

MARIAN UNIVERSITY

Indianapolis

College of Osteopathic Medicine
Office of Enrollment Management

June 2014

A FEW WORDS ABOUT LETTERS OF RECOMMENDATION FROM MU-COM ...

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.

- **MU-COM does not accept paper letters of recommendation**, since we are the first paperless admissions system in all of osteopathic medical education.
- Our preferred transmission method is Interfolio or VirtualEvals. If sending via this method, your upload **must** include your AACOMAS ID.
- Alternatively, you can ask your recommenders to submit them via email to me at kearly@marian.edu. Please ask your recommenders to identify you in the email with your ***full name and AACOMAS ID***. Finally, the email must come directly from your recommenders, not you.
- We are not responsible for the processing of letters that do not follow these guidelines.

In closing, here are a few words on the timeline:

- If you submit your letters to Interfolio or VirtualEvals, your account with them will indicate that MU-COM has received the letters. This is not accurate until we download them, which we do only **once a week**. When we download your letters, 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.
- 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 advance, thank you for your application. I appreciate your interest in MU-COM.

Sincerely,
Kelly D. Early
Enrollment Management Administrative Assistant

