

Composite Letter Instructions for AACOMAS – 2019 Matriculation Cycle

The instructions below apply ONLY to the Composite Letter. For students utilizing the Credentials File to send recommendation letters, but not receiving a Composite Letter, please see the [AACOMAS Letter Packet/Individual Letter Instructions](#).

To send the Composite Letter (which includes the 3-4 recommendation letters you selected during the Composite Letter application process) from the Credentials File to AACOMAS you will need to make a formal request via the [Pre-Health Database](#). AACOMAS will then transmit your Composite Letter packet to the participating schools to which you apply.

Only one request may be made via the Pre-Health Database per AACOMAS application cycle so if you wish to send an additional letter outside of the Composite Letter, your letter writer(s) will need to submit the additional letter(s) directly to AACOMAS (see instructions: <https://bit.ly/2rzZehK>).

Applicants DO NOT need to wait until their Composite Letter has posted to their Credentials File in order to submit the AACOMAS application. You may proceed to set up your Composite Letter entry on AACOMAS when the application opens and submit starting on May 3, 2018. Once your Composite Letter has been posted to your Credentials File in late June/early July, you will then log into the Pre-Health Database to make a formal request for the Composite Letter to be sent to AACOMAS. This WILL NOT delay your application processing time.

Entering your Composite Letter into AACOMAS

You may complete steps 1-2 starting May 3, 2018.

1. In the *Supporting Information* section of the AACOMAS application, click on “Evaluations”.
2. Select “Create a New Evaluation” and then enter the following:
 - a. Select “Committee Letter/Packet”
 - b. **Evaluator Name:** Dr. Kim Molee
 - c. **Evaluator Email Address:** phaletters@emory.edu
 - d. **Due Date:** Check the individual deadlines of the schools to which you are applying and enter the earliest one. Regardless of the deadline date entered, your Composite Letter will be sent to AACOMAS within 10 days of you making the request on the Pre-Health Database.
 - e. **Messages:** “Composite Letter (for 2019 matriculation)”

Steps 1-2 must be completed before submitting the AACOMAS application. The remaining steps will be completed in late June/early July, after the Composite Letter has been posted to your Credentials File. You can (and should) submit your AACOMAS application early in the cycle. Do not wait until your Composite Letter has been uploaded to submit your AACOMAS application!

After you submit your AACOMAS application and once your Composite Letter has posted to the Credentials File (late June/early July), you will make a request on the Pre-Health Database. **Do not make a request on the Pre-Health Database until you see your Composite Letter posted to the Credentials File.**

Making a Request on the Pre-Health Database

*Do not start step 3 until you have submitted the AACOMAS application **AND** the Composite Letter is posted to the Credentials File (late June/early July).*

3. Log into the Pre-Health Database to access your Credentials File:
<https://www.healthprofsys.emory.edu/login>
4. **Choose Your Program Type:** Select “All other programs”.
5. Select “Composite Letter”. The 3-4 individual letters you selected to be included in your Composite Letter during the application process will be automatically be included so you do not need to do anything with those.

If you do not see “Composite Letter” listed in the Credentials File, then the Composite Letter has not yet been posted. **Do not submit a request on the Pre-Health Database until the Composite Letter has been posted.** If you try to submit a request on the Pre-Health Database before the Composite Letter has been posted, your request will be returned to you as “Not Processed”.

6. In the **School Name** area, enter “AACOMAS” and include your AACOMAS ID Number.
7. Scroll to the **Message** area and enter your AACOMAS ID #, then list the names of the schools to which you are applying. You do not need to provide the school addresses if sending your Composite Letter to AACOMAS. If one of your schools does not participate in the AACOMAS Letter Service, see Special Circumstances below.

Special Circumstances:

- *Students who already have a Composite Letter posted to their Credentials File from a previous application cycle:* If you are planning to use a Composite Letter from a previous cycle, you may submit a request on the Pre-Health Database AFTER you submit your AACOMAS application. If you are applying for a Composite Letter Update or you are receiving a new Composite Letter because you did not apply in the previous cycle, DO NOT REQUEST for your previous Composite Letter to be submitted to AACOMAS. Wait until your new/updated Composite Letter has been uploaded in late June/early July.
 - *Students applying to schools that do not participate in the AACOMAS Letter Service:* You may request to have your Composite Letter sent directly to the school via the Pre-Health Database. In this case, in the **Message** section, please provide your AACOMAS ID #, the name of the school(s), and the delivery information for that school, such as an email address or physical mailing address.
8. Click “Submit”.
 9. Once a valid request has been submitted, please allow up to 10 business days for the Composite Letter to be submitted to AACOMAS. Requests are processed on a first come, first serve basis.

All fees must be paid prior to placing your request on the Pre-Health Database.

- Click here to pay: http://career.emory.edu/prehealth/pay_my_fees/index.html.

Application Timeline

May 3, 2018	2019 AACOMAS application opens.
May 3, 2018	AACOMAS Transcript receipt begins (see Registrar's website).
June 15, 2018	First wave of AACOMAS applications transmitted to medical schools
Late June/Early July	Composite Letters posted to Credentials File; Make requests on Pre-Health Database

*For complete instructions on how to complete the entire AACOMAS primary application, please see the **2019 AACOMAS Instructions**: [https://help.liaisonedu.com/AACOMAS Applicant Help Center](https://help.liaisonedu.com/AACOMAS_Applicant_Help_Center).*