

# Composite Letter Applicant Checklist 2017-2018 (2019 Applicant Cycle)



Use this checklist throughout the year in which you are applying for a Composite Letter. Please note all dates listed and mark your own calendar. Save this checklist. Once you complete a task, check the box on this form to track your progress.

1. Complete **Group Mandatory Check-Up** (previously the Group PHHR) and **1:1 Follow-Up**

Complete

**Deadline: By November 1, 2017**

2. Complete **Intent to Apply Form.**  
(sent to you via email)

Complete

**Deadline: By December 15, 2017**

\*Students will be given access to Canvas after completing this step.

3. Submit **Composite Letter Application** in Canvas

**Deadline: By 11:59pm EST on January 15, 2018** (extensions due to Jan/Feb MCAT will not be approved!)

\*Students will have access to all application materials in Canvas after completing step 2. Applicants should read through each module and work on the CL application materials throughout the Fall semester.

Complete

4. Open **Pre-Health Database (Credentials File)** through the Career Center

Instructions: <http://bit.ly/2tkCcNI>

Complete

**Deadline: By February 1, 2018**

5. Ask for **Letters of Recommendation**

Make sure to provide your Letter Writers with the **Cover Forms**: <http://bit.ly/2ttvdQI> and <http://bit.ly/2ttZQ8u>

Complete

**Deadline: By February 1, 2018**

6. **Institutional Action Verification**: If you have EVER been called to the **Office of Student Conduct** or the **Honor Council**, contact the respective office to confirm your record.

Complete

**Deadline: By April 1, 2018**

7. **Letters of Recommendation** due to **PreHealth Database**

**Complete**

**Deadline: By April 1, 2018**

\*Additional letters may be submitted after April 1, but they will not be included in the Composite Letter.

8. Submit **Letters of Recommendation Confirmation Form** (*located in Canvas*)

**Complete**

**Deadline: By April 15, 2018**

9. Schedule and Complete your **Composite Letter Interview** (*instructions for scheduling this meeting will be posted in Canvas*)

**Complete**

**Deadline: By May 1, 2018** (interviews begin in February)

10. Update **Activities Log** with continued hours and new activities from the Spring 2018 semester

**Complete**

**Deadline: By May 15, 2018** (open for edits starting April 15)

11. **Place request on PreHealth Database** for Composite Letter to be sent to application service. Requests cannot be made until the Composite Letter has been uploaded to the Pre-Health Database. The Composite Letters are typically uploaded by the last week of June. You can (and should) submit your primary application to the CAS before the Composite Letter has been posted to the PreHealth Database. The \$50 Fee must be paid to the Career Center before a request may be put on the system.

**Complete**

**Instructions for making a request on the PreHealth Database:** <http://bit.ly/2tVjDAX>

**Deadline: Depends on Application Service.**

Composite Letter deadlines are firm. If you miss any deadline listed above, you will not be eligible to continue with the 2018 Composite Letter process. Additional details on each step in the Composite Letter application process are explained in the Composite Letter Canvas modules. Please read through these modules thoroughly to ensure you do not miss any important details.

Please contact the PHMO ([prehealth@emory.edu](mailto:prehealth@emory.edu)) with questions.

To schedule an appointment with the PHMO, visit: [www.emory.edu/ASST](http://www.emory.edu/ASST).



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