

## 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 Chelsea Rule if you need to discuss whom, or how, to ask!

### 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 letter writers about the timeline/deadlines you establish, taking *their* schedules into account, as well. If possible, ask your Composite Writer first. Make sure they can do it...and make sure of their timeline. Are they traveling? Do they need to write sooner? Adjust the entire timeline accordingly.

Ideally, a draft of the composite letter is completed by the writer by June 15-July 1 and no later than Aug 1. IMPT: 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 set your timeline, take the following into account:

- 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 what we call the "Release to Composite Writer Request" form. You will be tracking letter input in Interfolio to know when supporting letters have been received.
- 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 letter draft is written and the writer sends it back to HPP, it can take another **3-4 weeks** to review and process the 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 supporting 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 an INTERFOLIO account.** You can do this now, but definitely by the time you have asked your writers.
  - a. Instructions are posted on the Health Professions Program website at [www.dartmouth.edu/prehealth/](http://www.dartmouth.edu/prehealth/). Once on the site, choose "Applying to Medical School". Then go to "Letters of Evaluation" Click on "INTERFOLIO." The instructions on how to open an account are there, plus guidelines on how to request a letter of evaluation.

## Ideally by: February 15 (Latest April 1<sup>st</sup>)

6. You will create a space in your Interfolio 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 **supporting writer**: a thank you note, a reminder of their deadlines, the letter request form that Interfolio 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 to medicine/dental, important moments in your life, etc. Please speak with an advisor if you want to go over your sketch.
9. You will communicate with your **composite writer** a reminder/check-in of an 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 Interfolio. YOU are responsible for monitoring the arrival of your supporting letters.

## April 1-May 30

11. Upload onto Interfolio: **a resume, autobiographical sketch, transcript, and your citation report if you have one.** These are only for your composite writer, as medical schools will not see these documents. HPP will convey these documents to your composite writer along with the supporting letters.
12. You will monitor your Interfolio 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 docs (IN # 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 Interfolio. We will be releasing this information.
  - b. Latest HPP deadline for supporting letters: 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. **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 [hpp@dartmouth.edu](mailto:hpp@dartmouth.edu). HPP creates one document that combines the Composite Letter with the Supporting Letters of Evaluation.
  - b. Latest HPP deadline for composite letters: 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 Supporting 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 Interfolio. HPP will notify you and send very clear instructions about how to create your mailing from Interfolio to AMCAS.
17. It is up to **YOU to create the mailing (delivery) in Interfolio** to send your composite 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\*\*\*

## IDEAL TIMELINE FOR YOUR LETTER OF EVALUATION PROCESS



Late Fall/Early  
Winter

- Choose your letter writers
- Submit the Composite Letter Timeline Agreement and Composite Letter Worksheet forms
- Open an Interfolio account



February 15-  
April 1

- Submit Letter Request forms from Interfolio to each supporting writer
- Send supporting writers your resume and autobiographical sketch



April 1-  
April 15

Latest HPP Deadline:  
May 30

- IDEAL time frame for **SUPPORTING** writers to submit and upload their letters onto Interfolio

\*\*\*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\*\*\*



April 1-  
May 30

- Submit the Composite Release Form to HPP
- Upload your resume/CV, autobiographical sketch/personal statement, transcripts, and citation report (if you have one) onto Interfolio.



June 15-  
July 1

Latest HPP Deadline:  
August 1

- IDEAL time frame for your **COMPOSITE** writer to submit a draft of their letter to HPP

\*\*\*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

- HPP staff works with your Composite Writer to create final document that combines the Composite Letter and Supporting letters
- \*\*\*This can take 3-4 weeks AFTER your Composite letter is submitted to our office\*\*\*



Anytime between  
July 15-  
September 1

- Your Composite Letter Packet is finalized
- YOU will send final packet from Interfolio to AMCAS