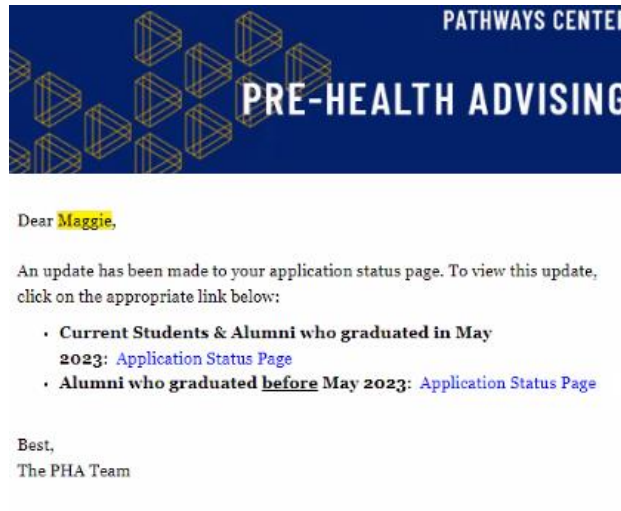


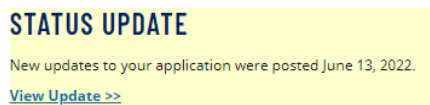
How to Request Composite Letter Delivery

Note: As you navigate away from your status page and/or complete actions, there will be automatic updates made to your Status page. It may be helpful to bookmark your status page link for reference throughout the delivery request process.

1. When your Composite Letter/Letter Packet is ready for delivery, you will receive the following email. Click on Application Status Page.



-
2. When you click on the link, your Status Page will have the following blurb. Click View Update.



-
3. Review your Status Update and ensure you follow instructions carefully:

Dear Phil,

Your Composite Letter/Letter Packet is complete and ready for delivery. Please follow the steps below:

1. Add your CL/Letter Packet entry into your CAS application. For instructions on how to add your CL or Letter Packet to your CAS applications, please visit our [Recommendation Letters page](#) and view the *Adding Letters to Applications* Heading under the *Sending Recommendation Letters* tab. Adding your CL/Letter Packet entry to your application is not how PHA receives and processes your request for CL/Letter Packet delivery.
2. On your Application Status Page, submit the PHA Letter Delivery Request form to make a request for PHA to deliver your letter to the Centralized Application Service(s) to which you are applying.

As a reminder, your Composite Letter/Letter Packet will contain the individual recommendation letters that you selected in your application. You do not need to create separate letter entries in the Centralized Application Service(s) for these individual letters.

You will only be able to submit one PHA Letter Delivery Request form. The form allows you to make multiple delivery requests at once. If you need to make additional requests after you submit the form, please email phaletters@emory.edu for instructions.

Once you have successfully submitted the PHA Letter Delivery Request form, PHA will begin processing your delivery request. Please allow up to 10 business days from the time you submit your form for your request to be processed. Do not contact PHA to inquire about the status of your letter unless the processing time has exceeded 10 business days. This adds extra administrative work and slows down processing time for everyone. As a reminder, business days are Monday-Friday (excluding holidays).

Please return to your Application Status Page and scroll to the bottom to find the link to your PHA Letter Delivery Request form.

Best,

The PHA Team

- Click on Return to Application Status at the bottom of the page.

[Return to Application Status](#)

- Scroll to the bottom of your Status Page to locate the PHA Letter Delivery Request Form link and click to access the form.

FORMS

Required [PHA Letter Delivery Request Form](#)

- Complete the PHA Letter Delivery Request Form, selecting your CAS(s) for your CL/Letter Packet delivery request(s) and uploading your CAS documentation associated with the request.

**Please note that there is a \$50 LOR Service Fee for each CAS delivery. For those who have an approved fee waiver, you will upload your confirmation to this form.*

PHA LETTER DELIVERY REQUEST FORM

Your Composite Letter/Letter Packet is complete and ready for delivery. Please fill out this form to indicate where you would like your letter sent. Note that you must 1) upload the required documents for each CAS/program you select in order to make a delivery request as well as 2) submit a service fee for each CAS delivery request.

Once you have successfully submitted this form, PHA will begin processing your delivery request. This may take up to 5 business days from the time payment has been submitted.

- Visit your Status Page and submit your LOR service fee payment(s). The payment links may take up to an hour to appear.

APPLICATION STATUS FOR

PHA Letter of Recommendation Hub

[Name]

Thank you for submitting your application. Use this page to track receipt of required documents and for status updates as your application is processed. Please check this page frequently to ensure you are up to date on all PHA LOR Hub application requirements and updates. If you have questions about your application, please email phaletters@emory.edu.

STATUS UPDATE

An update to your application was last posted June 13, 2022.

[View Update >>](#)

PAYMENT DUE: 150.00 USD

- | | |
|-------------|--|
| ✘. Awaiting | AACOMAS Service Fee - Submit Payment for 50.00 USD |
| ✘. Awaiting | AMCAS Service Fee - Submit Payment for 50.00 USD |
| ✘. Awaiting | TMDASAS Service Fee - Submit Payment for 50.00 USD |

8. Your Status Page will auto-populate additional checklist items to show which CAS(s) are awaiting delivery. Checklist items will be marked as “Received” when your CL/Letter Packet is delivered.

Status	Details
✘ Awaiting	Composite Letter/Letter Packet Sent to AMCAS by PHA
✘ Awaiting	Composite Letter/Letter Packet Sent to TMDSAS by PHA
✘ Awaiting	Composite Letter/Letter Packet Sent to AACOMAS by PHA

→

Status	Details
✔ Received	Composite Letter/Letter Packet Sent to AMCAS by PHA
✔ Received	Composite Letter/Letter Packet Sent to TMDSAS by PHA
✔ Received	Composite Letter/Letter Packet Sent to AACOMAS by PHA

Please allow up to 5 business days for delivery of your Composite Letter/Letter Packet to the CAS(s) you designate.

As a courtesy, please do not contact *any* staff member of PHA for delivery status within 5 business days. Unnecessary mail communications can cause delays for everyone as we work to deliver a very large number of Composite Letters. If after 5 days, your Composite Letter has not been delivered, please contact phaletters@emory.edu.