



Composite Letter/Letter Packet Instructions for AACOMAS 2024 Matriculation Cycle

The instructions below apply to students who are planning to submit a Composite Letter (including a new 2023 Composite Letter, Senior Composite Letter Update, or an existing Composite Letter on file from a previous cycle) or a Letter Packet (containing 3-4 individual LORs, but no Composite Letter) to AACOMAS.

If you are receiving a Composite Letter/Letter Packet from PHA, but you are not applying to AACOMAS, please visit the [CL SharePoint's CAS Information Page](#) (CL applicants only) or 'Sending Recommendation Letters' page of the [PHA website](#).

Before you begin, please review the following information carefully:

- Applicants **DO NOT** need to wait until their Composite Letter/Letter Packet is complete in order to submit the AACOMAS application. The AACOMAS application can be submitted and processed without recommendation letters. Applicants should go ahead and set up their Composite Letter/Letter Packet entry in the *Evaluations* section of AACOMAS when the application opens in early May and submit soon after final Spring grades have posted.
- Once complete, the Composite Letter/Letter Packet will be sent to AACOMAS upon request (instructions for making this request will be posted on your application status page on College Connect once the Composite Letter/Letter Packet is complete). **This WILL NOT delay your application processing time.**
- Composite Letter/Letter Packet Completion Timeline:
 - If you are applying for a **new 2023 Composite Letter**, your Composite Letter will be complete and ready for delivery in *late June/early July*.
 - If you are applying for a **Senior 2023 Composite Letter Update (re-applicants only)**, your Composite Letter will be complete and ready for delivery by *mid to late July*.
 - If you are applying with an **existing Composite Letter on file from a previous cycle**, your Composite Letter will be ready for delivery within *10 business days of submitting your application via College Connect*.
 - If you are applying with a **Letter Packet**, your Letter Packet will be ready for delivery within *10 business days of PHA receiving all of your individual LORs via College Connect*.
- On the AACOMAS application, the term "Committee Evaluation" is interchangeable with "Composite Letter"/"Letter Packet". When you see the AACOMAS application refer to a "Committee Evaluation" this refers to the PHA Composite Letter or the PHA Letter Packet.
- The Composite Letter/Letter Packet contains your individual letters from the recommenders that you entered on the Composite Letter/LOR Hub application via College Connect. You do not need to make separate Evaluation Requests in AACOMAS for the individual letters that are included in your Composite Letter/Letter Packet. They will all be sent together in one PDF packet. If you wish to send additional letters to AACOMAS (outside of the letters already included in your Composite Letter/Letter Packet), the recommender(s) will send their letter(s) directly to AACOMAS. See page 4 for instructions.

Entering Composite Letter/Letter Packet Info in AACOMAS

You may complete steps 1-3 starting May 4, 2023.

1. In the *Supporting Information* section of the AACOMAS 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 2023 Composite Letter
 - ii. Senior Composite Letter Update
 - iii. Existing Composite Letter written during a previous cycle (specify the year your CL was written in parenthesis)
 - iv. Letter Packet
 - f. **Waiver:** If you waived your right to access your individual letters when requesting them for your Composite Letter/Letter Packet application on College Connect, then you MUST agree to waive your rights to access your Composite Letter/Letter Packet on the AACOMAS application. In this case, answer “Yes”.
 - g. Once you complete the agreements, click “Save This Evaluation Request”.
3. Once you have saved your Evaluation Request, you will be taken back to the main evaluations page, where you will see Dr. Molee’s name. **Take a screen shot of this page. Your name in the top right corner and the submitted date at the bottom of the page must be visible in the screen shot.** Save this image, as you will be required to upload it to your application status page in College Connect once the Composite Letter/Letter Packet is complete and ready for delivery. See example below:

The screenshot shows the AACOMAS interface. At the top right, the user's name 'Susan Pak' is displayed next to a 'Sign Out' button. Below this is a navigation bar with 'Add Program', 'Submit Application', and 'Check Status' buttons. The main heading is 'Letters of Recommendations'. A message states: 'You must have a minimum of 1 requested evaluation in order to submit your application. You may enter a maximum of 4.' Below this, there is a section for 'Molee, Kim' with a green progress bar and a checkmark. At the bottom, the evaluation request details are shown: 'Evaluation Request: Committee Status: Requested Submitted: 05/03/2021'. Red circles and arrows highlight the user name and the submitted date.

An automatic notification will be sent to phaletters@emory.edu when you submit your Evaluation Request on AACOMAS. However, this DOES NOT mean your Composite Letter/Letter Packet will be automatically sent to AACOMAS once it is complete. There are additional steps required in order to deliver your Composite Letter/Letter Packet to AACOMAS. You will finish the remaining steps on your application status page in College Connect after the Composite Letter/Letter Packet is complete and ready for delivery in late June/early July.

PHA LOR Service Fee:

A flat fee of \$50 is charged per centralized application service (AMCAS, AACOMAS, TMDSAS, AADSAS, etc.)*.

Your LOR service fee payment will be made within your Status Page and must accompany your request for Composite Letter delivery. Requests will not be processed until payment has been received.

**If you are eligible for the Application Fee Waiver from AACOMAS or the Fee Assistance Program from AMCAS, the PHA LOR Service Fee will be waived. This is not retroactive, so if you are awaiting notification on your fee waiver status, do not submit your LOR Service Fee payment. Please save a copy of your AMCAS FAP approval or AACOMAS fee waiver, and upload a copy of the approval when prompted within your application status page on College Connect.*

Accessing your Composite Letter/LOR Hub Application Status Page via College Connect:

- Current Students (including those who graduated in May 2023): [Application Status Page](#)
 - Alumni (Dec 2022 and earlier graduates): [Application Status Page](#)
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Sending Additional Letters to AACOMAS:

If you are planning to submit additional letters to AACOMAS (outside of the letters that will be included in the Composite Letter/Letter Packet), you will need to have your recommender(s) submit their letter(s) directly to AACOMAS. To do this, you will create an Evaluation Request on AACOMAS for each additional LOR you plan to have sent. Enter the contact information for each recommender. Make sure you have the correct email address for the recommender, as this is how they will receive the notification about uploading your letter.

Once you have entered the Evaluation Request, the recommender will receive an automatic email with instructions on uploading their letter. Notify recommenders to look out for the email from AACOMAS and to check their junk folder if it is not in their inbox.

The \$50 PHA LOR Service fee is NOT charged for additional letters, as additional letters are not stored/delivered via Pre-Health Advising.