



Composite Letter/Letter Packet Instructions for AACOMAS/AADSAS/OptomCAS

Please review the following information before creating an entry:

- **⚠️** You **DO NOT** need to wait until your Composite Letter/Letter Packet (CL/LP) is complete to submit your CAS application. Your CAS application can be submitted and processed without the delivery of recommendation letters.
- Delivery of your CL/LP is a two-step process:
 - **CAS Application:** Adding your CL/LP as an Evaluator Entry.
 - **PHA:** Completion of your PHA Letter Delivery Request Form.
- On the CAS application, the term *Committee Evaluation* is interchangeable with *Composite Letter*.
- The CL/LP contains all individual letters listed in your CL/LP application via College Connect as one PDF Packet. You **do not** need to make separate Evaluation Requests in your CAS application for these letters—they will be sent together in one PDF packet.
- To send additional letters (not included in your CL/LP) to your CAS application, you must create a separate letter entry for each recommender. The recommender(s) will submit their letter(s) directly to the CAS.

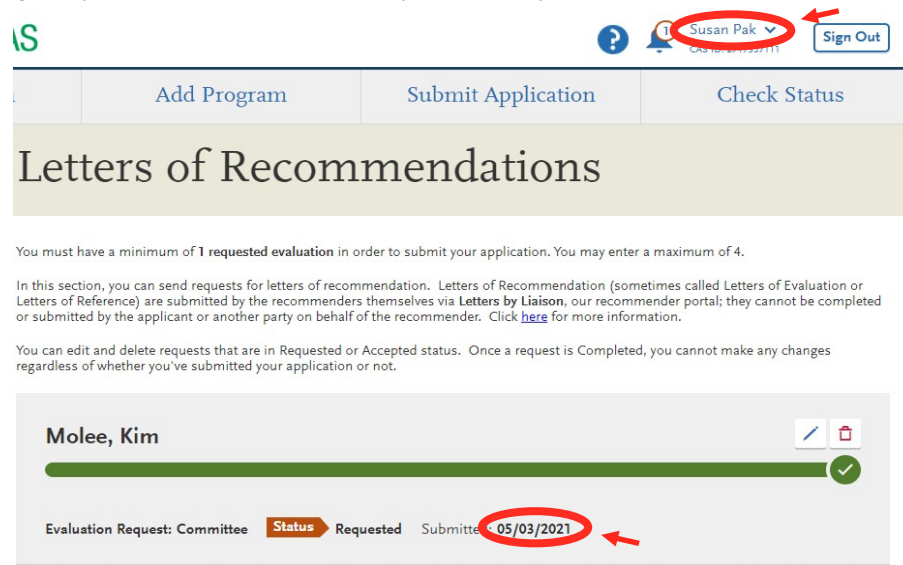
Entering your Composite Letter /Letter Packet Info in your CAS Application

You may complete steps 1-3 when your CAS application opens. AACOMAS and AADSAS typically open early May, and OptomCAS typically opens in late June.

1. In the *Supporting Information* section of the CAS application, click on *Evaluations*.
2. Select *Create a New Evaluation* and then enter the following:
 - a. **Are you requesting a committee evaluation?** Answer *Yes*.
 - b. **Evaluator Name:** *Dr. Kim Molee*
 - c. **Evaluator Email Address:** phaletters@emory.edu
 - d. **Due Date:** Check the individual deadlines of the schools to which you are applying and enter the earliest one.

- e. **Messages:** Enter the type of letter you are receiving. Choose from one of the following:
- i *New Composite Letter*
 - ii *Existing Composite Letter written during a previous cycle (specify the year your CL was written)*
 - iii *Letter Packet*
- f. **Waiver:** If you waived your right to access your individual letters when requesting them for your CL/LP application on College Connect, then you **MUST** agree to waive your rights to access your CL/LP on the CAS application. In this case, answer *Yes*.
- g. Once you complete the agreements, click *Save This Evaluation Request*.

3. After saving your Evaluation Request, you will return to the main Evaluations page, and Dr. Molee's entry should appear. **Take a screen shot of the entry with your name in the top right corner and the submitted date at the bottom of the page.** Save this image as you will need it in a later step. See example below:



Next Steps for PHA Delivery

- **Current Composite Letter Applicants:** CLs will be completed late June/early July. You will receive an email notification when your CL is ready along with the PHA Letter Delivery Request Form.
- **Existing Composite Letters and/or CAS Re-applicants:** Delivery requests can begin in early May. [Click here](#) to submit your LOR Hub Contact Form to receive the PHA Letter Delivery Request Form.
- **Letter Packet Applicants:** LPs are ready for delivery within 10 business days of PHA receiving all individual LORs via College Connect. You will receive an email notification when your LP is ready along with the PHA Letter Delivery Request Form.
- Deliveries occur on a rolling basis within 10 business days after submitting the PHA Letter Delivery Request Form.