

# 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.

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

**Deadline: By October 1, 2016**

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2. Complete 1:1 Follow-Up  Completed

**Deadline: By December 1, 2016**

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

**Deadline: By December 15, 2016**

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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)**

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

**Deadline: By February 1, 2017 11:59 PM**

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6. Ask for Letters of Recommendation  Completed

**Deadline: By February 1, 2017**

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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**

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

**Deadline: By April 10, 2017**

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

**Deadline: By May 1, 2017**

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10. Schedule and Complete your Composite Letter Interview (you will be emailed to schedule)  Completed

**Deadline: By May 1**

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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**

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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)*



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