Composite Letter/Letter Packet Instructions for OptomCAS
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 OptomCAS.

If you are receiving a Composite Letter/Letter Packet from PHA, but you are not applying to OptomCAS, 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 OptomCAS application. The OptomCAS application can be submitted and processed without recommendation letters. Applicants should go ahead and set up their Composite Letter/Letter Packet entry in the *Letters of Recommendations* section of OptomCAS when the application opens in late June and submit soon after final Spring grades have posted.

- Once complete, the Composite Letter/Letter Packet will be sent to OptomCAS 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:

    o 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***.**

    o 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*.

    o 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*.

    o 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 OptomCAS application, the term "Committee Evaluation" is interchangeable with "Composite Letter"/"Letter Packet". When you see the OptomCAS 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 OptomCAS 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 OptomCAS (outside of the letters already included in your Composite Letter/Letter Packet), the recommender(s) will send their letter(s) directly to OptomCAS. See page 3 for instructions.

Entering Composite Letter/Letter Packet Info in OptomCAS

You may complete steps 1-3 starting June 30, 2023.

1. In the *Supporting Information* section of the OptomCAS application, click on "Letters of Recommendations".

2. Select "Create a Letters of Recommendation Request" and then enter the following:

    a. **Are you requesting a committee evaluation?** Answer "Yes".

    b. **Evaluator Name**: 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 OptomCAS 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:

An automatic notification will be sent to phaletters@emory.edu when you submit your Evaluation Request on OptomCAS. However, this DOES NOT mean your Composite Letter/Letter Packet will be automatically sent to OptomCAS once it is complete. There are additional steps required in order to deliver your Composite Letter/Letter Packet to OptomCAS. 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, OptomCAS, 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 any CAS applications 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 CAS 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](#)

Sending Additional Letters to OptomCAS:

If you are planning to submit additional letters to OptomCAS (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 OptomCAS. To do this, you will create a letters of recommendation request on OptomCAS 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 Letter of Recommendation Request, the recommender will receive an automatic email with instructions on uploading their letter. Tell recommender to look out for the email from OptomCAS 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.