

# Health Professions Program

## 2023-2024 Geisel EAP Timeline

	IDEAL Timeline	DEADLINE
<b>You: Read over the Task Timeline</b> (this document) CAREFULLY and make sure you understand the steps you must take.	<b>ASAP/Now</b>	<b>FINAL DEADLINE</b> <b>Sunday,</b> <b>October 8</b> <b>at 11:59</b> <b>PM EST</b>
<b>You: Choose and Ask 2-5 letter writers</b> You must set up an agreed-upon submission deadline with your letter writers. Check to make sure they have the necessary time to write the letter. <b>The target due date for writers to submit their letters to PrivateFolio is September 25<sup>th</sup>.</b> Read Geisel Letter Packet Instructions for more info.	<b>Now – Sep 5</b>	
<b>You: Open A PrivateFolio Account &amp; Submit a Request a Letter of Recommendation Form</b> to each of your letter writers. <b>THE LETTERS ARE CONFIDENTIAL—YOU WAIVE YOUR RIGHT TO ACCESS THEM.</b>	<b>Now</b>	
<b>You: Monitor PrivateFolio Account:</b> Writers will upload directly to PrivateFolio (writers can direct questions to HPP). When all are in notify HPP.	<b>Sept 15 – Oct 3</b>	
<b>You: Submit Geisel EAP Letter Release Form</b> to HPP when all supporting letters are uploaded to your PrivateFolio account.	<b>When ALL letters are submitted</b>	
<b>You: Application Fees</b> – Submit fee with the application either through mail or hand delivery. To seek fee reduction/waiver, please contact Aileen Panitz at <a href="mailto:Aileen.K.Panitz@dartmouth.edu">Aileen.K.Panitz@dartmouth.edu</a> .	<b>Now – Oct 8</b>	
<b>You: Complete the Application</b> —Give yourself enough time for the reflection, writing, and editing needed for the personal statement and activities, especially if you are seeking feedback from pre-health advisors. Submit the items in the application checklist (PDF application form, transcript request, SAT/ACT score reports, application fee). Questions about the application should be directed to <a href="mailto:Geisel.Admissions@dartmouth.edu">Geisel.Admissions@dartmouth.edu</a> or by calling 603-650-1505.	<b>Now – Oct 8</b>	
<b>YOU CAN SUBMIT YOUR APPLICATION BEFORE YOUR LETTER PACKET IS COMPLETED!</b>		
<b>HPP: Creates Letter Packet and Delivers Letter Packet to Geisel</b> HPP will email you once the process is completed.	<b>Letters are sent electronically to Geisel</b>	