



Composite Letter/Letter Packet Instructions for TMDSAS

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 TMDSAS application. Your TMDSAS application can be submitted and processed without the delivery of recommendation letters.
- Delivery of your CL/LP is a two-step process:
 - **TMDSAS:** Adding your CL/LP as an TMDSAS Letter of Evaluation Entry.
 - **PHA:** Completion of your PHA Letter Delivery Request Form.
- On the TMDSAS application, the term *HP Committee Packet* 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 TMDSAS for these letters—they will be sent together in one PDF packet.

Entering your Composite Letter /Letter Packet Info in TMDSAS

You may complete steps 1-7 when the TMDSAS application opens in early May.

1. Complete the *Education: [Colleges Attended]* section and fill in the information for Emory University.
 2. PHA will submit your CL/LP directly to your application using the TMDSAS Advisor Portal. For us to do this, you **must** do the following:
 - In the *Education: [Colleges Attended Questions]* section: “Would you like to release your information to the health professions advisor at any school(s)?”, answer **Yes** and check **Emory University**.
 3. In the *Supporting Documents: [Letters of Evaluation]* section, you will select **HP Committee Packet**.
 4. Select **Emory University** as the institution that your CL/LP will be sent from.
- * **Dental School Applicants, review step 5. Medical School Applicants should skip step 5 and proceed straight to step 6.**
5. Texas Dental Schools require applicants to submit one letter from a practicing dentist. You will need to indicate whether the required dentist letter will be included in your CL/LP or sent individually:
 - If the required dentist letter is included in your CL/LP, select **HP Committee Packet** under *Practicing Dentist Letter*, click the **Edit** link, and enter the dentist’s name.

- If the required dentist letter is not included in your CL/LP, select **Individual Letter** under *Practicing Dentist Letter*, click the **Edit** link and enter the evaluator’s name and contact information. See page 3 for additional details.
6. TMDSAS allows students to submit one additional letter outside of the individual letters included in the CL/LP.
- If you are NOT sending an extra letter (outside of the individual letters included in the CL/LP), select **No** and you will be finished with the letter entry.
 - If you ARE submitting an extra letter to TMDSAS (outside of the individual letters included in the CL/LP), select **yes** to the question about submitting an extra letter, enter your recommender’s information, and select **Direct Upload** as the delivery method.
7. Once you have saved your HP Committee Packet entry, a date will appear in the “Created Date” column. **You must take a screenshot of the page. The “created date” must be visible in the screen shot.** Save this image as you will need it in a later step. See example below:

HP Committee Packet

Select the institution your Health Professions Committee Packet will be sent from:*

Emory University (ND)

	Institution	HP Committee Packet Status	Created Date
Required	Emory University (ND)	Pending	5/1/2019

Extra Letter

The schools you are applying to prefer to receive only the required letters. However, you may submit one additional letter if you wish. VET applicants may NOT submit an extra letter.

An extra letter must come directly from the evaluator. It **cannot** be part of your committee packet.

Do you intend to submit an extra letter?*

No

Yes

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.