UNH FILE CHECKLIST FOR 2011 ADMISSION to **PHYSICIAN ASSISTANT PROGRAMS**

PA programs do not require a **Committee** composite letter of evaluation. However, the Chair of the UNH HP Committee will interview and write an **Individual Letter of Evaluation** for all PA applicants.
The Central Application Service for Physician Assistants (CASPA) requires every applicant to have three references. Each reference must complete an evaluation sheet and a letter of recommendation signed by the evaluator. See CASPA https://portal.caspaonline.org/# FAQs.

In order for the Dr. Pollard to produce your letter, you must **complete a file** with the Health Professions (HP) Advising Office and interview during spring semester.

Please note the deadlines.

Due November 20:

Cover Sheet / Waiver Form
Return the completed form to the Health Professions Advising Office Hood House 102. **PA applicants will not submit letters to UNH file.**

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.

Fall-Spring: **Select and meet with additional 2 letter writers** (other than Dr. Pollard).

Review information on the CASPA web site FAQs regarding required forms (can be electronic or paper). Explain CASPA evaluation process and be sure to give Evaluators the required information as soon as CASPA opens (usually in early May). FYI, Many PA programs require a letter from a PA.
Dr. Pollard will do the electronic forms

February 5 – March 12: Once file is complete, register with HP Adviser for interview.