

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 1st** – this allows processing within ERAS in order for them to be available to programs at the end of September.

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 a Structured Evaluation Letter for Internal Medicine at Ochsner?

- Make sure your *Residency Specialty Interest in Placements* indicates your residency specialty interest for Internal Medicine.
- You will receive an email from the Student and Academic Affairs team with further instructions.
- Please contact med.ocsStudentAdmin@uq.edu.au with any questions.

This is provided by the UQ-Ochsner 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](#).

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