

2011/2012 Health Professions Advising: Composite Letter Timeline Agreement

	<i>Target Timeline</i>	<i>Final Deadline</i>
Timeline Agreement (this form) <i>Submit to the Health Professions Program (HPP)</i>	ASAP	End of Winter Term
Composite Letter Worksheet (includes names and contact information for composite writer and all individual letter of evaluation writers) <i>Submit to the Health Professions Program(HPP)</i>	March 1	May 1
Resume <i>Upload to Interfolio Account</i>	May 1	July 1
Autobiographical Sketch or Personal Statement <i>Upload to Interfolio Account</i>	May 1	July 1
Dartmouth Transcript & Citation Report (must include grades through winter term) <i>Request Registrar to send to Interfolio</i>	May 1	July 1
External, non-Dartmouth Transcripts (include transcripts where you attempted any college or graduate level course work) <i>Request Registrar to send to Interfolio</i>	May 1	July 1
All Individual Letters of Evaluation <i>Writers will upload or send to Interfolio</i>	May 1	July 1
Submit Release to Composite Form <i>Submit to the Health Professions Program</i>	May 15	July 1
Composite Letter to Career Services <i>Composite Writer will submit to Health Professions Program(HPP)</i>	July 1	September 1 (final deadline)

Review the following expectations/deadlines, sign this form and submit a copy to the Health Professions Program (HPP) **by the end of winter term 2011**. **It is to your distinct advantage to complete this process as early as possible.** Early submission of documents will allow your composite writer additional time to write and ensure that your composite letter is submitted to medical schools as early as possible. Early submission of your composite will optimize your chances for early interviews/acceptances. **If you have questions please call (603) 646-3377 or e-mail 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 HPP receives all required information listed above to complete my Interfolio credentials account in accordance with stated deadlines.
- I understand** that the documents listed above must be uploaded to my Interfolio account **on or before July 1, 2011** and **it is my responsibility to communicate this deadline to my letter writers.**
- I understand** that when all of the documents listed above are visible in my Interfolio account, I must submit a **Release to Composite Writer Request Form** to the HPP (Annette Hamilton). I understand that files will not be released to my composite writer until this form has been approved by the HPP.
- I understand that if my composite letter is submitted to HPP by July 1st**, it will be available for release to medical schools **no later than August 1st.**
- I understand** that my composite letter must be received by Career Service **on or before September 1, 2011** (final deadline) **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 and the Health Professions Advisor.

Print Name: _____

Date: _____

Signature: _____

Date: _____