

Letter Request Form



ERAS Application Season: 2015

Request From:

To:

With this form, I am requesting that you submit my Letter of Recommendation (LoR) to the Electronic Residency Application Service (ERAS), which transmits my LoR(s) to the residency programs to which I am applying.

If "I waive" is selected, I waive my right to view this letter now and in the future under the *Family Educational Rights and Privacy Act (FERPA)*. I acknowledge that this letter is for the specific purpose of supporting my application for residency.

(I waive) my right to see this letter.
 (I do not waive) my right to see this letter.

Note:

- It is recommended that all letters be written and submitted on professional letterhead
- Letter should include a date
- Letter should be signed by the LoR Author
- Review your letter for accuracy and grammatical errors before submitting

Please see **Page 2 for instructions** on how to submit letters to ERAS.

Instructions for submitting LoR(s) to ERAS

You can submit your letter to ERAS using one of the following options:

- **ERAS LoR Portal:** This application enables LoR Authors to upload letters securely to ERAS. If you are interested in using this option, please go to <https://www.aamc.org/eras/lorp> and click *Sign in to LoRP* on the upper right-hand side of the page.

Register for an AAMC Account and follow the directions on the site. If you already have an AAMC account, but forgot your user name or password, please use the 'Forgot your user name' and/or 'Forgot your password' links on the LoR Portal sign in page.

To submit your LoR using the LoR Portal, your letter must meet the following system requirements:

- File must be in a PDF format
- File size cannot exceed 500 KB.
- File cannot be password protected, encrypted and/or contain an electronic signature.
- Page size must be 8.5 x 11 inches.
- File name cannot contain spaces or special characters (i.e. hyphens, slashes, periods, etc.).

Standard Letter of Evaluation (SLOE):

If you were asked to submit a Standard Letter of Evaluation (SLOE) as well and would like to submit the form through the LoR Portal, the LoR and SLOE must be uploaded together in one single PDF file.

When uploading a letter to the LoR Portal, please have the information directly below available.

Applicant AAMC ID:

Applicant Name:

ERAS Letter ID:

Specialty to which this letter will be assigned:

Once submitted through the LoR Portal, the LoR will display a watermark containing a date/time stamp of when it was received by ERAS, source of upload and name of the LoR Portal account holder.

Example: Received by ERAS: 12 JUN 2014 02:02 PM Source: LoR Portal Uploaded by: John Doe

Contact ERAS for LoR Portal Help: 202-862-6249 eraslorportal@aamc.org

- **Mail your letter:** If you select this option, please include this form with your LoR and mail to:

Designated Dean's Office Mailing Address

Name: Caroline R. Lazzaruolo

Department: Office of UGME / School of Medicine

School: Stony Brook University School of Medicine

Address: Health Sciences Center L4-148

Address 2: Stony Brook School of Medicine

City: Stony Brook **State:** NY **Zip:** 117948432

Phone: 6316382005 **Ext:**

Fax: 6314449521