



Health Professions Program

2024-2025 Composite Letter Process Timeline for Med/Vet/Dental School

These **ideal** deadlines are in place to benefit you, and we highly encourage you to follow this timeline as closely as possible. However, we will still work with you to have your composite letter packet completed even if your letter writers have a later timeline.

WHO'S RESPONSIBLE?	DESCRIPTION OF TASK	IDEAL DEADLINE	RECOMMENDED FINAL DEADLINE
YOU	Begin reaching out to and confirming your composite/support letter writers. Once you confirm your writers, confirm deadlines.	Jan 15	April 1
YOU	Provide your SUPPORT WRITERS your resume and autobiographical sketch (and transcript if requested).	Jan 15	April 1
YOU	Open a PrivateFolio account and submit a "Request a Letter of Recommendation Form" to each of your supporting letter writers. Do NOT submit one to your composite writer.	Jan 15	April 1
YOU	Upload documents to PrivateFolio: <ul style="list-style-type: none">• Resume• Autobiographical Sketch• Dartmouth transcript/citation report.• Additional transcripts – other transcripts where you took any college or graduate-level course work.	March 25	May 30
YOU AND YOUR SUPPORT WRITERS	<ul style="list-style-type: none">• Letter writers upload letters to PrivateFolio.• You are responsible for monitoring your PrivateFolio account.• HPP does not monitor incoming letters. Do not send support letters to AMCAS. They will be included in your completed composite letter packet.	March 25	May 30
YOU	Submit the Release to Composite Writer Form online when all your supporting letters and documents are uploaded to PrivateFolio.	March 25	May 30
HPP	HPP will send your materials to your composite writer. Please allow at least 4 – 6 weeks for your writer to complete the composite letter.	March 25	May 30
COMPOSITE WRITER	Your composite writer submits their composite letter draft via email to HPP for review. You cannot access or read the letter—it is kept confidential.	Mid-May - July	July 31

HPP	HPP reviews and finalizes your composite letter, creates your packet, and uploads it to PrivateFolio. HPP emails you once the process is complete and will provide you with instructions on how to transmit letters into the application systems. Please note this entire process can take 1-4 weeks.	Mid-May - August	September
YOU	You will transmit the packet from your PrivateFolio account to the application system by following the instructions provided to you by HPP.	As soon as you receive HPP instructions	-
YOU	After your primary application has been verified, make sure to fill out the Verification Notification Form . HPP will use this information to help determine the order composites are reviewed once they are submitted.	As soon as your app is verified	-