

# Letter of Recommendation Information

---

## Do I need to print a Letter of Request Form for my letter to be uploaded to ERAS?

- **YES.**
- In the MyERAS application, applicants generate a Letter of Request Form (LRF) for each LOR they are requesting.
- Once an LOR entry has been *Confirmed for Upload*, a Letter ID will be generated and the option to *Print Letter Request Form* will become available under the *Actions* column.
- A Letter of Request Form PDF will be generated with a unique ID number for EACH letter you want uploaded.
- Submit the generated Letter of Request Form PDF to your LOR author via email, fax, or in person.
- Applicants will receive an email notification to the email address entered in the *Personal Information* section of MyERAS that alerts them to when an LOR has been uploaded.

## Is there a document I can provide to letter writers to assist them with the process for uploading LORs?

- **YES.**
- Feel free to provide them with the [ERAS LOR Information for Physicians](#) document.
- This document is located under [Residency Resources](#) on our [Residency Applications website](#).

## What do I need to do in MyERAS for my Letters of Recommendation (LORs)?

- You need to create and finalize LOR Authors, under the Documents tab.

## When is the deadline to have LORs submitted to OCS for uploading?

- LORs should be submitted by **September 1<sup>st</sup>** – this allows processing within ERAS in order for them to be available to programs on **September 28<sup>th</sup>**.

## When do I finalize my LOR Authors?

- As soon as you enter their name in MyERAS.
- If you do not finalize your LOR Authors in MyERAS, the system will not generate a Letter of Request Form.
- You will decide later when applying to programs which letter you want to assign to a particular program.

## What do I need to do if I need an LOR from a Department Chair for Internal Medicine at Ochsner?

- Make sure your *Residency Specialty Interest in Placements* indicates your residency specialty interest for Internal Medicine.
- In MyERAS, when you create your LOR Authors, list the appropriate department chair as indicated below:
  - For Internal Medicine – Dr. Christopher White
- Submit Letter of Request Form to [med.ocsStudentAdmin@uq.edu.au](mailto:med.ocsStudentAdmin@uq.edu.au).

This is provided by the Ochsner Clinical School Office of Student & Academic Affairs.

### **How long does it take for my LORs to appear in ERAS?**

- Applicants will receive an email notification to the email address entered in the *Personal Information* section of MyERAS that alerts them to when an LOR has been uploaded.
- LORs uploaded to the AAMC letter writer portal can take up to 2 weeks to appear in ERAS.

### **When I enter an LOR Author in MyERAS there is an option to select one of the following. What do I select?**

1. *This LOR Author is a Program Director in a current/previous residency or fellowship where I trained.*
  2. *This LOR Author is a Department Chair where I completed my clerkship, residency, or fellowship training.*
- None of you would select #1.
  - Only if the LOR Author is a Department Chair where you completed a rotation, would you select #2. Otherwise, do NOT select either.

### **How do I know if any LORs have been uploaded to ERAS?**

- Applicants will receive an email notification to the email address entered in the *Personal Information* section of MyERAS that alerts them to when an LOR has been uploaded.
- Additionally, you can easily check at your convenience to see all documents that have been uploaded to your ERAS record by logging in to [OASIS – On-Line Applicant Status and Information System](#) through [ECFMG](#).

*Document Updated: May 29, 2024*

This is provided by the Ochsner Clinical School Office of Student & Academic Affairs.