



Boston University
School of Medicine

Division of Graduate
Medical Science
715 Albany Street, L-315
Boston, Massachusetts
02118-2526

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Dear Medical Sciences Students:

We would like to update you about our protocol for requesting to have your Dean's/Advisor's Letter and Letters of Recommendation sent to schools. We are pleased to announce that we have subscribed to the national VirtualEvals Program and will transmit your letters to the majority of medical schools electronically. Consequently, we have included several changes from the instructions of previous years and we ask that you please read the information below carefully.

INSTRUCTIONS FOR ALLOPATHIC AND OSTEOPATHIC MEDICAL SCHOOLS:

Of the 125 allopathic medical schools, 118 have agreed to receive letters electronically this year. Similarly, of the 21 osteopathic medical schools, 18 have agreed to receive letters electronically this year.

After you receive at least five secondary applications, please submit a Transmission Form on which you have listed the schools for which you will be submitting a Dean's/Advisor's Letter and/or Letters of Recommendation from our office. Please note that there are now separate forms for Allopathic (pink) and Osteopathic (yellow) schools. Make sure you specify the campus to which you are applying if there are multiple locations. If you are applying to MD/PhD or DO/PhD programs, you must indicate that next to those schools on the Transmission Form.

We will attempt to process your Transmission Form as soon as possible. After we have submitted your letter electronically, you should receive an email from VirtualEvals (the electronic submission center) notifying you that your letter has been submitted.

In addition to the Transmission Form, you must provide us with addressed mailing labels and stamps if you are applying to any of the following allopathic medical schools that do not participate in the VirtualEvals Program:

David Geffen School of Medicine at UCLA
University of California, San Francisco, School of Medicine
University of Missouri – Kansas School of Medicine
Northeastern Ohio Universities College of Medicine

**University at Buffalo School of Medicine and Biomedical Sciences
Universidad Central del Caribe School of Medicine University of Puerto Rico
School of Medicine**

or to any of the following osteopathic medical schools:

**Michigan State University College of Osteopathic Medicine
New York College of Osteopathic Medicine
New York College of Osteopathic Medicine
University of North Texas Health Center Texas College of Osteopathic Medicine.**

VirtualEvals does not allow for the submission of more than one set of letters per student; thus, please note that we will submit the same set of materials to each school to which you are applying. Therefore, your letters will not be sent until your file is complete.

As you receive secondary applications, you may notice that some schools **REQUIRE** specific letters of recommendation in addition to your Letters of Recommendations or Dean's/Advisor's Letter. Please attach a copy of the instructions, highlighting the specific **REQUIREMENTS**, to your Transmission Form and provide us with the appropriate mailing label(s) and stamps. These letters will likely be sent by postal mail and not be uploaded onto the VirtualEvals site. We will do our best to accommodate the specific **REQUIREMENTS** of schools; however, we will not send separate letters unless the schools designate them as **REQUIRED**.

INSTRUCTIONS FOR TMDSAS SCHOOLS:

The Texas Medical and Dental Schools Application Service (TMDSAS) participates in the VirtualEvals Program. If you are applying to schools that participate in TMDSAS, list TMDSAS and the schools, though we will only submit materials to TMDSAS. Also provide us with your TMDSAS identification number on the appropriate Transmission Form.

INSTRUCTIONS FOR DENTAL SCHOOLS:

The Division of Graduate Medical Sciences submits Letters of Recommendations and Dean's/Advisor's Letters to dental schools by postal mail. In addition to the Dental School Transmission Form (green), please provide us with the appropriate mailing label(s) and stamps.

All three transmission forms (Allopathic, Osteopathic, and Dental) may be downloaded from the GMS website, www.bumc.bu.edu/gms, in the Graduate Student Forms folder.

We wish the best of luck as you continue with the application process.