

# MARIAN UNIVERSITY

Indianapolis®

*College of Osteopathic Medicine  
Office of Enrollment Management*

June 2016

## **LETTER OF RECOMMENDATION GUIDELINES**

In order to facilitate the timely processing of your application, I would like to share a few guidelines with you regarding your letters of recommendations.

- Our preferred submission method is AACOMAS.
- If submitting through Interfolio or VirtualEvals, your AACOMAS ID **must** be included in the upload. Having the ID within the letter is insufficient.
- MU-COM does not accept paper letters of recommendation.
- MU-COM is not responsible for receipt or processing of materials that do not conform to these guidelines.

Here is some information about our letter processing timeline:

- If you submit your letters through Interfolio or VirtualEvals, your account with them will indicate that MU-COM has received them. This is not accurate until we download them, which we do only once a week.
- When letters are added to your application, you will receive a confirmation email from us.
- Once we confirm receipt of your letters, we review them for completeness.
- The entire process—from your submission to our review—can take 2—3 weeks, depending on the volume of letters that we receive. Please resist the urge to call us about the status of your letters unless two weeks have passed from the date of our confirmation email.
- As always, you can check the status of your application in our unique admissions portal at <https://apply-mu-com.marian.edu:4433>. To access the portal, you will need your username and password, which has been sent to you in an email.
- Finally, when contacting MU-COM via email or phone, please include your full name and AACOMAS ID in your communication.

In closing, here are some general tips:

- Letters should not be written by a relative (by blood or through marriage).
- MU-COM reserves the right to refuse any letter that is not submitted on professional or college/university letterhead and signed by the evaluator. Digital signatures are acceptable.
- Physician letters from outside of the United States or Canada are not accepted.

In advance, thank you for your application. I appreciate your interest in MU-COM.

Sincerely,  
Kelly D. Early  
Administrative Assistant