Re-Applicant Information, Registration, and Submission Process

Dear Re-Applicant:

A number of registration materials must be satisfactorily completed and submitted to the Pre-Health Professions Program to have an addendum written to accompany your Committee letter packet application for 2021 entry into a health professional school program. A Pre-Health Advisor will write the addendum for qualifying participants during summer 2020 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, Pre-Health Professions Advisory Committee
Anani Moy, M.Ed. Pre-Health Advisor
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A Note about Communication of Additional Information

At the time of distribution of the Pre-Health Professions Advisory registration materials for the fall 2021 application cycle (approximately October 2019), 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 Committee 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 2021 Admission

You may apply to a health professional schools 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 15, 2020 re-applicants must:

- Register through the Pre-Health Applications Database as a re-applicant (accessible via Loyola’s Pre-Health webpage)
- Write an essay, equivalent to 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)
- Write a revised personal statement substantially different than the one used in the previous application process
- Update, as appropriate, the “Colleges Attended,” “Honors and Awards,” “Activities,” “Employment History,” “Research,” and “Health Profession-Related Experiences” sections of their database application

We strongly encourage you to write your updated activities essay and personal statement in a separate program and then copy and paste it here. As an example, you can write in a Windows word processing program, such as NotePad, or TextEdit on Mac computers. This is in order to avoid having PHAD time-out (and a small chance of losing your unsaved work as a result), if you are inactive on this screen for too long.

All re-applicants who have successfully registered by June 15, 2020 will also need to have at least one (1) new letter of recommendation submitted to the Pre-Health Professions Office no later than July 13, 2020 to remain eligible in the reapplication process. New recommenders must be entered under the “Evaluations” section of the re-applicant’s database application. Letters may be submitted earlier than the July 13, 2020 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.

Those who do not submit the required materials on or before June 15, 2020 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. The final day to request an addendum be written in September 30, 2020. Please note that some health professional schools will not consider materials that are more than one year old:

1. If you re-apply 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.)

2. 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.

Submission - Requesting a Re-Applicant Addendum for Fall 2021 Admission

Information on how to release Committee Letters and Re-Applicant Addendum letters will be provided on the Pre-Health Professions website in May 2020 (see the “How to Apply-Medical” or “How to Apply-Dental” handout). Remember, in order to be able to have an addendum written on your behalf, you must first register as a re-applicant; applying for a re-applicant addendum is a separate process than requesting that addendum.

Additionally, re-applicants will also need to:

- Submit a completed waiver as a PDF to their database application
- Submit a completed “Request of Letter” form as a PDF to their database application
- Submit a completed application from at least one application service (i.e. AMCAS, ACOMAS, AADSAS, TMDSAS, etc.) to their database application
- If applying via AMCAS, the AMCAS letter ID form to their database application

These documents are to be submitted as PDFs under “Supplemental Files” of the re-applicant’s Pre-Health Application Database account. Upon request for the addendum from the re-applicant in the form of an e-mail to PHAdvising@luc.edu and confirmation from the office of all necessary documentation, the Advisor will then write an addendum to your initial Committee letter, explaining how you have improved your candidacy since your initial application.

After you have uploaded these materials, please notify the Pre-Health Office at PHAdvising@luc.edu that these materials have been submitted. The “Release of Letters” form will be made available on the Pre-Health website on or around June 1, 2020.

IMPORTANT: An updated letter of evaluation must be uploaded to your database application by your recommender 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.

Any incomplete file or missing requested materials will delay our office in processing your addendum.

Although the Pre-Health Professions Program 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.

IMPORTANT DATES

- June 15, 2020: Deadline to submit completed re-applicant application to the Pre-Health Application Database
- July 13, 2020: Deadline for submission of new letters of recommendation
- September 30, 2020: Final day to request composition of addendum