

2023-2024 Composite Process Timeline

These **ideal** deadlines are in place to benefit you, and we highly encourage you to follow this timeline as closely as possible. However, we will still work with you to have your composite letter packet completed even if your letter writers have a later timeline.

Who is responsible	Description of task	Ideal Deadline	Final Deadline Recommended
You	Begin reaching out to and confirming your composite/support letter writers. If you have any questions/concerns about who to ask, please don't hesitate to speak with a pre-health advisor.	Feb 1	April 1
You	Open a PrivateFolio account and submit a "Request a Letter of Recommendation Form" to each of your supporting letter writers. Do NOT submit one to your composite writer.	Feb 15	April 1
You	Prepare and submit to supporting writers (via email): <ul style="list-style-type: none"> • Resume • Autobiographical Sketch and/or Personal Statement 	Feb 15	April 1
You	Upload documents onto PrivateFolio: <ul style="list-style-type: none"> • Resume • Autobiographical Sketch • Dartmouth transcript and citation report. Include grades through Winter Term and Spring Term if releasing materials to your composite writer after grades are available. You can request an e-Transcript from the Registrar. An official copy is not necessary. • Please note that your citation report is included in your final composite letter packet. Therefore, if you receive any citations from Winter or Spring term, it may be necessary for you to upload an updated copy of your transcript/citation report once grades are available. • Additional transcripts – other transcripts where you took any college or graduate-level course work. 	April 1	May 30
You and your support writers	<ul style="list-style-type: none"> • Letter writers upload letters to PrivateFolio. • You are responsible for monitoring your PrivateFolio account. • HPP does not monitor incoming letters. • Do not send supporting letters to AMCAS. They will be included in your completed composite letter packet. 	April 1-15	May 30
You	Submit the Release to Composite Writer Form online when all your supporting letters and documents are uploaded to PrivateFolio.	April 1-15	May 30
HPP	HPP will send your materials to your composite writer. Please allow at least 4 – 6 weeks for your writer to complete the composite letter.	April 1-15	May 30
Composite writer and HPP	Your composite writer submits their composite letter draft via email to HPP for review. You cannot access or read the letter—it is kept confidential. Once finalized, HPP creates your composite letter packet and uploads it to PrivateFolio. HPP emails you once the process is complete and will provide you with instructions on how to transmit letters into the application systems. Please note this entire process can take 1-4 weeks.	June 15-July 1	August 1
You	You will transmit the packet from your PrivateFolio account to the application system by following the instructions provided to you by HPP.	The composite letter packet is sent electronically to the application systems	