

Health Professions Program
Med/Vet/Dental Application Newsletter
The Composite Process:
Your Most Essential Tasks Now and Upcoming
2026-2027
March 2026

Hi everyone!

In this newsletter, we want to reiterate the essential tasks that you should complete, ideally, this Winter. Additionally, we want to inform you of the upcoming essential tasks you'll need to complete in the Spring/Early Summer.

Additionally, [make sure to utilize the Composite Letter Process Handbook!](#) This is a **VITAL** resource that provides in-depth 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. **It is to your benefit to review and utilize the handbook to understand in full the steps to obtain a completed Composite Letter of Evaluation Packet. You should keep it close at hand to refer back to.**

Best wishes!
Sarah, Nicole, and Rae

Table of Contents

Where to Find HPP Application and Composite Process Resources 1

Assessing Your Application..... 1

Your Most Essential Tasks to complete in WINTER! 2

Your Most Essential Tasks to Complete in SPRING/EARLY SUMMER!..... 3

Where to Find HPP Application and Composite Process Resources

As we move through the application cycle, we'll post links to our [newsletters, resources, and forms to the HPP website](#). You can also find recordings of our [application workshops and medical school admissions webinars](#). **We strongly encourage you to bookmark these pages for your ease of reference.**

Assessing Your Application

It's important to apply with a strong, competitive application. We are committed to helping you be well-positioned for success with personalized feedback based on our years of experience and assessment. We can review your academic and extracurricular portfolio to help you assess if any aspects of your application need strengthening. We can also help assess if this is your best year to apply, whether for personal, academic, or other reasons.

You can schedule an appointment via Calendly with [Sarah Berger](#) and [Nicole Roeper](#). If you are unable to find a time that works for you, please contact Rae Stokes at HPP@dartmouth.edu or 603-646-3377.

Your Most Essential Tasks to complete in WINTER!

Check Off	Action	Page # in Composite Handbook
	Understand the Composite and Application timelines and deadlines.	See pages 12 – 13
	Finish selecting your composite and support writers. Reach out to your writers to request a letter.	See pages 4 – 6
	Establish SPECIFIC deadlines with your composite and support writers once you have confirmed them.	See page 7
	Create your PrivateFolio account. Make sure to use the Dartmouth-specific sign-up link to ensure HPP has access to your account and that you receive the Dartmouth subscription discounts.	See pages 8 – 9
	In PrivateFolio, create a Letter of Recommendation Request for each of your SUPPORT WRITERS . This will prompt PrivateFolio to send an upload link that will allow your support writers to submit their letters directly to your account.	See pages 8 – 9
	Inform your support writers that you have sent them a PrivateFolio Letter of Recommendation Request.	See pages 8 – 9
	Inform your support writers that you will send them your autobiographical sketch, resume, and, if they request it, your transcript.	See pages 7 – 8
	Finish writing your autobiographical sketch and update your resume.	See pages 7 – 8
	Send your autobiographical sketch, resume, and, if requested, your transcript directly to your support writers (not your composite writer) to assist them in their writing. Provide a transcript if they ask. Ideally, this should be done at least 4 weeks before your agreed deadlines.	See pages 7 – 8

Your Most Essential Tasks to Complete in SPRING/EARLY SUMMER!

Check Off	Action	Page # in Composite Handbook
	Understand the Composite and Application timelines and deadlines.	See pages 12 – 13
	Communicate with Your Writers: Be sure to regularly communicate with your writers. Confirm deadlines after they agree to write, let them know to expect you'll be sending them your autobiographical sketch and resume (if you haven't already. Also let them know to expect the PrivateFolio upload link, and send polite reminders as you get closer to your agreed-upon deadlines.	-
	Upload your Documents to PrivateFolio: Be sure to upload your autobiographical sketch, resume, and transcript (and citation report if you have one) to PrivateFolio. These documents will be sent by HPP to your composite writer along with your support letters and instructions.	-
	Monitor Your PrivateFolio Account: Keep track of your support letters as they are submitted.	-
	Submit the Release to Composite Writer Form: When ALL your support letters are uploaded to PrivateFolio AND you have uploaded your autobiographical sketch, resume, and transcript, submit the Release to Composite Writer Form. This will prompt HPP to send your materials to your composite writer. Note: If you are an older alum who plans to submit a letter packet (instead of a composite packet), you will still need to fill out the Release to Composite Writer Form. As you fill the form out, you can ignore the section about the composite writer.	-

