INSTRUCTIONS FOR REQUEST FOR COMPILED PREPROFESSIONAL COMMITTEE LETTER OF EVALUATION

The Committee Letter of Evaluation is offered to facilitate your application for admission to medical, allopathic and osteopathic, dental, podiatric or optometry schools. Most health profession schools require letters of evaluation for all applicants, and in recent years they have stated a preference for a single summary letter of evaluation produced by a committee and including input from faculty who know the applicant best.

If you desire a Committee Letter from the Penn State Preprofessional Evaluation Committee, follow the instructions listed below.

1. Using the enclosed faculty recommendation forms, request that between 3 and 6 Penn State faculty or staff write you letters of recommendation and return them to 126 Ritenour Building. You will need to make 3-6 copies of the on-line version. At least two letters should be from science faculty, and at least one from a nonscience faculty. These letters will be read and used by the Preprofessional Evaluation Committee, but also will be copied and sent along with your committee letter to each health profession school.

Since it is clear that most admission committees of health profession schools prefer confidential letters of recommendation and evaluation, you are encouraged to sign the statements which waive your right of access to these letters. If you choose to retain your right of access, we must so advise the professional schools, and your letters will be viewed as not confidential.

Faculty letters of evaluation can be requested and returned to this office at any time, even as early as your freshman year. Because faculty letters are an essential component for both your committee interview and medical school application, we recommend that our office receives them by June 15 of the summer year you are applying.

2. Before your committee letter of evaluation can be prepared, three steps must be completed: 1) at least three faculty or staff letters of recommendation must be received by this office, 2) you must complete and return to the office the enclosed four page Request for Compiled Preprofessional Evaluation form, and 3) you must schedule a time for a 30 minute interview with representatives of the Health Sciences Preprofessional Evaluation Committee. These interviews are generally conducted during the Summer and Fall and cannot be scheduled until steps (1) and (2) are complete. Be aware that our early interview dates fill early, so prompt completion and submission of your evaluation form and letters is essential to secure an early interview.

3. The Committee will not send an evaluation letter to more than one type of health profession school during one application period. For example, you cannot request that your evaluation letter be sent to both medical school and dental schools during the same year. However, we will send to both allopathic (M.D.) and osteopathic (D.O.) medical programs during the same year.

4. On page 1 of the interview request form, some family background information is requested. Our committee requests this information because it is also asked by health professional applications and is a frequent point of discussion during school interviews. Your inclusion of this information is voluntary and our office will handle this information with sensitivity and confidentiality.

5. You can always add to the list of professional schools in writing (on page 2 of the request form) where you want your letter sent. Also, if you don’t know the date when your letter should be sent, you can notify our office when you do know. You don’t want committee letters sent until you know that the individual schools have received your AMCAS materials; in other words, after you have received your AMCAS transmittal notice.

6. This is no time to be modest in completing pages 3 and 4 of the request form. Medical schools and our committee are particularly interested in leadership experience, research affiliations, health care exposure, and volunteer work benefiting people, communities, and other worthwhile causes. As you probably know, you must include a similar personal comments statement on Health Professional School application forms. You can use the same statement for both forms. The information you give us on the request form is only for committee use and the interview request form is not forwarded to medical schools. Our office will forward both the compiled preprofessional committee letter as well as the individual faculty/supervisor letters of evaluation to each health professional school listed.

7. If you have any questions, contact one of the Premed advisors in the Science Advising Center at 814-865-7620.
A BRIEF GUIDE TO MEDICAL SCHOOL APPLICATION

The following is a guide intended to assist students (particularly junior undergraduates) in their efforts to achieve acceptance into either M.D. or D.O. medical schools. This guide, by necessity, must be a general one, and it is therefore up to the individual to determine what procedures are most applicable at the time he/she is applying. For application to other kinds of health profession schools, contact an advisor in the Premed Office, 116 Ritenour Building.

Before the MCAT

The Medical College Admission Test (MCAT) is a national objective test given 22 times this between January and September. It is highly recommended that students take it in April of their junior year, although some students take it in Fall of their junior year. Applicants should be aware that if they wait until August of the year they are applying to take the MCAT exam, review of their application at Medical School is delayed and as a result, interviews and acceptances can be more difficult to obtain.

During the period before the MCAT, students should be thinking about which medical schools they might wish to attend and which faculty they should approach for letters of recommendation. It is a good idea to send for catalogs from medical schools or check their WEB sites since they do differ in philosophy, cost, recommended courses, application procedures, etc. In selecting schools, a most helpful book is Medical School Admission Requirements, published by the Association of American Medical Colleges (AAMC), Publication Department, 2450 North Street, NW, Washington, DC 20037 (phone 202-828-0416). In addition, applicants may want to consider enrolling in an MCAT review course (Kaplan, Princeton Review, or other). Alternatively, well disciplined students may find MCAT review books (Betz, ARCO, Columbia Review, and others) helpful for review.

Concerning recommendations, schools differ in requirements, but most prefer a Committee Letter of Evaluation if the undergraduate school has a Preprofessional Committee. The alternative to the Committee Letter is obtaining three to five letters of recommendation from faculty representing not only science, but also arts and humanities. The Eberly College of Science has a Preprofessional Evaluation Committee composed of 16 faculty and advisors (Dr. R. A. Markle, Chairmen, 126 Ritenour Building), and most all Penn State medical school applicants utilize this committee. To proceed with a Committee Letter of Evaluation, an evaluation packet should be obtained from the Premed Office in 126 Ritenour Building. In the packet are forms to be used by Penn State faculty or staff who are asked to write letters of recommendation for students. Letters from individuals outside Penn State can also be solicited, with the approval of Dr. Markle. These letters are then forwarded to the Preprofessional Evaluation Committee (126 Ritenour Building), and along with a biographical sketch, a complete college transcript and a personal interview with usually two members of the Committee, serve as a basis for writing overall committee evaluation letters. The Committee requires a minimum of three and a maximum of six faculty letters of recommendation. At least two letters should be from science faculty (preferably different disciplines in science) and one letter from a non-science faculty. Although the final Committee Letter of Evaluation is not usually prepared until summer or fall after a student’s junior year, the individual faculty letters can be submitted to the Committee on any date prior to this time. The committee interview is scheduled (usually June to October between junior and senior year) only after a biographical sketch and at least three letters of recommendation are received. In asking individual faculty to write letters of recommendation, it is best to approach them early during a current course. This way they can watch progress and perhaps get to know the student better. In asking faculty who taught past courses or faculty from large classes, it is a good idea to present them with a short vita along with an up-to-date copy of transcript and recent photo. Hopefully, this will give them more to write about than just performance in the classroom.

All medical schools prefer applicants that have some exposure to or work in a health care field. Our committee strongly recommends that applicants gain this exposure prior to making application through hospital volunteer work, EMT training, health care internship programs, or other such opportunities.
The MCAT

The Medical College Admission Test (MCAT) is required by most medical schools and is usually taken by students in the spring of their junior year. One can register for the MCAT's through their web site www.aamc.org/mcat. Exam cost is about $210.

The half-day exam is administered in four sections. A section in Verbal Reasoning, which assesses your ability to understand, evaluate, and apply information and arguments presented in prose texts, and a section where you have to write two 30-minute essays that assesses your ability to write clearly, synthesize concepts, and present ideas cohesively and logically. There is a section on Physical Sciences that tests reasoning in general chemistry and physics and a section on Biological Sciences that tests for reasoning in biology and organic chemistry. Exam scores are reported to the student, premed advisor, and designated medical schools.

Increasingly, MCAT scores are being used as a screening component to qualify for a medical school interview. For this reason, students should take the exam seriously and consider structured preparation. Recommended review options for the MCAT include formal fee courses (Kaplan, Princeton Review, and others) as well as MCAT review books (Betz, ARCO, Columbia Review and others) for the more motivated and disciplined applicant.

After the MCAT

Most students make application to medical schools during June, July or August following their junior year. Before leaving school after the junior year, students should pick up, in Shields Building, forms for ordering official transcripts. For Allopathic (M.D.) Medical Schools, they also should go to the American Medical College Application Service (AMCAS). If one needs to send for forms or disc, they can write AMCAS, Association of American Medical Colleges, section for Student Services, 2501 M Street, NW Lobby-26, Washington, DC 20037-1300 or contact the web site for an on-line application at http://www.ama-assn.org. Most medical schools utilize this central application service and students can apply to as many medical schools as they want (the national average is twelve) by completing this one form. The AMCAS fee for 10 schools is about $325. For those few medical schools which do not use the AMCAS, applications must be requested directly from the specific admission office of that school. For Osteopathic (D.O.) Medical Schools, the American Association of College of Osteopathic Medicine Application Service (AACOMAS) is used. If one needs to send for those forms, they can write AACOMAS, Suite 310, 5550 Friendship Blvd. Chevy Chase, MD 20815-7231 or contact the web site for an on-line application at http://www.aamc.org or http://www.aacom.org. Students applying to Osteopathic Programs also should be aware that most programs require a letter of recommendation from an Osteopathic Physician, as well as an understanding of the discipline’s holistic treatment philosophy. For WEB information on AMCAS and AACOMAS, contact http://www.aamc.org or http://www.aacom.org.

The Application

When filling out AMCAS, AACOMAS, or individual medical school application forms, one should be careful, neat, complete and accurate. When information is requested, be complete, even when it seems unimportant. Medical schools are often forced to make choices between applicants on the basis of subtle differences. This application is a student’s first chance to convince a medical school admission committee that he/she is special and deserving of careful consideration. On the page which allows students to write whatever they like, one should use this space in a meaningful, thoughtful, and creative way to let the admission committee get to know the applicant better. If necessary, it is sometimes useful to use part of this space to explain any weaknesses or peculiarities in a record, such as a poor semester or leave of absence, etc. Most of the space, however, should be used to promote oneself as a strong applicant.

In general, one should set a target date of August 1 for getting AMCAS and AACOMAS applications to the medical schools (even if one is repeating or taking MCAT for the first time in late August). Based on MCAT scores and application information, schools will decide whether or not to sent a student secondary application. This secondary often asks for additional information and has an additional charge. Students should complete and return these secondaries as soon as possible. Committee Letters of Evaluation are sent directly to the
medical schools to which the student sends secondary applications. The earlier that secondaries and letters are received by the schools, the earlier the student can be considered for possible interview – the next step in the process. Keep in mind that August and September MCAT scores will not be available for 30 days (potentially mid October) so many of these decisions will be delayed for such applicants.

The Interview

Interviews vary from school to school. At some places, the interview will be a one on one meeting, whereas at others, the applicant may meet with two or more interviewers, either separately or as a group. Sometimes medical school students are used in addition to faculty for interviewing purposes. Interviews generally last between 20 and 60 minutes, although they can go longer when two or more meetings are involved. At most schools the interview is an easy-going, open discussion rather than a stress encounter. Schools are interested in poise and behavior as well as what is said. One shouldn't worry about being a bit nervous— that is normal and expected of most applicants. One should act naturally and answer all questions as truthfully as possible. Be prepared to ask questions of an interviewer, as this is often expected. It is wise to study the school catalog before an interview. Within four to six weeks after an interview, an applicant is usually notified of an accept, reject or hold status. Once one is placed on a “hold” or “wait list”, he/she should prepare for the possibility of waiting several months until a final accept or reject decision is made regarding the application.

Following Acceptance

Be prompt in communication with medical schools following notice of acceptance. Don’t hold two or more acceptances for prolonged periods of time. If you are accepted by one school and then another which you prefer more, immediately withdraw from the former as you accept the latter. Once accepted by a medical school, withdraw your application from all other schools which are lower on the priority list. Please keep the Premed Office (126 Ritenour Building) advised of acceptances and final decision of school to attend.

Financial Aid

With tuition at many medical schools averaging in excess of $20,000 per year, and living (room & board) plus book and supply costs averaging $10,000 per year, the cost of a 4 year M.D. or D.O. degree can total $120,000 or more. Most students use a combination of loans and family money to finance their medical education. Medical schools have financial aid offices that can arrange for loans and sometimes grant assistance to cover these expenses. The availability of grants or scholarships varies depending on the medical school, and it is important to realize that “free money” is difficult to obtain and will often only cover a small portion of medical school expenses. At the medical school interview, it is a good idea to inquire about financial aid services. Additionally, scholarship funding is available through the Armed Forces, Public Health, and Physician Shortage programs. Applicants are advised to consider a credit check during the Fall of their application, and pay their credit card bills in order to qualify for loan, grant, and scholarship moneys.

Additional Information

The Premedical Office in 126 Ritneour Building has in its reference room most all medical, dental, optometry, and podiatry school catalogs. There is also information available on financial aid and many other health related professions such as physician assistant programs, physical therapy, pharmacy, etc. Interested students are welcome to meet with one of the Premedical Advisors if they have any questions.
TIMETABLE FOR MEDICAL SCHOOL APPLICATION PROCESS
THE UNDERGRADUATE JUNIOR YEAR

JANUARY-APRIL: Contact the Office of Health Sciences Preprofessional Evaluation Committee of the Eberly College of Science (126 Ritenour Building) for a packet of information and instructions concerning a compiled Preprofessional committee letter of evaluation. Note in the instructions that you will have to request several faculty letters of support using forms from the packet.

This timetable is being revised to accommodate new information about the Computerized MCAT. For specific details, MCAT registration procedure and information about test dates and testing sites, visit: www.aamc.org/mcat

It is important to note that:
1) Testing sites no longer include University Park/State College. The closest are two in Harrisburg. See the AAMC website for details.
2) Seating capacity for testing sites is limited. Register early!
3) There no longer is a paper & pencil form of the MCAT.
4) The computerized MCAT takes about half a day. Several testing dates have morning and afternoon time slots.

Early registration is encouraged in a timeline that enables you to be prepared! Applicants should be aware that if they wait until late in the year they are applying to take the MCAT exam, review of their application at Medical Schools is delayed, and as a result, interviews and acceptances can be more difficult to obtain.

APRIL-MAY: Before leaving campus, arrange with Record’s Office in Shields Building to have your official transcript (including the Spring Semester’s work) sent to (a) the American Medical College Application Service (AMCAS) and (b) each medical college to which you are applying that does not participate in the AMCAS service. Osteopathic Medical Schools use a separate application form called the AACOMAS (American Association of Colleges of Osteopathic Medicine Application Service).

MID-MAY: Schedule your interview with the Health Sciences Preprofessional Evaluation Committee. Note: This can only be done after these required letters of recommendation from your faculty have been sent to the Evaluation Committee and after you have submitted your biographical sketch to the committee. Our committee interviews candidates June-December and will make special
arrangements to interview earlier, should a candidate be leaving the area and have a complete application at our Premed Office.

Write for application forms from those medical colleges to which you wish to apply that do not participate in the American Medical College Application Service (AMCAS); e.g. Texas State Systems or off shore (Foreign operated) medical schools.

**JUNE 1ST & ON:**

Send complete application to the American Medical College Application Service (AMCAS) for Allopathic Programs, or the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) for Osteopathic Programs.

**AUGUST 1ST:**

The target date for having your application reach AMCAS, AACOMAS, and the medical colleges is AUGUST: It is desirable to repeat the MCAT if you have any reason to suspect that you were not at your best when you took it earlier and feel that you can improve.

**AUGUST & ON:**

Invitations for medical school interviews occur.

**SEPTEMBER & ON:**

Be prompt in your communication with medical colleges concerning interviews and acceptances. Most students apply to about twelve colleges. Do not apply to a medical school that you do not want to attend. Generally, you should not hold two or more acceptances for long periods of time. If you are accepted by one college and then another which you prefer more, immediately withdraw from the former as you accept the latter.

When accepted by a medical college, withdraw your applications for all colleges which are lower on your priority list.

As you hear from medical colleges, please notify this office (126 Ritenour Building) by phone, mail, or visit of the following information.

1) Which colleges have invited you for an interview.

2) Which colleges have accepted you.

3) Which college have you decided to attend.

Ronald A. Markle
Director, Premedicine
REQUEST FOR FACULTY (OR OTHER) LETTER OF EVALUATION

TO BE COMPLETED BY STUDENT. PLEASE PRINT OR TYPE.

Student Name_________________________________________ PSU ID #________________

Last First M.

Major:________________________________________________ Semester Standing:____________________

Desired type of health professions:____________________________________

Medicine, Dentistry, Etc.

Applying for entrance in:___________________________________________________________

Year

Request faculty letter from:___________________________________________________________

Courses taken from this Professor or context you know this letter writer – include date:

Please make one selection:

( ) I hereby voluntarily waive and relinquish any right of access to this confidential letter of evaluation. By waiving your right to access you do not have the right to read the evaluation once completed by the evaluator. By exercising this option you are in essence, asking the letter writer to provide a confidential letter.

( ) I retain my right of access to this letter of evaluation. By not waiving your right to access you have the right to read the evaluation once completed by the evaluator. By exercising this option you are telling the letter writer that their letter is not confidential.

Applicant’s Signature _____________________________ Date__________________________

With this letter the above named student is asking that you please write an evaluation or assessment of his/her promise as an applicant for admission to the type of health profession school indicated above. Your appraisal should be sent directly to the Office of Health Sciences Professional Evaluation Committee, 126 Ritenour Building, where it will be held along with other letters and academic information to assist the Health Sciences Preprofessional Evaluation Committee in preparing a summary committee letter of evaluation. At the student's request, copies of the committee letter and each of the faculty letters are sent as a compiled evaluation packet to all professional schools to which the student is applying.

To Evaluator: Please provide on your institutional letterhead your candid evaluation of the student identified above. Please sign and date your letter. Besides intellectual capacity, professional school admission committees are particularly interested in your addressing, if possible, abilities and qualities such as:

Appearance Self-discipline Retention of information
Poise Self-confidence Communicative skills
Maturity Curiosity Emotional Stability
Leadership Adaptability Relationship with others
Independence Tolerance Manual dexterity
Reliability Enthusiasm Moral character
Perseverance Compassion Motivation to medicine

Return to
126 Ritenour Building
University Park, PA 16802
Ronald A. Markle, Chairman
Health Sciences Preprofessional Evaluation Committee
RECENT PHOTOGRAPH

Your photograph will be helpful in matching a face with your name. Our office annually processes over 250 applications. Please affix in this space.

THE PENNSYLVANIA STATE UNIVERSITY
The Eberly College of Science
Office of Health Sciences
Preprofessional Evaluation Committee
126 Ritenour Building

REQUEST FOR COMPILED PREPROFESSIONAL EVALUATION
(for committee use only)

Please make one selection:

( ) I hereby voluntarily waive and relinquish any right of access to this confidential letter of evaluation. By waiving your right to access you do not have the right to read the evaluation once completed by the evaluator. By exercising this option you are in essence, asking the letter writer to provide a confidential letter.

( ) I retain my right of access to this letter of evaluation. By not waiving your right to access you have the right to read the evaluation once completed by the evaluator. By exercising this option you are telling the letter writer that their letter is not confidential.*

Applicant’s Signature _______________________________________________   Date__________________________

-Please Type or Print-

Name________________________________________________          ________________________

Last                                    First                                Middle                                                             PSU ID #

Local Address__________________________________________________      ______________

Number or Room                                       Street or Residence                                            Phone

Home Address _________________________________________________       ______________

Street                                           City                         State                   Zip                    Phone

E-Mail Address __________________    Age ___   Marital Status _____  Number of Children ______

Best Single Day SAT Scores ___________     Rank in High School Graduating Class ____  of _____

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Education</th>
<th>Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Our committee requests this information because it is also requested on health professional applications and is a frequent point of discussion during school interviews. Your inclusion of this information is voluntary and our office will handle this information with sensitivity and confidentiality.
Professional Schools to Which You Will be Applying:

List of Tentative Schools

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 

Letters should not be sent until after school receives your AMCAS application!

Names of Faculty Who Will be Supplying Letters to Committee:

<table>
<thead>
<tr>
<th>Science Faculty</th>
<th>Course (Name, Number, Semester Taken)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

Non-science Faculty and others

<table>
<thead>
<tr>
<th>1.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>
List below in chronological order, from past to present, your various activities and interests throughout high school and college. Where applicable indicate date or duration of activity, e.g. June 2013 - August 2014 and please include hrs/wk for jobs and shadowing/volunteer experiences. If necessary, you may attach a continuation sheet following the same order of items. **Note: Resumes are not sufficient.**

Extracurricular Activities, including Offices Held; Study Abroad; Co-op, etc.

Honor Societies

Athletic Activities

Hobbies or Unorganized Activities

Part-time Jobs during School

Summer Jobs

Association you have had with Health Profession, e.g. family ties, volunteer work, summer jobs, etc.

Please attach your personal statement. Prepare a typed essay which will help the committee understand and know you better. You may wish to amplify on such things as motivation toward medicine, academic performance, extracurricular activities, unique life experiences, etc. Students usually use the same essay for this page and the personal comments page on the AMCAS, ACOMAS, AADSAS and OPTOMCAS forms.
As a result of the dramatic increase in number of students using the services of our college's evaluation committee, and because of increased cost of preparing committee letters of evaluation along with the decreased funds within the college and university, we regret that we must now charge a $50 processing fee for preparing and mailing committee letters of evaluation to all the schools to which you are applying. A cost analysis shows that it costs us an average of $97, excluding all faculty time, to prepare and send out Committee Letters of Evaluation for each student applying to health profession schools. We hope you understand our need to ask that you help cover a portion of this cost.

Do you wish to have the Health Sciences Preprofessional Evaluation Committee prepare your Letter of Evaluation? Yes______ No ____

If you answered yes, please indicate your preferred method of payment.

___ Check here if you wish our office to directly bill your student account at the Bursar's Office.

___ Check here if you wish to pay our office directly by cash or check (made out to Penn State University).

Note: Arrangement for payment should be done before or at the time of the committee interview.

Name (print) _____________________________ Student # _____________________

Signature _______________________________ Date _________________________
Health PreProfessions Committee, Office and Eberly College Advising Center
Signatory for FERPA compliance.

For Transmitting Letters of Evaluation and Recommendation:

I authorize the Health Pre-Professions Office and Advising Center, Eberly College of Science to transmit such information and letters of recommendation in support of my applications to professional schools. I release Penn State University and its individual staff members from civil liability for any damages sustained by me by reason of their respective functions and services in fulfillment of this request.

Signature:________________________    Print Name: ____________________________

Date: ____________

5/6/2011  RAM
INSTRUCTIONS FOR SUBMISSION OF COMMITTEE LETTER FOR DENTAL AND OPTOMETRY SCHOOL APPLICANTS

For Dental and Optometry Schools we will need the:

- AADSAS ID number or OptomCAS ID number
- Final List of Schools you are applying to
- For OptomCAS, we will also need the two-page OptomCAS Recommendation Request Form that includes a list of personal attributes that serve as an indicator for the applicants potential as a future optometrist.
- Student to indicate on the AADSAS or OptomCAS that the committee letter will be submitted electronically
  
  Name of the recommender: Dr. Mildred Rodriguez,
  Title: Co-Chairman of the Pre-Professional Evaluation Committee
  Email address: l-ecos-prehealth-recletter@lists.psu.edu

[Our office will receive an email with a link to the AADSAS / OptomCAS portal and instructions for the submission of the electronic Letter of the Evaluation]
Key Information for Re-Applicants OR Deferred Applicants for Medical, Dental, Optometry Schools for the Next Entering Class

1) For a reapplication, or if you interviewed with our committee and postponed applying, it is smart to update the information from last year for your committee letter. This is to benefit your candidacy. To do so, we simply need an email from you stating when you last applied or interviewed and briefly and clearly summarizes any new, relevant information in your pre-professional life since we met with you for the committee interview. Direct this update to Dr. Markle (ram29@psu.edu). Bring us up to date on jobs, research, publications & scholarly presentations, healthcare work experiences, new MCAT scores/DAT scores or a scheduled retake, internships, extracurricular involvement, teaching opportunities, study abroad, awards & recognition (honors), etc.

2) Our office must have a reliable means to contact you. A non-PSU email address that will not expire or permanent home postal address is good plus a reliable phone number.

3) If you wish to add new recommendation letters to your folder or have older ones removed, you can do so. You will need to provide the letter writers with the signed, dated Letter Request Form, as before. It is best for your writer to submit their reference letter on letterhead stationery, dated and signed. At this time, a hard copy is still preferred at our office.

4) You will not need another interview, but we might want to have a phone conversation with you once we get this new information. With a new application cycle, you will need to pay the $50 processing fee; this includes the costs for routing Committee Evaluation letter sets via “Virtual Evals.” Make your check payable to Penn State University; send to Premed Office, 126 Ritenour Building, University Park, PA 16802.

5) You need to provide us with the various essential ID numbers for every new application cycle – as they apply to application process (see the post-interview checklist embedded in the Committee Letter Packet.

For Allopathic and Osteopathic Medical Schools we will need:
   a) AMCAS ID number (aka, AAMC ID number) – for Allopathic Schools
   b) AMCAS Letter ID number for the Penn State "Committee Letter" and/or
   c) AACOMAS ID number for the Osteopathic Schools

These are essential along with your Final List of Schools to create the VirtualEvals applicant record. We anticipate using VirtualEvals again for Committee Letter transmittal. We do not use Interfolio.

For Dental and Optometry Schools we will need the:
   AADSAS ID number or OptomCAS ID number
   Final List of Schools you are applying to
   Student to indicate on the AADSAS or OptomCAS that the committee letter will be submitted electronically
   Name of the recommender: Dr. Mildred Rodriguez,
   Title: Co-Chairman of the Pre-Professional Evaluation Committee
   Email address: L-eos-prehealth-recletter@lists.psu.edu

[Our office will receive an email with a link to the AADSAS / OptomCAS portal and instructions for the submission of the electronic Letter of the Evaluation ]

With ~300 applicants facilitated through our office, we simply cannot do individual on-line, fill-in application forms for individual schools or special programs. The few schools not working with VE will receive letters by U.S. Mail; for Caribbean schools not using VE, we need their state-side mailing address.

6) If you did the FERPA form last year, we do not need a new one unless your information has changed. But, if you didn’t provide us with the FERPA page last year, you will need to print one off, indicate your selections and send it to our office: 126 Ritenour Building, University Park, PA 16802. In addition, please go to the Premed website (www.science.psu.edu/premed/) and within the Committee Letter of Evaluation Packet subsection please note the Post-Interview Checklist. You can use this to review the letter transmittal process and informational items we will need from you, plus what our office does/ does not do as part of the overall application process.

We “Thank you” for reading this carefully and completely!
Rev.8/12/2013
For Medical Schools, the ECoS Premed Office facilitates a “Committee Letter” as defined by AMCAS (this is sent along with the individual Letters of Recommendation that you have requested).

The individual letters of recommendation submitted to this office from faculty, health professionals, employers, etc. should be on Institutional Letterhead, signed and dated (otherwise schools may reject them).

Check List - Have you done the following?

_____ Provided the committee with your ID# for AMCAS (8-digits); AMCAS Letter ID# (7-digits) for the Penn State “Committee Letter.” And don’t forget the ID# for AACOMAS if applying to osteopathic schools.

_____ For Dental or Optometry schools, see page 2.

_____ Informed the committee by email when your primary centralized application (AMCAS, AADSAS, AACOMAS) has been successfully processed and transmitted to your list of professional schools. Important note: This is not synonymous with your receipt of secondary applications, since many professional schools send a secondary application even before they receive your primary application.

_____ Provided the committee a FINAL ALPHABETIZED list of schools to which you plan to send secondary applications. Avoid truncated school names and abbreviations, thank you.

One e-mail, please, with all required ID numbers as cited above and below plus your final list of schools to Dr. Markle: ram29@psu.edu

_____ Double checked the individual requirements for each school and make certain you have sent all the supporting documents needed (transcripts, photos, direct receipt by the school of a D.O.’s letter, etc.).

_____ Paid your $50 processing fee to the Premed Office. The VirtualEval fees will be paid via the Premed office on your behalf. We route letter sets electronically via “VirtualEvals.” We do not use Interfolio.

Important FYI Notes:

_____ Note: With over 250 candidates, we can NOT do letter submissions that entail on-line, fill-in forms.

_____ E-Mail for the next year: For your file, we need an email address that will be good for the duration of the application cycle.

_____ Transcripts: You need to submit a “Transcript Request Matching Form” to the registrar’s office and request that directly. We cannot send official transcripts to the health professional schools.

_____ You can ask schools for time extensions regarding the arrival of your committee letters.

Added notes:

1) You need to provide the committee with any required Recommendation Letter Request Forms with your portion completed first so that they can accompany the committee letter to the schools E.g. Michigan State College of Osteopathic Medicine has their form that must be returned.

2) If you have an “Individual Letter” going to an allopathic school separate from the letter set at the Premed Office, then you will need to provide your other letter writer with the AMCAS “Individual Letter” ID number assigned on your primary application by AMCAS for that specific letter writer. Our office cannot transmit other letters. But for possible future reference, you can arrange with your letter writer to have a copy of this letter placed on file at our office, too.

See Other Side >>>>>
For routing your Committee Letter, along with the set of Individual Letters, we need a clear, concise summary of your application’s list of school and designated ID numbers.

* **Specify which campus site(s) for those medical schools with multiple locations!**

E.g., Philadelphia College of Osteopathic Medicine – main campus or Georgia campus.

---

**For Allopathic schools:**

- **AMCAS ID#** (8 digits) ➔ **AMCAS Letter ID#** (7 digits)
  - For the PSU “Committee Letter”; list Dr. Markle or Dr. Rodriguez as author and no additional names.
  - See AMCAS Instructions.
  - **We route**
  - Allopathic school FINAL list* in alphabetical order.

**For Osteopathic schools:**

- **AACOMAS ID#** ➔ Osteopathic school FINAL list* in alphabetical order.
  - **We route via VirtualEvals**

---

**Texas System allopathic and osteopathic:**

- **TMDSAS ID#** ➔ Routed via VE

---

If there are any schools on your list(s) NOT participating in *VirtualEvals* – they will receive hard copies of the Penn State Committee Letter set via the U.S. Postal Service.

Mailing addresses are needed for Caribbean schools other than St. George’s, which participates with VE.

---

**For Dental and Optometry Schools we will need the:**

- AADSAS ID number or OptomCAS ID number
- Final List of Schools you are applying to
- Student to indicate on the AADSAS or OptomCAS that the committee letter will be submitted electronically

**Name of the recommender:** Dr. Mildred Rodriguez

**Title:** Co-Chairman of the Pre-Professional Evaluation Committee

**Email address:** L-ecos-prehealth-recletter@lists.psu.edu

[Our office will receive an email with a link to the AADSAS / OptomCAS portal and instructions for the submission of the electronic Letter of the Evaluation]

---

rev. 4/17/2013
HEALTH PROFESSIONS WEBSITES

1. **Allopathic Medicine**
   - American Medical Association
   - Association of American Medical Colleges
     [http://www.aamc.org](http://www.aamc.org)

2. **Chiropractic**
   - The American Chiropractic Association

3. **Dentistry**
   - American Association of Dental Schools
     [http://www.adea.org](http://www.adea.org)
   - American Dental Association
     [http://www.ada.org](http://www.ada.org)

4. **Disadvantaged/Minority Student Programs**
   - MEDPREP
     [http://www.som.siu.edu/medprep](http://www.som.siu.edu/medprep)
   - NIH Undergraduate Scholarship Program

5. **Financial Aid**
   - FASFA Express
   - Financial Assistance Fact Sheets AAMC
     [http://www.aamc.org/about/gsa/stloan/start.htm](http://www.aamc.org/about/gsa/stloan/start.htm)

6. **Genetics**
   - National Society of Genetic Counselors
     [http://www.nsgc.org/](http://www.nsgc.org/)

7. **Holistic/Naturopathic Medicine**
   - American Association of Naturopathic Physicians
     [http://www.naturopathic.org](http://www.naturopathic.org)

8. **Optometry**
   - The American Academy of Optometry
     [http://www.aaopt.org/](http://www.aaopt.org/)
   - The Association of Schools and Colleges of Optometry
     [http://www.opted.org](http://www.opted.org)

9. **Osteopathic Medicine**
   - American Association of College of Osteopathic Medicine
     [http://www.aacom.org](http://www.aacom.org)
   - American Osteopathic Association

10. **Pharmacy**
    - American Association of College of Pharmacy
        [http://www.aacp.org](http://www.aacp.org)

11. **Physical Therapy**
    - American Physical Therapy Association
        [http://www.APTA.org](http://www.APTA.org)

12. **Physician Assistant**
    - American Academy of Physician Assistants
    - Association of Physician Assistant Programs

13. **Podiatric Medicine**
    - American Association of Colleges of Podiatric Medicine
        [http://www.aacpm.org](http://www.aacpm.org)

14. **Sports Medicine**
    - American College of Sports Medicine

15. **Veterinary Medicine**
    - Association of American Veterinary Medical Colleges
CAREER SERVICES
Bank of America Career Services Center
The Pennsylvania State University
University Park, PA 16801-2121

Hours:
Monday through Friday,
8:00 a.m. - 5:00 p.m.

Drop-in assistance available
beginning at 8:30 a.m.
(Tuesdays during fall/spring semesters until 7:00 p.m.)
Creating the Look of Success
Making an impressive first impression gives you a powerful edge when interviewing for an internship/co-op or full-time position. Power Image is more than wearing the right suit; it is body language and facial expressions that communicate confidence. These guidelines will help you portray a powerful first impression.

Remember to bring a leather folio with copies of your resume and list of references and turn off your cell phone!

**MEN**

- Hair should be combed, clean, and neat.
- Wear an appropriate watch.
- Wear polished, dress shoes with dark socks.
- The shirt should be silk, coordinated well with your suit.
- Traditional business attire is a dark conservative suit.
- A tailored suit is preferred.
- Avoid flashy patterns.
- Wear polished dress shoes with dark socks.
- Wear minimal make-up. Avoid bright colors, sparkles, or glitter.

**WOMEN**

- Hair should be combed, clean, and neat.
- Wear an appropriate watch.
- Wear polished, dress shoes with dark socks.
- Traditional business attire is a dark conservative skirt or pant suit.
- Avoid large scarves that are distracting.
- Wear polished, dress pumps. Heels should be no more than 2 inches.
- Wear minimal make-up. Avoid bright colors, sparkles, or glitter.
- Avoid thigh-high or ankle-length skirts.
- Wear an appropriate watch and keep other jewelry to a minimum.
- Avoid large earrings that are distracting.

Display suits in Career Services Center lobby courtesy of Talbot’s and Joseph A. Bank of State College.