

2019/2020 Health Professions Program (HPP)

Composite Letter Timeline Agreement

SUBMIT & SIGN THIS FORM:

- ONLINE: Can be found on the HPP website under "Applying to Medical School" → "Letters of Evaluation" → "HPP Composite Letter Forms"

THESE ARE OPTIMAL DATES: 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!**

	Ideal Deadline	HPP Deadline
You Submit: Composite Letter Timeline Agreement ONLINE- Can be found on the HPP website under "Applying to Medical School" → "Letters of Evaluation" → "HPP Composite Letter Forms"	ASAP	March 30
You Submit: Composite Letter Worksheet ONLINE- Identifies your composite writer and the supporting letter writers you have chosen to HPP. <i>Exceptions may include: still getting to know possible writers, changes occurring after submission, new decision to apply (speak to advisor), or other unexpected circumstances.</i>	Feb 1	April 1
You Open: An Interfolio Account and Submit Letter Request Forms to each of your supporting letter writers—BUT NOT your Composite writer	Feb 15	April 1
You Prepare and Submit to SUPPORTING Writers (via email): • Resume and Autobiographical Sketch and/or Personal Statement	Feb 15	April 1
You Upload onto Interfolio: Resume + AutoSketch PLUS: • Dartmouth Transcript & Citation Report (include grades through winter term and spring term if releasing materials to Composite writer after grades are available.) You can request an e-Transcript from the registrar. Official copy not necessary. • External, non-Dartmouth Transcripts (include transcripts where you took any college or graduate level course work).	April 1	May 30
Supporting Letter Writers: Submit and Upload to Interfolio- You're responsible for monitoring Interfolio. HPP does NOT monitor incoming letters. DO NOT SEND SUPPORTING LETTERS TO AMCAS! They will be included in your completed packet.	April 1-15	May 30
You Submit: Release to Composite Writer Form ONLINE when ALL supporting letters are in and you've uploaded: Transcript, Resume, and Auto Sketch to Interfolio account. HPP then "releases" 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 Submits: Composite Letter Draft via email to HPP for review process. Review process can take 3-4 weeks. You CANNOT access or read the letter!	June 15-July 1	Aug 1
HPP Creates: Composite Letter Packet and uploads it to Interfolio: HPP will email you once the process is completed and will provide you with mailing instructions.	Takes 3-4 weeks	
You Deliver: Composite Letter. YOU must create a mailing (delivery) from your Interfolio account to AMCAS following the mailing instructions provided to you by HPP.	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 e-sign this form and **SAVE** a copy of the timeline for yourself. **It is to your distinct advantage to complete YOUR tasks as close to the target deadlines as possible.** This will allow your writers and HPP to complete their tasks in a timely fashion and help optimize the timing of submission of your completed Composite Letter of Evaluation packet. **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!**

Questions? (603)646-3377 or, email hpp@dartmouth.edu

- I understand that in order to receive full consideration by medical school admissions committees, current undergraduates and recent alumni/ae are **expected** 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, bio sketch and all supporting letters**) are uploaded to my Interfolio account **by or before May 30, 2019**, and it is my responsibility to communicate deadlines to my writers.
- I understand that it is my responsibility to review institutional actions I may have experienced 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 HPP via email. I understand that files **will not** be released to my composite writer until this form has been received and approved by HPP.
- I understand that it is advantageous if my composite letter draft is actually finished and submitted to HPP between **June 15th-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 should be received **on or before August 1st, 2019** (HPP deadline) and it is my responsibility to communicate this deadline to my composite writer. Earlier is **better**. I understand that it is my responsibility to meet these expectations in order for HPP to support the completion of my composite letter in a timely fashion.