

# PRIVATEFOLIO INSTRUCTIONS

## MEDICAL SCHOOLS

Please read these instructions carefully. Failure to do so could result in delays in sending your letters.

### **Table of Contents**

What is PrivateFolio .....	1
How Do I Create My PrivateFolio Account.....	1
How Do I Request a Confidential Letter of Recommendation for my PrivateFolio Account .....	2
Sending Your Letters .....	3
Other Notes.....	3
Request for Letter of Recommendation .....	3-4
What to Put on Your Applications.....	5
AMCAS .....	5-7
AACOMAS.....	7-8
TMDSAS.....	8

### **What is PrivateFolio?**

PrivateFolio is a 3rd party service that allows applicants to collect confidential letters of recommendation for health professional programs.

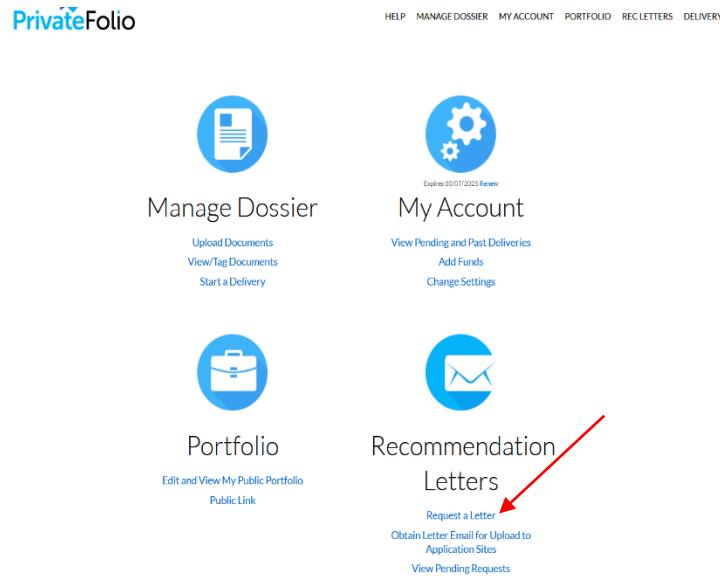
### **How Do I Create my PrivateFolio Account?**

1. Go to <https://www.privatefolio.com/auth/webUser/signup?invitedReferralCode=UVU-PPAC> (you must use this link in order to be properly affiliated with UVU and receive your account for free).
2. Enter your information, choose a password, and press Submit to create your account.
3. You will receive a confirmation email. Click on the confirmation link in this email, and then log in to your account using your email address and password.
4. You will be asked to choose an account term. Your UVU affiliation will allow you to sign up for a free one-year account.

Congratulations! Your PrivateFolio account has been set up and you are ready to request letters.

## How Do I Request a Confidential Letter of Recommendation for my PrivateFolio Account?

1. In PrivateFolio, click “Request a Letter”, located under “Recommendation Letters”.



2. Fill in the name and email address of your letter writer and provide a title for the letter (e.g., Professor First Name, Last Name - Letter of Recommendation). This title will be visible to the letter writer.
3. You have the option of modifying the text of the request that will be sent to your letter writer and you can also indicate a due date for the letter and whether it should be signed (we highly recommend indicating a due date and the letter will need to be signed). In the text of the request also add a note for the letter writer to submit the letter on letterhead.
4. Check the box indicating that you waive FERPA rights of access (this is required to ensure the confidentiality of letters). Then Press “Submit”.
5. Your letter writer will receive an email with the details of your request and will provide them with a link through which they can upload the letter.
6. Once the letter is uploaded to PrivateFolio, you will receive a confirmation email notifying you that the letter has been uploaded and is available for use. Note that the UVU Pre-Professional Advisement Center staff will be able to view letters once uploaded.

The screenshot shows the 'Request a Letter of Recommendation' form. The breadcrumb trail is 'Home > Rec letters > Request Rec letters'. The form has a sidebar on the left with 'Operations' and links for 'Request Rec Letter', 'Pending', 'Letters on File', and 'Archive'. The main form area has the title 'Request a Letter of Recommendation' and a note 'Fields with \* are required.' There are four input fields: 'Albert', 'Einstein', 'Einstein@uvu.edu', and 'Letter of recommendation request from John Doe'. Below these are two more fields: 'Einstein Rec 2024' and '03/01/2024'. A text area contains the message: 'I am pursuing an opportunity that requires a confidential letter of recommendation and I'm writing to request that you write a letter on my behalf. Thank you for your assistance. Sincerely, John Doe'. At the bottom, there are two checked checkboxes: 'This letter must be signed' and 'In requesting this confidential letter I waive all rights of access to this letter otherwise provided by the Family Educational Rights and Privacy Act of 1974 \*'. A 'SUBMIT' button is located at the bottom right.

**You do not need to use any other functionalities on PrivateFolio (deliveries, portfolio, referrals, etc.). The UVU Pre-Professional Advisement Center staff will handle document review and deliveries to application sites.**

## **Sending Your Letters**

When you are ready for your letters to be sent, you will need to fill out and submit this [Google Form](#). Please ensure that you have entered all applicable IDs on the form. You should have entered:

1. UVID
2. If applying to MD schools: AAMC ID **and** AMCAS Letter ID (from the AMCAS Letter of Evaluation page)
3. If applying to DO schools: AACOMAS ID
4. If applying to Texas schools: TMDSAS ID

Once the form is submitted, Denise Fullmer will prepare and send your letters.

## **Other Notes**

- If you have specific letters for schools from alumni or key contacts that you want sent to a single school, contact Denise Fullmer for instructions on how to handle this.
- If you have e-mailed your letter writers through PrivateFolio and they still have not received the notification, please ask them to check their spam/junk folders.

## **Request for Letter of Recommendation**

The following page of this packet is a request for a letter of recommendation form. Feel free to make copies of this to provide to each of your letter writers.

Please contact the Pre-Professional Advisement Center at UVU with any questions you may have at:

801-863-6484 or [ppac@uvu.edu](mailto:ppac@uvu.edu)

Best of luck on your applications!

(Student's Name) \_\_\_\_\_ has requested that you prepare a letter concerning his/her potential for a dental career. The letter you write will be sent to professional schools and will have a significant bearing on the decision regarding his/her admission. Refer to the 'Suggestions for Writing the Letter of Recommendation' for information that should be included in your evaluation.

***Your letter must be signed by you and printed on the letterhead of your business/organization. Dental schools will not accept letters that are not on letterhead or do not have a signature.***

### SUGGESTIONS FOR WRITING THE LETTER OF RECOMMENDATION

- Letters of recommendation should be of adequate length (about 1 page) and demonstrate you know the student well enough to provide an assessment of them. Provide specific examples whenever possible.
- How long and under what circumstances have you known the student? Be sure to state whether or not you were the student's direct supervisor. If you supervised the student in research, please state the hypothesis in your letter.
- What particular characteristics have you observed which you feel will help this student be successful in a career in dentistry?
- If known, how does the student handle stressful situations?
- How would you assess the student's emotional maturity?
- Address the letter "Dear Admissions Committee".

### HOW TO SUBMIT YOUR LETTER

There are 4 possible ways to submit your letter of recommendation:

1. Submit an electronic PDF or Word document that includes your signature and letterhead to PrivateFolio. If you prefer this method, please ask the student to send the PrivateFolio email request to you. Follow the instructions in the email to submit.
2. Email your scanned Letter of Recommendation to the Pre-Professional Advisement Center at [ppac@uvu.edu](mailto:ppac@uvu.edu). This may be a PDF or word document that is on letterhead and contains your signature.
3. Ask the student to pick the letter up and deliver it to the Pre-Professional Advisement Center (FA-314) for you. In this case, the letter must be in a sealed envelope with your signature over the seal to ensure confidentiality.
4. Mail your signed Letter of Recommendation to:

Pre-Professional Advisement Center  
Utah Valley University – MS 101  
800 West University Parkway  
Orem, UT 84058

## What to Put on Your Applications

**AMCAS** - Indicate that your letters will be sent as a **letter packet** from Utah Valley University.

1. Click on “Add Letter of Evaluation/Recommendation”

### Letters of Evaluation/Recommendation

#### **i** Important Information about Letters:

- You may submit your application before creating letter entries in this section.
- You may submit your application prior to letters being received by AMCAS.
- Letter deadlines are established individually by each medical school, so check their websites for deadline dates.
- Letters sent to AMCAS cannot be released to applicants or letter authors under any circumstances, and are provided only to medical schools that are participating in the AMCAS Letter Service.
- Re-applicants should note that letters received by AMCAS do not rollover to later application years, so advise your letter authors to keep a copy of their letter.
- The AAMC publishes a list of guidelines for letter of evaluation authors. A link to the guidelines is on the Letter Request Form you will provide to your letter authors.

*\* You must contact schools that do not participate in AMCAS Letters to determine their letter of evaluation requirements. AMCAS will not forward your letters to these schools. See the list of participating schools.*

Watch "How to Add Letter of Evaluation Entries & Assign them to Medical Schools" Tutorial

Watch "How to Match Letter of Evaluation Entries & Assign them to Medical Schools" Tutorial

**Note:** Your letter writers must send your letters through AMCAS if you are applying to one or more schools participating in the AMCAS Letters Service.

Please create one letter entry for each Committee letter, Individual letter, or Letter Packet being sent to AMCAS. Most medical schools participate in the AMCAS Letter Service. Please review [additional information about letters of evaluation](#).

A maximum of ten (10) letter entries may be created. Letter entries may be added and assigned to medical schools after you have submitted your application. However, once you have submitted your application, existing letter entries cannot be edited or deleted; they can only be marked "No Longer Being Sent".

[+Add Letter of Evaluation/Recommendation](#)

[I have no Letters to add](#)

2. Select the “Letter Packet” option
3. Title the letter “Letter Packet”

Committee Letter:

A committee is a letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A committee letter may or may not include additional letters written in support of your application. A Committee Letter is sometimes called a composite letter.

Letter Packet:

A packet or set of letters assembled and distributed by your institution, often by the institution's career center.

Individual Letter:

An individual letter refers only to a letter authored by, and representing, a single letter writer. **If you have already included an individual letter within either a committee letter or letter packet, you do not need to add a separate entry for the individual letter.**

**i** Select a meaningful Letter Title, as you may need this title later to identify a letter. For example, if this letter were from the University Of X, with a primary contact of John Doe, and you intend to have this letter sent only to MD/PhD programs, you might create a title of "UX\_Doe\_MD\_PhD ".

#### Letter Title

Letter Packet

4. Select “Utah Valley University”

5. Enter the following information for the "Primary Contact":

Denise Fullmer  
Pre-Health Counselor  
Utah Valley University  
800 West University Parkway  
Orem, UT 84058  
801-863-6714  
fullmede@uvu.edu

You may list your individual letter writers under "Additional Authors" if you wish.

Select School \*

Utah Valley University

Primary Contact/Author

Prefix

Select Salutation

First Name \*

Denise

Middle Name

Please enter the author's middle name

Last Name \*

Fullmer

Suffix

Select Suffix

Title

Please enter the author's title

Organization Name

Utah Valley University

Address\*

800 W University Parkway

Address 2

Apt No., Suite No., Building No. etc

Country\*

United States of America (the)

State \*

Utah

City\*

Orem

Zip Code \*

84058

Phone \*

(801) 863-6714

Email \*

fullmede@uvu.edu

You must enter the AMCAS Letter ID associated with your letter packet in the Google Form. This is how AMCAS links your letter packet to your application.

Name	Letter Status	Letter ID	Actions
Denise Fullmer, Letter Packet	Not Received	8683424	<div style="display: flex; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">  Letter Request Form         </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">  Details         </div> </div> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-top: 5px;">  Delete         </div>

**AACOMAS** - Send an evaluation request to Denise Fullmer:

1. Click on “Create Evaluation Request”

# Evaluations

Once you have saved an electronic evaluation, an email request will automatically be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

In this section, you can send requests for evaluations. Evaluations (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the evaluators themselves via **Letters by Liaison**, our recommender portal; they cannot be completed or submitted by the applicant or another party on behalf of the evaluator. [Click here](#) for more information.

You can edit and delete requests that are in Requested or Accepted status. Once a request is Completed, you cannot make any changes regardless of whether you’ve submitted your application or not.

AACOMAS recommends that when you enter a suggested evaluation submission date, you confer with your evaluator beforehand to ensure they have ample time to submit their letter of evaluation. This date should also correspond with any evaluation guidelines set by your designated Pre-Health advisor, Career Center, etc.

Your evaluations are shared with all your schools of osteopathic medicine. You can submit your application before letters of evaluation are received by AACOMAS.

I Am Not Adding Any Evaluations

## Create Evaluation Request

Create Evaluation Request

Under Evaluator’s Information:

2. Select “Yes” when asked, “Are you requesting a committee evaluation?”
3. List Denise Fullmer as the sender with the e-mail address fullmede@uvu.edu
4. Select today’s date for the due date
5. Select “Yes” to waive your rights to access the evaluation
6. Check the 2 boxes to give Permission to Contact Reference and Permission for Schools to Contact Reference
7. Click on “Save this Evaluation Request”

## Evaluator's Information

\* Are you requesting a committee evaluation

Yes

No

\* First Name

Denise

\* Last Name

Fullmer

\* Email Address

fullmede@uvu.edu

\* Due Date

04/19/2021



MM/DD/YYYY

\* Personal Message to Your Evaluator

Please send my letter packet to AACOMAS. Thanks!

8 words 48/500

## Waiver of Evaluation

\* I waive my right of access to this evaluation.

Yes

No

## \* Permission to Contact Reference

I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline.

## \* Permission for Schools to Contact Reference

I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.



Save This Evaluation Request

**TMDSAS** - Indicate that your letters will be sent via **HP Committee Packet** from Utah Valley University.

### Letters of Evaluation

For more information on this section, please review the Letters of Evaluation section of the [handbook](#).

Once you have completed the section below, you should have your letters delivered to TMDSAS. Committee packets and letters can be delivered in several ways: via Interfolio, Virtual Evals, uploaded directly to the TMDSAS Evaluator Portal or mailed directly to TMDSAS. Make sure your TMDSAS ID is on your letter(s) so that we can match them properly.

You are currently applying to:

#### Medical school(s)

- ▶ Texas A&M HSC College of Medicine
- ▶ Texas Tech HSC Paul L. Foster SOM at El Paso
- ▶ Texas Tech HSC SOM at Lubbock

Please submit the following letters to complete the application.

#### For Medical School

- ▶ One Health Professions Committee Packet

Indicate how you will submit your letters of evaluation:\*\*

HP Committee Packet

Individual

Not sure what a committee packet is? [Learn more here.](#)

#### HP Committee Packet

Select the institution your Health Professions Committee Packet will be sent from:\*\*

Utah Valley University (ND)

Institution	HP Committee Packet Status	Created Date
Required Utah Valley University (ND)	Pending	7/10/2019

#### Extra Letter

The schools you are applying to prefer to receive only the required letters. However, you may submit one additional letter if you wish. VET applicants may NOT submit an extra letter.

An extra letter must come directly from the evaluator. It **cannot** be part of your committee packet.

Do you intend to submit an extra letter?\*

No

Yes

The data was successfully saved. Click the 'Save and Continue' button to proceed to the next section.

There might be a slight delay after the "Save" button is clicked. DO NOT click again until a confirmation message appears.

Save

Save & Continue

Cancel

Click cancel to undo all changes and revert the page back to its original state ONLY IF you have [B22](#) saved the page.