

Composite Letter Instructions TMDSAS - 2019 Matriculation Cycle

The instructions below apply only to students utilizing the Credentials File to send their Composite Letter to TMDSAS. For students who are not receiving a Composite Letter, please see the **TMDSAS Handbook** on sending individual recommendation letters (page 43): <https://bit.ly/2rybcb2>.

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

TMDSAS will allow applicants to submit ONE extra letter outside of the Composite Letter if the applicant chooses to do so. If you choose to send an extra recommendation letter (outside of what is already included in the Composite Letter), you may utilize the Credentials File to send the extra letter to TMDSAS (instructions included below), or you may request for the letter writer to submit the letter directly to TMDSAS or to another letter storage service. For instructions on sending an extra letter to TMDSAS without the Credentials File, please see the instructions in the **TMDSAS Handbook** (page 43): <https://bit.ly/2rybcb2>.

Applicants DO NOT need to wait until their Composite Letter has posted to their Credentials File in order to submit the TMDSAS application. You may proceed to set up your Composite Letter entry on TMDSAS when the application opens and submit starting on May 1. 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 TMDSAS. This WILL NOT delay your application processing time.

Entering your Composite Letter (and optional additional Individual Letter) into TMDSAS

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

1. In the Letters of Evaluation section, you will select “HP Committee Packet” (at Emory, we call this the Composite Letter).
2. Select “Emory University” as the institution that your packet will be sent from.
3. If you are NOT applying to a dental school that requires a letter from a dentist, you will skip this step.

If you are applying to a dental school that requires a letter from a dentist, you will indicate whether or not the required dentist letter will be included in your Composite Letter or sent individually. If the required dentist letter is not included in your Composite Letter, you will need to enter the evaluator’s name and contact information here and provide the evaluator with instructions on how to submit their letter. If the required dentist letter is included in your Composite Letter, you will just need to enter the dentist’s name.

4. At this point, you have the option to submit an extra letter to TMDSAS. The extra letter **cannot** be a letter that is already included in your Composite Letter packet. Please consider that the schools you are applying to prefer to receive **only** the required letters (i.e. one Composite Letter packet).
5. If you are NOT sending an extra letter, click “No” and you will be finished with the letter entry.

If you decide to continue with an extra letter:

- a. Select “Yes” and enter the first and last name of your letter writer and their relationship to you.
- b. Select “Direct Upload” as the delivery method.
- c. In the section titled “Email address of letter writer” enter **mdavise@emory.edu**. **This is only if the extra letter is being stored in your Credentials File. If you are not utilizing the Credentials File for your extra letter, please see the TMDSAS instructions and communicate with your letter writer.*

Steps 1-5 must be completed before submitting the TMDSAS 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 go ahead and submit your TMDSAS application before the Composite Letter is posted.

Making a Request on the Pre-Health Database

Do not start step 6 until AFTER you submit your TMDSAS application **AND the Composite Letter is posted to the Credentials File (late June/early July).*

1. 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 TMDSAS for further delivery to schools.
 - a. If you are NOT submitting an extra letter, 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.
 - b. If you are submitting an extra letter, select “Composite Letter” and the extra letter that you will be sending.

If you do not see “Composite Letter” listed, then the Composite Letter has not yet been posted to your Credentials File. **Do not submit a request on the Pre-Health Database until the Composite Letter (and extra letter, if applicable) have 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. Scroll to the “Messages” section enter your TMDSAS ID number. If you are making a request for both a Composite Letter and extra letter, please indicate this in the “Messages” section as well.
7. Once a valid request has been submitted, 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.

Application Timeline

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| May 1, 2018 | 2019 TMDSAS application opens for edits and submission |
| May 1, 2018 | TMDSAS transcript receipt begins (<i>See the Registrar's website</i>) |
| 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 TMDSAS primary application, please download the **2019 TMDSAS Applicant Handbook**:*

<http://tmdsas.com/Forms/ApplicationHandbookEY2019.pdf>.