UNH Pre-Professional Health Programs Office

2011 Application Cycle Packet/Information

It is the applicant's responsibility to know the deadlines.
➔ Please be sure to **keep a copy** of all materials for your files. 🡸

This packet includes the required forms for applicants requesting a Committee Composite Letter of Evaluation.

Packet Contents

The packet contains:
1) 2011 Cycle Timeline 2) Checklist, 3) Application Sheet and Waiver 4) Individual and 5) Comprehensive Writer Waiver Forms, 6) Suggestions for Letter Writers 7) Conduct Form

Application Sheet and Waiver

This form can be filled out on the computer and printed out. I recommend you download Adobe Reader 8 at www.adobe.com . You can also fill out by hand. If you need to add additional pages please number and sign each page. Be sure to include signature and photo.

Letters

It is the applicant's responsibility to know the deadlines and keep in touch with individual and comprehensive letter writers to ensure timely transmission of letters. Letters must include a waiver form. You do need to give letter writers ample time to write. If you wait until the week before a deadline to request a letter you will have to expect that the letter will be late. Letters can be sent in after the deadline-it simply means that you will have to delay scheduling interviews.

Interviews

Your file must be complete before you can register for Committee interviews. Interview registration is between Feb. 5 and March 12. Interviews are held from Feb. 22-May10. More information on the interview process will be made available as spring semester nears.

Exams

Entrance exams must be taken no later than **June**. This allows the applicant to make well informed decisions about a) continuing (or not) with the process, b) choice of schools c) whether to retake the exam and if so, time to study. It also allows the Committee letter to put the exam score in perspective in terms of the overall profile of the applicant.

Delaying the Application (See *Ten Reasons to Delay* handout)

It is very common for applicants, at many different points along the process, to decide to delay an application. It is important to remember that the best time to apply is when you are ready and can present the strongest profile. Time off from school, opportunity to work/gain more experience, travel, save money, need to improve grades/exam score are just a few reasons to delay. If you decide to delay please let the office know ASAP.
To reactivate your file in a new application cycle you must abide by the deadlines posted on the forms for the new cycle.

A) If you previously completed the interview process: Fill out the **Reapplicant Form** that will be posted under the new application cycle. New letters must be accompanied by a waiver form and new updates can be emailed directly to Dr. Pollard.
B) If you opened a file but did not complete the interviews you will need to complete the standard Application Cycle form and you will be able to submit additional letters**. Be aware that you must complete the interviews within the spring semester timeline.**

Applicant files are considered active for the initial two-year cycle. If applicants do not apply to medical school during this cycle, the file will become inactive and saved for five years. If applicants apply after the initial cycle or are reapplying to schools and want to reactivate their file, they must contact the Pre-Professional Health Programs Office and update the contents of the file.