ERAS - Letters of Recommendation
Information for Physicians

Helpful Tips

Content to Include:

1. Address the letter to "Dear Program Director"; individualized salutations are not necessary.

2. Include in your letter whether or not the applicant has waived their right to see this recommendation, as indicated on the first page of this document.

3. The nature of your relationship with the applicant; how long and in what context you know the student/applicant.

4. Include specific examples to address strengths of the applicant, details about the student/applicant and their performance.

5. Mention any experience(s) that might add character/uniqueness to the student/applicant.

When to Say No:

- You do not know the student well enough
- You cannot write a strong or supportive letter
- The student's timeline is unreasonable for you and your schedule
- You are too busy with other commitments
- Do not say yes if you cannot meet the deadline. Missing LoRs or not having LoRs submitted on time can cost students their interviews.
- If you feel you cannot write a strong LoR for the student, please tell them so they can find someone else.

The AAMC's Letter of Recommendation Portal (LoRP)

The Letter of Recommendation Portal (LoRP) enables LoR Authors and/or their designees to upload letters of recommendation (LoRs) to ERAS for distribution to training programs, at the request of applicants.

Once the ERAS application season begins (late-June), applicants can generate a Letter Request Form through ERAS for each LoR they are requesting and they provide the relevant author with the form. Authors and/or their designees use the unique Letter ID on each form to upload LoRs for applicants. The applicants will receive an email notification that alerts them when a LoR has been uploaded.

Letter of Recommendation Portal Guidelines

To access the Letter of Recommendation Portal (LoRP), you must sign in using an AAMC account. Please go to https://www.aamc.org/eras/lorp and click *Sign in to LoRP* on the upper right-hand side of the page. Simply sign in if you already have an existing AAMC account, otherwise select *Register for an AAMC Account* and complete the information to gain access.

LoR Requirements

In order for a letter to be uploaded to the Portal, the letter must meet the following system requirements:

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The University of Queensland Medical School – Ochsner Health ● UQOchsner@ochsner.org ● ochsner.uq.edu.au

- File must be in a PDF format.
- File size cannot exceed 1 MB.
- File cannot be password protected and/or contain an electronic signature.
- File name cannot contain the following special characters: | * ? :
- Page size must be 8.5 x 11 inches.

<u>Please Note:</u>

- Letters should be on professional letterhead.
- Letters should include a date.
- Letters should be **signed** by the LoR Author.
- Carefully review the letter for accuracy and grammatical errors before uploading a letter.

Resources

- Access the LoRP User Guide at https://www.aamc.org/media/45531/download?attachment
- Ochsner physicians can access electronic versions of letterhead by contacting StudentAffairs@ochsner.org or clicking the links below.
  - Ochsner Health letterhead
  - UQ-Ochsner Medical School letterhead

For additional assistance, please contact:

- ➢ **ERAS LoR Portal Help:**
  - eraslorportal@aamc.org or 202.862.6298
- ➢ **UQ-Ochsner Student & Academic Affairs:** StudentAffairs@ochsner.org
  - 504.842.1204 ● 504.754.7279 ● 504.842.7460 ● 504.842.7868

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