Health Professions Pre-Application Kit- Application Year 2016

All pre-health students applying to any health professions school need to complete this Pre-Application. You have in your hands an application kit to help you apply to all programs in the health professions. Your kit contains information on what to expect in the application process, how the Committee on the Health Professions and the Office of Pre-Health Programs (OPHP) can assist you, and what we will, in turn, expect of you. These guidelines will fit a number of different health professions, and we also guide you toward the discipline-specific information you will need to complete your particular application. For those of you applying to allopathic (MD), osteopathic (DO), podiatric (DPM), and dental (DMD) medicine you will need a committee letter (instructions are included within). Note: matriculation in the aforementioned areas and vet schools occurs in the fall of 2017. For those of you who do not need a committee letter, please complete the applicable portions.

Even if you are not entirely certain that you will be applying this year, read through this cover letter anyway, and keep the kit for reference. Please note that it is updated annually. Also, keep your pre-health advisor apprised of what you are thinking, even when your plans change. When we know your plans and ideas, we are best able to help you realize them, no matter what they are.

Your kit contains:

a) an overview of the application process
b) a timetable for the application process
c) Guidelines for Writing a Letter of Recommendation to be copied and given to each letter writer
d) a list of Central Application Services to help with the application process for your chosen program
e) a Pre-application Form (Alums DUE Jan. 4th - Undergraduates & Postbacs DUE Jan. 22nd) a template to help you begin collecting the materials you will need for your formal application directly to the Health Professions schools. Please submit the pre-application form to the OPHP – 125 Clapp, or email to jcollett@mtholyoke.edu
f) an Official Request to the MHC Committee on Health Professions for a Committee Letter (due by June 1st) or as soon as your individual letters of recommendation have been received by Interfolio.
NOTE: Applicants submitting requests after June 15th cannot be guaranteed a committee letter by August 30th.

It may seem early, but there are two reasons to start thinking about your application now. First, your pre-health advisor and the OPHP can help you to put together the best application possible when there is still time to meet and get feedback. Second, many professional schools (and most medical schools) consider applications on a “rolling” basis, reading applications and even inviting candidates to interview before the published application deadline. When your application arrives close to the deadline, you may end up competing for a smaller number of slots. We invite you to begin letting your ideas percolate as you complete your pre-application, and to approach your pre-health advisor with any questions or concerns. Good luck, and remember that we are here to assist you.

Sincerely,
Pamela B. Matheson, Ph.D.
On behalf of the Committee on the Health Professions and the Office of Pre-Health Programs

- Retain pages 1 – 8 of this packet for your reference
- Attach your resume and other documents to the “Pre-Application Form”
- Make copies of the page entitled “Guidelines for Writing a Letter of Recommendation for a Student Applying to Programs in the Health Professions” and provide it (along with unofficial transcripts, resumes, good drafts of personal statement) to each of your recommenders,
- Complete & submit the “Pre-Application Form” with ALL required attachments to the Office of Pre-Health Programs by Alums DUE Jan. 4th – Undergraduates & Postbacs DUE Jan. 22nd
- Keep a copy of the last page of this document, “Official Request to the MHC Committee on Health Professions for a Committee Letter” to submit once your individual letters of recommendation have been submitted to Interfolio – DEADLINE June 1st.
Overview of the Application Process

You may find that applying to professional school is a lot like taking a fifth course, writing a thesis, or having a second job—it can be exciting (and rewarding) but at times overwhelming in the face of your other responsibilities. Accept that the process can be demanding, and give yourself plenty of breathing room by starting early. Start by becoming informed about the application process for your chosen health career. There are a large number of resources important to your planning, preparation and submission of applications, and they can be found at: https://www.mtholyoke.edu/acad/prehealth/apply

Does each individual school have its own application, is there a general application you will complete online, or is it a combination of the two? (see CENTRAL APPLICATION SERVICES on page 8 for more info). What prerequisites and supporting materials are requested as part of the application process? Do you have some requirements still to complete, such as the entrance exam, a course or two, or an internship? Your application should reflect every aspect of your qualifications: courses, extracurricular experiences, research, clinical or volunteer experiences, and any personal experiences that demonstrate your maturity, compassion, and commitment to the profession. Collect your ideas as you fill out this pre-application, and pull together a list of your work and volunteer history. Locate an application for your degree program by referring to the Central Application Services on page 8. This is a good time to prepare (or to polish) your resume. The CDC offers workshops and one-on-one meetings on resume-writing, and SAW offers workshops and one-on-one meetings on personal statement-writing please avail yourself to these excellent resources. Sample resumes for pre-health students can be found on the resources page on the Pre-Health website (https://www.mtholyoke.edu/acad/prehealth/resources).

Your application demonstrates your attention to detail, so be sure to avoid inconsistencies or errors. Pay scrupulous attention to any writing sample you are asked to provide such as the personal statement. The Office of Pre-Health Programs offers numerous applicant workshops beginning in December to help you prepare your application. Winter break is a great time to get started. The personal statement showcases not just the experiences that have prepared you for your career choice, but also your proficiency with written English. Write a draft early and get plenty of feedback from SAW and people you trust.

Workshops: Throughout the school year, there are a number of important applicant workshops to help you with the process of choosing and applying to health professions schools. Please be sure to attend these whenever possible. Workshop schedules can be viewed at https://www.mtholyoke.edu/acad/prehealth/events. If you missed a workshop, the presentation slides are available under the Resources, Handouts section of the Pre-Health website.

Entrance Exams: Nearly all schools in the health professions require you to take some kind of entrance exam. Veterinary schools, some physical therapy and physician assistant programs, and graduate schools of Public Health require the GRE, medical schools the MCAT, dental schools the DAT, optometry schools the OAT, nursing schools sometimes require the GRE, and most pharmacy schools require the PCAT. If an entrance exam is required, familiarize yourself with its format, and prepare systematically, either with a self-designed study program and practice exams, or a commercial prep course. Complete the requisite coursework before the exam, or at most have one required course in progress when you sit for the exam. Do not take the exam so late that your scores’ arrival will hold up the completion of your application. Note that Kaplan usually offers prep courses for the GRE and the MCAT on campus at a reduced rate for MHC students. Contact our Kaplan representative, Sylvia DeLavalle @ sylvia.delavalle@kaplan.com for additional information and registration. When you register for an exam, specify that your scores be released to Mount Holyoke College so that your Pre-Health Advisor will have access.
The Application Process: Many applicants face a two-step process consisting of primary and secondary applications. On-line centralized application services exist for the purpose of filing primary applications to almost all health professions programs. However, please note that NOT ALL SCHOOLS utilize the centralized services (See Centralized Application Services section page 8). Schools that read your primary application and wish to learn more about you will ask you to submit a secondary application. These “secondaries” may be requested by the schools automatically after you submit your primary, or later in the review process and are specific to each school. It is generally prudent to submit your secondaries by early August. Secondaries generally require an additional writing sample (again, ask for feedback on your drafts), an updated transcript if necessary, and an additional application fee.

Transcripts: Applicants will need to submit official transcripts from all U.S. colleges and universities they have attended. If you have a concern about transfer credit, or equivalency credit from study abroad that has not shown up on your MHC transcript, contact the registrar now to take care of it (registrar@mtholyoke.edu). When you are ready to send a transcript, current students can log on to ISIS, order a transcript, indicate where it is to be sent, and it will be sent out the next day. Alumnae may write to the registrar (Rm 6 Mary Lyon Hall, 50 College Street, South Hadley, MA 01075) or download the registrar’s online form and submit a request by mail. Supply names and addresses of the centralized application service (and/or individual schools) to which you want the transcript sent, and enclose the required fee.

Letters of Recommendation: Professional schools will request letters of recommendation. Some (medical and dental schools) will require a Committee Letter. Make copies of the “Guidelines for Writing a Letter of Recommendation for a Student Applying to Programs in the Health Professions” (included in this packet on page 7) to give to each of your letter-writers when you make the request. For information see: https://www.mtholyoke.edu/acad/prehealth/recommendations

YOU MUST TELL YOUR RECOMMENDER THAT ALL LETTERS ARE REQUIRED TO BE ON LETTERHEAD, DATED, AND SIGNED (their electronic signature can be inserted) BEFORE SUBMITTING OTHERWISE THE LETTER IS INVALID AND CANNOT BE USED.

Students who are applying to health professions schools SHOULD have an account with Interfolio https://account.interfolio.com/dossier/signup?institution_id=10695

Make sure to associate your Interfolio account with MHC. This will allow your Pre-Health Advisor and the OPHP to see the contents of the letters, assure they are on letterhead and signed, and distribute them to a committee letter writer if needed. Note: Call Interfolio for help at 877-997-8807 Or 202-738-5322

All letters should be submitted to your account at Interfolio. Once a letter writer has agreed, you will create a prompt for him/her using their email address in Interfolio with the letter type as “Confidential Letter of Recommendation.” When they submit the letter (can be PDF or Word) to Interfolio, you will see that it has been received but not be able to view the contents. It is important to know that health profession schools expect that you have waived your right to see the letters of recommendation and this process assures confidentiality. It is important to realize, however, that some centralized application services also have their own letters service which may have varying degrees of compatibility with Interfolio. Because Interfolio is able to send your recommendations in either electronic or hard-copy form, you can usually collect your references in your Interfolio file and then send them from Interfolio directly to schools or to the centralized application services as instructions dictate. In a small number of cases (typically with PTCAS and VMCAS), you may have to ask recommenders to send their letters both to Interfolio and also directly to the centralized services via an electronic upload link. This is unique to a subset of schools and services; again, we use Interfolio because it is the most versatile. Follow instructions that you find on application service web sites about how to submit letters. If you have questions, please feel free to contact the OPHP.
Letters of Recommendation: (continued)

1) **Individual Letters:** Approach faculty (primarily from prerequisite courses), research mentors, and clinical internship mentors who know your work well, and who you think will take the time to write a thoughtful letter. Also consider coaches or community service supervisors that know you well in order to add breadth to your application. Ask respectfully and give as much advance notice as you can. Provide the writer with as much supporting information as you can (e.g., your resume, unofficial transcript, a draft of your personal statement) in order to support their efforts to write a comprehensive letter about you. Once he or she agrees to write, be clear what you are applying for, where the letters are to be submitted, and the deadline. If you can, put all of the information in writing and hand it to the letter-writer when you give them the Guidelines (provided on page 7). Someone who suggests that you might want to “ask someone who knows you better” may be indicating that their letter will not be as strong as you might wish. Take them seriously and seek out someone else. Once a letter has been uploaded to your Interfolio account, contact the Pre-Health Office to have the letter reviewed by them to ensure that the letter is ok for you to use….we will check that the letter is on letterhead, dated, and signed (electronic signature inserted is ok). If not, we will contact you so that you can ask the recommender to resubmit.

2) **Committee Letter of Recommendation (Medical and Dental Schools only):** Medical schools and sometimes veterinary and optometry schools request at least three individual letters plus a “committee letter” written by your Pre-Health Advisor or another faculty member on behalf of the Committee on Health Professions. This letter is drawn from their knowledge of you as well as from individual letters of recommendation, entrance exam scores, transcripts, your application, and your personal statement. The strength of your committee letter can be vastly improved if your committee letter writer has gotten to know you well. Just as with individual letters, you must specifically request a committee letter (the official request form is included on the last page of this kit). With adequate lead time on requests, together with your effort to ensure your application materials are complete by June 1st, the author of your committee letter will normally be able to have your committee letter written and in your file by the end of July. This timing corresponds to the earliest dates when schools solicit secondary applications from you.

**NOTE:** Once you have verified that all of your individual letters of recommendation have been received by Interfolio, **you must** formally request a committee letter using the form -- “Official Request to the MHC Committee on Health Professions for a Committee Letter” (see last page of this kit). In order for the OPHP to supply your committee letter writer with necessary materials, you need to have submitted the following items: application, entrance exam score reports, transcripts, resume, and personal statement. The Pre-Health office will create a prompt and upload the Committee Letter to your Interfolio account. A second document will then be uploaded to your Interfolio account -- “Committee Letter Including Individual Letters for Upload to AMCAS or ACOMAS 2017” – this ONE document will contain your Committee Letter and your individual letters of recommendation – you will tell Interfolio to upload this ONE document to your AMCAS or ACOMAS application. The above information with instructions will be emailed to you by the OPHP once complete.
Timetable for application cycle

November 2015
Check with your professional school organization to find out about any fee assistance programs (search the org website for “Fee Assistance”). A comprehensive list of health profession schools can be found at: www.mtholyoke.edu/acad/prehealth/health_professions.
This fee assistance application process can take time and for students taking the MCAT, needs to be in place prior to registering for the MCAT. (See www.aamc.org/students/applying/fap/) for financial assistance.

December 7, 2015 @ 6:00 p.m. in Cleveland L1 – pizza served
Attend APPLICANT CHAT WORKSHOP: “Brainstorming ideas for personal statements” to learn more about personal statements and begin developing ideas.

Winter Break
1) Complete homework from Applicant Chat Workshop – See “Writing the Personal Statement” on Pre-Health Website (https://www.mtholyoke.edu/acad/prehealth/resources)
2) Start compiling a list of schools to which you would like to apply.
   (See https://www.mtholyoke.edu/acad/prehealth/selecting_programs for more information)
   (For pre-med students, purchase access to the MSAR online through AAMC.org
   https://www.aamc.org/students/applying/requirements/msar/)

January 4, 2016 Alums Pre-Application Due
January 22, 2016 Current undergrad and Postbac students Pre-Application Due

Submit your Pre-Application Form to the Office of Pre-Health Programs in Clapp 125. This will allow you to collect many of the resources you'll need for your real application. The pre-application is your official declaration of your intent to apply and provides a crucial starting point for dialogue with your health professions advisor and the Pre-Health Programs office.
Applicants who will need a committee letter (premedical students and dental students) must meet this deadline – January 4th for alums – January 22nd for current undergrads and Postbaes.

January 2016
Thursday, January 21, 2016 @ 6:00 p.m. in Cleveland L1
Attend APPLICATION WORKSHOP: “Applying to Medical (and other Health Professions) Schools.”

January – February 2016
Schedule a meeting to discuss your near completed and edited personal statement and possible recommendation letter writers with the Director of Pre-Health Advising.

Spring 2016
1) Prepare for and take required entrance exams. You can find out more at: www.mtholyoke.edu/acad/prehealth/entrance_exams. For pre- medical, dental and vet students, plan to take the MCAT, DAT or GRE, respectively, between January and June of 2016. July would be the latest possible date to get a test score in time to be early in the application process.
2) Ask for individual letters of recommendation, using “Guidelines for Writing a Letter of Recommendation for a Student Applying to Programs in the Health Professions.”
March and April 2016
Meet with the Director of Pre-Health Advising to review the list of schools to which you would like to apply. Finish your personal statement, showing it to people whose judgment and writing ability you trust. Submit to your major advisor and to the Director of Pre-Health Advising for review.

Early June 2016
Submit your online primary application as soon as is possible (usually first week of June). Submitting after June 30th does not take advantage of being early in the process. Recommendation letters are not part of your primary application and names of letter writers can be added after submitting. The personal statement cannot be edited after submission.

Note: When you register with any centralized application service (CAS), specify that you allow your file to be accessed by the Director of Pre-Health Advising at MHC. By associating your account with MHC, it enables us to assist you and to track your application.

June 1, 2016 — (pre-medical and pre-dental students only):
Request a Committee Letter. Medical and dental schools require a committee letter. Submit your “Official Request to the MHC Committee on Health Professions for a Committee Letter” (last page of this document) as soon as your individual letters of recommendation have been submitted to Interfolio.
The official request form can be found on the last page of this Pre-Application Kit. Requests MUST be accompanied by a copy of your completed primary application from the CAS (e.g., AMCAS, ACOMAS or AADAS).

NOTE: Applicants submitting requests after June 15th cannot be guaranteed a committee letter by August 30th. This can delay review of your application by health profession schools and may affect your chances for acceptance. Applicants submitting a request after July 31st may not be eligible to receive a committee letter.

July through Fall 2016
Premedical students may be invited to submit school-specific secondary applications. Secondaries require additional application fees, and waivers may be available if there is financial hardship. Check with the CAS or professional organization (see CENTRAL APPLICATION SERVICES on Page 8).

Fall 2016 through Spring 2017
Final application deadlines fall within this range, depending on the program. Where admission is granted on a “rolling” basis, applicants who wait until the deadline are at a disadvantage. Also, you may receive invitations to interview. If you do, contact the Office of Pre-Health Programs to set up a practice interview. Read everything you can find on the schools you are going to visit so that you can ask informed questions.
Guidelines for Writing a Letter of Recommendation for a Student Applying to Programs in the Health Professions

ALL LETTERS SUBMITTED MUST BE ON LETTERHEAD, DATED AND SIGNED (ELECTRONIC SIGNATURE INSERTED IS ACCEPTABLE)

Thank you for agreeing to write a letter of recommendation. Because an informative letter is important and may be time-consuming to compose, Mount Holyoke’s Committee on the Health Professions has drawn up guidelines to help you and the student get the most out of this effort. When an admission committee receives a packet of letters for a candidate, they have seen that student’s GPA, entrance exam scores, college major and curriculum completed, a list of extracurricular activities, research, or volunteer experiences, and (typically) a personal statement. They look to letters of recommendation to illustrate personal qualities and abilities that are not obvious from the application itself: a candidate’s strengths and weaknesses, academic aptitude and scholarship, social skills, and potential for their chosen career.

Elements considered helpful by admissions committees

1. Information about the relationship between the candidate and letter-writer. How long and in what capacity you have known the applicant? Informative letters incorporate specific examples pulled from direct contact with the applicant. If you do not know the student well enough to offer specific information, please consider declining to write.

2. Insight into an applicant’s personal qualities of integrity, compassion, leadership, professionalism, maturity, determination, and motivation. As professors or research/internship supervisors we sometimes don’t have information about all of these qualities. But observation of a student’s behavior in lab, interactions in the classroom, ability to meet deadlines, or perseverance can yield insights into many of these qualities.

3. Information about the applicant’s strengths and weaknesses relative to her cohort, for example rank in a class, performance relative to other students preparing for a similar career, or maturity/perseverance compared to other undergraduates.

4. Description of an applicant’s social skills, including her ability to work with her peers, to interact (if applicable) with patients, and to show respect, cooperation or compassion.

5. Some statement of the applicant’s suitability for her chosen career. Do you think the student is a good candidate? If applicable, you may explain any apparent discrepancies in the student’s record, special circumstances, or hardships that may have been encountered in preparing.

Elements considered less helpful:

1. Repeating what the admissions committee knows, such as MCAT/GRE scores or other information available in her application, unless it reinforces a point you are making.

2. General praise that is not substantiated.

3. A report of a student’s grade or rank in a class that doesn’t also shed light on their intellectual ability, motivation, or potential as a scholar.

4. Very detailed descriptions of a course or research project.

Again, thank you. Your confidential letter of recommendation will be submitted to the student’s account at http://www.interfolio.com/. The student will create a prompt for you via Interfolio and you will receive information about uploading your letter in your email. If the request is marked as “confidential” the student will not see the contents of your letter. Most health profession schools expect the student to waive her right to view the letter and this process assures that confidentiality is maintained.

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### CENTRAL APPLICATION SERVICES (CAS) – Health Profession programs that use CAS

Please note that some schools do not use their associated centralized application service, and in those cases you would apply directly to the school.

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<tr>
<th>PROFESSION</th>
<th>ENTRANCE EXAM</th>
<th>ORGANIZATION</th>
<th>CENTRAL APPLICATION SERVICE (CAS)</th>
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<tbody>
<tr>
<td>Allopathic (MD)</td>
<td>MCAT: <a href="https://www.aamc.org/students/applying/mcat/">https://www.aamc.org/students/applying/mcat/</a></td>
<td>AAMC.org</td>
<td>AMCAS: <a href="https://www.aamc.org/students/applying/amcas/">https://www.aamc.org/students/applying/amcas/</a></td>
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<td>Dental (DMD or DDS)</td>
<td>DAT: <a href="http://www.ada.org/dat.aspx">www.ada.org/dat.aspx</a></td>
<td>ADEA.org</td>
<td>AADSAS: <a href="https://portal.aadasasweb.org/">https://portal.aadasasweb.org/</a></td>
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<tr>
<td>Nursing (second B.S. MS or DNP)</td>
<td>Possibly GRE:* <a href="http://www.ets.org">www.ets.org</a></td>
<td>AACN.NCHE.edu</td>
<td>NURSINGCAS: <a href="http://www.aacen.nche.edu/nursingcas">www.aacen.nche.edu/nursingcas</a></td>
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<tr>
<td>Occupational Therapy (MOT, Ph.D.)</td>
<td>Usually GRE:* <a href="http://www.ets.org">www.ets.org</a></td>
<td>AOTA.org</td>
<td>OTCAS: <a href="https://portal.otcas.org/">https://portal.otcas.org/</a></td>
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<td>Optometry (OD)</td>
<td>OAT: [<a href="http://www.ada.org/oat/index.html">www.ada.org/oat/index.html</a> or GRE*](<a href="http://www.ada.org/oat/index.html">http://www.ada.org/oat/index.html</a> or GRE*)</td>
<td>OPTED.org</td>
<td>OPTOMCAS: <a href="http://www.opted.org">www.opted.org</a></td>
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<td>Pharmacy (PharmD)</td>
<td>Usually PCAT:* [tpe-testing.com/pcat/ sometimes GRE](<a href="http://tpe-testing.com/pcat/">http://tpe-testing.com/pcat/</a> sometimes GRE)</td>
<td>PHARMCAS.org</td>
<td>PHARMCAS: <a href="http://www.pharmcas.org">www.pharmcas.org</a></td>
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<td>Physician Assistant (PA)</td>
<td>Usually GRE* MCAT poss.</td>
<td>PAEAonline.org</td>
<td>CASPA: <a href="https://portal.caspaonline.org/">https://portal.caspaonline.org/</a></td>
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<tr>
<td>Podiatry (DPM)</td>
<td>MCAT: <a href="https://www.aamc.org/students/applying/mcat/">https://www.aamc.org/students/applying/mcat/</a> GRE*, DAT*</td>
<td>AACPMA.org</td>
<td>AACPMA: <a href="http://www.e-aacpmas.org">www.e-aacpmas.org</a></td>
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*check with individual schools
PRE-APPLICATION FORM - 2016

RETURN THIS SECTION TO THE OFFICE OF PRE-HEALTH PROGRAMS by

OFFICE USE ONLY: DATE RECEIVED: ___/___/___

CONTACT INFORMATION: Full Name: __________________________________________

Year of Graduation from MHC: ________ Cell Phone: ________________________

Current Email address: ____________________________________________________

Country of Citizenship (or state, if U.S. citizen) ________________________________

Address through May '16
_____________________________________________________________________
_____________________________________________________________________

Address after May '16
_____________________________________________________________________
_____________________________________________________________________

Best way for us to contact you during the semester: ___________________________

Best way for us to contact you during the summer: ____________________________

Health-related field and the degree sought: ________________________________
(i.e. vet, DVM; public health, MPH; physical therapy, DPT):

Who has agreed to author your committee letter? ____________________________

CHECKLIST:
☐ An Interfolio account associated with Mount Holyoke College

☐ This Pre-Application Package

☐ Your Resume

☐ Your Transcripts (unofficial transcripts are fine)

☐ Your Entrance Exam scores, if applicable

☐ Your Personal Statement

☐ A copy of your Centralized Service Application (e.g., AMCAS, AADSAS), as submitted online

☐ Your Official Request for a Committee Letter (submitted once your individual letters are on file in Interfolio), by June 1, 2016.
FAMILY BACKGROUND (typical questions found on application service forms)

Occupation (please be specific, & provide location)  

Parent/guardian 1  

Parent/guardian 2

Highest Academic Degree Obtained  

ACADEMIC HONORS YOU HAVE EARNED (e.g., prizes, Dean’s List, etc.):

LANGUAGES you speak (and level of proficiency)  

HOBBIES YOU ENJOY:

What experiences have you had in health care settings that have given you an understanding of the nature of the profession you aspire to enter?

Why do you want to enter this profession?

What, if any, entrance exam is required for your chosen degree program?  

Have you taken the exam?  

Yes or No  

(if so, provide date(s) and scores):

If applicable, date you are planning to take (or retake) the exam:

What is your science GPA?  

What is your cumulative GPA?
WHEN DID YOU (OR DO YOU PLAN TO) TAKE THE MCAT, GRE, DAT, OAT, etc?  

WHAT WERE YOUR SCORES? Include Total and Subtests:  

HOW DID YOU (OR DO YOU) PLAN TO PREPARE FOR THE TEST?  

Experiences during college

In the spaces below, LIST YOUR ACTIVITIES. Be sure to indicate duration (e.g., June 1, 2015-August 15, 2015). Feel free to include relevant pre-college activities. Attach additional sheets if necessary, but be brief. Please provide the information requested here – in the format shown – IN ADDITION TO PROVIDING A RESUME. We require this form (completed) plus your resume. (FYI: Meet with the CDC for writing resumes)

EXTRA-CURRICULAR ACTIVITIES (Including Offices Held):

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<tr>
<th>Inclusive dates</th>
<th>Description</th>
<th>Do not write, “see resume.”</th>
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CHRONOLOGICAL LIST OF PART-TIME JOBS DURING ACADEMIC YEARS.  
(Indicate Paid OR Volunteer.)

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<tr>
<th>Inclusive Dates</th>
<th>Hrs/Wk</th>
<th>Title</th>
<th>Company or Org.</th>
<th>Location</th>
<th>Nature of Work</th>
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11
CHRONOLOGICAL LIST OF SUMMER JOBS (INDICATE IF PAID OR VOLUNTEER).
(Include ALL undergraduate summers)

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<tr>
<th>Inclusive Dates</th>
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Experiences after graduating from college

CHRONOLOGICAL LIST OF VOLUNTEER, PART TIME AND FULL TIME EMPLOYMENT.
(Use Inclusive Dates. Please account for all major blocks of time since your graduation).

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<tr>
<th>Dates</th>
<th>Hrs/Wk</th>
<th>Title</th>
<th>Company or Org.</th>
<th>Location</th>
<th>Nature of Work</th>
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Clinical and Research Experience
List any clinical internships or research experiences not included previously that you have completed or are planning, including a descriptive title and the dates of the experience.

|                                                  |
|                                                  |
|                                                  |
|                                                  |
|                                                  |
Letters of recommendation
From whom do you plan to request letters of support, and in what capacity do you know them?

1. 

2. 

3. 

4. (optional) 

5. (optional) 

Please attach a current resume, being sure that it includes:
- research and work experience
- community or volunteer experience
- honors or awards
- publications that bear your name

Course Work
Please attach an unofficial transcript of your coursework, including courses taken at other institutions.

List here any prerequisite courses you still have to complete:

_________________________________________________________________________________

_________________________________________________________________________________

I certify that this pre-application is accurate and complete. I agree to provide regular updates to my Pre-Health Advisor and the Office of Pre-Health Programs. I understand that it is imperative to meet deadlines listed in this Pre-Application Kit. Failure to submit required materials could negatively impact my chances of being accepted to a health professions program and could disqualify me from receiving support from the Committee on Health Professions.

_________________________________________________________________________________

Signature

Date
Attach your Personal Statement after this page.

Each professional school has a different magic number for length of the personal statement (also called an essay). Check with your professional organization or central application service to be sure (Vet: 5000 characters, MD: 5300 characters, DO: 4500 characters).

Things to consider talking about include: *Why do you want to pursue a degree in your chosen field?* Why do you want to be an optometrist, physical therapist, nurse midwife, doctor, veterinarian, or work in public health?

Here are some questions that can start you thinking about what to put in a first draft.

• What motivates you to learn more about this field?

• What do you want professional schools to know about you that hasn’t been disclosed in another section of the application? This might be the place to illustrate any personal qualities, characteristics or skills that you think will enable you to be successful.

• You might also consider addressing the following: Are there obstacles or special hardships that you have had to overcome, or that have influenced your choice of career? Are there irregularities in your academic record that might be worth explaining (check with your Pre-Health Advisor before including this kind of information)?

• Your goal is to illustrate to the reader/interviewer who you are. Reflect upon experiences you have had—personal, work, volunteer, research, etc—and when you consider whether or not to talk about them in your essay/interview, consider the following questions: Why did I do it? What did I get out of it? What did I give to it? What did I learn, and how do I understand myself better now? Talking about what an experience means to you is more powerful than simply describing the experience itself.

• Feel free to review the powerpoint presentation from the Applicant Workshop: “Writing the Personal Statement” on the Pre-Health Webpage for additional insight.

Where are you thinking of applying?
A final list of professional schools to which you will apply can be composed in consultation with your pre-health advisor, but in the space below please write the names of any schools to which you think you might apply. For medical, dental, and veterinary applicants, it is wise to include a state school in your home state, if one exists.
Official Request to the MHC Committee on Health Professions for a Committee Letter
Usually required only for medical (MD and DO) and dental schools

[OFFICE USE ONLY: DATE RECEIVED: __/__/____]

To the student:
The Committee on the Health Professions will, at your request, provide a committee letter in support of your application to any health professions program requiring one. The committee letter serves as a comprehensive summary of all aspects of your preparation, including coursework, internships, research, entrance exam scores, and comments contained in your individual recommendation letters, and also provides an official endorsement from Mount Holyoke College. Medical schools, dental schools, and other selected graduate programs in the health professions will accept (and in some cases require) a letter of recommendation from the Committee. The committee letter is usually authored by a faculty member. In order to receive a committee letter you must ensure your health professions pre-application kit and all supplemental materials (see Checklist on first page of Pre-Application Form) have been submitted to the Office of Pre-Health Programs according to the deadlines given in the timeline section of the Pre-Application Kit.

In addition, at least three individual letters of recommendation (we recommend 4-6) are normally required by schools, in addition to your committee letter. It is your responsibility to chase down letters that have not arrived. These individual letters of recommendation must be present in Interfolio (www.interfolio.com) before submitting this official request form. All students must establish an account with Interfolio for the purpose of collecting and distributing their letters of recommendation. For additional information, please see: www.mholyoke.edu/acad/prehealth/recommendations and make sure to associate your account with MHC so that we can assist you in the application process. Please call Interfolio with any questions @ 877-997-8807. Your recommenders may submit letters directly to your account at Interfolio either electronically or in hard copy through snail mail. It is generally easiest to create a prompt for them in Interfolio whereby they receive an email providing them a link to upload a “Confidential Letter of Recommendation” to your account. By using this letter designation type, you have waived your right to review the letters, a condition preferred by most health professions schools.

You may call the Office of Pre-Health Programs and ask us to check your pre-health application file to identify any outstanding materials. It is your responsibility to ensure your pre-application kit is complete, your individual letters are in Interfolio and then request a committee letter. To do so, please complete this form and return it to the Office of Pre-Health Programs as close to June 1st as possible. We will forward a copy to your committee letter author along with the individual letters of recommendation and your completed application to illuminate your candidacy and afford them with knowledge about the full breadth of your experience. Requests received after June 30th may not be eligible for a committee letter.

To the Committee:
I have verified that my Interfolio account is associated with MHC and contains copies of the following letters from:

1. ___________________________
2. ___________________________
3. ___________________________

I request that my committee letter author, ___________________________, write my committee letter of recommendation, on behalf of the Committee on the Health Professions, in support of my application.

Printed name ___________________________ Signature ___________________________ Date ____________

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