

CHECKLIST: What You Should Finalize in Winter/Spring

WINTER

- Review the [Composite Letter Process Handbook](#) if you haven't already.** This handbook provides detailed information and frequently asked questions about the composite letter process, letters of recommendation, how to choose support and composite writers, how to set deadlines with writers, how to write an autobiographical sketch, how to create a PrivateFolio account, and timelines/deadlines.
- Finalize writers.** Finish making your choices and requests to composite and support writers.
- Create a [PrivateFolio](#) account.** Make sure to waive your confidentiality (this is important to medical schools).
- Finalize deadlines with writers.** Discuss and agree on letter deadlines with your composite and support writers. See the Composite Process Timeline in the [Composite Letter Process Handbook](#).
- Send follow-up note to support writers:**
 1. Confirming your agreed deadlines.
 2. Alerting them to expect a PrivateFolio Letter of Recommendation Request that will include an upload link for them to submit their letters to PrivateFolio.
 3. Informing them that you will provide them with your autobiographical sketch and resume (and transcript if they request it) by a specific date.
- Create a PrivateFolio Letter of Recommendation Request for each support writer.** See our [website for instructions on how to create a PrivateFolio LOR request](#).
- Finish writing your Autobiographical Sketch.** When finished, make sure to:
 - Send it directly to your support writers at least 4 weeks before your agreed deadlines.
 - Upload it to PrivateFolio.

WINTER/SPRING

- Upload your documents to PrivateFolio.** Make sure to upload the following documents to PrivateFolio:
 1. Your Autobiographical Sketch.
 2. Your Transcript(s)
 3. Your Resume.
- Submit the [Release to Composite Writer Form](#).** This should be done once ALL your support letters and documents are uploaded to PrivateFolio. The release form will prompt HPP to compile your materials into a single document and send it to your composite writer.