



# EMORY

# Pathways Center

## Composite Letter/Letter Packet Instructions for TMDSAS 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 TMDSAS.

If you are receiving a Composite Letter/Letter Packet from PHA, but you are not applying to TMDSAS, 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 TMDSAS application. The TMDSAS 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 Evaluation' section of TMDSAS when the application opens in early May and submit shortly after final Spring grades are posted.
- Once complete, the Composite Letter/Letter Packet will be sent to TMDSAS 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 TMDSAS application, the term "HP Committee Packet" is interchangeable with "Composite Letter" and "Letter Packet". When you see the TMDSAS application refer to a "HP Committee Packet" this refers to the PHA Composite Letter or the PHA Letter Packet.
- The Composite Letter/Letter Packet contains your individual LORs 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 TMDSAS for the individual LORs that are included in your Composite Letter/Letter Packet. They will all be sent together in one PDF packet.
- TMDSAS will allow applicants to submit ONE extra letter (outside of the LORS already included in the Composite Letter/Letter Packet), if the applicant chooses to do so. If you choose to send an extra LOR, the recommender will send their letter directly to TMDSAS. See page 3 for instructions.

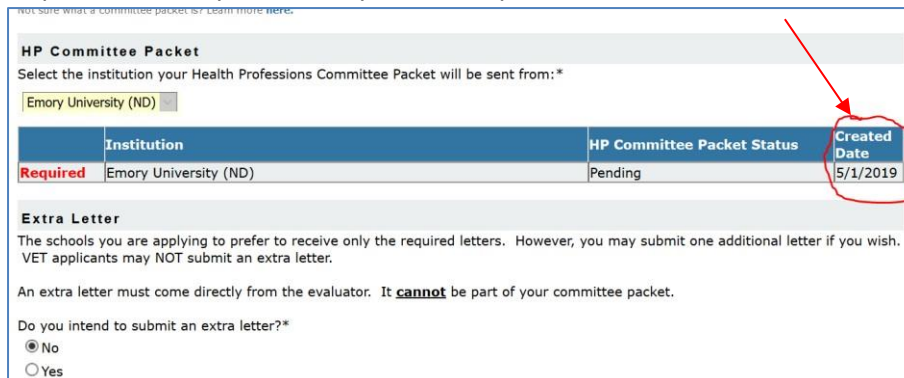
## Entering Composite Letter/Letter Packet Info in TMDSAS

You may complete steps 1-7 starting May 1, 2023.

1. Complete the *Education: [Colleges Attended]* section and fill in the information for Emory University.
2. PHA will submit your Composite Letter/Letter Packet directly to your application using the TMDSAS Advisor Portal. In order for us to do this, you **must** do the following:
  - Answer “**Yes**” to the following question in the *Education: [Colleges Attended Questions]* section: “*Would you like to release your information to the health professions advisor at any school(s)?*” and check “**Emory University**”.
3. In the *Supporting Documents: [Letters of Evaluation]* section, you will select “**HP Committee Packet**” (at Emory, we call this a Composite Letter/Letter Packet).
4. Select “**Emory University**” as the institution that your Composite Letter/Letter Packet 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 or not the required dentist letter will be included in your Composite Letter/Letter Packet or sent individually:
  - If the required dentist letter is included in your Composite Letter/Letter Packet, 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 Composite Letter/Letter Packet, 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 1 extra letter outside of the individual letters included in the Composite Letter/Letter Packet.
  - If you are NOT sending an extra letter (outside of the individual letters included in the Composite Letter/Letter Packet), 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 Composite Letter/Letter Packet), see page 3 for instructions.
7. Once you have saved your HP Committee Packet entry, a date will appear in the “Created Date” column. **You must take a screen shot of the page. The “created date” 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:



Not sure which committee packet is? Learn more here.

**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

Entering your Composite Letter/Letter Packet info into TMDSAS does not mean your Composite Letter/Letter Packet will be automatically sent to TMDSAS once it is complete. There are additional steps required in order to deliver your Composite Letter/Letter Packet to TMDSAS. 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.

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

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### **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 TMDSAS:**

If you are planning to submit an extra letter to TMDSAS, outside of the individual LORs that are included in the Composite Letter/Letter Packet, you will need to have your recommender submit their letter directly to TMDSAS.

1. Select “**Yes**” to the question about submitting an extra letter.
2. Under *Individual Letter* click “**Edit**” on the right side of the row.
3. Enter your recommender’s salutation (e.g. Dr., Mrs., Mr., etc.), first and last name, and their relationship to you.
4. Select “Direct Upload” as the delivery method.
5. Enter your recommender’s email address. Make sure you have the correct email address, as this is how the recommender will receive the notification about uploading your letter. Let recommender know to look out for the email from TMDSAS, 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.*