Post-Baccalaureate Premedical Student Instructions
Pre-Health Letters & Personal Information Review (PIR) System

Account Registration
To access the system that will be housing your recommendation letters you may go to:
http://ur.wustl.edu/PIR/. Be sure to add this site to your favorites as you will be accessing this account throughout the application process. Once you have accessed the login page you will need to “register” in order to log into the site. You cannot create an account unless you are using a wustl email address. If you do not have a wustl email account you may get one by visiting: http://emailaddress.wustl.edu/

Personal Account Information
The first time you login to the PIR system you should complete your personal account information. There are fields in this section that are required and we need this information to better serve you as an Applicant. You should be sure to indicate that you are a Post-Baccalaureate student on this page. If you do not indicate this we will think that your materials are incomplete if you have not submitted a PIR, Personal Statement, and Resume. These are pieces that the College of Arts & Sciences requires their applicants to complete in order to get a cover letter. These documents can provide helpful information for your post-bac advisor and we encourage you to complete them, but this is NOT a prerequisite for you to get a cover letter. Answering the PIR questions may be useful when you complete secondary applications.

Letters of Recommendation and the PIR system
To login to your account, click on the link that says “Recommendation Letters”. This will take you to the page where you will enter your recommenders’ names and contact info. Once you have entered this information click on the button that says “Save”. If everything worked correctly the name of your recommender should still appear in the box and a link should pop up to the right hand side of your recommender information that says, “Click here to GENERATE your Recommendation Request Form!”

Your next step is to click on this link that says “Click here to GENERATE your Recommendation Request Form!” This will generate a form for you. On this form you must do three things:

1. Select your Purpose: towards the top center of the page you will see a drop down box with different options. In most if not all cases you will select Medical School as your purpose. This tells your letter writer what your recommendation will be used for.

2. Select Confidential: it is important that here you click on “Confidential” to waive your right to see this letter. All letters sent on your behalf to medical schools are confidential and therefore by clicking on this you waive your right to future access.

3. GENERATE: You MUST click on the button that says “Generate” in order for us to receive your letters. Once you click on that button a page will be displayed that says, “Recommendation Request form generated! Click here”. Follow that link and print your recommendation request form to give to your recommender.

Once you have generated your recommendation request forms and given this information to your letter writers the most important thing to do is to be PATIENT!!

WHAT HAPPENS AFTER WE RECEIVE THE LETTERS?
Once the letters are submitted to our office we will scan them into the system. Depending on the time of year it may take up to 2 weeks to get your letter scanned into the system. Once the letter is scanned in, two things will happen 1.) You will receive an email saying that your letter has arrived & 2.) When you login to your account and go to your Recommendation Letters page, a received letter is indicated by the status “Recommendation Letter Received”. 
Wait for an email from the system saying that your cover letter is ready.

If letter writers have not submitted letters AFTER June 1, you can start attempting to politely nudge them. Don’t pester, though! You want them to be in a good mood when they write for you.

Once your cover letter is ready, you will use the PIR site to specify where you want your letters sent.

**Cover Letters**
Once your cover letter has been completed by either Ms. Fogt or Mr. Cummings, you will receive an email notifying you that your Cover Letter is complete. This email will have instructions on how to create your requests to submit letters through the PIR system.

**Instructions for the Letters of Recommendation Section on AMCAS Application:**
You should select the option "Letter Packet" when filling out your application. The primary author contact information will be either Ms. Elizabeth Fogt or Mr. Shawn Cummings, depending on who your primary advisor is. Please complete this section by listing the appropriate name with the following address:

One Brookings Drive, Campus Box 1085  
20 January Hall  
St. Louis, MO 63130  
prehealth@artsci.wustl.edu  
314-935-6897

You will be prompted to enter additional authors. THIS IS OPTIONAL. You should NOT separately enter the individual authors that you will include in the packet. Most of you will send one packet to all schools, so you will only have one letter entry on AMCAS, and one AMCAS Letter ID number. If you have a letter that you will only send to a few schools and will not include in your standard packet, that will be a separate AMCAS entry and will have a second Letter ID number.

Your letters will all be sent electronically. You do not have to print out the Letter Request form but please keep it for your records. We will need your AMCAS ID and your Letter ID number in order to process your requests. This will all be handled through the PIR system.

If you need assistance or have questions about the PIR system, please contact Elizabeth Heidger at prehealth@artsci.wustl.edu.