Requesting Evaluation Packets from the OPSA Med/Dent Portal
The "Request to Send" tab will appear on May 20, 2024

When completing your applications for medical and dental school, you will be asked how your evaluation letters will be sent to that application service. If you collected your letters through the OPSA Portal, you should choose the option that they are being sent as part of a <u>health professions letter packet</u>. In all cases, when asked for the contact information, thank you for using the following:

Mrs. Dionne Thomas
209 Koldus Bldg.
Texas A&M University
979-847-8938
opsa-portal@tamu.edu

Depending on the application service, either you will request OPSA to send your evaluation packet, OR, the application service will request that we send the packet. Here are the specifics:

TMDSAS- Please choose "Health Professions Committee Packet" as your evaluation choice in the application. After submitting ***and paying for*** your TMDSAS application, you should log into the portal and choose the Request to Send tab. Open the Request to Send form, fill it out, save it, and upload the saved form. Be certain to include your TMDSAS pin.

AMCAS-Choose "Letter Packet" as your evaluation choice in the application. After submitting ***and paying for*** your AMCAS application, please download the AMCAS Letter Request Form from the AMCAS application, save it, then upload it to the OPSA Portal Request to Send page. We MUST receive the AMCAS form in the Portal or we cannot upload your packet.

AACOMAS- When completing the evaluation request in this application, be certain to waive your right of access to the letters. When you save the contact information in AACOMAS, an email will be sent to the OPSA Portal providing us with a link to upload your packet. For AACOMAS, 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 OPSA Portal was from a DO. (Some DO schools require a letter from a DO).

AADSAS- When completing the evaluation request in this application, be certain to waive your right of access to the committee letter. When you save the contact information in AADSAS, an email will be sent to the OPSA Portal providing us with a link to upload your packet.

<u>NOTES:</u>
1. You cannot request your evaluation packet until your OPSA Portal File is complete. To be complete, you must have three approved letters and you must have completed your requirements. If you feel your file is complete, but it is not marked complete, please email opsa-portal@tamu.edu.
2. Except for MD/PhD or similar combined programs, your OPSA Health Professions Packet will contain the first three letters we received in your Portal.