2020 – 2021 Application Cycle:
YOUR TASKS TO A COMPLETED COMPOSITE LETTER

FALL/EARLY WINTER (of year applying)
1. Reflect about, choose, and then ASK your letter writers as early as possible. Fall term is not too soon to begin asking writers. We strongly suggest asking all your letter writers by mid-Winter term. Speak with Sarah Berger or Alicia Kehn if you need to discuss who to ask and/or how to ask them!

2. Understand the Letter Timeline (Found at the end of this document):
You are responsible for understanding the timeline below, and for having clear communication and agreements with your letter writers about the timeline/deadlines you establish, while taking into account their schedules as well. If possible, ask your Composite Writer first. Consider their availability and schedule. Are they traveling? Do they need to write sooner? Adjust the entire timeline accordingly.

Ideally, a draft of the composite letter will be completed by the writer between June 15-July 1 and no later than Aug 1.

IMPORTANT: While the letter deadlines are in place to benefit you, we will still work with you to have your composite letter packet completed even if you or your letter writers have a later timeline. But we HIGHLY ENCOURAGE YOU TO FOLLOW THIS TIMELINE!

To establish your time, please consider the following:
- Your Composite Writer should have 4 – 6 weeks with the supporting material to complete a draft of their letter. Start with setting a deadline with them and then work backwards to set deadlines with supporting writers.
- When all supporting letters are in, and ALL the documents you are responsible for (see step #11 below) are uploaded, you will notify HPP and submit the “Release to Composite Writer Request” form. You are responsible for monitoring when your support letters have been received by PrivateFolio.
- Once HPP gets that notice, factor in that it might take us up to 2 – 3 weeks to process and send the supporting letters plus your resume, autobiographical sketch, transcript and citation report (if you have one) to the Composite Writer.
- After the Composite Writer sends a draft of the letter to HPP, it can take another 3 – 4 weeks to review and process the Composite Letter Packet before it is ready for YOU to submit.

***So, take into account that the process, from when HPP “Releases” your materials to your Composite Writer to when you finally upload to AMCAS/AACOMAS/AADSAS, may take about 9 – 13 weeks.***

3. You must submit "Composite Letter Timeline Agreement" form ONLINE. You can find it on the HPP website. Choose “Applying to Medical School,” then go to “Letters of Evaluation” and click on “HPP Composite Letter Forms”. Because we assist you throughout this process, you must fill out this form so we can help you. Do this ASAP, but no later than end of winter term. Please keep a copy for yourself!

4. You must submit a "Composite Letter Worksheet Form" ONLINE. This tells us who you are choosing as your support writers and your composite writer. This will help us help you. It is not set in stone, changes can be made at other points in time.

5. OPEN a PRIVATEFOLIO account. This should be done by the time you have asked your writers.
   a. Instructions are posted on the Health Professions Program website at www.dartmouth.edu/prehealth/. Once on the site, choose “Applying to Medical School”. Then go to “Letters of Evaluation” Click on “PRIVATEFOLIO.” The instructions on how to open an account are there, plus guidelines on how to request a letter of recommendation.
Ideally by: February 15 (Latest April 1st)
6. You will create a space in your PrivateFolio account for each supporting writer, but NOT for your composite writer.
   a. HPP will create the space for your composite letter once it is completed.

7. You will send each support writer: a thank you note, a reminder of their deadlines, the letter request form that PrivateFolio creates, and an informal resume.

8. You will also write an informal Autobiographical Sketch to send to each writer. This can be a draft of your personal statement, bullet points of your goals for medicine/dental school, important moments in your life, etc. Please speak with an advisor if you want to go over your autobiographical sketch.

9. You will communicate with your composite writer and send them a reminder of the agreed upon deadline.

April 1-15
10. Ideal time for SUPPORTING WRITERS to upload their letters onto Interfolio.
   a. DO NOT SEND THESE LETTERS TO AMCAS/AACOMAS/AADSAS! They will be included in your final packet!
   b. You will receive email notifications as each letter is received by PrivateFolio. YOU are responsible for monitoring the arrival of your supporting letters.

April 1-May 30
11. Upload onto PrivateFolio: a resume, autobiographical sketch, transcript, and your citation report if you have one. These are for your composite writer only. Medical schools will not see these documents. HPP will convey these documents to your composite writer along with the support letters.

12. You will monitor your PrivateFolio account. When all your supporting letters and documents are in, you will submit "The Release to Composite Writer Request" ONLINE. This will give us the signal to "release" all your supporting letters AND your other uploaded documents (see #11 above) to your composite writer. This can take 2 – 3 weeks.
   a. THIS IS ONLY DONE BY OUR OFFICE. Please Do NOT send your supporting letters and documents directly to your Composite Writer or AMCAS/AACOMAS/AADSAS on your own. HPP has direct and confidential access to PrivateFolio. We will release this information.
   b. The latest HPP deadline for supporting letters is May 30. While the letter deadlines are in place to benefit you, we will still work with you to have your Composite Letter Packet completed even if you or your letter writers have a later timeline.

13. Your composite writer should have 4 – 6 weeks with the supporting material before a draft of their letter is due. Their timeline needs to be taken into account well ahead of time (see above!)

June 15-July 1
14. The IDEAL time frame for COMPOSITE WRITERS to submit a draft of their letters to HPP.
   a. When the composite writer is done, they send their letter to Health.Professions.Program@dartmouth.edu. HPP creates one document that combines the Composite Letter with the Support Letters of Evaluation.
   b. The latest HPP deadline for composite letters is August 1. While the letter deadlines are in place to benefit you, we will still work with you to have your composite letter packet completed even if you or your letter writers have a later timeline.

June 15- August 1
15. HPP staff works with your Composite Writer to create final document that combines the Composite Letter and Support letters.
   a. This can take 3 – 4 weeks AFTER your Composite Letter draft is submitted to our office (i.e. if your letter is submitted on June 15, expect packet to be completed by July 15). Plan deadline with Composite writer accordingly.
July 15-September 1

16. HPP uploads your Composite Letter Packet, which includes your supporting letters, to PrivateFolio. HPP will notify you and send very clear instructions about how to create your mailing from PrivateFolio to AMCAS.

17. It is up to YOU to create the mailing (delivery) in PrivateFolio to send your Composite Letter Packet to AMCAS/AACOMAS/AADSAS. Follow instructions provided by HPP very carefully! Please contact us with any questions you may have before you attempt to complete your mailing.

VISUAL TIMELINE ON NEXT PAGE!
**LATE FALL/EARLY WINTER**
- Choose your Letter Writers (you can consult with HPP Advisors)
- Make your requests to Writers
- Submit the Composite Letter Timeline Agreement and Composite Letter Worksheet Forms
- Open a PrivateFolio Account

**FEBRUARY 15 - APRIL 1**
(sooner if a writer needs to write sooner)
- Submit the Composite Letter Timeline Agreement and Composite Letter Worksheet Forms
- Submit Request for Letter of Recommendation form from PrivateFolio to each supporting writer
- Write and send supporting writers your Resume and Autobiographical Sketch
- Stay in touch with writers, can send gentle timeline reminders in a timely fashion
- Upload your Resume/CV, Autobiographical Sketch/Personal Statement, Transcripts, and Citation Report (if you have one) onto PrivateFolio

**APRIL 1 - APRIL 15**
(Latest ideal HPP Deadline May 30)
- IDEAL time frame for SUPPORTING WRITERS to submit and upload their letters of recommendation to PrivateFolio
- IMPORTANT: While the letter deadlines are in place to benefit you, we will still work with you to have your composite letter packet completed if you or your letter writers have a later timeline

**APRIL 1 - MAY 30**
- Submit the Composite Release form to HPP-Make sure to FIRST upload your Resume/CV, Autobiographical Sketch/Personal Statement, Transcripts, and Citation Report (if you have one) onto PrivateFolio

**JUNE 1 - JULY 15**
(Latest HPP Deadline August 1)
- IDEAL time frame for your COMPOSITE WRITER to submit a draft of their letter to HPP
- IMPORTANT: While the letter deadlines are in place to benefit you, we will still work with you to have your composite letter packet completed if you or your letter writers have a later timeline

**JUNE 15 - AUGUST 1**
- HPP staff reviews Composite Letter. If needed, works with Writer until complete.
- HPP staff creates final product: the Composite Letter Packet which combines the Composite Letter and Supporting Letters
- NOTE: This can take about 2 - 4 weeks AFTER your Composite Letter draft is submitted to our office

**JULY 15 - SEPTEMBER 1**
- Your Composite Letter Packet is finalized
- HPP send you notification and instructions about how to send it.
- YOU will send the final packet from PrivateFolio to AMCAS/AACOMAS/TMDSAS/AADSAS etc