December 5, 2014

Letter of Evaluation (Recommendation) Service Information

The Dornsife Office of Pre-Health Advisement is discontinuing the letter of evaluation storage and forwarding service effective March 2, 2015. This includes the use of veCollect (formally known as VirtualEvals) which is the system we have used to help manage our Letter of Evaluation (LOE) Service. We believe that by eliminating our office as an intermediary resource for the letter of evaluation process, we can focus efforts on other aspects that can ensure your success regarding professional school planning and application preparation.

With this transition, our office:
• Will no longer activate any new LOE accounts beginning with this coming application cycle (Spring 2015) and beyond.
• Will no longer upload any letters to veCollect, AMCAS or AADSAS except for those account holders that are currently applying to medical or dental school.

The Dornsife Office of Pre-Health Advisement encourages students to review and select one of the other letter storage and management services. For instance, letters of evaluation can be sent through one of the following formats:

For those applying to medical school:
• AMCAS Letter Writer Service (no additional cost)
  • or Interfolio

For those applying to dental school:
• ADEA AADSAS Evaluator's Portal (no additional cost)
  • or Interfolio

For all other health professions, please visit the corresponding centralized application letter service for instructions pertaining to letters of evaluation (recommendation) at no additional cost to the applicant.

Interfolio is a credential file management service for colleges and universities. It is similar to the LOE Service in that it has the ability to collect and store your letters.

Additionally, with Interfolio, you’ll have the ability to:
• Write a message to the letter writer and provide more specific information (upload files – personal statement, resume, or provide a description of the opportunity for which the letter should be written)
• Create a public profile of your personal and academic accomplishments
• Have your letters sent to professional and graduate schools, scholarships and other academic programs
• Access your information 24 hours a day
• Get assistance from Interfolio via an online help center, phone or email Monday-Friday, 9am-6pm EST (8am-5pm CST)
There is a nominal fee for this service. USC students are able to receive a membership for $15 per year. Using the code listed below associates your account with USC. This allows the Dornsife Office of Pre-Health Advisement to transfer existing letters housed in our office and provide assistance when needed. To receive the discounted price and associate your account with USC, please use this special rate code: USCHLTH15.

For more information on Interfolio and to sign up, please go to www.interfolio.com.

For more information on the AMCAS Letter Writer Service, please go to www.aamc.org.

For more information on the ADEA AADSAS Evaluator’s Portal, please go to www.adea.org.

Due to this change, there may be required action on your part. Please be sure to read through all of the information and options listed below.

- **If you never opened a LOE account**, we encourage you to use Interfolio or your appropriate CAS system to assist in the processing of letters of evaluation to professional schools. The Dornsife Office of Pre-Health Advisement will no longer accept letters of evaluations via mail or email.

- **If you are a current LOE account holder**, you must request letters be sent to Interfolio or be archived for five years within the Dornsife of Pre-Health Advisement.

- **If you used the LOE Service in the past and have letters on file with the LAS Pre-Health Advising office**, you can request that your letters be transferred to Interfolio.

Requests for the last two situations can be made via email at prehealth@dornsife.usc.edu.

*All letters of evaluation previously sent to the Dornsife Office of Pre-Health Advisement are stored for five years from the date of submission to the office. After that time, all letters are destroyed. Letters will no longer be archived in the Dornsife Office of Pre-Health Advisement after March 31, 2020.*

For questions regarding this transition, please contact prehealth@dornsife.usc.edu. The Dornsife Office of Pre-Health Advisement will continue to support you with your exploration and preparation for health professional and graduate school applications, and welcomes you to take advantage of our services and resources.

We wish you the best as your prepare to apply to health professional schools this year or in the years to come.

*Dornsife Office of Pre-Health Advisement*