Letter Packet Instructions for TMDSAS – 2020 Matriculation Cycle

The instructions below apply only to students using the PHA LOR Hub to store and deliver individual recommendation letters to TMDSAS (no Composite Letter). For students using a Composite Letter, please email phaletters@emory.edu for instructions. If you do not plan to use the PHA LOR Hub for letter storage/delivery, your recommenders can submit their letters directly to TMDSAS. If you do not yet have a PHA LOR Hub account, please see the instructions here.

PHA will deliver ONE Letter Packet (containing a minimum of three/maximum of four individual recommendation letters combined into one PDF) to TMDSAS per applicant per application cycle.

- If you have less than three individual LORs, you should have the letter submitted directly to TMDSAS by the recommender.
- If you have more than four individual LORs, you must have the additional recommender submit their letter directly to TMDSAS.

Before you begin, please review the following information carefully:

- Applicants DO NOT need to wait until their letters have been received in order to submit the TMDSAS application. The TMDSAS application can be submitted and processed without recommendation letters. Applicants should go ahead and set up their Evaluation Entries in TMDSAS when the application opens in May, and submit shortly after final grades have posted.

- Once the LORs have been marked as received on the PHA LOR Hub, the applicant will receive instructions on submitting a request for PHA to deliver the Letter Packet to TMDSAS. The steps outlined in this document must be completed before making a request for PHA to deliver the Letter Packet.

- The term “HP Committee Packet” is interchangeable with “Letter Packet”. When you see the TMDSAS application refer to a “HP Committee Packet” this is the same thing as a “Letter Packet”.

- The Letter Packet contains your 3-4 individual letters from recommenders. You do not need to make separate Evaluation Requests in TMDSAS for the individual letters that are included in your Letter Packet. They will all be sent together in one PDF.

- TMDSAS will allow applicants to submit ONE extra letter outside of the Letter Packet if the applicant chooses to do so. If you choose to send an extra recommendation letter (outside of the 3-4 already included in the Letter Packet), the recommender will send their letter directly to TMDSAS. See page 3 for instructions.
**Entering your Letter Packet Entry into TMDSAS**

You may complete steps 1-7 starting May 1, 2019.

1. Complete the *Education: [Colleges Attended]* section and fill in the information for Emory University.

2. PHA will submit your Letter Packet using the TMDSAS Advisor Portal. In order for us to do this, you must do the following:
   - Answer “Yes” to the following question in the *Education: [Colleges Attended Questions]* section: “Would you like to release your information to the health professions advisor at any school(s)?” and check “Emory University”.

3. In the *Supporting Documents: [Letters of Evaluation]* section, you will select “HP Committee Packet” (at Emory, we call this a Letter Packet).

4. Select “Emory University” as the institution that your Letter Packet will be sent from.

**Medical School Applicants – Skip step 5 and go straight to step 6.**

5. Texas Dental Schools require applicants to submit one letter from a practicing dentist. You will need to indicate whether or not the required dentist letter will be included in your Letter Packet or sent individually:
   - If the required dentist letter is included in your Letter Packet, select “HP Committee Packet” under *Practicing Dentist Letter*, click the “Edit” link, and enter the dentist’s name.
   - If the required dentist letter is not included in your Letter Packet, select “Individual Letter” under *Practicing Dentist Letter*, click the “Edit” link and enter the evaluator’s name and contact information. See page 3 for additional details.

6. TMDSAS allows students to submit 1 extra letter outside of the 3-4 included in the Letter Packet.
   - If you are NOT sending an extra letter (outside of the 3-4 included in the Letter Packet), select “No” and you will be finished with the letter entry.
   - If you ARE submitting an extra letter to TMDSAS (outside of the 3-4 included in the Letter Packet), see page 3 for instructions.

7. Once you have saved your HP Committee Packet entry, a date will appear in the “Created Date” column. **You must take a screen shot of the page and make sure the “created date” is visible.** Save this image, as you will be required to upload it to your PHA LOR Delivery Request once the Letter Packet is complete and ready for delivery.
Entering your Letter Packet info into TMDSAS does not mean your Letter Packet will be automatically sent to TMDSAS once it is complete. There are additional steps required in order to deliver your Letter Packet to TMDSAS. You will finish the remaining steps on the PHA LOR Hub after the Letter Packet is complete and ready for delivery.

You do not have to wait until your Letter Packet is complete to submit your TMDSAS application!

PHA LOR Service Fee:

A flat fee of $50 is charged per centralized application service (AMCAS, TMDSAS, AADSAS, etc.)*. Before requesting to have your Letter Packet sent to TMDSAS, you must pay the $50 fee. Requests will not be processed until payment has been received.

You can go ahead and make the payment now or you can wait until the Letter Packet is complete and ready for delivery. Please be advised there are no refunds, so you should only pay the fee now if you are certain that you will be applying in the 2020 Matriculation Cycle. Pay PHA LOR Service Fee.

Save your payment confirmation email. Once all of your letters have been marked as “Received” on the PHA LOR Hub, you will upload a copy of the payment confirmation email or a screen shot of the email to your PHA LOR Delivery Request. Do not lose your payment confirmation. Additional instructions on uploading your payment confirmation to the PHA LOR Delivery Request will be provided once all letters have been marked as “Received”.

*If you are eligible for the Application Fee Waiver from a centralized application service, this fee can be waived. This is not retroactive. Please email a copy of your approval for the Fee Waiver to phaletters@emory.edu. You will also upload a copy of the approval on your PHA LOR Delivery Request, in place of the payment confirmation email.

Sending an Extra Letter to TMDSAS:

If you are planning to submit an extra letter to TMDSAS, outside of the 3-4 individual LORs that are included in the Letter Packet, you will need to have your recommender submit their letter directly to TMDSAS.

1. Select “Yes” to the question about submitting an extra letter.
2. Under Individual Letter click “Edit” on the right side of the row.
3. Enter your recommender’s salutation (e.g. Dr., Mrs., Mr., etc.), first and last name, and their relationship to you.
4. Select “Direct Upload” as the delivery method.
5. Enter your recommender’s email address. Make sure you have the correct email address, as this is how the recommender will receive the notification about uploading your letter. Let recommender know to look out for the email from TMDSAS, and to check their junk folder if it is not in their inbox.

The $50 PHA LOR Hub Service fee is NOT charged for the extra letter, as additional letters are not stored/delivered via the PHA LOR Hub.