

## Composite Letter Instructions for AMCAS - 2019 Matriculation Cycle

The instructions below apply ONLY to the Composite Letter. For instructions on sending additional individual recommendation letters outside of the Composite Letter or in lieu of the Composite Letter, please see the [AMCAS Letter Packet/Individual Letter Instructions](#).

To send your Composite Letter (which includes the 3-4 individual recommendation letters you elected to include in your Composite Letter) from the Credentials File to AMCAS, you will need to make a formal request via the [Pre-Health Database](#). While you must wait until the Composite Letter has posted to your Credentials File before making a request on the Pre-Health Database, you **DO NOT** need to wait until the Composite Letter has posted in order to submit the AMCAS application. The AMCAS application can be submitted and processed without recommendation letters.

You may proceed to set up your Composite Letter entry in AMCAS when the application opens on May 3 and submit starting May 31st. Once your Composite Letter has been uploaded to your Credentials File (late June/early July), you will then log into the Pre-Health Database to make the formal request for the Composite Letter packet to be sent to AMCAS. AMCAS will then transmit the Composite Letter to your individual schools. **This WILL NOT delay your application processing time.**

### **Entering your Composite Letter Info in AMCAS**

*You may begin completing steps 1-5 starting May 2nd, 2018*

1. Under the *Letters of Evaluation* section of the AMCAS application (Section 6), you will select “Add a Letter” and then select “Committee Letter” (at Emory we call this the Composite Letter) on the options provided. **You will set up only (1) committee letter (composite letter) and do not need to list the individual authors that support your letter.** The individual letters will be included with your Composite Letter packet.
2. When asked “What school is providing this letter?”, select Emory University.
3. You will then complete the identifying information for the letter. Under “Letter Title” you can simply enter “Composite Letter”. Then enter the following as the “Primary Author/Contact”:

**Kim Molee**

Associate Director

Pre-Health Advising – Emory University

204 Dowman Drive

Boisfeuillet Jones Center

Atlanta, Georgia 30322

**Phone:** 404-727-6040

**Email:** [phaletters@emory.edu](mailto:phaletters@emory.edu)

4. Once you have created your letter entry, click on “Print Letter Request Form”. Save the AMCAS Letter Request Form in PDF format and email it to **Pre-Health Advising** ([phaletters@emory.edu](mailto:phaletters@emory.edu)).
  - a. The AMCAS Letter Request Form contains the AMCAS Letter ID number associated with your Composite Letter and **MUST** be provided in order to process your subsequent letter request. Requests made on the Pre-Health Database will not be processed without the AMCAS Letter Request Form.

5. Go to Section 7 of the AMCAS application and “attach” the Composite Letter to the schools to which you are applying. You can do so by selecting “Edit” next to each medical school you have added and follow the instructions. **Do not let this confuse you – this action does not send out your letters!** This action simply provides the AMCAS Letter ID number to your schools once you submit your application. You will still need to submit a request on the Pre-Health Database once your Composite Letter has been uploaded to the Credentials File in early late June/early July in order for the Composite Letter to be sent to AMCAS.

Steps 1-5 must be completed before submitting the AMCAS 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 AMCAS application in early June when the application opens for submission. Do not wait until your Composite Letter has been uploaded to submit your AMCAS application!

### **Making a Request on the Pre-Health Database**

*\*Do not start step 6 until after you submit your AMCAS application **AND** the Composite Letter has been posted to the Credentials File (late June/early July)*

6. After your Composite Letter has been posted to your Credentials File (late June/early July), log into the [Pre-Health Database](#) and select “Make a New MD Request” to have your Composite Letter sent to AMCAS. You should only select “Composite Letter” when making your request. The 3-4 individual letters that you selected to be included in your Composite Letter packet will be automatically attached to your Composite Letter.

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”.**

Special Circumstances:

- *Students applying to the University of Puerto Rico School of Medicine:* UPR SOM does not participate in the AMCAS Letter Service. Applicants will request to have their Composite Letter sent directly to UPR SOM via the Pre-Health Database. Select “Make all other pre-health requests”. In the “Message” box, please provide your AMCAS ID # and provide the delivery information, such as email address or physical mailing address for UPR SOM.
  - *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 AMCAS application. If you are applying for a Composite Letter Update (reapplicants) or if you are receiving a new Composite Letter (first time applicants) DO NOT REQUEST for your previous Composite Letter to be submitted to AMCAS. Wait until your new/updated Composite Letter has been uploaded in late June/early July.
7. Once a valid request has been submitted on the Pre-Health Database, please allow up to 10 business days for your request to be processed. 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](http://career.emory.edu/prehealth/pay_my_fees/index.html).

### **Application Timeline**

May 2, 2018	2019 AMCAS application opens for edits
May 2, 2018	AMCAS transcript receipt begins ( <i>See the <a href="#">Registrar's website</a></i> )
May 31, 2018	AMCAS begins accepting 2019 application submissions
June 29, 2018	First wave of AMCAS applications transmitted to medical schools
Late June/Early July	Composite Letters posted to Credentials File; Make requests on Pre-Health Database

*For complete instructions and helpful videos on how to complete the entire AMCAS primary application, please download the **2019 AMCAS Instruction Manual**: <https://bit.ly/2larvF6>.*