

Composite Letter Instructions for AADSAS – 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 [AADSAS 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 AADSAS you will need to make a formal request via the [Pre-Health Database](#). AADSAS will then transmit your Composite Letter packet to the participating schools to which you apply.

AADSAS will allow applicants to submit ONE additional letter outside of the Composite Letter packet, if the applicant chooses to do so. Only one request may be made via the Pre-Health Database per AADSAS application cycle so if you wish to send an additional letter outside of the Composite Letter packet, the letter writer will need to submit the letter directly to AADSAS (see instructions: <https://bit.ly/2jKwj6u>).

Applicants DO NOT need to wait until their Composite Letter has posted to their Credentials File in order to submit the AADSAS application. You may proceed to set up your Composite Letter entry on the AADSAS application when the application opens on May 15 and submit starting on June 5. 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 AADSAS. This WILL NOT delay your application processing time.

Entering your Composite Letter into AADSAS

You may complete steps 1-2 starting May 15, 2018.

1. In the *Supporting Information* section of the AADSAS 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:** mdavise@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 AADSAS within 10 days of you making the request on the Pre-Health Database.
 - e. **Messages:** “2018 Composite Letter (for 2019 matriculation)”

Steps 1-2 must be completed before submitting the AADSAS 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 AADSAS application in mid-June when the application opens for submission. Do not wait until your Composite Letter has been uploaded to submit your AADSAS application!

After you submit your AADSAS 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 AADSAS 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. Select “Make all other pre-health requests”.
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.

Do not submit a request for the Composite Letter to be sent to AADSAS before you see the Composite Letter posted to your Credentials File. This will result in your request being returned to you as “Not Processed”.
6. In the **School Name** area, enter “See Below”.
7. Scroll to the **Message** area and enter your AADSAS ID #.
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 AADSAS. 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.

Application Timeline

May 15, 2018	2019 AADSAS application opens for edits
May 15, 2018	AADSAS Transcript receipt begins (See Registrar's website)
June 15, 2018	AADSAS begins accepting 2019 application submissions
Late June/Early July	Composite Letters posted to Credentials File; Make requests on Pre-Health Database

*For complete instructions on the entire AADSAS primary application, please see the **2019 AADSAS Instructions:** <https://bit.ly/2jKwj6u>.*