Dear Re-Applicant:

A number of registration materials must be satisfactorily completed and submitted to the Pre-Health Professions advising office to have an Addendum written to accompany your Committee letter packet application for 2018 entry into a health professional school program. A Pre-Health Advisor will write the addendum for qualifying participants during summer 2017 and participants must fulfill all requirements outlined herein to be in good standing of the Re-Applicant Requirements, prior to submission of any release of letter request.

Best Wishes,

The Pre-Health Professions Team

James M. Johnson, Ph.D.                    Chair of Pre-Health Professions Advisory Committee
Lizette Ozog, M.Ed.                        Pre-Health Advisor
Andrea Beaumont, M.S.                     Pre-Health Advisor
Dawn Franks, Ph.D.                       Director, MAMS Program
Sally Fell, M.S., LPC, CADC, NCC          Pre-Health Advisor, MAMS Program
Max Halm                                  Office Coordinator

A Note About Communication of Additional Information

At the time of distribution of the Pre-Health Professions Advisory Registration materials for the fall 2018 application cycle (approximately October 2016), additional information pertaining to the Re-Applicant Registration may have been posted on the Pre-Health webpage (e.g., “Pre-Health Professions Advisory Committee Information Packet,” “Frequently Asked Questions,” “The Numbers,” “Re-applicant Process”). Furthermore, additional information will be communicated by email, the pre-health website, workshops, and/or subsequently published materials over the normal course of events throughout the process. Any corrections, clarifications, changes, or the like, to the Pre-Health Professions Advisory process will also be communicated by email, pre-health website, workshops, and/or subsequent published materials. It is each Committee participant’s responsibility to keep up to date with this information.
Re-Applicant Registration for Fall 2018 Admission

You may apply to a health professional school through the Pre-Health Professions Advisory Committee only once. You may re-apply to health professional schools with the help of the Pre-Health Professions Office, but you cannot participate in another Pre-Health Professions Advisory Committee process. You will go through an abbreviated process called the PHPAC Re-Applicant Process.

A Re-applicant must have successfully completed a previous Pre-Health Professions Advisory Committee process and have a Committee letter on file which was submitted to medical or dental schools during a previous application cycle. By June 16, 2017 re-applicants must submit:

- An essay, 4 to 6 pages in length (double spaced), detailing activities, accomplishments, and what they have learned from these events, occurring after their participation in the PHPAC process (essentially a detailed update)
- A revised personal statement substantially different than the one used in the previous application process
- A completed PHPAC Re-applicant Registration Form

All re-applicants who have successfully registered by June 16, 2017 will also need to have at least one (1) new letter of recommendation submitted to the Pre-Health Professions Office no later than July 14, 2017 to remain eligible in the reapplication process. Letters may be submitted earlier than the July 14, 2017 deadline and re-applicants can submit up to four new letters total by this deadline. These materials allow the Pre-Health Advisor to gain a better understanding of what the student/alumnus has been doing since applying to a health professional school. The Advisor will then write an addendum to your initial Committee letter, explaining how you have improved your candidacy since your initial application. Information on how to release Committee Letters and Re-Applicant Addendum letters will be provided on the Pre-Health Professions website in May 2017. Although the Pre-Health Professions Office will assist all students who are pursuing a career in the health professions, it is important to keep in mind that first time Committee applicants are a priority.

Those who do not submit the required materials (updated activities essay, updated personal statement, and a completed Re-applicant Registration form) on or before June 16, 2017 are only eligible for coordination of their original committee letter packet, but not a re-applicant addendum to the Committee letter written on their behalf. Please note that some health professional schools will not consider materials that are more than one year old:

A. If you reapply within two (2) years of your initial application, you are required to provide a minimum of one (1) and a maximum of four (4) new letters of evaluation. (Note that some health professional schools will NOT accept letters of evaluation that are even one (1) year old. It is the applicant’s responsibility to find out how the health professional school to which he or she is applying treats old letters and act accordingly.)

B. If you reapply more than two years after your initial application, we strongly recommend that you provide three to four (3 to 4) new letters of evaluation.
To initiate the Re-Applicant Addendum, the participant must submit a release of letters form to the Pre-Health Professions office with the supplementary documents.

In order to request the addendum, verification of a submitted AMCAS/AACOMAS/AADSAS/TMDSAS application must accompany the supplemental documents and the Release of Letters form. **IMPORTANT:** An updated letter of recommendation must have been received by the Pre-Health Professions office prior to submitting your release of letters form. Please allow four to five (4 to 5) weeks minimum for your addendum to be completed, compiled and uploaded once all required materials have been submitted.

All materials and supporting documentation (Sections I and II below and a completed PHPAC Re-applicant Registration Form) must be submitted together for proper processing. Confidential letter(s) of recommendation will be submitted to our office separately. Any incomplete file or missing requested materials will delay our office in processing your addendum.

**Section I: Updated Personal Statement**

As an update to your original personal essay, tell us how you have been working in a health related environment to know that your chosen health professional career is right for you. Essays are to be 2 to 3 pages, double-spaced, single-sided, with reasonable margins, and at least 12-point typeface. These essays should be substantially different from the personal statement used for your previous application to health professional school. Exact character/word counts will be released by health professional schools in May 2017.

**Section II: Updated Activities**

This document is crucial, as it provides the Pre-Health Advisor who is writing your Addendum the foundation for this update of your candidacy. Please take time to thoughtfully compose this essay, helping us understand what you have learned and how you have grown since your initial application to health professional school.

This document should be 4 to 6 pages in length, double spaced, 12-point font.