



## Composite Letter Instructions for AMCAS 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 AMCAS.*

*If you are receiving a Composite Letter/Letter Packet from PHA, but you are not applying to AMCAS, 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 AMCAS application. The AMCAS application can be submitted and processed without recommendation letters. Applicants should go ahead and set up their Composite Letter/Letter Packet entry in 'Letters of Evaluation' section of AMCAS when the application opens in early May and submit in late May/early June.
- Once complete, the Composite Letter/Letter Packet will be sent to AMCAS 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 AMCAS application, the term "Committee Letter" is interchangeable with "Composite Letter". When you see the AMCAS application refer to a "Committee Letter" 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 your Composite Letter/LOR Hub application via College Connect. You do not need to make separate Evaluation Requests in AMCAS 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 AMCAS (outside of the letters already included in your Composite Letter/Letter Packet), the recommender(s) will send their letter(s) directly to AMCAS. See page 4 for instructions.

*If you are submitting a Composite Letter to AMCAS, review section I. This includes those applying with a new 2023 Composite Letter, a Composite Letter Update, or an existing Composite Letter on file from a previous cycle.*

*If you are a Letter Packet applicant, skip to section II (page 3).*

## **I. Entering your Composite Letter Info in AMCAS** (Composite Letter Applicants only)

You may begin completing steps 1-5 starting May 2, 2023

1. In the *Letters of Evaluation* section of the AMCAS application (Section 6), select 'Add Letter of Evaluation/Recommendation' and then select 'Committee Letter'.
  - You will set up only 1 Committee Letter (Composite Letter) entry. This entry automatically includes the individual letters you selected to include in the Composite Letter (they will be combined with the Composite Letter into one PDF packet). **Do not add separate letter entries for the individual letters included in your Composite Letter.**
  - You should only set up additional letter entries if you are planning to send individual letters OUTSIDE of what is included in the Composite Letter.
2. When you select 'Committee Letter' you will have the option to add a letter title. This is optional, but we recommend titling your Composite Letter entry: "Emory PHA Composite Letter".
3. Select 'Emory University' from the drop-down menu.
4. 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

**Address:** 200 Dowman Drive

**Address 2:** B. Jones Center, Suite 204

**Country:** United States

**State:** Georgia

**City:** Atlanta

**Zip Code:** 30322

**Phone:** 404-727-6040

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

5. Once you have saved your *Primary Author/Contact* information, you will be asked if you wish to generate your Letter Request Form now. Select 'Yes'. ***You must have your pop-up blocker disabled.***
  - Save this form as a PDF and save it on your computer. You will receive specific instructions on how to upload this form to your Composite Letter application status page on College Connect once the Composite Letter is complete and ready for delivery.
    - **DO NOT** upload your AMCAS Letter Request Form to your application status page until you have received specific instructions to do so.
    - **DO NOT** send your AMCAS Letter Request Form to PHA via email.

*Skip section II and proceed to page 4 of the instructions document.*

## **II. Entering your Letter Packet Info in AMCAS** (Letter Packet applicants only)

You may begin completing steps 1-6 starting May 2, 2023

1. In the *Letters of Evaluation* section of the AMCAS application (Section 6), select 'Add Letter of Evaluation/Recommendation' and then select 'Letter Packet'.
  - You will set up only 1 Letter Packet entry. **Do not add separate letter entries for the 3-4 individual letters included in your Letter Packet.**
  - You should only set up additional letter entries if you are planning to send individual letters OUTSIDE of what is included in the Letter Packet.
2. When you select 'Letter Packet' you will have the option to add a letter title. This is optional, but we recommend titling your Letter Packet entry: "Emory PHA Letter Packet".
3. Under *Select School*, choose 'Emory University' from the drop-down menu.
4. Enter the following in the *Primary Author/Contact* section. Follow these instructions exactly to avoid any issues with matching your Letter Packet to your application:

**Prefix:** Dr.

**First Name:** Kim

**Last Name:** Molee

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

**Organization Name:** Emory University

**Address:** 200 Dowman Drive

**Address 2:** B. Jones Center, Suite 204

**Country:** United States

**State:** Georgia

**City:** Atlanta

**Zip Code:** 30322

**Phone:** 404-727-6040

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

5. Once you have saved your *Primary Author/Contact* information, you will enter the name of each recommender included in your Letter Packet.
6. Next, you will be asked if you wish to generate your Letter Request Form now. Select 'Yes'. **You must have your pop-up blocker disabled.** Save this form as a PDF. You will receive specific instructions on how to upload this form to your LOR Hub application status page on College Connect once the Letter Packet is complete and ready for delivery.
  - **DO NOT** upload your AMCAS Letter Request Form to your application status page until you have received specific instructions to do so.
  - **DO NOT** send your AMCAS Letter Request Form to PHA via email.

Entering your Composite Letter/Letter Packet info into AMCAS does not mean your Composite Letter/Letter Packet will be automatically sent to AMCAS once it is complete. There are additional steps required in order to deliver your Composite Letter/Letter Packet to AMCAS. 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 AMCAS Fee Assistance Program (FAP), the PHA LOR Service Fee will be waived. This is not retroactive, so if you are awaiting notification on your FAP status, do not submit your LOR Service Fee payment. Please save a copy of your AMCAS FAP approval 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](#)

---

### **Sending Additional Letters to AMCAS:**

If you are planning to submit additional letters to AMCAS, outside of the individual 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 AMCAS.

To do this, you will create a separate letter entry for each additional recommender. Follow the instructions on page 50 of the [AMCAS Applicant Guide](#) (see: *Creating Letter Entries – Individual Letter*) and enter the contact information for the individual recommender(s).

Once you have created the letter entry for the additional letter, an AMCAS Letter Request Form will be generated. Save this form as a PDF and send it to the recommender. Let your recommender know they can submit your letter using one of the options outlined on the AMCAS Letter Request Form (AMCAS Letter Writer Application or mail). Instructions for each option are included on the form.

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