FAQ

Who is the point of contact for OPHA’s LOE service?

- The LOE Coordinator. This is currently Travis Meng. You can reach him through email at pre-health@provost.gatech.edu or phone at 404-385-8135.

Can I use OPHA’s LOE service?

- Yes, the service is open to all Tech students and alumni. First you must create a “Pre-Health Profile” on the website. Then, you click on “LOE Application”
In order to use OPHA’s LOE collection and release service, you must be a current or former Georgia Tech student, and you must agree to adhere to OPHA policies and procedures (link). All received LOEs must also include an OPHA LOE form. We also require you to submit an ID photo, so we recognize you when you come in to see us!

Where do I instruct Evaluators to send my LOEs to?

- Evaluators have four different ways of sending letters:
  1. pre-health@provost.gatech.edu if by email
  2. Mail code: 0940 for campus mail
  3. For post/FedEx/UPS:
     Office of Pre-Health Advising
     Georgia Institute of Technology
     Clough Commons
     266 Fourth St. NW, suite 205
     Mail Code: 0940
     Atlanta, GA 30332-0940
  4. Or, LOEs can be hand delivered in an envelope with the evaluator’s unbroken signature across the seal to OPHA.

What if I have additional LOEs from past application cycles?

- Please create a new “LOE Application” for the current cycle. Contact the LOE Coordinator, Travis Meng, and ask him to add your past LOEs to your profile.

How many LOEs can I release to schools?

- Different schools have different requirements and also use different application services. The short answer is “as many as they ask you for.”
What should I include when I am asking for my LOEs to be released?

- There is more detail on this in the LOE Powerpoint. In general, you will need to provide the names of which LOEs to release as they appear on your LOE profile.
  a. If you are using AMCAS, also include each LOEs letter ID#
  b. If you are using ACOMAS, TMDSAS, or applying for podiatry school or optometry school, list each school you need your LOEs to be released to.
  c. If there are any further requirements, the LOE Coordinator will inform you of them.

How long does releasing LOEs take?

- After the student has sent the LOE Coordinator an email requesting for LOEs to be released, it usually takes between 5 and 7 business days to compile the order. This process always takes the longest the first time. The LOE Coordinator will make sure that the student’s file and request are in order and include all necessary information.

Will you release an LOE if I tell you where to send it a couple days or so before it comes in?

- No. We have over 200 students using our service, so we ask your assistance in waiting to make a request only after all your letters have been received by OPHA.

How long does it take to be notified when OPHA has received an LOE?

- We try to update the student the same day. Unfortunately, we cannot guarantee that. All LOEs that have been received during the week will be identified to students by Friday of that week.

Why use OPHA’s LOE services when I could have professors send their LOEs to schools?

- OPHA will store a Georgia Tech students’ and alumni’s LOEs for **FIVE years** after the most recent application at **NO CHARGE** to them. Also, many schools now require students to go through their institute’s pre-health/med department in order to get an institutional history report that includes your academic performance as of the most recent fall or spring as well as any conduct violations.

Can students view LOEs before releasing them to professional schools?

- While OPHA recommends that students agree to submit their LOEs confidentially in order to convey to professional schools a more accurate representation, students may elect to view their LOEs before choosing which ones to release. This is dependent on the student marking “I choose NOT to waive my right to access my file” and this being clear on the LOE Forms the evaluator completes.

What types of schools does OPHA release LOEs to?
OPHA will release LOEs to any professional schools, including medical, M.D./PhD., osteopathic, podiatry, or dental, or schools with post-baccalaureate programs.

When can I reach the LOE Coordinator?

- Hours are typically posted by the second week of school, but don’t hesitate to send an email to ask if you can’t find the posting. If necessary, an office meeting time outside of normal hours can be arranged.