



## Health Professions Program, HPP

# How to Deliver Your Composite/Letter Packet to AMCAS/AACOMAS/AADSAS/TMDSAS

**PLEASE NOTE!** As you read the instructions on how to deliver your composite letter packet (or letter packet) to each application system, be aware that it is YOUR RESPONSIBILITY to communicate with HPP on which systems you plan to apply to. Failure to do this can affect the timeliness of your packet being sent to AMCAS/AACOMAS/AADSAS/TMDSAS.

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### AMCAS (Medical Schools)

Once your composite letter packet (or letter packet) is created and uploaded to PrivateFolio by HPP, we'll email you instructions on how to deliver it to AMCAS. However, it'll be in your best interest to create a Letter Entry in AMCAS ahead of time, since PrivateFolio will need the associated Letter ID and your AAMC ID to send your composite letter packet. You can create a Letter Entry by following the below steps:

1. In the Letters of Evaluation section, select +Add Letter of Evaluation/Recommendation.
2. Select the type of letter to be forwarded to AMCAS (**please select Committee Letter if you are sending a Composite Letter Packet. For those of you sending a Letter Packet, please select Letter Packet**).
3. If you select Committee Letter, you may enter a Letter Title (it's optional and visible to medical schools). Next, select a school from the Select School drop-down menu. Then, fill in the fields for the Primary Contact's information, including address, phone number, and email address (**please use the contact information for HPP provided below**).
4. If you select Letter Packet, you may enter a Letter Title (it's optional and visible to medical schools). Next, select a school from the Select School drop-down menu. Then, fill in the fields for the Primary Contact's information, including address, phone number, and email address – all required fields (**please use the contact information for HPP provided below**). Finally, you'll have the option to add the names of the other letter writers who contributed to your packet.
5. Read and certify your understanding of the letter policy for participating medical schools.
6. Select Continue.

#### HPP Primary Contact Information:

What schools are providing this letter? **Dartmouth (if you are using PrivateFolio to transmit your letters)**

Letter Title: **Dartmouth Composite (Or Dartmouth Letter Packet if you are sending a letter packet)**

Institution: **Dartmouth College**

Primary Contact/Author's Prefix: **Ms.**

Primary Contact/Author's First Name: **Rae**  
Primary Contact/Author's Middle Name: **L**  
Primary Contact/Author's Last Name: **Stokes**  
Primary Contact/Author's Title: **Health Professions Program Coordinator**  
Primary Contact/Author's Email: **Rae.L.Stokes@Dartmouth.edu**  
Primary Contact/Author's Phone: **603-646-3377**  
Organization Name: **Dartmouth College**  
Address: **6147 Parker House - Room 103, Hanover, NH 03755 USA**

## AACOMAS (DO Schools) and AADSAS (Dental Schools)

Both AACOMAS and AADSAS utilize the Letters by Liaison service to submit letters of recommendation. Once your composite letter packet (or letter packet) is finalized, HPP can upload it directly to the portal, however, you will need to fill out a Letter of Evaluation Request beforehand (see instructions below). **To ensure the prompt delivery of your packet, we highly encourage you to submit the request at around the time you submit the Release to Composite Writer form.**

1. In the **Evaluations** section, click **Create Evaluation Request**.
2. Enter the evaluator's full name and email address (**please use the contact information for HPP provided below**).
3. Select the date by which you would like this evaluation completed. This date should be before your program(s) deadline.
4. Enter a brief message or note for the evaluator.
5. Select whether you want to waive your right of access to the evaluation (**make sure to select YES**).
6. Click the checkboxes to indicate your permission for us (and programs) to contact your evaluators.
7. Click **Save This Evaluation Request** to submit it. Once you do so, an email is immediately sent to the evaluator.
8. Confirm with your evaluators that they received the email notification.
9. Use the **Check Status** tab to monitor the status of your evaluations. Completed evaluations are marked as "Complete" and have a Complete Date listed. Follow up with your evaluators if their evaluations are still marked as "Requested" or "Accepted." It is your responsibility to ensure that evaluation requests are received and completed on time. We will not notify applicants about missing evaluations.

### HPP Primary Contact Information:

What schools are providing this letter? **Dartmouth (if you are using PrivateFolio to transmit your letters)**

Letter Title: **Dartmouth Composite (Or Dartmouth Letter Packet if you are sending a letter packet)**

Institution: **Dartmouth College**

Primary Contact/Author's Prefix: **Ms.**

Primary Contact/Author's First Name: **Rae**

Primary Contact/Author's Middle Name: **L**

Primary Contact/Author's Last Name: **Stokes**

Primary Contact/Author's Title: **Health Professions Program Coordinator**

Primary Contact/Author's Email: **Rae.L.Stokes@Dartmouth.edu**

Primary Contact/Author's Phone: **603-646-3377**

Organization Name: **Dartmouth College**

Address: **6147 Parker House - Room 103, Hanover, NH 03755 USA**

## TMDSAS (Texas Medical Schools)

PrivateFolio can upload your composite letter packet directly to TMDSAS using the Advisor Portal. However, you will need to complete the Colleges Attended section in TMDSAS first (see instructions below) – PrivateFolio will not be able to upload your packet until you do so. **If you plan to apply to TMDSAS, please let HPP know ahead of time.** That way, as we upload your packet to PrivateFolio, we can let them know to send it to TMDSAS.

1. Select "HP Committee Packet" (this section appears below test dates, under "GRE")
2. Select "Dartmouth College" if you have more than 1 institution entered. Otherwise, it will default to Dartmouth.
3. If not submitting any letters outside of the composite set, select no for "optional letter."