

# Sample Composite Letter Applicant Checklist

Use this sample checklist to familiarize yourself with the Composite Letter process. The Composite Letter application process begins early in the Fall semester **BEFORE** you plan to apply. For example, if you plan to apply for a Composite Letter in the Spring of 2019, you will need to begin working on your application in the Fall of 2018.



**Dates and requirements are subject to change!** The official Composite Letter Checklist is posted in September each year for the upcoming Composite Letter Cycle. Students are responsible for downloading the official checklist for the year they plan to apply and are responsible for completing all requirements by the deadline.

Only students who have completed a Group Mandatory Check-Up and 1:1 Follow-Up are eligible to apply.

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

Complete

**Deadline: By November 1**

2. Complete **Intent to Apply Form**  
(sent to you via email early in the Fall semester)

Complete

**Deadline: By December 15**

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

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

**Deadline: By January 15** (extensions 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**

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**

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**

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

**Complete**

**Deadline: By April 1**

*\*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**

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

**Complete**

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

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

**Complete**

**Deadline: By May 15** (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 Composite Letter process for that cycle. 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).

**THIS IS A SAMPLE COMPOSITE LETTER CHECK LIST. DEADLINEs AND DATES ARE SUBJECT TO CHANGE. DOWNLOAD THE OFFICIAL COMPOSITE LETTER CHECKLIST FROM THE PHMO WEBSITE EARLY IN THE FALL SEMESTER BEFORE YOU PLAN TO APPLY.**