

# 2017 Composite Letter Manual

How to Prepare and Apply for a  
2017 Emory University Composite Letter



# Composite Letter Manual Table of Contents

CHAPTER 1:	WHAT IS A COMPOSITE LETTER?	3
CHAPTER 2:	AM I READY TO APPLY FOR A 2017 COMPOSITE LETTER?	8
CHAPTER 3:	WRITING A PERSONAL STATEMENT	9
CHAPTER 4:	PRE-HEALTH DATABASE	13
CHAPTER 5:	LETTERS OF RECOMMENDATION	17
CHAPTER 6:	CENTRALIZED APPLICATION SERVICES (CAS)	20
CHAPTER 7:	WHEN TO TAKE ENTRANCE EXAMS	23
APPENDIX A	COMPOSITE LETTER APPLICANT CHECKLIST	25
APPENDIX B	CL ESSAYS	27

# CHAPTER 1: WHAT IS A COMPOSITE LETTER?

The Composite Letter (CL) provides a snapshot of your undergraduate career at Emory, summarizing and rating experiences in the following categories:

- Academic Accomplishment
- Community Service & Leadership Experience
- Medically-Related Experience
- Research Experience (if you participated)
- Institutional Action (Honor or Conduct Code Violations, if you have one)

## A COMPOSITE LETTER IS/DOES:

- A holistic overview of your undergraduate experiences
- A synthesis of your submitted CL application materials, a CL interview, 3-4 individual letters of recommendation and a review by the CL committee
- A review of experiences in each of the categories listed above with both a narrative and a rating on a scale from **minimal** to **exceptional**
- An overview of your strengths and challenges (if experienced) during your pre-health journey
- A cover letter that accompanies selected letters of recommendation (LORs), and ultimately sent as a packet WITH the selected LORs

## A COMPOSITE LETTER IS NOT:

- A letter you will be able to review
- An overstatement or understatement of your accomplishments
- A "golden ticket" into a healthcare graduate school program
- Mandatory (although some schools may ask why you do not have one because it is a service provided by Emory)

If you feel your ratings in the categories listed above may be **minimal in several categories**, you should speak with a PreHealth Mentoring Office (PHMO) advisor about whether you are ready to apply for a CL OR to a healthcare professional program this cycle.

If you feel your rating **may be minimal in ONE category**, but you are strong in the other categories, you *should be ok* to continue with the CL application process. Based on **your** experiences, PHMO advisors may advise you to wait to apply for a CL or to your program of choice so you can be the MOST COMPETITIVE applicant you can be to the program of choice at application time. PHMO advisors are happy to discuss your readiness to apply at any time.

Use the Mandatory Check-Up (formerly known as PHHR) and the [competency worksheets](#) to assess where you stand now. While you will not be able to review your final CL ratings, nor the final letter, you can self-evaluate your experiences to gauge your readiness. If your self-assessment indicates you may rank as minimal or moderate in several areas, you may want to consider whether this is the right cycle to apply.

**Note:** Only 10% of CL recipients received exceptional ratings in all categories in past years. If you are weaker in one area, you may have great strengths in another. The benefit of the CL is that it shares your holistic story.

## SECTIONS OF THE COMPOSITE LETTER

There are seven sections included in every Emory CL. Each section is outlined below and indicated in bold font:

- I. The **Candidate Introduction** introduces you with both demographic information and the primary reason you are applying to a healthcare professional school.
  - Make sure you clearly state your health care professional goals in your application and interview.
  - The PHMO will not be able to share why you are interested in this career path if you are unable to articulate it yourself.
- II. **Academic Accomplishment** assesses your Emory cumulative grade point average (GPA), academic trends and/or outliers in performance, major and minor coursework, and academic honors.
  - While we only assess the Emory cumulative GPA in the rating, if you completed course work at another university, performance may be addressed and included in the narrative.
  - If there are significant trends or outliers, adjustments to the ratings may be made and will be addressed in the narrative.
  - Academic activities such as scholarships, honor societies, or an honors thesis are also considered in the rating and addressed in the summary.
  - Academic ratings are *typically* based on the cumulative Emory GPA using this scale: Exceptional  $\geq 3.85$ ; Substantial 3.50-3.84; Moderate 3.30-3.49; Minimal  $\leq 3.30$ .
- III. **Community Service and Leadership Experience** addresses engagement in the community both on and off campus (both medically and non-medically related experience) and any leadership roles you have assumed.
  - This section focuses on both quality and quantity of activities and commitment.
  - Consider using the [competency worksheets](#) to assess what you have demonstrated by participating in community service and leadership activities.
- IV. **Medically-Related Experience** addresses your clinical exposure to healthcare settings and patient care. This section may include time spent shadowing/informational interviewing, volunteering/working in a clinical setting, or participating in a medically related service experience. This section focuses on both the quality and quantity of your activities and commitment.
  - Consider using the [competency worksheets](#) to reflect on what you have learned through your medically-related experiences.
  - Remember, particular professional schools MAY require specific medically-related experiences. Be sure to check with the programs you are interested in to verify requirements.

- V. While **Research Experience** is not required, if you have participated, this section addresses your participation and/or contributions to research. This includes experiences in a formal research program, laboratory setting, clinical setting, independent study or an honors thesis. If you have NOT participated in any research activities, this section is omitted from the CL.
- Participation in research is not an Emory graduation requirement, and students who participate must establish and secure opportunities individually.
  - The rating considers length of participation, your articulation of the research process, and demonstrated growth, responsibility and leadership over time.
  - If you have participated in research and consider it a meaningful experience, you should **plan to ask a PI or research mentor for one letter of recommendation.**
- VI. The **Other Considerations** section includes additional activities, experiences or personal circumstances not addressed in any other section. This can include but is not limited to employment, participation on sports teams, or other student clubs and organizations.
- VII. **Institutional Action** discloses if *you have ever* been charged with an Emory Honor Code and/or Conduct Code violation. In some cases, temporary marks may have been removed from the permanent record; however, this section **will address whether a charge occurred** and contact information for the Honor Council or Office of Student Conduct. If you have ever received ANY institutional action, this will be disclosed in your CL. Even if you don't apply for a CL, **you will** have to disclose this information to the application service and program as part of institutional certification.



## WHO IS ELIGIBLE FOR A COMPOSITE LETTER?

The PHMO does not have a GPA or test score cutoff (MCAT, DAT, GRE) for CL eligibility. We want to write letters for students who are *ready* and *competitive* to apply to their chosen fields.

Students in the following categories are eligible to apply for a CL this cycle:

- Current Emory (College, Business or Nursing) Juniors or Seniors
- Students who participated in the Mandatory Check-Up process (formerly known as the PHHR) by the following deadlines:
  - Group Mandatory Check-Up - October 1, 2016
  - 1:1 Follow-Up - December 1, 2016
- Alumni who graduated in the past 2 years from Emory (any undergraduate program), completed pre-requisites at Emory, AND participated in a Mandatory Check-Up (formally known as PHHR)
- Students who received a Composite Letter in a previous cycle but did NOT apply to a professional school

**If you have questions or want to discuss whether this is the right cycle to apply for a CL, please schedule an appointment with a PHMO advisor by calling 404-727-6040 BEFORE December 1, 2016.**

You are always welcome to apply to your chosen professional school without a CL.

## WHEN SHOULD YOU APPLY FOR A COMPOSITE LETTER?

### **Apply for a Composite Letter this Year (2016-17)**

- Students applying to medical (allopathic and osteopathic), MD/PhD, dental, optometry or podiatry programs in the 2018 cycle for Summer/Fall 2018 matriculation.
- Alumni who will be 2 years post-graduation in 2017.

### **Apply for a Composite Letter at a Later Application Cycle**

- Students applying to medical (allopathic and osteopathic), MD/PhD, dental, optometry or podiatry programs for 2019 entry or later.
- Alumni up to 2 years following graduation will be eligible to apply for a Composite Letter. If you are a current senior and NOT ready to apply after graduation, you will be eligible to apply at a later date.

### **Do Not Need to Apply for a Composite Letter**

- Nursing, Public Health, Physician Assistant, Veterinary, and other pre-health students DO NOT need to apply for a Composite Letter. Review the application process for these professions and more on the [PHMO Website](#).

## HOW TO APPLY FOR A COMPOSITE LETTER

First, review the [Composite Letter Applicant Checklist 2016-2017](#). Next, complete the online quizzes within the [online CL Orientation](#) (for current students) or the [Wufoo Quiz](#) (for alumni) by the deadline of December 15<sup>th</sup>. Then, complete the supporting Application Documents, which can be found in Appendix B of this manual. You have all semester to work on the Application Documents and this step will take you the most time. Start early!

The PHMO will e-mail a link to the Wufoo Application Form to all eligible applicants after December 15, 2016. This form collects general information about yourself (name, major, etc.). **Please upload the supporting Application Documents to the Wufoo Application Form and submit this as your complete CL Application.**

**Note:** Complete and save all supporting documents BEFORE you complete the Wufoo Application Form. As noted above, we recommend working on the Application Documents ASAP. Please do not wait to write all of your essays the week they are due. You should be working on this application throughout the fall semester and over winter break. Please take the CL application seriously, as your application gives the CL Writer information to tell your holistic story. We cannot include information about you that you do not provide. Emory's CL application is very similar to the application for professional schools; several of the questions are the same and this is intentional. The CL application will take a considerable amount time, but it will prepare you for the upcoming professional application process. The versions you submit to the CL application need to be complete, proofread, and in compliance with character limits.

**Note:** Pay special attention to the file format each Application Document must be saved as:

- Composite Letter Waiver and Consent (save as PDF)
- 2017 Essays (save as Word Document)
- Activities Log (Google Form will be provided)
- If you have completed college work at any other college/university, please submit an unofficial college transcript from where you attended (save as PDF)
- Letter of Evaluation Cover Form (will be available on PHMO website Composite Letter page by Dec. 15th)

**The entire CL Application includes the Wufoo Application Form (e-mailed to you after December 15) and Application Documents (available now).**

**The 2016-2017 CL Application is due February 1, 2017.**

## WHY ALL THESE STEPS?

The PHMO requires many steps and details so we can tell your story holistically. We believe ALL the steps will help you prepare to apply as early as possible to your chosen professional program. We also start this process in the fall so that we can ensure to have your CL ready when the application opens in the summer. **Your adherence to these deadlines will only help to ensure your CL is accurate and ready.**

## SPRING ADDENDUMS

Following your application, the PHMO will ask you, via e-mail, for a spring addendum to your CL application. This is an opportunity for you to provide additional information regarding your Spring 2017 accomplishments since your application was submitted in February. This information will be included in your final CL.



## CHAPTER 2: AM I READY TO APPLY FOR A 2017 COMPOSITE LETTER?

When making the decision of when to apply for a CL, there are *many* factors for you to consider. It is important that you decide to apply for a CL when YOU are the most competitive to apply to a healthcare professional school. This is a personal decision based on your academic accomplishments and all of your other experiences. You may be ready to apply as early as the summer after your junior year. Other options include the summer after your senior year, or even a few years after you graduate from Emory; **ALL OPTIONS ARE OK.**

**If you are still not sure if you are ready for this cycle, schedule an appointment with the PHMO, [www.emory.edu/asst](http://www.emory.edu/asst). Search for PHMO appointments.**

Ready for a 2017 CL	Not Ready for a 2017 CL (Date will depend)
<ul style="list-style-type: none"> <li>Completed or will complete all pre-requisites by Spring 2017 (at least ALL classes needed for admission exam)</li> </ul>	<ul style="list-style-type: none"> <li>Still working on pre-requisites</li> </ul>
<ul style="list-style-type: none"> <li>Cumulative GPA and BCPM are competitive (depends on program)</li> </ul>	<ul style="list-style-type: none"> <li>Need more time to bring up GPA/show an upward trend</li> </ul>
<ul style="list-style-type: none"> <li>Participated in meaningful extracurricular activities in the following categories:               <ul style="list-style-type: none"> <li>Community and Public Service</li> <li>Medically-Related</li> <li>Research (if applicable)</li> <li>Other Extracurricular Experiences</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Have not participated in meaningful extracurricular experiences, but plan to this year and next</li> </ul>
<ul style="list-style-type: none"> <li>Took or plan to take the admission tests by June 2017 (later dates may affect healthcare application timeline)</li> </ul>	<ul style="list-style-type: none"> <li>Waiting to take admissions tests</li> </ul>
<ul style="list-style-type: none"> <li>Planning to apply this cycle</li> </ul>	<ul style="list-style-type: none"> <li>Planning on two gap years</li> </ul>



# CHAPTER 3: WRITING A PERSONAL STATEMENT

## What is a Personal Statement?

A personal statement is an opportunity for you to support or enhance other parts of your application. It is your first chance to help the admissions committee understand your motivation for pursuing this career while giving them a sense of who you are. The personal statement tells your story and the context that shaped who you are as a person – your values, interests and goals. Your statement should breathe life into your application and make the admission committee feel something.

## Why is the Personal Statement Important?

The biggest “cut” in the admission process is based on application content, and your personal statement is part of the application. You will be applying with other students who may be academically similar to you. The personal statement can help you to stand out in a positive way. Simply by telling your story, you have the opportunity to highlight your uniqueness and how you will positively contribute to the health professions community.

## Themes to Avoid in Your Personal Statement

- **Clichés:** “I like science and want to help people.” – This is a job requirement, not something that makes you stand out.
- **Epiphany into Medicine/Manifest Destiny:** Your pursuit of the health professions should be a result of a series of thoughtful, conscious, and reflective decisions, not an instantaneous realization or something you’ve “always known”.
- **The Narrative Resume:** Do not rehash all of your activities and achievements. Your statement should focus on one or two significant experiences that offer sincere insight into you.
- **Grandiosity:** While it’s good to have goals, claiming in your personal statement that you are going to “cure cancer” or “eliminate healthcare disparities” shows a lack of understanding of the problem you’re planning to solve.
- **Excuses:** There are much better uses for your personal statement than justifying poor grades, conduct violations, etc. However, if you choose to address this, make it brief and focus should be on what you learned from the incident.
- **Name Dropping:** Your experiences are what make you unique, not who you know. Keep the focus on you.
- **Inflammatory/Controversial Remarks:** You do not know the values, beliefs, and background of the person who is reading your essay. Refrain from making strong statements on politics, religion, and other polarizing topics.
- **Lies:** This not only includes blatant lies, but also includes providing information that may be factually accurate but is presented in a misleading way. It will not take an admission committee long to figure out when you are embellishing.
- **Quotations:** You have around 5,000 characters for your personal statement. Don’t waste them using someone else’s words.
- **Unusual Format:** Do not try to stand out by using an unusual format. Do not submit artwork, videos, or poems. You do not need gimmicks to stand out.

- **Experience providing any treatments you are not licensed to provide:** If you have ever participated in treatments while shadowing or volunteering do not discuss this experience unless you are licensed. Please see the AAMC’s policy regarding such behavior [HERE](#).

## Steps for Writing Your Personal Statement

This process will be different for everyone, but these steps can guide you through the process of telling your story.

### **Step 1: Reflect**

Take a moment to reassess why you want to join this profession. If you’ve kept a reflection journal from your activities, now is the time to review it! Use these questions to help guide your reflection and use a notebook to write down reflections:

#### Motivation:

- Why are you applying?
- What inspires you to pursue this profession?
- What makes you so passionate about this?

#### Fit:

- What are your values?
- How do these align with the values of the profession?
- What personal qualities do you have that will enable you to positively contribute to the profession?

#### Capacity:

- What are your most defining experiences?
- What competencies did you develop/demonstrate through these experiences?
- What errors or regrets have taught you something about yourself?
- How have you changed/grown from your experiences?

#### Vision:

- What do you want to do and be (professionally speaking)?
- What impact do you want to have?

### **Step 2: Brainstorm**

Start thinking about what you want your central message to be. Set aside time when you will not be rushed. Read the Personal Statement question/prompt. Using your notes from your reflection, start grouping like thoughts and look for an emerging theme. Remember, this is YOUR personal statement. Think about the aspect of yourself you want to convey to the admissions committee.

#### **Possible Topics:**

- Explain your clinical experience and what you have learned about the patient-provider relationship.
- A diverse/unique experience or event and how it shaped you.
- A leadership role you played and how it challenged you.
- Athletes: How has your discipline and teamwork molded you?
- Study Abroad: How has your appreciation for diversity and gaining a global perspective shaped your outlook?
- Actors/Artists/Musicians: How has your focus, discipline, and/or creative energy contributed to your passion for healthcare?

- Volunteers: How can you apply your compassion, altruism, appreciation for others and dedication of time and energy to medicine?

### **Step 3: Execution**

Once you have a well-developed thesis statement, start writing! At this point, focus on your message and save editing for later. You should open with a hook and conclude by reinforcing your thesis. It is helpful to use an essay outline to make sure your statement stays on point and paragraph outlines to keep structure within the paragraph and help with flow.

#### **Essay Outline:**

- Introduction (Motivation)
  - Initial inspiration, provides context
- Body (Fit and Capacity)
  - Action/Experiences
  - Change
  - Insight into change/growth
- Conclusion (Vision)
  - Future goals
  - What impact do you want to have

#### **Paragraph Outline:**

- Point (Introduction to the main point of the paragraph)
- Evidence
- Explanation of how/why it is relevant to the profession
- Link (transition to next paragraph)

\*Not all paragraphs will follow the outline in the exact order, but all elements of the outline should be present in each category.

#### **Tips:**

- Open with a hook and conclude by reinforcing your thesis.
- Use examples to go with your statements.
- Write with a distinct voice.
- Be clear and concise.

### **Step 4: Take a break!**

After finishing your draft, set it aside for a few days. Come back to it with fresh eyes and perspective.

### **Step 5: Editing and Proofing**

Read over your essay and analyze it line by line. Double space so you have plenty of room to mark up the page. As your reading, ask yourself if this essay could apply to any other profession. If so, it is not specific enough. Ask yourself what is missing, what works/doesn't work, is the message clear?

Identify trusted proofreaders. After they read the essay, ask them what your central message was. If they interpreted it differently than you intended, you may not have been clear enough. Be open to their suggestions, but make sure the statement still has your sentiment.

Utilize the Writing Center for grammatical reviews and the Career Center's Document Critique Service for content reviews.

#### **Things to watch out for:**

- Too many thoughts – stay focused on one or two strong ideas
- Wordiness/Using the same word repeatedly
- Slang, contractions, informal tone
- Too many \$10 words
- Passive voice

#### **Character Limits and Prompts**

**AMCAS (Allopathic Medicine):** *“Use the space provided to explain why you want to go to medical school.”* - 5,300 characters

If applying to MD/PhD programs, you will write two additional essays:

- *“Why are you pursuing an MD/PhD?”* – 3,000 characters
- *“Describe your significant research (name, affiliation, duration, nature of problem, contribution, etc.)”* – 10,000 characters

**AACOMAS (Osteopathic Medicine):** *“In the space provided write a brief statement expressing your motivation or desire to become a DO.”* - 4,500 characters

**AADSAS (Dentistry):** *“In your personal statement you will explain why you want to pursue a dental career.”* – 4,500 characters

**TMDSAS (Texas Medical and Dental):** Two required statements, one optional

- Required Medical: *“Explain your motivation to seek a career in medicine. Be sure to include the value of your experiences that prepare you to be a physician.”* – 5,000 characters
- Required Dental: *“Explain your motivation to seek a career in dentistry. You are asked to discuss your philosophy of the dental profession and indicate your goals relevant to the profession.”* -5,000 characters
- Required Medical and Dental: *“Learning from others is enhanced in educational settings that include individuals from diverse backgrounds and experiences. Please describe your personal characteristics (background, talents, skills, etc.) or experiences that would add to the educational experience of others.”* – 2,500 characters
- Optional Medical and Dental: *“Briefly state any unique circumstances or life experiences that are relevant to your application.”* -2,500 characters

**OptomCAS (Optometry):** *“Please describe what inspires your decision for becoming an optometrist, including your preparation for training in this profession, your aptitude and motivation, the basis for your interest in optometry, and your future career goals.”* - 4,500 characters

**AACPMAS (Podiatry):** *“Write a brief statement expressing your motivation or desire to become a podiatric physician.”* – 4,500 characters

# CHAPTER 4: PRE-HEALTH DATABASE

## WHAT IS THE PRE-HEALTH DATABASE?

As a service to Emory students and alumni, The Career Center offers a credentials service for students applying to health related programs. The Career Center accepts letters submitted on your behalf and then posts them electronically for distribution at your request to designated schools.

The Pre-Health Database is an electronic file system that stores your individual Letters of Recommendation (LOR) and also where your Composite Letter will be sent/stored once completed. Letters of Recommendation are very important for pre-health students.

There is no cost to open your Pre-Health Database- do not delay! **Plan to open your Pre-Health Database by February 1, 2017.** This will ensure that your Letters of Recommendation have a place to “live”.

## STARTING YOUR PRE-HEALTH DATABASE

You may fill out the paper work at the Career Center front desk in B. Jones Center or you can download the forms needed to establish a pre-health database below:

1. Submit the [Registration and Authorization for Release of Letters of Evaluation](#)

The screenshot shows a web browser window with the URL [www.career.campuslife.emory.edu/lorrms/view.php?id=52947](http://www.career.campuslife.emory.edu/lorrms/view.php?id=52947). The page header features the Emory University logo and the text "EMORY UNIVERSITY | The Career Center". The main heading is "Registration and Authorization for Release of Letters of Evaluation". Below this, a note states: "Completion of requests usually takes between 5 to 7 business days. However, during peak periods processing may take longer. Submissions with deadlines within the 5 to 7 business day processing time will not be honored." The form is titled "Student Information" and includes the following fields: "Emory Student ID # \*" (with a note "Must be 7 digits. Currently entered 0 digits"), "Name \*" (split into First, Middle, and Last), "Phone \*" (with a note "### ### ####"), "Emory E-mail \*", "Other E-mail (optional)", "State of Legal Residence \*" (a dropdown menu), "Last 4 Digits of Social Security # \*" (with a note "Must be 4 digits. Currently entered 0 digits"), "Date of Birth \*" (MM/DD/YYYY), and "Gender \*" (radio buttons for Female and Male).

In filling this form out, it is important that you select all programs you plan to apply to. You must also agree to waive your right to access of all letters submitted to complete this form. While you may think that you will only apply to one program (e.g. AMCAS), you may decide at a later date that you would like to add an application service (e.g. AACOMAS).

2. [Fee Request Form for Pre-Professional Recommendations \(PDF\)](#)
3. Provide the [Letter of Evaluation Cover Form \(PDF\)](#) for each of your letter writers for submission to your database. On EACH individual evaluation cover form YOU MUST indicate which programs you plan to apply and communicate with your letter writers which programs you plan to apply to. While you may think that you will only apply to one program, you may decide at a later date that you would like to apply for a different type of program. Make sure you check ALL programs you are thinking of applying to when you request a letter of recommendation from an individual. If you already know you are applying to two programs, you MUST let your letter writers know so that they can tailor letters accordingly. This will save time if you choose to add an application later.

You may choose to provide the [Letter of Evaluation Worksheet \(PDF\)](#) as a reference for your letter writers, but it does NOT need to be submitted.

### [NAVIGATING YOUR PRE-HEALTH DATABASE](#)

When you are confirmed to open your Pre-Health Database, you will receive step by step directions for logging in. You must provide evaluation cover forms to each individual letter writer (linked above). You should only log in at the below screen once you are confirmed to open your Pre-Health Database with directions to log in:

Public Login

https://www.healthprofsys.emory.edu/login

### PH Public Login

Effective immediately, we are no longer using Social Security numbers for verification and/or access. Please enter either your email address or Student ID and your password below.

Sign In to start your session

StudentID or Email

Password

Sign In

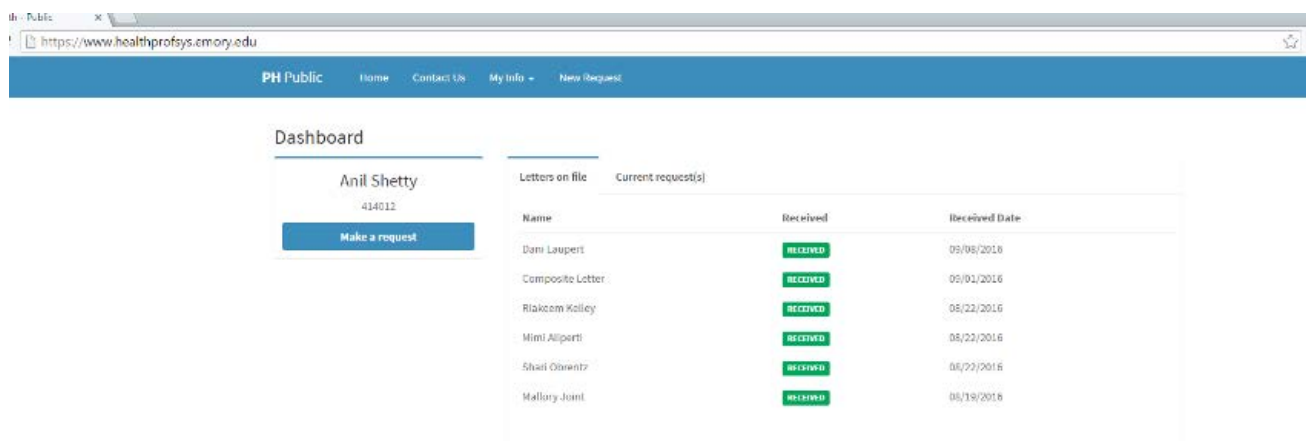
- OR -

Register for access

Contact us

[I forgot my password](#)

When your letter writers submit their letters of recommendation/evaluation, they will also submit the evaluation cover form to the database. Upon login, you will reach the Dashboard, where you will see the status of your letters on file. Remember, you have waived your right to read or review these letters:



To have letters sent, you must complete a request. First, you must choose your program type. Next, select the letters you want sent. For school selection, you must either type the name of the schools you want letters to be sent if they do not participate in a centralized application service, or select the type of application service that corresponds to your programs of choice. You must use the arrows to drop the typed in schools or selected schools/programs into the “Selected Schools” section of the form. Finally, fill out your student ID, your name, and type a message in the remaining sections of the form. Below is an example of how what the new request form looks like in the database:



health - Public x

https://www.healthprofsys.emory.edu/mdrequest

PH Public Home Contact Us My Info - New Request

### New Request

Choose your program type

MD Programs

#### YOUR LETTERS

You currently have no letters available for your request.

#### SCHOOL SELECTION

NOTE: If you chose "MD Programs" above, please select your school(s) from the list below. If you chose "All Other Programs", enter in the textbox below.

Name of School Where Letter(s) will be sent (All Other Programs)

School

**OR**

Choose a School (MD Programs)

From the listbox below, select the school and then click the DOWN arrow button to move it into the Selected Schools box.

LSU -Shreveport  
Stackler  
St. Georges  
Texas System/TMSAS

Selected Schools

AMCAS

Student ID

0414012

Enter your Name

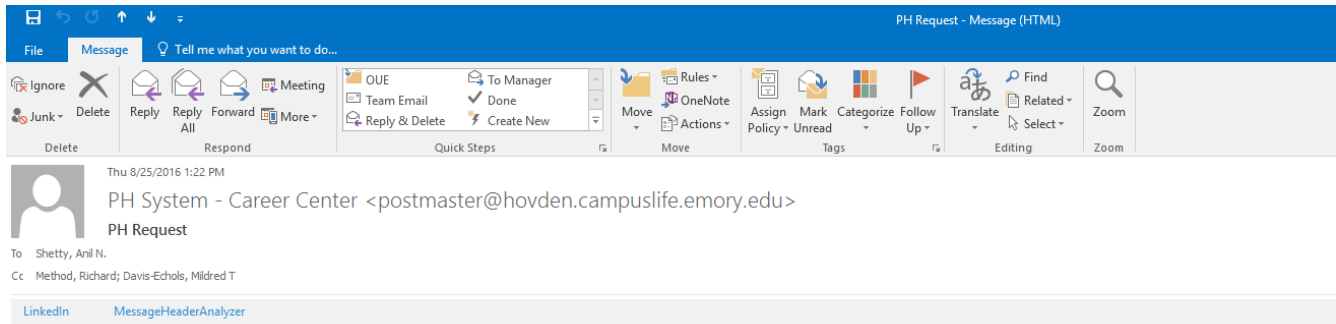
Anil Shetty

Add a message to this request

ADD AMCAS ID number here and any other comments necessary. All information typed here is internal and is not released to any programs.

Submit

Be sure to add your AMCAS ID# in the message box if it was not provided at time of opening the Database and any other information needed. If applying for other programs, you must provide the ID# for the respective centralized application service and any other information needed to connect your letters to your application. All information typed in the message box is internal and is not released to any programs. Upon placing a request, you will receive an automated email such as the screenshot on the next page.



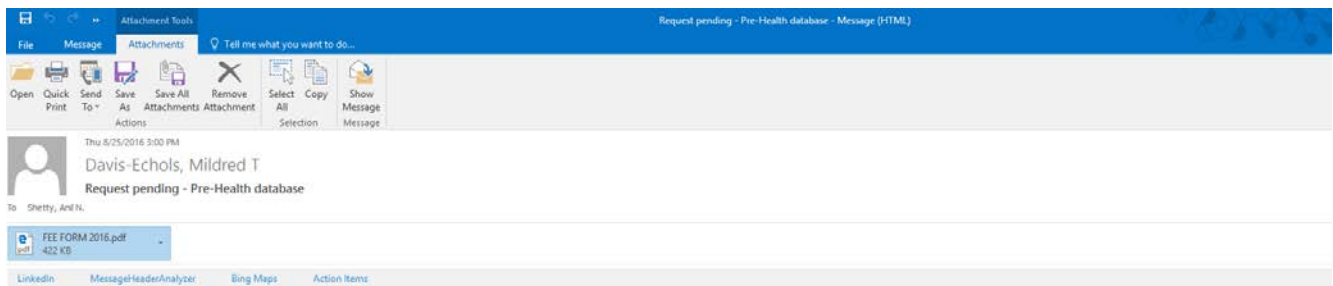
Your request has been received.

Your request has been received and is pending review. You will receive a “system generated” message when your request has been completed.

You submitted the following:

You chose the following letters:

It is important that your file is complete and all letters have been received in our office **BEFORE** you make your request; not doing so will result in the delay of completing your request. If this is not done, you will receive an email outlining the steps you must complete before your request can be completed:



Anil,  
 Your request is pending actions from you regarding the following:

1. You did not select the letters you want sent to AMCAs - please enter a new request and select your letters.
2. Based upon the letters you select, please submit the appropriate amcas letter request form - review the instructions on the Career Center's website at [www.career.emory.edu/2017](http://www.career.emory.edu/2017) cycle instructions to determine which type of letter packet you want to send.
3. Our records do not indicate receipt of your credentials fee for this application cycle. You are welcome to call the front desk at (404) 727-6211, to pay with your credit card - a fee form is attached for your reference.

Once you have completed these 3 steps, we will resume review/processing of your request. Should you have additional questions, please do not hesitate to contact me.

Best,  
 Mildred Davis-Echols  
 Program Coordinator  
 Health Professions

The Career Center - Emory University  
 200 Dowman Drive - B. Jones  
 Suite 200  
 Atlanta, GA 30322

404-727-1891 Phone  
 404-727-4899 Fax  
[www.career.emory.edu](http://www.career.emory.edu)

Embrace your passion. Unleash your potential.  
 Learn more about [Campus Life at Emory](http://CampusLife.Emory)



More information regarding the database can be found on the [Career Center's Website](#).

## HOW LETTERS OF RECOMMENDATION ARE SENT TO YOUR APPLICATION

Each centralized application service (e.g. AMCAS, AACOMAS, AADSAS, etc.) has specific instructions for how Letters of Recommendation and/or Composite Letters will be sent. Virtual Evals (VE), the transfer and retrieval system, allows schools to receive and download your letters as a part of the application process. This system will allow for quicker transfer and receipt of your letters. The use of Virtual Evals pertains to students applying to allopathic medical programs (MD programs), some MD/PhD programs, osteopathic medical programs (DO), optometry schools, podiatry schools and TMDSAS.

When the Career Center has completed your request, you will receive an automatic email informing you that your letters have been posted on the Virtual Evals website for schools and/or centralized application services to view. Only participating schools will have access to view your letters. You are encouraged to follow-up with each school to ensure that they have viewed your letters. In the event schools request additional letters from you, you will simply make that request through the database. There is a flat fee of \$50 per application cycle; this fee allows for a "no-limit" quota of school requests within an admissions cycle. This is a separate cost and is not part of opening your database.

If the school you are requesting does not participate in the Virtual Evals system or through a centralized application service, your letters will be sent via regular postal mail. All requests to have your file mailed must also be submitted via the [Pre-Health Database](#). No other form of request will be accepted.

Processing time for a request is normally from five to seven (5 to 7) business days. At certain peak times of the year, the turnaround process may be longer. All requests are processed on a "first come, first served" basis. If you must have your packet "overnighted", it is up to you to secure the postage. However, this delivery method does not impact the processing time – it only speeds up the delivery once the processing is completed.

## METHODS OF PAYMENT

**CHECK** – Mail or bring the check to the Career Center. Please make checks payable to Emory University.

**CREDIT CARD** – May be paid in person at the Career Center, or call the Career Center at (404) 727-6211 to submit payment over the phone

**CASH** – You may pay cash at the Bursar's office – you must provide the fee form, pay cash at the Bursar's office, then bring or mail the fee form to the Career Center. The Bursar will NOT accept cash payments without the fee form. The Career Center cannot accept cash payments.

## CHAPTER 5: LETTERS OF RECOMMENDATION

The requirements for letters of recommendation vary from school to school. Most, but not all, professional schools will accept the Composite Letter in lieu of a specific letter requirement. An example of a specific letter requirement would be securing letters from 2 science faculty and 1 other recommender. It is important to check with each school you plan to apply to in order to verify specific requirements.

- For the CL, you will be required to have **3-4 letters of recommendation SUBMITTED to your Pre-Health Database by April 1, 2017.**
- Failure to have a minimum of 3 letters **POSTED** in your Database by the **April 1, 2017** deadline will result in a suspension of your CL application. At that point, the PHMO may decide to terminate your application and reserves the right **NOT TO CONTINUE** writing your letter.
- You will be required to **CONFIRM** which letters of recommendation you will include in the CL packet. You will be e-mailed the confirmation form to be complete. This form must be completed by **April 10, 2017 at 11:59pm.**

### GENERAL GUIDELINES FOR TYPES OF LETTERS OF RECOMMENDATION

- At least 2 academic letters (strongly suggested)
  - At least 1 of the academic letters should be from a science faculty member (strongly suggested, may be required by SOME programs)
  - Consider a faculty member from your Major/Minor or one who knows you both in and out of the classroom
- 1-2 letters from individuals who know you "outside of the classroom"
  - Examples: a physician you have shadowed, a supervisor, a Research PI, etc.
  - Someone who can speak to your work ethic, disposition, etc.
- If you have participated in Research, and it was a meaningful experience, you should request a letter from a PI or Mentor (strongly suggested)

### CONSIDERATIONS REGARDING WHO TO ASK FOR LETTERS OF RECOMMENDATION

When thinking about who to ask, the most important consideration is who knows you the best and can write you a quality letter! A quality relationship is more important than having made a certain grade in a course or having a letter writer from a prestigious faculty member. It is always important to choose the faculty member who knows you the best. For example, some students only want letters from professors from courses in which they received an "A." Your transcript will show that you earned an "A." Some of the strongest letters come from professors who had students in courses that were more challenging, or when professors can discuss how you grew/worked over the course of a semester, even if your grade wasn't an "A."

Another example, students often only want letters from faculty members who have significant credentials but may not know the student as well as another faculty member without those credentials. Again, you should be

asking people who know you well and can speak about how they know you, the competencies you have developed and why you would be a good candidate for your program.

**Important Note:** Some professional schools may require letters from a professional in the field. For example, most Osteopathic Medical Schools require a letter from a DO. Be sure to check with the schools you are planning on applying to regarding the specific types of letters required.

A valuable resource to provide to your chosen letter writers and for your own review is the [AMCAS Letters of Evaluation Handout](#).

### ETIQUETTE WITH LETTER WRITERS

It is important to remember that your letter writer is providing an important favor in your career pursuit. It is a partnership to complete the LOR; the best etiquette is to always offer your willingness to help in completion and to respect the privacy and preferences of your letter writers.

When asking an individual to provide a LOR, it is important to consider the following:

- Ask someone you have a strong personal connection or relationship with. If you have not spent some time with this person, consider asking the letter writer to chat with you over coffee or a meal to re-establish your connection.
- Ask well in advance. It is required you open your Pre-Health Database by February 1, 2017 (refer to Chapter 3) and as listed above, all letters MUST be submitted to the Pre-Health Database by April 1, 2017 to be included in the CL packet. Letters received after April 1, 2017 will not be included in the CL packet, but may still be submitted as part of your program application. Letter writers always need ample time as they are busy with their own responsibilities. A good time to begin asking your letter writer is the fall before you apply for your intended program.
- Discuss what types of programs you plan to apply for with your letter writer. Some writers will prefer to write one letter for all programs, or write separate letters for the respective types of programs you plan to apply for.
- Sometimes letter writers do not have the time to write for you, or do not feel like they know you well enough. That is OK! This is why we suggest asking multiple people and asking early. Sometimes hearing “no” is the best favor a writer can give.
- Some letter writers need more information from you in order to write a letter for you. If a letter writer does not give you explicit instructions for what they need, you may offer to share your personal statement, your motivations and career pursuits, or a resume that outlines your experiences. You should always be willing to answer any questions they may have of you at any point in the letter writing process as promptly as possible. It is important that your letter writer knows why this career pursuit is important to you and that you are willing to do your part to accomplish this pursuit.
- It is not appropriate to write your own LOR, or even a draft. If a potential writer asks you to do so, you may share the additional information we outline above, and explain that you have waived your rights of access.

- If your chosen individual confirms they will write a LOR, ask the following questions to establish follow-up protocol:
  - “May I check in with you regarding the status of the LOR?” or “How would you like me to check in with you regarding the status of the LOR?”
  - “Do you want or need follow up from me? If so, how often would you like follow up?”
  - “How do you prefer communication – email, in person, phone, something else?”
  - “What do you think is a reasonable timeline for completion? How can I best assist you with meeting your own timeline and the required timeline?”
- Write a thank you note to your letter writer.
- Inform your letter writers of the outcome of your application. They spend a lot of time advocating for you! Let them know how you did (or if you decided to wait to apply).

### WAIVING RIGHTS OF ACCESS

When applying to healthcare professional schools, you will decide whether you will waive your right of access to view EACH letter of recommendation. The letter writer must submit this cover form with the letter of evaluation directly to your Database (directions stated in Chapter 3: Database).

While some writers may choose to share the content of a letter with you, this is a courtesy and should not be expected. You may not "submit" a copy of a letter you read. Letters must be submitted directly by the writers to the Database. You will choose to waive your rights of access to individual letters of recommendation at the following times:

- When you open your Pre-Health Database
- When you submit your evaluation cover form to each individual letter writer\*
- When you request to have your letters sent to an application service

\* The waiver you indicate on the evaluation cover form takes precedence over any other indicators as this is what will be reported to the medical schools. You cannot indicate that you "waive" on some letters and "do not waive" on others, as this indicator is reported once per application cycle for all letters submitted.

**Important Note:** Any personal information you may have shared with your individual letter writers may be used in your Letters of Recommendation. If you are concerned about your letter writers sharing PERSONAL information in your letter, it is your responsibility to clarify what you would like them to disclose. There is NO guarantee of what a letter writer will/will not include, and a letter writer may choose not to write for you if he/she does not feel comfortable with what can be disclosed.



## CHAPTER 6: CENTRAL APPLICATION SERVICES (CAS)

### APPLYING TO ALLOPATHIC MEDICINE (MD) PROGRAMS THROUGH AMCAS

The American Medical College Application Service (AMCAS) is the centralized medical school application processing service for the Association of American Medical Colleges (AAMC). Most United States medical schools use AMCAS as the primary application method for their first-year entering classes. AMCAS simplifies the medical school admissions process by requiring an applicant to only submit only one set of application materials, regardless of whether they are applying to one or multiple medical schools. AMCAS is only available to the first-year entering classes at participating United States medical schools – transfer applicants and advanced standing students should contact the medical schools directly for assistance. AMCAS does not render admission decisions and does not advise applicants where to apply; medical schools make these decisions solely for themselves.

The AMCAS application cycle opens for submission in early June, but it is recommended to submit your application as soon as possible, as each medical school has its own application deadline. The application process through AMCAS begins with submission of an online application to AMCAS with appropriate fees paid. It is required that all students read the [AMCAS Instruction Manual](#) to make completion of the online application much easier and students are asked to certify they have read the manual upon submission of the application. The typical application processing fee is \$160 and includes one medical school designation. Any additional schools you would like for your application to be sent to are \$38 each. AAMC does offer a [Fee Assistance Program](#) for applicants who, without financial assistance, would be unable to apply. AMCAS requires submission of all official transcripts and will then begin verification of coursework and calculation of AMCAS GPAs. Once this process is completed, the verified application is sent to designated medical schools. Letters are delivered as they are received and MCAT scores are automatically delivered as they become available.

### APPLYING TO OSTEOPATHIC MEDICINE (DO) PROGRAMS THROUGH AACOMAS

The American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) is the centralized online application service for the United States colleges of osteopathic medicine. AACOMAS simplifies the process of applying to osteopathic medical school, allowing applicants to complete one application sent with required information to the centralized service for verification of accuracy, processing, and sending the application with materials to osteopathic medical schools you designate. The AACOMAS application cycle opens for submission in early June, but it is recommended to submit your application as soon as possible, as each medical school has its own application deadline

Once an applicant has filled out their entire online application and selected which programs to apply to, the applicant must submit the application. Once a submission has been made, the AACOMAS application is locked and edits cannot be made; additions can be made and applicants may change their contact information, password and security information, references, and may add additional schools to apply to. Applicants will also need to submit official transcripts to be submitted, as AACOMAS does not review the application until all transcripts and payments (\$195 for the first program, \$40 for additional programs to designate) have been received. AACOMAS offers a [Fee Assistance Program](#) that must be applied for. Applicants are recommended to review the [AACOMAS webpage](#) for more information on requirements, application instructions, deadlines, fee waivers, updates, submission, how to send transcripts, and contact information.



## APPLYING TO DENTAL PROGRAMS THROUGH AADSAS

The American Dental Education Association (ADEA) Associated American Dental Schools Application Service (AADSAS) is the centralized application service for U.S. dental schools. The ADEA AADSAS simplifies the application process by allowing applicants to complete just one application for multiple dental schools. All U.S. dental schools participate in ADEA AADSAS and require it as the primary application. The exception to this is Texas residents applying to Texas dental schools, as these applicants will need to apply through the TMDSAS – this will be covered in the next section.

The ADEA AADSAS application cycle opens for submission in early June, but it is recommended to submit your application as soon as possible, as each dental school has its own application deadline. ADEA AADSAS does not send an application to a school if a student's application is received by ADEA AADSAS after the school's deadline. ADEA AADSAS applications will not be processed until all official undergraduate transcripts are received. Following application, fee payment (\$245 for the first dental school and \$98 for each dental school designation), and receipt of transcripts, it usually takes ADEA AADSAS about 4-6 weeks to process an application. ADEA AADSAS offers a [Fee Assistance Program](#) (FAP) that students must apply for. It is recommended to check the status of your application regularly to make sure there is nothing holding up the process.

To begin the application process, applicants should read all of the [ADEA AADSAS application instructions](#).

## APPLYING TO TEXAS MEDICAL AND DENTAL SCHOOLS THROUGH TMDSAS

The Texas Medical & Dental Schools Application Service (TMDSAS) is the centralized application processing service for applicants to the first-year entering classes at all of the public medical, dental, and veterinary schools in the state of Texas. TMDSAS simplifies the application process for both the applicants and participating schools. One standardized application is provided which relieves students of the need to complete a separate application for each of the participating schools. The TMDSAS participating schools benefit by receiving uniform information on all applicants and by designing the questions on the application. TMDSAS serves only as an information clearinghouse and does not influence the schools' review of the application nor their selection of applicants to interview and accept.

TMDSAS does not process advanced standing or transfer student applications. Advanced standing and transfer applicants should contact the schools directly for application instructions. There are 10 participating medical schools, 3 participating dental schools, and 1 participating veterinary schools.

For TMDSAS medical school applicants, review the [Eligibility Requirements](#), [Deadlines & Important Dates](#), and [Application Instructions](#) for participating medical schools.

For TMDSAS dental school applicants, Texas residents MUST apply through TMDSAS. Non-residents may apply through ADEA AADSAS or TMDSAS. Review the [Eligibility Requirements](#), [Deadlines & Important Dates](#), and [Application Instructions](#) for participating dental schools.

**Note:** If you are planning on applying through TMDSAS, please meet with a PHMO Advisor to review the TMDSAS and CL timeline.

### **APPLYING TO OPTOMETRY PROGRAMS THROUGH OPTOMCAS**

OptomCAS is the Optometry Centralized Application Service and is a service of the Association of Schools and Colleges of Optometry (ASCO). OptomCAS allows optometry applicants to use a single web-based application and one set of materials to apply to multiple schools and colleges of optometry. It is the applicant's responsibility to read and follow specific instructions for OptomCAS and the schools and colleges of optometry. OptomCAS will not determine whether an applicant has met the optometry school or college requirements or is eligible for admission. OptomCAS will consider an application ready for verification once the following items are received: completed OptomCAS application, official transcripts from all schools attended, application fee (\$165 to enter the system and apply to one school; additional \$65 fee for each additional school), and up to four letters of recommendation.

### **APPLYING TO PODIATRY PROGRAMS THROUGH AACPMAS**

The American Association of Colleges of Podiatric Medicine Application Service (AACPMAS) is a centralized application service of the American Association of Colleges of Podiatric medicine (AACPM), which is the nationally recognized education organization that represents the nine accredited U.S. colleges of podiatric medicine as well as hospitals and organizations that conduct graduate training in podiatric medicine. AACPMAS allows podiatric medical applicants to use a single web-based application and one set of transcripts to apply to all nine schools and colleges of podiatric medicine. AACPMAS serves only as an information clearinghouse and does not influence a schools' appraisal or selection of applicants; this decision is made by each school or college.

An initial AACPMAS application is one submitted online by a program's deadline with all fees paid. A completed AACPMAS application is defined as including the online submission by a program's deadline, all fees paid (\$180 processing fee for the first school and \$45 for each additional school designation), and receipt of transcripts for all schools and colleges reported as attended. To begin the application process, review the [AACPMAS Instructions](#).

# CHAPTER 7: WHEN TO TAKE ENTRANCE EXAMS

## EXAMS TO KNOW

MCAT: Medical College Admission Test

DAT: Dental Admission Test

OAT: Optometry Admission Test

## RECOMMENDATIONS ON WHEN TO TAKE YOUR RESPECTIVE ADMISSION EXAM

When deciding when to take an admission exam, everyone's path and readiness level differs. A simple measure to determine whether you are ready is that you have completed the pre-requisite courses that appear on the exam you are taking. The pre-requisite courses for each exam are listed in the table below, along with the corresponding Emory University course in parenthesis; some courses listed may not offer a direct translation to exam material but is listed as a best-case option to have a working knowledge base.

MCAT Pre-Requisites	DAT Pre-Requisites	OAT Pre-Requisites
Chemistry (Chem 141 & 142)	Chemistry (Chem 141 & 142)	Chemistry (Chem 141 & 142)
Biology (Biol 141 + 141L and Biol 142 + 142L)	Biology (Biol 141 + 141L and Biol 142 + 142L)	Biology (Biol 141 + 141L and Biol 142 + 142L)
Organic Chemistry (Chem 221 + 221L and 222 + 222L)	Organic Chemistry (Chem 221 + 221L and 222 + 222L)	Organic Chemistry (Chem 221 + 221L and 222 + 222L)
Physics (Phys 141 & 142)	Statistics (QTM 100, Math 107, or Econ 220)	Physics (Phys 141 & 142)
Biochemistry (Biol 301 / Chem 301)		Statistics (QTM 100, Math 107 or Econ 220)
Statistics (QTM 100 or Math 107)		
Social Sciences (Psych, Soc, or Anth classes)		

In addition to completing the above pre-requisite courses, it is recommended that you have taken a practice test – taking a real, live, and paid administered version of an exam should NOT be your first practice. There are many free or reduced cost practice exams offered through commercial test preparation courses and even the official exam websites themselves. It is generally recommended to take an admission exam once. Exams should also be taken following a preparation period, as all are several hours long and are tests of both



knowledge and endurance. It is up to you on whether to utilize an exam preparation course or to prepare on your own as the PHMO does not endorse any commercial test preparation course.

Each exam also has sections related to one of the following: verbal reasoning, reading comprehension, quantitative reasoning; and/or critical analysis/reasoning skills. Please consult with the official websites for detailed breakdowns on sections of the following exams: [MCAT](#), [DAT](#), [OAT](#).

### MCAT SPECIFIC RECOMMENDATIONS

It is a risk to retake the MCAT as some medical schools may only look at your most recent or lowest score and do not mix or match sections as college entrance exams do to boost scores. If you are planning to apply to medical school for this cycle and have completed the steps above, it is recommended to take the MCAT in or by May 2017. This is recommended so you will receive your score in June and can be a tool in helping you determine your readiness and competitive standing to apply. Some students who will apply in this 2017 cycle may wait until June to take the test. If you feel you need to retake the MCAT, make an appointment with PHMO to discuss if/when/how to move forward.

### DAT SPECIFIC RECOMMENDATIONS

Most dental school applicants complete two or more years of college before taking the DAT and are encouraged to take the exam well in advance of the dental school admission cycle. Applicants have the opportunity to take the DAT up to 3 times; applicants who want more attempts must apply for permission to test again and from that point forward may only retest once per 12-month period. Applicants must wait at least 90 days from their last attempt, before retaking the DAT. There are no exceptions to the 90-day waiting period. The results of the four most recent DAT administrations, as well as the total number of attempts, are reported on official score reports. Students are required to read the [DAT Guide](#) before submitting an application to test.

### OAT SPECIFIC RECOMMENDATIONS

Most applicants for optometry programs complete two or more years of college before taking the OAT and are encouraged to take the exam well in advance of the optometry school admission cycle. Applicants have the opportunity to take the OAT up to 3 times; applicants who want more attempts must apply for permission to test again and from that point forward may only retest once per 12-month period. Requests for additional testing beyond the first three attempts must be submitted in writing and must include evidence of current intent (within the past 18 months) to apply to optometry school. Applicants must wait at least 90 days from their last attempt, before retaking the OAT. There are no exceptions to the 90-day waiting period. The results of the four most recent OAT administrations, as well as the total number of attempts, are reported on official score reports. Students are required to read the [OAT Guide](#) before submitting an application to test.



APPENDIX A: COMPOSITE LETTER APPLICANT CHECKLIST

Composite Letter Applicant Checklist
2016-2017
(2018 Applicant Cycle)



Please 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 to your computer. Once you complete a task, check the box on this form to keep track of your progress.

1. Complete 3rd/4th Year Group Mandatory Check-Up (previously the Group PHHR) [ ] Completed

Deadline: By October 1, 2016

2. Complete 1:1 Follow-Up [ ] Completed

Deadline: By December 1, 2016

3. Download and read Composite Letter Orientation Manual AND complete associated quizzes for each chapter [ ] Completed

Deadline: By December 15, 2016

4. Submit Composite Letter Application (Wufoo Form and Supporting Documents) [ ] Completed

Deadline: By February 1, 2017 (application will be emailed to eligible applicants in mid-December)

5. Open Pre-Health Database (Credentials File) through the Career Center [ ] Completed

Deadline: By February 1, 2017 11:59 PM

6. Ask for Letters of Recommendation [ ] Completed

Deadline: By February 1, 2017

7. Letters of Recommendation due to Pre-Health Database (from letter writers) [ ] Completed

Deadline: By April 1, 2017
\*Additional letters may be submitted to the Pre-Health Database after April 1 but will not be included in the Composite Letter



---

8. Submit Letter of Recommendation Confirmation Form (sent to you via e-mail) Completed

**Deadline: By April 10, 2017**

---

9. Submit Addendum Form (sent to you via e-mail) Completed

**Deadline: By May 1, 2017**

---

10. Schedule and Complete your Composite Letter Interview Completed

**Deadline: By May 1 (you will be e-mailed to schedule)**

---

11. Place request on Pre-Health Database for Composite Letter to be sent to application service (see Career Center web site for instructions). Note: You must have an Application ID to make request. Completed

**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 2017 Composite Letter process. Contact the PHMO at [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)





## APPENDIX B: 2017 ESSAYS

### Instructions:

- Edit the Header of this document, placing your First and Last Name in the sections marked by <FIRST NAME> <LAST NAME>
- When you are finished with this form, please save it as: FirstName\_LastName\_2017Essays.doc. (EX: Albert\_Einstein\_2017Essays.doc)
- Upload the file to your Wufoo application form.
- In the essays below, if you are using acronyms, please identify what the acronym stands for (i.e. EEMS Emory Emergency Medical Services). You may use the acronym once you have identified what it stands for.

The purpose of these essays is for us to get to know you! The more information you provide, the more information we can use to write your composite letter. Please be as thorough and detailed as possible.

### Required Short Answer Questions: Composite Letter Sections

#### Candidate Introduction

1. Where are you from (city, state, country)? If you have moved or lived in multiple locations, please include.
2. What healthcare professional program are you applying to?
3. In up to 3 sentences, what about this profession draws you to it?
4. In up to 3 sentences, how have your undergraduate experiences validated this decision?
5. What qualities do you have that will be helpful as a future healthcare professional?
6. List 3 adjectives that describe you:

#### Academic Accomplishment

1. What is your major? Why did you choose this major?
2. If you have a second major or minor, what is it? Why did you choose this major/minor?
3. What is your most meaningful academic experience?
4. What have you learned from being an Emory undergraduate student that has prepared you to be a successful graduate student?

#### Optional

5. If you studied abroad, where did you go? What did you learn from the experience?
6. If your cumulative GPA is below a 3.4, please share why you think you are prepared to apply to a professional program at this time.

*Note: If you are doing post-baccalaureate work to improve your GPA, please consider waiting to apply when that work is completed rather than applying while it is in progress. Please schedule an appointment with a PHMO Advisor to discuss.*





### **Community Service and Leadership**

*Note: Please be sure any experiences discussed below are included on your Activities Log.*

1. What is your most meaningful community service experience, and why is it meaningful to you?
2. What is your most meaningful leadership role, and why is it meaningful to you?
3. What did you learn (i.e. skills, competencies) from your community service and leadership experiences that will be helpful as a future healthcare professional?

### **Medically-Related Experience**

*Note: Please be sure any experiences discussed below are included on your Activities Log.*

1. What is your most meaningful medically-related experience, and why is it meaningful to you?
2. How have your medically-related experiences influenced or shaped your decision to pursue this career?
3. Did the healthcare professionals you interacted with display characteristics you hope to emulate or avoid as a future healthcare professional? Please explain.

### **Research Experience**

*Note: Please be sure any experiences discussed below are included on your Activities Log.*

*Please repeat questions 1-7 for each research experience you participated in. Please explain all experiences in terms that readers who may not have experience with your research (technical terms) can understand.*

1. What is the purpose of the study you worked on (i.e. the research question)?
  - a. Is this part of an Honor's Theses? If completed, what was the result (i.e. highest honors)?
2. What is the name of the lab? Where was the lab / where did the study take place?
3. Who is your PI/Supervisor?
4. What was your role in the lab/on the project? Include different roles even if within the same project.
5. In up to 3 sentences, what transferrable skills did you learn that you can apply in graduate school and/or as a healthcare professional?
6. In up to 3 sentences, what was the most challenging part about your research?
7. What was the most rewarding part about your research?
8. If you are an author to a publication, please answer the following questions:

*Note: Do not include publications that are in the process of being published.*

- a. Name of Article:
  - b. Place of Publication (i.e. name of journal):
  - c. Date of Publication:
9. If you are completing an honor's thesis, please answer the following questions:
    - a. Name of the Lab:
    - b. Purpose of the Study (Research Question):
    - c. Date of expected completion:
    - d. If completed, what was the result (i.e. highest honors):



**Other Considerations**

1. If you participated in a job, club, sports team, or other experience not listed in any other section, please explain what types of transferrable skills you developed from this experience?

**Additional REQUIRED Essays**

- Please provide answers below each question.
  - When submitting, be sure that the questions are bolded and your answers are in normal-face type.
1. **PLEASE ENTER A DRAFT OF YOUR PERSONAL STATEMENT, EXPLAINING WHY YOU WANT TO GO TO HEALTH PROFESSIONAL SCHOOL. CHARACTER LIMIT IS 5300.**  
RESPONSE:
  
  2. **DO YOU HAVE A CRIMINAL RECORD OF ANY KIND, NOT COUNTING MINOR TRAFFIC VIOLATIONS? IF YES, PLEASE DESCRIBE IN DETAIL. IF NONE, PLEASE PUT N/A. CHARACTER LIMIT IS 3000.**  
RESPONSE:
  
  3. **IF YOU HAVE BEEN FOUND RESPONSIBLE OF AN INSTITUTIONAL ACTION (ACADEMIC HONOR CODE OR CONDUCT VIOLATION) DURING YOUR TIME AT EMORY, EVEN IF IT IS NOT CURRENT, YOU WILL NEED TO DISCLOSE IT IN YOUR APPLICATION AND EXPLAIN THE CIRCUMSTANCES. PLEASE INDICATE ANY INSTITUTIONAL ACTIONS YOU HAVE RECEIVED AND EXPLAIN WHAT YOU HAVE LEARNED FROM THE EXPERIENCE. IF NONE, PLEASE PUT N/A. CHARACTER LIMIT IS 3000.**  
RESPONSE:



### Optional Essays

Helps us to get to know you more. While the following questions are optional, they are asked on many healthcare professional school applications. This is another opportunity for you to share information about yourself.

1. **DISCUSS HOW ANY PARTICULAR FEATURES IN YOUR BACKGROUND (I.E. EARLY EDUCATION QUALITY; SOCIOECONOMIC STATUS; CULTURE, RACE, OR ETHNICITY; WORK OR LIFE EXPERIENCES) HAVE AFFECTED YOUR CAREER GOALS AND PREPARATION.**

RESPONSE:

2. **HAVE YOU EVER CONSIDERED YOURSELF DISADVANTAGED IN ANY WAY (EDUCATIONALLY, FINANCIALLY, OR OTHERWISE)? IF YES, PLEASE EXPLAIN.**

RESPONSE:

3. **PROVIDE ANY ADDITIONAL INFORMATION THAT YOU BELIEVE THE ADMISSIONS COMMITTEE SHOULD KNOW ABOUT.**

RESPONSE:

4. **IS THERE ANY INFORMATION YOU SHARED IN YOUR COMPOSITE LETTER APPLICATION THAT YOU WOULD NOT LIKE THE COMPOSITE LETTER WRITER TO ADDRESS (EXCLUDING HONOR OR CONDUCT VIOLATIONS)?**

RESPONSE:

5. **IF YOU ARE AN MD/PHD APPLICANT, PLEASE SUMMARIZE YOUR SIGNIFICANT RESEARCH EXPERIENCE AND WHY YOU ARE PURSUING A MD/PHD. THIS QUESTION IS REQUIRED FOR MD/PHD APPLICANTS. CHARACTER LIMIT IS 3000.**

RESPONSE: