

How to use the Pre-Health Professions Office

Step 1: Open a file (the semester before you take your admissions exam, min 3.0 GPA and 60 cr.)

- ☐ Pick up a packet in the Pre-Health Professions Office (SE 308)

Materials Necessary to complete your file:

- ✓ Biographic Information Form (USE THE E-MAIL ADDRESS YOU CHECK THE MOST)
- ✓ 4 evaluation forms.
 - *GIVE TWO EVALUATION FORMS TO PROFESSORS (PhD's)
 - *GIVE TWO EVALUATION FORMS TO HEALTH CARE PROFESSIONALS (doctors, dentists, etc.)
- ✓ Copy of your AMCAS or other Application (including your personal statement)

***Note: Hand-carried, “open” letters of recommendation will not be accepted.**

Step 2:

- ☐ Review for the Admissions Exam you will be taking (MCAT, DAT, OAT, GRE, etc.).
- ☐ Sign up and take the exam (April/May).

Step 3:

- ☐ Submit the centralized application service you will use (AMCAS, AADSAS, VMCAS, etc.) and send them your official transcripts as early as possible (May/June).

Step 4:

- ☐ After you receive your exam score (MCAT, DAT, GRE etc.), fill out the **Pre-Health Professions Committee Meeting Request Form** available in SE 308 to schedule your committee interview.

Step 5:

- ☐ Interview with the Pre-Health Professions Committee and then....
- ☐ Bring in \$12 to open your VIRTUAL EVALUATION Account or postage for schools that do not participate in VIRTUAL EVALUATIONS.
- ☐ Let the Pre-Health Professions secretary know if you receive any secondary applications, and from which school(s).
- ☐ The secretary will send out a packet to the schools including: your committee letter and any other recommendation letters.

Step 6:

- ☐ Let us know where you got accepted
- ☐ Your picture will go up on the *WALL OF FAME!*
- ☐ Attend the *Future Doctors Reception* (FDR)