



DARTMOUTH COLLEGE

# Career Services

DISCOVERY · OPTIONS · STRATEGIES

## Composite Letter Timeline Agreement

	<b>Timeline Agreement</b> (this form)	<p><b>July 1, 2008</b> <b>Final Deadline</b> for supporting documents and letters of evaluation</p> <p><b>July 14, 2008</b> <b>Final Deadline</b> to submit Release to Composite Writer Form</p> <p><b>September 1, 2008</b> Composite Letter Deadline</p>
	<b>Composite Letter Worksheet</b> (includes names and contact information for composite writer and all individual letter of evaluation writers)	
	<b>Resume</b>	
	<b>Autobiographical Sketch or Personal Statement</b>	
	<b>Dartmouth Transcript &amp; Citation Report</b> (must include grades through winter term)	
	<b>External, non-Dartmouth Transcripts</b> (include transcripts where you attempted any college or graduate level course work)	
	<b>Letters of Evaluation</b> (number required depends applicant's choice of Options A or B)	

Review the following expectations/deadlines, sign this form and submit a copy to Career Services **on or before July 1, 2008**. However, **it is to your distinct advantage to complete this process as early as possible**. We recommend that your supporting documents and letters of evaluation be submitted by **May 1, 2008**. This will enable us to give your composite writer additional time to write, ensure that your composite letter is submitted to medical schools as early as possible, and to optimize your chances for early interviews/acceptances. **If you have questions please call (603) 646-3377 or e-mail [credentials@dartmouth.edu](mailto:credentials@dartmouth.edu)**.

- I understand** that in order to receive full consideration by medical school admissions committees, current undergraduates and recent alumni/ae should have a composite letter of evaluation prepared.
- I understand** that in order to have a composite letter of evaluation prepared, it is my responsibility to make sure that Career Services receives all required information listed above to complete my Credential/LEO file in accordance with stated deadlines.
- I understand** that the documents listed above must be received by Career Service **on or before July 1, 2008** and **it is my responsibility to communicate this deadline to my letter writers**.
- I understand** that when all of the documents listed above have been marked "received" in my LEO file, I must submit a **Release to Composite Writer Request Form** to Career Services (Annette Hamilton) **on or before July 14, 2008**. I understand that files will not be released to my composite writer until this form has been approved by Career Services.
- I understand** that my composite letter must be received by Career Service **on or before September 1, 2008** and **it is my responsibility to communicate this deadline to my composite writer**.
- I understand** that if I do not meet these expectations, I will be required to write an explanation, which will be evaluated by the faculty chair of the Health Professions Advisory Committee. At his discretion, a statement regarding the timeliness of my file completion may be included with my composite letter of evaluation.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_