

Applying to Health Professional School through Arts & Sciences

Pre-Health Letters & PreHealth application Institutional Review (PIR) System

Account Registration

As a post-baccalaureate premedical student, you will use the PIR system to store and send your letters of recommendation to the schools to which you apply.

To access the system that will be housing your recommendation letters & PIR materials, go to: <http://pir.wustl.edu/PIR/>. Be sure to add this site to your favorites as you will be accessing this account throughout the application process. You will need to “register” in order to log into the site. You cannot register 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. Required fields in this section allow us to better serve you as an applicant. The most important thing to keep in mind is that if anything changes, you must update this information. For example, if your time line changes and you no longer wish to apply in the cycle that you first indicated, you **MUST** update the year that you intend to enter graduate studies. This is how we know who is applying in any given application cycle; if you don't update this section, you could be missed in the following year.

Interview

Each post-bac student must have a series of two pre-application appointments with their advisor in the spring semester before application. The first will be a strategy session to help you assess your readiness and discuss any questions you may have about the application process, timing, letters of recommendation, personal statement, or choosing your list of schools. The second appointment will be a cover letter interview. Please upload your resume to the PIR site prior to this meeting.

It is important to schedule your strategy session early in the spring semester. During that meeting, your advisor will schedule your cover letter interview. Both of these meetings should be completed before the end of May at the latest. Otherwise, your cover letter may be delayed.

PIR Materials

Please upload your List of Activities, Resume and Personal Statement into the system. You can and should be updating your PIR materials throughout this process. We will be using this information and the information we gather from your interview to compose a cover letter on your behalf. This is not a committee letter in AMCAS terms. We do not rank our students. Our cover letter is meant to serve as a letter of introduction and institutional support for the students who apply through our process.

PIR answers are for your benefit in preparing secondary applications. We highly recommend that you complete these questions, but they are not required in order to obtain a cover letter.

ReApplicants

If you are reapplying, please talk with your academic advisor. Then you will need to go to your PIR Materials page and upload a document with information regarding what you have been doing since your last application cycle. This will allow us to update your existing cover letter.

Letters of Recommendation and the PIR system

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 information. 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 that says, “**Click here to sign your**

[confidentiality agreement waiver!](#)” (This just allows you to print the waiver – we are not requesting your letters for you!)

Your next step is to click on this link that says “[Click here to sign your confidentiality agreement waiver!](#)” This will generate a waiver 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. Sign Waiver: You MUST click on the button that says “Sign Waiver” in order for us to accept your letters. Once you click on that button a page will be displayed that says, “**Recommendation Request Form signed! Click here to print for your recommender.**” Follow that link and print your recommendation request form to give to your recommender, you may also save the form and send it to your recommender. However, we strongly encourage having a face to face meeting, if possible, when asking your recommender to write for you.

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!!

DURING THE SUMMER....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. When 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, if a letter has been received it will say in bold under, status “**Recommendation letter Received**”.

COVER LETTERS

After you have had your cover letter interview with your advisor, we will begin writing your letter. This process can take several weeks or more. Once it has been completed, you will receive an email from the system saying that your cover letter is ready. We won't submit your letter packet to the application service until you have COMPLETED the following:

- 1) Met with your advisor for strategy and cover letter appointments.
- 2) Uploaded final versions of your resume and list of activities.
- 3) Uploaded your submitted AMCAS application.
- 4) Signed the Confidentiality Waiver.
- 5) Requested your cover letter.

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 receive an email with detailed instructions on how to request your letters of recommendation to be sent. You will use the PIR site to specify where you want your letters sent.

Instructions for the Letters of Recommendation Section on AMCAS Application:

You should select the option "Letter Packet" when filling out your application. Please complete this section by listing the appropriate name (Elizabeth Fogt or Shawn Cummings) with the following address:

11 N. Jackson Road
Campus Box 1085
St. Louis, MO 63105
prehealth@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.

Instructions for the Letters of Recommendation Section on AACOMAS Application

You will be asked if you are submitting a committee evaluation, in this section you will select 'yes' and be sure to enter Prehealth@wustl.edu in the email address slot. You should also waive your right to access this evaluation.

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