

Brief Checklist of things to be done before we can submit your premed composite letter.

These should all be done for us to be able to upload your letter. Note, there are only a handful schools that do not participate in Virtual Evals, despite rumors to the contrary. As you complete these items, check them off. If any of your schools are not participating in VE, we will send the letter directly to the school.

_____ Submit Application form (the Gordon form, includes your phone number, and current email, important if we need to contact you at the last minute).

_____ Submit Vita form.

_____ Submit a list of who is writing letters for you. Make sure all are received.

_____ Submit a list of schools to which you are applying.

_____ Submit your online AMCAS application.

_____ Submit your AMCAS letter request letter (generated once your application is complete and processed by AAMC, all transcripts, etc must be received. This is new 2008)

_____ Send an email to let us know that we are ready to submit your letter, and ensure we have rec'd all the above information. All of the above communications should be sent to both myself and my administrative assistant, Margie.

craig.story@gordon.edu

Margie.roaf@gordon.edu

The above forms can be found at the HP website forms area:

<http://faculty.gordon.edu/ns/by/craig%5Fstory/HealthForms.cfm>