

# Health Professions Program

## Geisel EAP Letter Packet Instructions

HPP staff works closely with a dossier service called PrivateFolio to collect letters of recommendation for all applicants interested in applying to the Geisel School of Medicine’s Early Assurance Program, and other medical or health professional schools. When setting up your PrivateFolio account, be sure to closely follow the below instructions to ensure HPP has access to your letters of recommendation. **YOU will not have access to your letters, they remain confidential. Your writers must submit their letters directly to PrivateFolio (instructions are sent to writers once they receive a Letter of Recommendation Request form—more info below).** If your writers have any technical difficulties, they can contact us directly.

When all your letters are uploaded and you have submitted the [Release to Geisel EAP form](#), HPP will check them to make sure they meet all the requirements (letterhead, signature, correct spelling of applicant's name, etc.). If they do not, HPP will contact the letter writer **directly** to have the letter corrected and re-submitted to us.

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### Instructions On How To Open A Privatefolio Account

1. Click on this link [HERE](#) which will take you directly to a sign-up page (you MUST use this link to receive your Dartmouth-subscription discount and to be properly affiliated with the Dartmouth Health Professions Program, as well as so we can access your application).
2. Enter your information, choose a password, and press SUBMIT to create your account.
3. You will receive a confirmation email. Click on the confirmation link in the email, and then log into your account using your email address and password.
4. You will be asked to choose a subscription term. With your discount, you can select a one-year account for FREE. However, if you would like to have access to your letters for future use, you should choose and pay for a 3-year account (discounted to \$14.99) or a 5-year account (discounted to \$27.99). You can always renew or extend your subscription term in the future.

If you have any questions or issues setting up a PrivateFolio account, you can contact the HPP Program Coordinator, Rae Stokes, at [Health.Professions.Program@dartmouth.edu](mailto:Health.Professions.Program@dartmouth.edu) or 603-646-3377. You can also contact PrivateFolio directly at [help@privatefolio.com](mailto:help@privatefolio.com) or 855-976-1245.

## How To Send A Letter Of Recommendation Request From Privatefolio

1. Log into your PrivateFolio account.
2. Under RECOMMENDATION LETTERS, click on REQUEST A LETTER.
3. Fill in your letter writer's name and contact information, as well as a title for the document (ex. Professor FIRST NAME, LAST NAME - Letter of Recommendation). This title will be visible to the writer and any institution you send deliveries to.
4. You have the option of modifying the text of the request that will be sent to your letter writer. Within this text, make sure to inform your letter writers that it is **required that their letters have letterhead and signature.**
5. Specify a due date for the letter. Make sure to have discussed this on the front end with your writers. We recommend a deadline such as September 19, 2022, so there is a little wiggle room for a late letter.
6. Check the box indicating that you waive rights of access (this is required to ensure the confidentiality of letters).
7. Click on SUBMIT.
8. Your letter writer will receive an email with the details of your request and a link through which they can upload the letter.
9. You will receive a confirmation email once the letter writer has submitted their letter to PrivateFolio and is available.

## Monitoring Your Privatefolio Account And Letter Packet Completion

**PLEASE NOTE** that you should inform your writers that their letters should clearly state that you are an applicant to the Geisel School Early Assurance Program and also **MUST INCLUDE their letterhead and signature.**

1. Please contact HPP with any concerns you or your letter writers may have regarding this letter process. If any of your letter writers are experiencing any problems or difficulty uploading their letter to PrivateFolio, please have them contact the HPP program coordinator, Rae Stokes, at [Health.Professions.Program@dartmouth.edu](mailto:Health.Professions.Program@dartmouth.edu) or 603-646-3377.
2. Please monitor the progress of your letters, especially as we get closer to the deadline. Please do not wait until the last minute to alert us to any problems or possible delays in the receiving of a letter.
3. Once ALL your letters for this application have been uploaded to your PrivateFolio account, you will submit the [Release to Geisel EAP form](#). This form will allow us to download and packet your letters, and then send them to Geisel.
4. **REMINDER! The deadline to submit ALL your letters and application is Sunday, October 8<sup>th</sup> at 11:59 PM EST.**