



## Composite Letter and Letter Packet Letter Entry Instructions for AMCAS

### 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 AMCAS application. Your AMCAS application can be submitted and processed without the delivery of recommendation letters.
- Delivery of your CL/LP is a two-step process:
  - **AMCAS:** Adding your CL/LP as an AMCAS Letter of Evaluation Entry (*Sections I and II below*).
  - **PHA:** Completion of your PHA Letter Delivery Request Form.
- On the AMCAS application, the term *Committee Letter* 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 AMCAS for these letters—they will be sent together in one PDF packet.
- To send additional letters (not included in your CL/LP) to AMCAS, you must create a separate letter entry for each recommender. The recommender(s) will submit their letter(s) directly to AMCAS.

*If you are submitting a Composite Letter, proceed to Section I.*

*If you are submitting a Letter Packet, proceed to Section II.*

### Section I: Entering your Composite Letter Info in AMCAS (CL Applicants only)

*You may begin completing steps 1-9 when the AMCAS application opens in early May.*

1. **Access the Letters of Evaluation Section:** In the *Letters of Evaluation* section of the AMCAS application, select *Add Letter Request*
2. **Select Letter Type:** *Committee Letter*
3. **Enter Letter Title:** *Emory PHA Composite Letter*
4. **Select Associated School:** *Emory University*
5. **Enter Author Information:** Enter the following in the *Primary Author/Contact* section. Follow these instructions exactly to avoid any issues with matching your CL to your application:

**Prefix:** Dr.

**First Name:** Kim

**Last Name:** Molee

**Title:** Director, Pre-Health Advising

**Organization Name:** Emory University

**Phone:** 404-727-6040

**Email:** [phaletters@emory.edu](mailto:phaletters@emory.edu)

6. **Review and Save:** Review details for your entry and click *Save*.
7. **Email the Request:** You may email your request immediately after setting up your entry.
8. **Download AMCAS Letter Request Form (LRF):** Locate the Actions menu (three dots) next to the letter request and save your LRF as a PDF. *You must have your pop-up blocker disabled.*
  - **DO NOT** send your AMCAS Letter Request Form to PHA via email. You will need it for reference in a later step.
9. **PHA Steps:**
  - **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.
  - Deliveries occur on a rolling basis within 10 business days after submitting the PHA Letter Delivery Request Form.

## Section II: Entering your Letter Packet Info in AMCAS (LP Applicants only)

*You may begin completing steps 1-9 when the AMCAS application opens in early May. The timing of step 10 will depend on the type of letter being delivered.*

1. **Access the Letters of Evaluation Section:** In the *Letters of Evaluation* section of the AMCAS application, select *Add Letter Request*
2. **Select Letter Type:** *Letter Packet*
3. **Enter Letter Title:** *Emory PHA Letter Packet*
4. **Select Associated School:** *Emory University*
5. **Enter Author Information:** Enter the following in the *Primary Author/Contact* section. Follow these instructions exactly to avoid any issues with matching your Composite Letter to your application:

**Prefix:** Dr.  
**First Name:** Kim  
**Last Name:** Molee  
**Title:** Director, Pre-Health Advising  
**Organization Name:** Emory University  
**Phone:** 404-727-6040  
**Email:** [phaletters@emory.edu](mailto:phaletters@emory.edu)

6. **Additional Author Information:** Add the names of the 3-4 recommenders whose letters are included in your Letter Packet
7. **Review and Save:** Review details for your entry and click *Save*.
8. **Email the Request:** You may email your request immediately after setting up your entry. Note: You will have additional steps to complete through your College Connect Status Page once your CL is ready for delivery.
9. **Download AMCAS Letter Request Form (LRF):** Locate the Actions menu (three dots) next to the letter request and save your LRF (Letter Request Form) as a PDF. *You must have your pop-up blocker disabled.*
  - **DO NOT** send your AMCAS Letter Request Form to PHA via email.
10. **PHA Steps:**
  - Letter Packets 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.