

**Instructions for Applying
with the Health Pre-Professions Advisement Committee (HPAC)**

The Application Process

Step 1: The Intent to Apply form must be submitted no later than **November 30, 2021**.

Step 2: The Committee Interview Application must be submitted no later than **Wednesday, December 15, 2021**. Requests must be submitted online (PDF format only) to health-professions@cos.siu.edu. Late or incomplete applications will not be accepted.

Forms for the Intent to Apply form and Committee Interview Application are available at: https://calps.siu.edu/advisement/health_advisement/information/index.html.

Step 3: You will be notified by email end of day on **Friday, December 17, 2021**, if you are selected for an interview.

Step 4: Interview candidates should begin work on the Supplemental Materials that include:

- 3 requests for academic evaluations from SIU faculty
- 2 letters of recommendation **from SIU Science faculty who have taught you in a class**
- 1-3 requests for additional letters of recommendation

The Committee requires a minimum of **three** letters of recommendation, **two of which** must be from SIU science faculty *who have taught you in a class for credit, preferably in a pre-requisite course*. These two recommendations must be accompanied by an academic evaluation. A third academic evaluation may be submitted and may include non-science faculty *who have taught you in a class for credit*. You may also request professional letters of recommendation from sources within or outside the University, including research supervisors, practitioners you have shadowed, or employers. You should request no more than 5 letters of recommendation.

Academic evaluation forms are specific to field (medical, dental, optometry). Please forward the correct digital copy to your evaluators.

For Spring 2022 Interview consideration, distribute your *Request for Academic Evaluations and Instructions for Letter Writers* no later than **Friday, December 10, 2021**.

Academic Letters of Recommendation: Only SIU faculty recommenders who have had you in a class are to complete the *Request for Academic Evaluation* form. The completed form and a scanned, signed, and dated letter of recommendation should be emailed to health-professions@cos.siu.edu **by your faculty recommender**. Letters of recommendation submitted to the Committee are confidential and will not be available to the applicant for review in perpetuity. The form and guidelines that you will give to your Academic Evaluators is located at https://calps.siu.edu/advisement/health_advisement/information/index.html

Professional Letters of Recommendation: Professional letters of recommendation do not require an evaluation form, but make your requests at the same time. Please forward the ***Guidelines for Letter Writers*** to all professional recommenders. This is located at https://calps.siu.edu/advisement/health_advisement/information/index.html. Professional recommenders include an employer, a volunteer coordinator, or a health professional whom you have observed or with whom you have worked. A well-written letter of recommendation from a physician/dentist/optometrist is ideal.

HEALTH PREPROFESSIONS ADVISEMENT COMMITTEE

Submission of Letters of Recommendation and Academic Evaluations: A scanned copy of the original signed and dated letter of recommendation should be forwarded to health-professions@cos.siu.edu followed by a paper copy by postal mail or interoffice mail to:

Health Professions Information Office
Attn: Elizabeth Saunders, Health Professions Advisor
Southern Illinois University
1125 Lincoln Drive, MC 6501
Carbondale, IL 62901

Deadline for receipt or postmark of all letters of recommendation and evaluations is **Saturday, January 15, 2022.** Please inform your letter writers of the deadline. Late submissions are rarely accepted without significant extenuating circumstances.

The Committee Interview

Pre-professional interviews are scheduled for spring semester only, February through April.

Step 5: Review current issues relevant to your chosen profession and your personal career choice philosophy. Select and research information about the professional schools to which you plan to apply. Practice interviewing. You should dress in a professional manner for your interview.

Step 6: You will be interviewed by 4-8 members of the Health Pre-Professions Advisement Committee (HPAC) over a period of 30-45 minutes. At a later date, the Committee will meet as a quorum and evaluate each candidate in four areas: 1) Academic record, 2) Personal attributes, 3) Time management and organization and 4) Clinical Experience & Shadowing. Please stay in contact with your Health Professions Advisor about your Committee evaluation so that you may obtain valuable feedback.

Step 7: The Health Pre-Professional Committee Letter is written upon request (e.g., AMCAS or AACOMAS Letter Request form and AADSAS electronic request) by the Health Professions Advisor. The Committee Letter includes a summary of the Committee's Quorum Discussion. Your Evaluations and letters of recommendation are appended to it.

Committee letters are only uploaded on condition that you agree to release information about your application (through your application service) to your prehealth advisor.

If you have questions about this process, please contact health-professions@cos.siu.edu.