**2018/2019 Health Professions Program (HPP)**

**Submit form:**

* By email to Annette Hamilton
* Bring to Sarah or Annette

**Composite Letter Timeline Agreement**

**Target Timeline HPP Deadline**

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| **You Submit: Composite Letter Timeline Agreement** (this form) to HPP and **save** a copy for yourself | **ASAP** | **End of Winter Term** |
| **You Submit: Composite Letter Worksheet** (identifies your composite writer and the supporting letter writers you have chosen)to HPP*.* Changes can be made. Not final at this point in time. This information will help us advise you on your letter choices. | **March 1** | **May 1** |
| **You Upload: Resume** to your Interfolio Account | **May 1** | **July 1** |
| **You Upload: Autobiographical Sketch and/or Personal Statement** to your Interfolio Account | **May 1** | **July 1** |
| **You Upload: Dartmouth Transcript & Citation Report** (must include grades through winter term and spring term if releasing file after grades are available. You can request an eTranscript from the registrar as this transcript does not need to be official. | **May 1** | **July 1** |
| **You Upload: External, non-Dartmouth Transcripts** (include transcripts where you attempted any college or graduate level course work). Official copy not necessary. | **May 1** | **July 1** |
| **You Monitor: Interfolio Account and track arrival of individual letters** writers will upload directly to Interfolio – **writers can direct questions to Annette** | **May 1** | **July 1** |
| **You Submit: "Release to Composite Writer Form"** to 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*.* | **May 15** | **July 1** |
| **Composite Writer Submits: Composite Letter** composite writer will submit their letter to Annette Hamilton for review process. Review can take 2-3 weeks. | **July 1** | **Aug 15** |
| **HPP Creates: Composite Letter** and Uploads it to Interfolio: Annette will email you once process is completed and will provide mailing instructions*.* | **Takes 2-4 weeks** | |
| **You Deliver: Composite Letter** **YOU**must create a mailing (**delivery**) from your Interfolio account to AMCAS following the mailing instructions provided to you. | **Composite Letter is sent electronically to AMCAS** | |

Your Composite Letter 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 2018** as possible and **SAVE** a copy for yourself. **It is to your distinct advantage to complete this process as early as possible**. Timely submission 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@dartmouth.edu**

* **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 prepared.
* **I understand** that in order to have a composite letter 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, 2018** and **it is my responsibility to communicate this (or an earlier) deadline to my letter writers**.
* **I understand** that it is my responsibility to review any information regarding any sanctions imposed by Dartmouth related to my academic performance or conduct violations with HPP advisors.
* **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 Letter 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, 2018** (HPP deadline) **and it is my responsibility to communicate this deadline to my composite writer**. **Earlier is Much Better.** **I understand that it is my responsibility to meet these expectations in order for the HPP to support the completion of my composite letter.**

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dart ID#** \_\_\_\_\_\_\_\_\_\_\_ **Class Year:** \_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_