu.)
 - Signature: All letters should be signed by the LoR author.
 - Faculty appointment: Drexel Med faculty at all clinical campuses should include their Drexel University College of Medicine faculty appointment (e.g. Clinical Assistant Professor of Pediatrics)
 - LoR Review: Please carefully review your letter to assure accuracy of student information prior to upload.
5. Additional Info/Questions:
- ERAS LoRP website <https://www.aamc.org/eras/lorp>. ERAS HelpDesk: contact by email ERASLoRP@aamc.org or by phone 202-862-6249.
 - SF Match LoRP Questions: email: Medschool@sfnmatch.org or call our office at 415-447-0350.
 - DuCOM Office of Student Affairs & Career Advising: 215-991-8762 or 215-991-8221.

Thank you for writing a Letter of Recommendation on behalf of our medical students.

Sincerely,

Amy C. Fuchs, M.D.
Senior Associate Dean for Student Affairs

Seema Baranwal, M.D.
Associate Dean for Student Affairs

Leonard Levine, M.D.
Assistant Dean for Student Affairs

Marie Hartman
Director of Career Advising