

2012/2013 Health Professions Program (HPP) Composite Packet Timeline Agreement

SUBMIT FORM:

- By email to Annette Hamilton
- Bring to Sarah Berger, Lee Witters or Annette Hamilton

	Target Timeline	HPP Deadline
You Submit: Timeline Agreement (this form) <i>to HPP and save a copy for yourself</i>	ASAP	End of Winter Term
You Submit: Composite Packet Worksheet (identifies your composite writer and the supporting letter writers you have chosen) <i>to HPP</i>	March 1	May 1
You Upload: Resume <i>to your Interfolio Account</i>	May 1	July 1
You Upload: Autobiographical Sketch or Personal Statement <i>to your Interfolio Account</i>	May 1	July 1
You Upload: Dartmouth Transcript & Citation Report (must include grades through winter term) If you do not have a copy then <i>request Registrar to send to Interfolio</i>	May 1	July 1
You Upload: External, non-Dartmouth Transcripts (include transcripts where you attempted any college or graduate level course work) <i>Request Registrar to send to Interfolio if you do not have a copy</i>	May 1	July 1
You Monitor: Interfolio Account and track arrival of all Individual Letters of Evaluation <i>writers will upload directly to Interfolio</i>	May 1	July 1
You Submit: "Release to Composite Form" <i>to HPP (Annette Hamilton) when all supporting letters plus: Transcript, Resume, and Auto Sketch are in your Interfolio account. Annette then "releases" letters and documents to Composite Writer.</i>	May 15	July 1
Composite Writer Submits Composite Letter <i>composite writer will submit back to HPP</i>	July 1	Aug 15
HPP Creates: Composite Packet <i>and Uploads it to Interfolio: Annette will email you once process is completed</i>	Takes 2-4 weeks	
You Deliver: Composite Packet <i>YOU must create a mailing from your Interfolio account to AMCAS</i>	Composite Packet is sent electronically to AMCAS	

Your Composite Packet is supported by the Dartmouth College Health Professions Program. In order to support you, we ask you to sign this form and submit a copy to the Health Professions Program (HPP) **by as close to the end of winter term 2012** as possible and **SAVE** a copy for yourself. **It is to your distinct advantage to complete this process as early as possible.** Timely submission of documents will allow your composite writer additional time to write and ensure that your composite letter is submitted to medical schools as early as possible—which optimizes your chances for interviews/acceptances. **Questions? Call (603)646-3377 or, email annette.l.hamilton**

- I understand** that in order to receive full consideration by medical school admissions committees, current undergraduates and recent alumni/ae are **required** to have a composite letter of evaluation prepared.
- I understand** that in order to have a composite letter of evaluation prepared in a timely fashion, it is my responsibility to make sure that all required information (transcript, resume, auto sketch and all supporting letters) are uploaded to my Interfolio account **on or before July 1, 2012** and **it is my responsibility to communicate this (or an earlier) deadline to my letter writers.**
- I understand** that when all of the documents listed above are visible in my Interfolio account, I must submit a **Release to Composite Writer Request Form** to the HPP (Annette Hamilton). I understand that files **will not** be released to my composite writer until this form has been received and approved by the HPP.
- I understand that it is advantageous if my composite letter is actually finished and submitted by July 1st,** so that HPP can create my final Composite Packet and submit it back to me on Interfolio in a timely manner.
- I understand** that my composite letter must be received **on or before August 15, 2012** (HPP deadline) and **it is my responsibility to communicate this deadline to my composite writer. Earlier is Much Better.**
- I understand** that if I do not meet these expectations, I will be required to write an explanation, which will be evaluated by the faculty chair of the Health Professions Advisory Committee and the Health Professions Advisor.

Print Name: _____ **Class:** _____

Signature: _____ **Date:** _____