

March 2019

**LETTER OF RECOMMENDATION GUIDELINES**

In order to facilitate the timely processing of your application, I would like to share a few guidelines with you regarding your letters of recommendations.

- Our preferred submission method is AACOMAS. (If you have submitted via AACOMAS you do not need to take any further action.)
- MU-COM reserves the right to refuse any letter that is not submitted on professional or college/university letterhead and signed by the evaluator. Digital signatures are acceptable.
- Letters should not be written by a relative (by blood or through marriage).
- The physician letter is expected to document clinical experience.
- Physician letters from outside of the United States or Canada are not accepted.
- If submitting through Interfolio or VirtualEvals, your AACOMAS ID **must** be included in the upload. Having the ID within the letter is insufficient.
- MU-COM does not accept paper letters of recommendation.
- MU-COM is not responsible for receipt or processing of materials that do not conform to these guidelines.

**Please Read** Here is some information about our letter processing timeline:

- The entire process—from your submission of the supplemental application to our review—can take 2–3 weeks, depending on the volume of letters that we receive. Please resist the urge to call us about the status of your letters unless two weeks have passed from the date of our confirmation email.
- If you submit your letters through Interfolio or VirtualEvals, your account with them will indicate that MU-COM has received them. This is not accurate until we download them, which we do only once a week.

In advance, thank you for your application. I appreciate your interest in MU-COM.

Sincerely,  
Linda Overholt  
Administrative Assistant