UNH FILE CHECKLIST FOR 2011

ADMISSION to MEDICAL, DENTAL, OPTOMETRY and PODIATRY PROGRAMS

Medical, dental, podiatry, and optometry school applications request a **Committee** composite letter of evaluation from your school's Health Professions (HP) Advisory Committee (AKA Committee Letter). In order for the UNH committee to produce your letter, you must first **complete** a file with the Health Professions (HP) Advising Office, followed by interviews with members of the committee.

Please note the deadlines.

ASAP: Select and meet with letter writers*

Select individual and comprehensive writers. Ask professors (or others) if they are willing to write a letter of recommendation. Ask the professor (or other) that you feel knows you best if they are willing to write the comprehensive letter of recommendation. Give each writer the appropriate cover sheet with the instructions for the letter.

*** It is advisable that at least two of your letters of recommendation come from professors who have had you in class, including a letter from faculty in your major. *At least one (many programs require two)* of those letters should be from a science professor. Some dental programs request a letter from a dentist indicting a minimum of 30 hours shadowing. PA,DO,OD,POD also encourage a practitioner letter. (PA applicants will not submit letters to UNH file. See info for PA applicants. All other info is required.)**

Due November 20:

Cover Sheet / Waiver Form Return the completed form to the Health Professions Advising Office Hood House 102.

Due Dec. 18

Individual Recommendations (minimum of 2) **due to Comprehensive writer** *Contact writers to verify letter has been sent to comprehensive writer.*

Due January 29:

- **Transcripts from UNH AND schools other than UNH**
  Request that a copy of your transcript (unofficial is fine) be sent by the UNH Registrar to the HP office. **Current students include fall 09 grades.** Requests can be made in person, on-line, or over the phone. Please do not use Blackboard transcript. If you have transferred from, taken courses at, or graduated from another college or university, contact those schools and have them send a transcript to the UNH HP office. This includes courses completed in high school for which you received credits from a college. **AP credit does not require a transcript.**

- **Completed Conduct Form** You submit it to Judicial Programs and they will forward it to the required offices.

- **Resume or CV** Resume/CV resources are available at http://www.unh.edu/uacc/handouts.html. In addition, the UACC has walk-in Resume Review Monday-Thursday 12-2:00 in Hood House Rm 11.

- **Personal Statement** Write a 1-2 page essay (work towards a max. of 5,300 characters) explaining why you are applying to medical, dental, or optometry (or other) school. A few books discussing the statement are available in the library in Hood House 102. Review the PowerPoint slides as well. For writing assistance, see the UNH Writing Center in Hamilton Smith Hall. A workshop will be scheduled for late November.

- **Comprehensive Letter of Recommendation (w/attached individual letters)**
  Contact the letter writer to verify the letter packet has been sent to the Advising office by end of winter break.

February 5 – March 12:

- Once file is complete, register with HP Adviser for Committee interviews

UNH Health Professions Advising Office contact information:
Hood House 102, 89 Main Street, Durham, NH 03824-3577
Phone: (603) 862-2064, Fax: (603) 862-3104