

Requesting Evaluation Packets from the PGSA* (Professional and Graduate School Advising) Med/Dent Portal

Each application will have a process, outlined below, for requesting letters, when asked for the contact information, use the following:

Mrs. Dionne Thomas
209 Koldus Bldg.
Texas A&M University
College Station, TXF
opsa-portal@tamu.edu

AMCAS-Choose "Letter Packet" option and use the contact information above to have AMCAS send the letter request. When you save the contact information in AMCAS, an email will be sent to the PGSA Portal providing a link to upload your packet.

AACOMAS- When completing the evaluation request, waive your right of access to the letters. When you save the contact information above in AACOMAS, an email will be sent to the PGSA Portal providing us with a link to upload your packet. You will need to include a separate evaluator request for a letter from a DO through the AACOMAS application unless one of your first three letters in the PGSA Portal was from a DO for some programs do require a DO letter.

**AACOMAS requires a "due date," use Sept 1 or the application due date as a placeholder to get through the process. PGSA will not wait until the "due date" to send--we will continue processing requests in the order received.

AADSAS- When completing the evaluation request, waive your right of access to the letters. When you save the contact information above in AADSAS, an email will be sent to the PGSA Portal providing a link to upload your packet.

TMDSAS

PGSA office will upload the packet directly to your application using the TMDSAS Advisor Portal IF:

- 1. You have submitted and paid for your application (May 15 earliest date to do so).**
- 2. You have given the health professions advisors at TAMU access to your application.**
- 3. You have checked that you have three letters in your PGSA file, fill out the 'Request to Send 'form (May 15 earliest date) that appears in your portal file, save, and send to opsa-portal@tamu.edu.**

The PGSA office will upload your letter packet directly into your application once the Request to Send Form is received. It is first come/first served so at busy times, it may take a couple/three days for your letters to show in your application.

Except for MD/PhD or similar combined programs, your PGSA Health Professions Packet will contain the first three letters we received in your Portal.