



## PPA Letter Service User Guide

### Contents

<b>Eligibility.....</b>	<b>2</b>
<b>Create Your Account (New Users) .....</b>	<b>2</b>
<b>Login and Initiate a New Letter Service Request .....</b>	<b>5</b>
<b>Adding Letter Writers .....</b>	<b>6</b>
<b>Creating Letter Packets.....</b>	<b>7</b>
<b>Letter Limit Reminder.....</b>	<b>9</b>
<b>Returning Users .....</b>	<b>11</b>
<b>Updating Your Account.....</b>	<b>15</b>
<b>Create a New Packet and Assign Writers.....</b>	<b>16</b>
<b>Send Email Request to Letter Writer .....</b>	<b>17</b>
<b>Remove a Letter Writer from Your List .....</b>	<b>18</b>
<b>Check Receipt of a Letter.....</b>	<b>18</b>
<b>Update Your Packet .....</b>	<b>18</b>
a. <b>Upload AMCAS Letter Request Form .....</b>	<b>18</b>
b. <b>Adding Your Applicant ID Number .....</b>	<b>19</b>
c. <b>Assigning or Removing a letter writer from a letter packet.....</b>	<b>19</b>
d. <b>Create a new packet and assign writers.....</b>	<b>19</b>
e. <b>Delete a packet.....</b>	<b>20</b>
f. <b>Confirm application submission .....</b>	<b>21</b>
<b>Confirmation of Letter Packet Submission .....</b>	<b>22</b>
<b>Additional Instructions &amp; Information for Letter Service Users.....</b>	<b>23</b>
<b>Questions .....</b>	<b>24</b>

## Eligibility

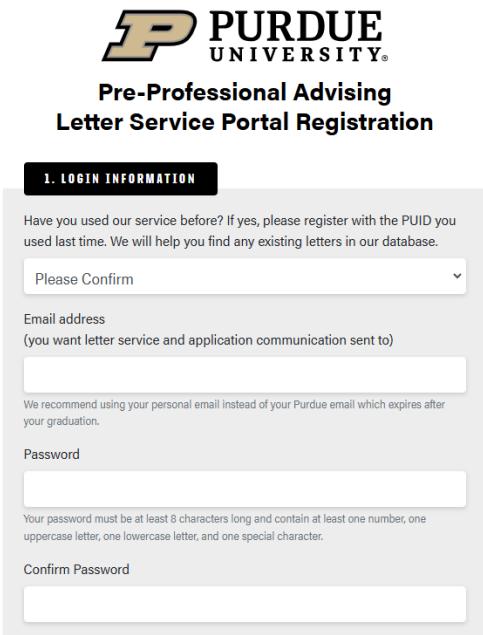
1. Individuals who are applying in 2026 to begin medical or dental school in 2027 may sign up now to use the PPA letter service.
2. Individuals who are graduating in 2026 but will not apply to medical or dental school until 2027 to begin in 2028 may sign up now to use the PPA letter service.
3. Questions about eligibility? Email [preprofessional@purdue.edu](mailto:preprofessional@purdue.edu).

## Create Your Account (New Users)

1. Go to <https://cco.purdue.edu/ppa>. Click on “New User? Create an account within 3 minutes.”



2. Answer the registration questions.



1. LOGIN INFORMATION

Have you used our service before? If yes, please register with the PUID you used last time. We will help you find any existing letters in our database.

Please Confirm

Email address  
(you want letter service and application communication sent to)

We recommend using your personal email instead of your Purdue email which expires after your graduation.

Password

Your password must be at least 8 characters long and contain at least one number, one uppercase letter, one lowercase letter, and one special character.

Confirm Password

**a. Login Information**

Have you used the PPA letter service before?

If you've never used the letter service, answer NO.

If you've used the service, answer YES.

If you used the service and have lost access to the email account associated with the original account, answer YES and create a new account associated with a different email. If you still have access to the email account associated with the original account you created, please log in to your original account, using the Forgot Password feature to reset your password, if needed.

Enter your email address. We recommend using your personal email address and not your Purdue email address which you will lose access to after graduation. The letter service tool requires you to have access to the email account you use to create your letter service account.

Create and confirm your password.

**2. ABOUT YOU**

First Name	<input type="text"/>
Last Name	<input type="text"/>
Preferred Name	<input type="text"/>
Best phone number to reach you	<input type="text"/>

**b. About You:** Give us your first, last, and preferred names and your phone number.

**3. MORE ABOUT YOU**

PUID	<input type="text"/>
Current College (or College at the time of graduation)	<input type="text"/>
Current Major	<input type="text"/>
Anticipated Graduation Year	Anticipated Graduation Term
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> I am a Purdue Alumni	

c. **More About You:** Give us your PUID, College, Major, Graduation Year (anticipated or actual), and Term and check the box if you are an alum.

**4. WAIVER**

I waive my right of access to these evaluations

Yes

[Why is this important](#)

d. **Waiver:** Indicate whether or not you waive your right to access the letters. Click on “Why is this important” for information about waiving your right to access to help you make your decision.

e. Read the conditions of use. Check the box to agree and then click “Create Account.”

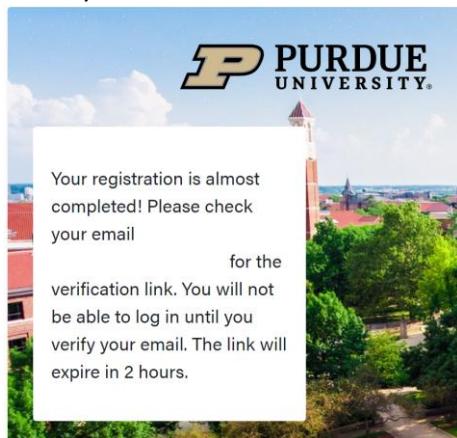
[Click here to read the Letter Service Conditions of Use](#)

I Agree to the Letter Service Conditions of Use

**CREATE ACCOUNT →**

f. Review and confirm the information you entered.

g. Check your email for a verification link.



h. Click the verification link in the email. You'll receive the notice below. Click on “this link” (<https://cco.purdue.edu/PPA>) to login and initiate a new letter service request.



## Login and Initiate a New Letter Service Request

1. Go to <https://cco.purdue.edu/PPA> and enter the email address and password you used to create your account.



2. You'll be taken to the Letter Service home page.



3. Click on "Initiate New Letter Service" and you'll be taken to the screen below.



## Adding Letter Writers

4. Click on “Add Letter Writer+”. Please note that entering a letter writer’s information at this stage **DOES NOT** trigger an email to the letter writer.



Writer	Title	Email	Action
--------	-------	-------	--------

**Add Letter Writer +**

Add a writer

Writer First Name

Writer Last Name

Writer Title

Email

**Close** **Submit**

5. Enter the writer’s first and last name, title, and email address. Click “Submit.”



Writer First Name

Writer Last Name

Writer Title

Email

**Submit**

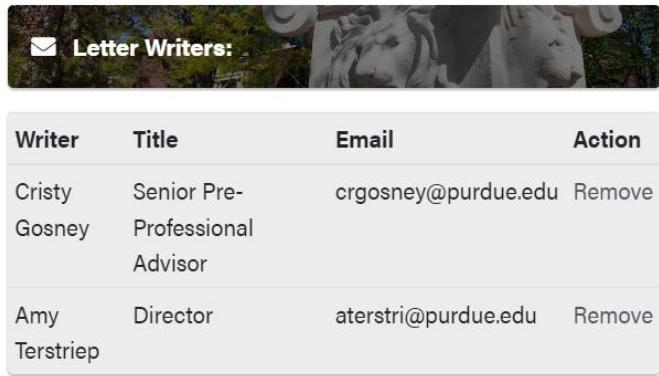
6. You’ll see the writer’s information now listed under “Letter Writers.”



Writer	Title	Email	Action
Cristy Gosney	Senior Pre-Professional Advisor	crgosney@purdue.edu	Remove

**Add Letter Writer +**

7. Click “Add Letter Writer” to repeat the process until all of your letter writers are added.

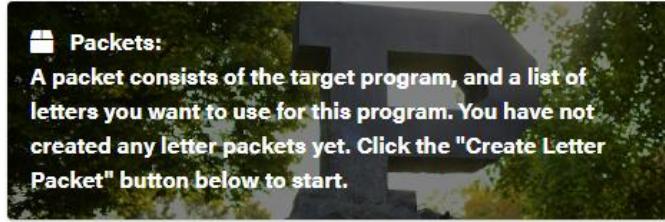


Writer	Title	Email	Action
Cristy Gosney	Senior Pre-Professional Advisor	crigosney@purdue.edu	Remove
Amy Terstriep	Director	aterstri@purdue.edu	Remove

[Add Letter Writer +](#)

## Creating Letter Packets

8. Click on “Create Letter Packet.”



[Create Letter Packet +](#)

You will see three steps to complete – Packet Type; Assign Letters; and Application Year.

Create a packet X

---

1. Packet Type

Medical - MD

2. Assign Letters

**Cristy Gosney** [+](#)  
crigosney@purdue.edu

3. Application Year

2026

---

[Cancel](#) [Create Packet](#)

Click “Packet Type”. Choose the packet type you wish to create from the menu.

Create a packet X

---

1. Packet Type

Medical – MD

**Medical – MD**

Medical – DO

Medical – TMDSAS

Dental – AADSAS

Dental – TMDSAS

2026

---

Cancel Create Packet

Next, click “Assign Letters” and click on the plus sign next to all of the names of the writers whose letters you want to include in this packet. When selected, a check mark appears next to the name. Not all letters have to be included in all packets. For example, you may have a letter that is necessary for your Medical – DO (AACOMAS) packet that isn’t necessary for your Medical – MD (AMCAS) packet. If you change your mind about a letter, click on the check mark to turn it back into a plus sign to remove the letter from the packet.

Create a packet X

---

1. Packet Type

Medical – MD

---

2. Assign Letters

**Cristy Gosney** ✓

crgosney@purdue.edu

---

3. Application Year

2026

---

Cancel Create Packet

## Letter Limit Reminder

As stated in the Letter Service Conditions of Use, there are limits to the maximum number of letters that can be assigned to each packet.

- Medical – MD (AMCAS). Limit of **6 letters** assigned to the packet
- Medical – DO (AACOMAS). Limit of **7 letters** assigned to the packet, if the 7<sup>th</sup> is from a physician
- Medical – TMDSAS. Limit of **4 letters** assigned to the packet
- Dental – AADSAS. Limit of **4 letters** assigned to the packet
- Dental – TMDSAS. Limit of **4 letters** assigned to the packet

Next, choose your application year.

- If you are applying in 2026 to begin medical school in 2027, choose 2026.
- If you are graduating in 2026 but not applying until 2027 to begin medical or dental school in 2028 - select year 2027.

Create a packet X

1. Packet Type

Medical - MD

2. Assign Letters

Cristy Gosney ✓  
crgosney@purdue.edu

3. Application Year

2026  
2026  
2027

Cancel Create Packet

Click “Create Packet”. 2026 packets will appear under your list of letter writers. 2027 packets will not appear. 2027 applicants will log back into their accounts in 2027 and build their packets at that time. Letter writers can still upload letters now to be used in a 2027 application.

**Letter Writers:**

Writer	Title	Email	Action
Emily Dickinson	Poet		Remove
Robert Frost	Poet		Remove

**Add Letter Writer +**

Target Program: Medical - MD (2026) Delete

✉ Emily Dickinson  
✉ Robert Frost

**Packets:**  
A packet consists of the program type and a list of letters you want to use for this program. You have not created any letter packets yet. Click the "Create Letter Packet" button below to start.

**Create Letter Packet +**

If you are applying to other application services, click on “Create Letter Packet” and repeat the process. Additional 2026 packets will appear under the list of letter writers.  
When finished adding packets, click the gold “Submit” button.

**SUBMIT →**

You'll receive a confirmation screen.

Wait until you have received an email from Pre-Professional Advising letting you know your request is reviewed before proceeding.



9. At this point, our office will review the information you've submitted. You'll be notified by email (from [preprofessional@purdue.edu](mailto:preprofessional@purdue.edu)) when your letter service request has been approved.

#### **SAMPLE APPROVAL EMAIL**

Your letter service request has been created, please continue by clicking <https://cco.purdue.edu/PPA/>.

You will be allowed to make changes to your letter writers and packets if needed when you log back into your account.

New users, go to Updating Your Account on page 15.

## Returning Users

1. Returning users already have an online account from a previous application cycle. Go to <https://cco.purdue.edu/pps> and enter your email and password. Use the Forgot Password feature if you don't remember the password associated with your previously created account.



2. From the Letter Service Home, click on "Manage Packets".



3. Here you can update your account.

You will see a list of writers and the status of the letters from previous application cycles.

4. Adding Letter Writers to Your List

Click on "Add Letter Writer +" if you wish to add new writers to your list. Enter the required information about the letter writer and click "Submit".

Add a writer X

---

Writer First Name

Writer Last Name

Writer Title

Email

---

Close Submit

5. Sending email request to letter writer.

Find the newly added letter writer in your list. When you have confirmed with the letter writer their commitment to write a letter for you, click “Send” to send the letter writer an email with instructions and a link for submitting your letter of recommendation to your PPA letter service account. **If you do not complete this step, your writer will not get information about how to upload their letter to your account.**

**Revised letters of recommendation**

In some situations, returning users may want a writer whose letter is already on file to submit a revised letter of recommendation for the new application instead of using the original letter from the past application. This may be the case when an applicant has taken another class with the writer, conducted additional research with a P.I., worked longer with a supervisor, etc. and the writer can add to the content of the letter.

In this case, the applicant needs to email [preprofessional@purdue.edu](mailto:preprofessional@purdue.edu) and provide the name of the writer(s) who are going to submit a revised letter of recommendation. PPA staff will send the writer(s) the email with the link they need to upload the revised letter. This revised letter, when uploaded, will take the place of the letter already in the account and the date of receipt for the most recent letter will appear. This option should not be used if the writer cannot add to the substance of the letter, or if the date on the letter is the only updated information.

## 6. Creating New Packets

Click on “Create New Packet+”

Create a new packet X

---

Select Program

Medical - MD

Select Year

2026

---

Cancel Create Packet

From the drop-down menu, select the packet type you want to create.

Select Program

Medical - MD

Medical - MD

Medical - DO

Medical - TMDSAS

Dental - AADSAS

Dental - TMDSAS

Select the application year.

- If you are applying in 2026 to begin medical school in 2027, choose 2026.
- If you are graduating in 2026 but not applying until 2027 to begin medical or dental school in 2028 - select year 2027.

---

Create a new packet X

---

Select Program

Medical - MD

Select Year

2026

2026

2027

---

Cancel Create Packet

Click “Create Packet”.

**cco.purdue.edu says**

New packet added successfully.

OK

2026 packets will appear under your list of letter writers. 2027 packets will not appear. 2027 applicants will log back into their accounts in 2027 and build their packets at that time. Letter writers can still upload letters now to be used in a 2027 application.

## 7. Adding writers to your packet

Click “Edit” next to the packet.

From the list of writers, select the writers whose letters you want in this packet by clicking on the plus sign next to their names. When selected, a writer’s name will have a green check mark next to it and will appear under “Assigned Letters”.

To remove a writer from this packet, click the green check mark next to the name. A plus sign will appear next to the writer’s name and it will move back to the “Select Letter Sources” list.

Click “Save Changes”.

**cco.purdue.edu says**

Packet information updated successfully.

OK

# Updating Your Account

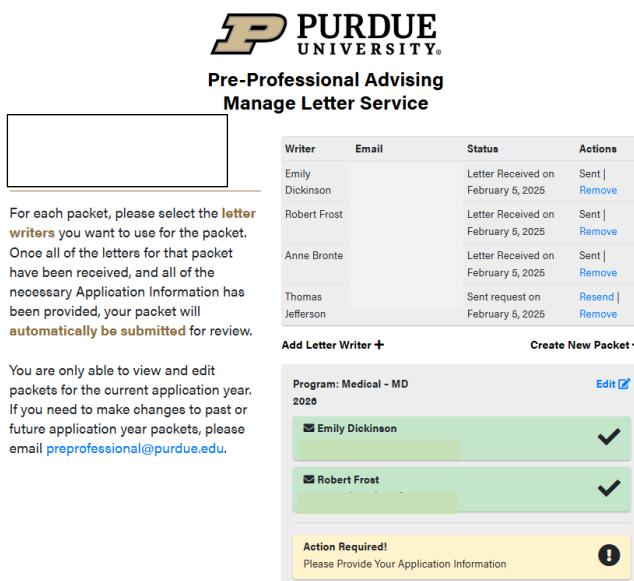
1. Go to <https://cco.purdue.edu/ppa> and enter your email and password.



2. From the Letter Service Home, click on “Manage Packets”.

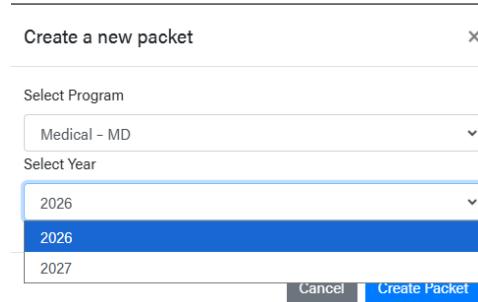


3. Here, you can update your account as needed.



## Create a New Packet and Assign Writers

1. If you need to create a new packet, after you've already set up your account, click "Create New Packet" and from the drop-down menu, choose the packet type you need and the year you are applying. Click "Create Packet."



Create a new packet X

Select Program

Medical - MD

Select Year

2026

2026

2027

Cancel Create Packet

You'll receive a confirmation message.

**www.cco.purdue.edu says**

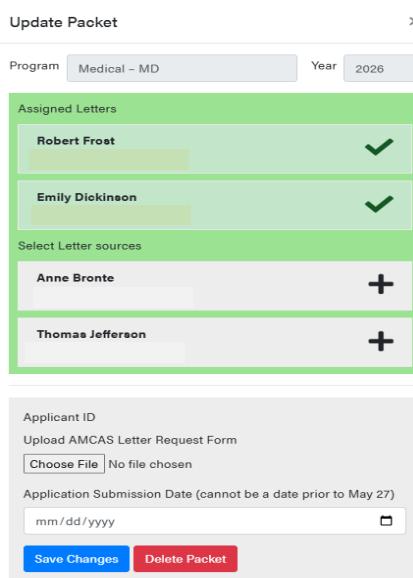
New packet added successfully.

OK

Next, you assign the writers whose letters you want included in this packet.

Click the "Edit" button next to the newly created packet. Then, click on the names of the writers whose letters you want to include in this packet. A green check mark appears. To undo this action, click on the name again and a plus sign will appear.

When you are finished, click "Save Changes".



Update Packet X

Program Medical - MD Year 2026

Assigned Letters

Robert Frost ✓

Emily Dickinson ✓

Select Letter sources

Anne Bronte +

Thomas Jefferson +

Applicant ID

Upload AMCAS Letter Request Form

Choose File No file chosen

Application Submission Date (cannot be a date prior to May 27)

mm/dd/yyyy May 27

Save Changes Delete Packet

## Send Email Request to Letter Writer

1. When you have confirmed with your letter writers their commitment to write a letter for you, you need to send them an email request from your account.

Go to your letter writer list. Under Actions, click “Send” next to the writer’s name to send the email request to your letter writer. Click “OK” to confirm. **If you do not complete this step, your writer will not get information about how to upload their letter to your account.**

**cco.purdue.edu says**

Are you sure you want to send the invitation link?



You’ll see a confirmation that the email was sent.

**cco.purdue.edu says**

Email sent successfully.



In your list of letter writers, you can see which writers have been sent an email and when the email was sent. **You can re-send the email request here if a writer can't find the original request in their inbox or you want to remind them.** Please note that you must wait 7 days to send another email request, and we urge you to be thoughtful about how often you do this.

Writer	Email	Status	Actions
Emily Dickinson		Have not requested	<a href="#">Send</a>   <a href="#">Remove</a>
Robert Frost		Sent request on February 5, 2025	<a href="#">Sent</a>   <a href="#">Remove</a>

The email sent to the letter writer includes information such as:

- The May 31<sup>st</sup> date by which PPA prefers to receive the letter of recommendation. We’ll continue to accept letters after this date until the close of the application cycle.
- Whether or not you have waived your right to the letter.
- Basic letter requirements such as letterhead, signature, date, writer’s title, and email address.
- A link to the core competences for healthcare applicants.
- PPA contact information if they have questions about writing the letter or submitting it to us.
- A unique link to upload their letter to your letter packet.

## Remove a Letter Writer from Your List

- a. If you have already sent the writer the email or have received a letter from a writer, you cannot remove that writer from the list.
- b. Otherwise, to remove a letter writer from your list of writers, click “Remove”.
- c. If you are unable to remove a writer from the list (because you’ve sent the email and/or received a letter), you can still remove that writer from any packet. You can have writers on your list who are not assigned to any packet.

## Check Receipt of a Letter

- a. When a letter has been received, the status will change to “Letter Received” and the date of receipt will be displayed. You cannot view the letter itself. You will also be notified by email.

Writer	Email	Status	Actions
Emily Dickinson		Have not requested	<a href="#">Send</a>   <a href="#">Remove</a>
Robert Frost		Letter Received on February 5, 2025	<a href="#">Sent</a>   <a href="#">Remove</a>

### SAMPLE LETTER RECEIPT NOTIFICATION EMAIL

You just received a letter from (name of letter writer). You can login to your account to track your progress: [cco.purdue.edu/PPA](http://cco.purdue.edu/PPA).

## Update Your Packet

Click “Edit” to update your packet.

[Edit](#)

- a. **Upload AMCAS Letter Request Form (if applicable)**

If you are applying to MD programs through AMCAS, you need to upload your letter request form from your AMCAS application into your Medical – MD (AMCAS) letter packet.

Download the form from your AMCAS application. Click “Edit” next to your MD packet, then click “Choose File” and upload the form to the packet. PPA will not upload your letter packet to AMCAS if you haven’t uploaded this form. Click “Save Changes.”

Applicant ID  
Upload AMCAS Letter Request Form  
 No file chosen

Applicant ID  
Upload AMCAS Letter Request Form Uploaded Test Letter.pdf  
 No file chosen

## b. Adding Your Applicant ID Number

If you are applying through AACOMAS, AADSAS, or TMDSAS, you need to give us your applicant ID number. Click “Edit” next to the packet, then enter the number and click “Save Changes” when finished. PPA cannot upload your letter packet without this number.

Applicant ID

Application Submission Date

mm/dd/yyyy

Save Changes   Delete Packet

## c. Assigning or Removing a letter writer from a letter packet

If you want to **remove a letter writer** from a specific letter packet, but not entirely remove them from your list of writers, click “Edit” next to the packet from which you want them removed. Then, click on the name of the letter writer. The check mark will change to a plus sign. The writer has been removed from this packet, but not from your list of writers.

Want to **assign a writer** to the packet? Click “Edit” next to the packet to which you want them added. Click on the writer’s name and the plus sign will change to a check mark. The writer has been added to this packet.

Click “Save Changes” when finished.

## d. Create a new packet and assign writers.

If you need to create a new packet, after you’ve already set up your account, click “Create New Packet” and from the drop-down menu, choose the packet type you need and the year you are applying. Click “Create Packet.”

Create a new packet

Select Program

Medical - MD

Select Year

2026

2026

2027

Cancel   Create Packet

You'll receive a confirmation message.

**www.cco.purdue.edu says**

New packet added successfully.

OK

Next, you **assign the writers** whose letters you want included in this packet. Click the “Edit” button next to the newly created packet and click on the names of the writers whose letters you want to include in this packet. A green check mark appears. To undo this action, click on the name again and a plus sign will appear.

When you are finished, click “Save Changes”.

Update Packet

Program: Medical - MD      Year: 2026

Assigned Letters

Robert Frost	✓
Emily Dickinson	✓

Select Letter sources

Anne Bronte	+
Thomas Jefferson	+

Applicant ID  
Upload AMCAS Letter Request Form  
 No file chosen

Application Submission Date (cannot be a date prior to May 27)

#### e. Delete a packet

Click “Edit” next to the packet you want to delete, then click “Delete Packet.”

Click “Okay” to confirm your decision.

This action does not remove writers and their letters from your writer list.

f. Confirm application submission.

Do not complete this section if you have not yet submitted your application to the application service. AMCAS does not allow application submission until late-May. TMDSAS does not allow submission until mid-May. AADSAS does not allow submission until early-June. After you've submitted your application to the application service, you can complete this section.

Click "Edit" next to the packet.

Double check your selection of writers for this packet and make any final changes needed. Enter your applicant ID number or upload your AMCAS Letter Request form, if you haven't already done so.

Enter the date of application submission to the application service.

Click "Save Changes."

Update Packet

Program: Medical - MD      Year: 2026

Assigned Letters

- Robert Frost
- Emily Dickinson

Select Letter sources

- Anne Bronte
- Thomas Jefferson

Applicant ID  
Upload AMCAS Letter Request Form  
 No file chosen

Application Submission Date (cannot be a date prior to May 27)  
06/05/2026

If all of your letters of recommendation have already been received, you'll get a confirmation message:

Ready to Submit!  
We are reviewing your materials.



If one or more letters are not received, you'll see an Awaiting Letters status.

Awaiting Letters  
Waiting on letters to be uploaded



Once the final letter is received, your packet status changes to Ready to Submit.

If your status is Ready to Submit, you will receive an email confirmation.

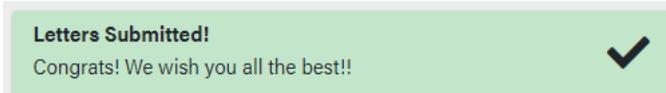
#### **SAMPLE READY TO SUBMIT CONFIRMATION EMAIL**

Your (type of letter packet) has been sent to PPA staff for review. You'll receive an email when your (type of letter packet) has been submitted to the application service, or if we require changes from you.

**Once your packet's status has changed to Ready to Submit, you will no longer have access to it or be able to make any changes. PPA staff are reviewing your materials and submitting your letter packet to the application service.**

#### **Confirmation of Letter Packet Submission**

1. When PPA has reviewed your materials and submitted your letter packet to the application service, you'll see a "Letters Submitted" status for the packet. You will also receive an email confirmation.



#### **SAMPLE PACKET SUBMISSION CONFIRMATION EMAIL**

Congratulations! Your packet (type of packet) has been submitted by the Purdue Pre-Professional office. Thanks for choosing our letter service. Wish you all the best!

## Additional Instructions & Information for Letter Service Users

1. When you log into the Letter Service Portal, you'll see two black buttons – one labeled "Letter Service Homepage" and the other "Letter Service User Guide."



- a. Click on "**Letter Service Homepage**" and read all of the information at this website, including the information in the accordion boxes (click on the "+" to open the box). Information at this webpage includes **step-by-step instructions for completing the letter of evaluation section of your application(s), what to do with Dean of Student forms, etc.**
- b. Click on the "**Letter Service User Guide**" to access these step-by-step instructions for creating and managing your letter service account.

2. **How do I complete the Letter of Evaluation section of my application?**
  - a. Visit the [PPA Letter Service Website](#) and click on "Online Application Letter Instructions – Medical School" or "Online Application Letter Instructions – Dental School" for step-by-step instructions.
3. **Advisor Release**
  - a. When you complete your common online application (AMCAS, AACOMAS, TMDSAS, AADSAS), you will be asked if you agree to release limited information about your application to Pre-Professional Advising. Please answer YES to this question as it provides our office with information we need to upload your letter packet(s) and better advise you.
4. **Research Schools' Letter Requirements**
  - a. It is up to you to research the letter requirements of the schools you are applying to and make sure the packet(s) you create include all necessary letters.
  - b. Use program directories such as [AAMC MSAR](#), [DO Explorer](#), [Dental School Explorer](#), and schools' websites to learn their admission requirements.
  - c. See the [PPA Letter Service website](#) for more details, and meet with an advisor if you want to discuss your potential letter writers.
5. **Request letters well in advance.**
  - a. PPA advises applicants to request letters in early spring semester. PPA asks writers to submit letters by May 31 so that we can upload letter packets to the application services in the month of June. We do not upload packets unless all letters in the packet have been received. We will accept letters from writers after May 31, until the application cycle closes.
  - b. Share information about yourself and your motivation for applying to professional school with your writers. Share a draft of your personal statement and the [AAMC competencies](#).
6. **Do not wait for receipt of your letters to submit your application.** Application services process applications without letters. Waiting for letters to submit your application is an unnecessary delay.

7. **What do I do with this Dean of Students form?** If a school you apply to asks for one, they will provide the form to you. You will complete your section and give the form to the Dean of Students Office, Office of Student Rights and Responsibilities. Schleman Hall, Suite 216. 656 Oval Drive. West Lafayette, IN 47907-2050. [osrr@purdue.edu](mailto:osrr@purdue.edu). More information is [at the website](#).
8. **PPA Letter Service Agreement.** You agree to these terms when signing up for the letter service. For a copy of them, visit the [PPA Letter Service website](#).
9. **Transcripts.** PPA does not handle your transcripts. You must request the original transcripts from all universities you've attended, even if the credit was transferred to Purdue. Purdue's Registrar uses **Parchment** to send transcripts. Visit the [Office of the Registrar's](#) website for more information.

## Questions?

Contact Pre-Professional Advising at [preprofessional@purdue.edu](mailto:preprofessional@purdue.edu) if you have any questions about using the Letter Service, or [visit the website](#).



Pre-Professional Advising

Purdue Pre-Professional Advising in the Center for Career Opportunities  
[preprofessional@purdue.edu](mailto:preprofessional@purdue.edu) | <https://www.purdue.edu/preprofessional>