**P**ACKET **M**AILING **R**EQUEST

1. **Sending this form to** [**prehealth@utdallas.edu**](mailto:prehealth@utdallas.edu) **tells HPAC to upload your letters to professional schools (along with your committee evaluation, if you complete the HPE process).**
2. Complete ALL YELLOW FIELDS that apply to you.
3. SUBMIT this form AFTER all your letters arrive at HPAC and you have STARTED all medical or dental applications that you intend to complete for EY2023. Use the **INSTRUCTIONS FOR ALL APPLICANTS** (below) to complete each application’s Letters section.
4. You can submit this PMR before *submitting* medical and dental applications.
5. If HPAC has not received your letters when you submit the PMR, or you have not completed the Letters section of each application using the **INSTRUCTIONS FOR ALL APPLICANTS** (below),   
   **HPAC will not be able to process your PMR**.

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| **INSTRUCTIONS FOR ALL APPLICANTS** |
| **On the Letters section of each application, indicate that you’re expecting:**  ***On TMDSAS----*a HEALTH PROFESSIONS PACKET**  ***On AMCAS------*aLETTER PACKET** or, if you will [complete step 6](https://oue.utdallas.edu/pre-health/apply-to-schools), a **COMMITTEE LETTER**  ***On AACOMAS--*a COMMITTEE EVALUATION**  ***On AADSAS-----*a COMMITTEE EVALUATION**  **Letters listed on this form should NOT be entered as individual letters on the Letters sections of your applications!** The single exception is that TMDSAS requires dental applicants to designate a dentist recommender, even if that letter is included in their letter packet.  Make sure to use this e-mail!  **If asked to list an author for the packet, choose**  **DOYEN RAINEY, HPAC Director, 972-883-6767,** [**prehealth@utdallas.edu**](mailto:prehealth@utdallas.edu) **800 West Campbell Rd, Richardson, TX, 75080**  **If an application has a “release to advisor” option, YOU MUST CHOOSE “YES.”** |
| All UT Dallas letter packets show the Director as “author,” but the packet will include all the letters you designate below.  If you complete [step 6](https://oue.utdallas.edu/pre-health/apply-to-schools), the packet will also include your Committee Evaluation.  You may be prompted to enter a “due date” but HPAC uploads your packet ASAP, regardless of any date you enter. |

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| **Provide each that applies to you.**  MCAT/AAMC ID: <for all medical applicants>  AMCAS Letter ID: <for AMCAS applicants only>   *“I completed the AMCAS Evaluators section according to Instructions For All Applicants.”*  TMDSAS ID: <for TMDSAS applicants only>  *“I completed the TMDSAS Letters section according to Instructions For All Applicants.”*  AACOMAS ID: <for AACOMAS applicants only> *“I completed the AACOMAS Evaluators section according  to Instructions For All Applicants.”*  AADSAS ID: <for AADSAS applicants only> *“I completed the AADSAS Evaluators section according to Instructions For All Applicants.* |

**Full Name:**

**UTD netID:**      

**Active Email Address:**

**HPAC Advisor:**

*“HPAC, please send my letters from the following writers…*

Required:<letter writer's name>

Required:<letter writer's name>

Required:<letter writer's name>

Optional: <letter writer's name>

Optional: <letter writer's name>

*…plus my* committee letter*, if I went through the HPE process,  
to the schools and programs I indicate below.”*

***“I’ve received confirmation that HPAC has   
 received letters from all the writers listed above.”***

Schools may not accept letters dated earlier than May 1, 2022.   
Updated letters can be emailed to [prehealth@utdallas.edu](mailto:prehealth@utdallas.edu) or faxed to 972-883-6806.

Most schools accept a Committee Letter packet even if the accompanying letters are dated earlier than May 1, 2022.