

Health Professions Newsletter

May 2018

JUNIORS/SENIORS: IT'S ALMOST TIME TO APPLY! HERE IS WHAT YOU NEED TO KNOW ABOUT HOW TO FILL OUT THE LETTERS OF EVALUATION SECTION OF YOUR APPLICATION AND RELEASE THE LETTERS YOU HAVE ON FILE AT THE HPO:

For AMCAS, AACOMAS & AADSAS: Your letters will be coming from:

Firstname: **Health Professions** Lastname: **Office**

Please do not list your evaluators on any application form. You should be listing the Health Professions Office as your "Primary Contact/Author" with hpo@biology.rutgers.edu as the email (even if you are not having an HPO committee interview)

The HPO staff will carefully review the letters you have on file and choose those that provide the strongest support for your application. This service is available regardless of whether or not you have a committee interview.

AMCAS

Choose either "Committee Letter" which contains a committee statement & letters of recommendation. **OR** "Letter Packet" which only contain letters of recommendation. This will generate your Letter Request Form which is needed for your release form.

AACOMAS

For the question, "Are you requesting a committee evaluation?" Choose "Yes" only if you are having a committee interview.

For the due date, we encourage students to select a date which is 4 weeks in advance of your earliest medical school deadline.

NOTE:

It is extremely difficult for the HPO to send additional letters to AACOMAS; therefore, it is very important to make sure all of your letters have arrived at the HPO before submitting the HPO release form.

AADSAS

All dental applicants must list Health Professions Office as their only evaluator regardless of who interviewed you. (Do not list all your letters individually!) If you list anyone else, your name will not appear on our AADSAS list of applicants, and we will not be able to upload your letters.

Indicate due date based on earliest dental school deadline.

NOTE:

It is extremely difficult for the HPO to send additional letters to AADSAS; therefore, it is very important to make that all of your letters have arrived at the HPO before submitting the HPO release form.

AACPMAS

Letters are released to podiatry schools via snail mail. The Podiatry release form can be found on the HPO website under HPO Forms.

SOPHAS, PHARMCAS and CASPA

The HPO cannot send letters to these application services. They require that your recommenders complete specific forms and send the letters directly to the application services. You must list the name and the email address of the individuals who have agreed to write recommendations for you and the service contacts them directly with instructions for submitting the recommendations. For more information, visit the web sites for these application services.

Graduate Schools

A completed HPO release form is mandatory for any release and the HPO will **not** send letters electronically to services like Interfolio. We only send letters directly to the schools.

How to release your letters and HPO policies about releasing letters

1. A release form must be submitted and signed (they are available on our website or in the office)
2. Students are responsible for submitting ID numbers (AMCAS Letter ID#) and coversheets (AMCAS Letter Request) with their release forms.
3. We do not customize packets for individual schools. Students may request specific letters but the staff will ultimately make the selection
4. Letters are never given to students
5. Please make sure all of your letters are in before you submit the release form.
6. All releases are handled on a first-come/first served basis. During busy periods, we may have a 1-2 week backlog.
7. Letters of recommendation on file in the HPO may not be used for employment applications.

GENERAL TIPS FOR FILLING OUT YOUR APPLICATIONS FOR MEDICAL AND DENTAL SCHOOL:

Complete your application carefully. The application services all provide online manuals with detailed instructions. Follow them!! Check carefully for typos and grammatical errors.

Submit your application as early as you possibly can. You don't need a test score or your letters of recommendation to submit your primary application.

If you need your personal statement reviewed, contact Career Services. Do this earlier, rather than later, as they will get booked and you will need time to review their suggestions and revise as necessary.

Institutional Action Both AMCAS and AADSAS ask if you were EVER the recipient of ANY institutional action by any college or medical school (see page 27 of the AMCAS Instruction Manual). Before you begin your medical/dental or other application, check with the Office of Student Conduct to see if you have a file there (<http://studentconduct.rutgers.edu/disciplinary-records-and-transcripts/>). If so, make sure that any sanctions against you have been satisfied. **REMEMBER:** even if the sanctions have been satisfied, you need to report on your application. See an advisor if you have questions.

SECONDARIES:

SUBMIT THEM IN A TIMELY FASHION. IDEALLY BY EARLY TO MID AUGUST
YOU MAY FOLLOW UP WITH UPDATES LATER IN THE CYCLE.

UNLESS THEY HAVE SPECIFIC POLICIES DISCOURAGING IT, MOST SCHOOLS LIKE TO
HEAR FROM YOU AND KNOW YOU ARE INTERESTED. JUST DON'T BE A NUISANCE.

Check the status of Letters of Recommendation you have on file in the HPO

Current students may access this information through the HPOdrome which is available on our website.

Alumni will need to call or stop by the office to get this information. Alumni who have an active netid may logon to their files using it.

Checking on your letters over the summer allows you time to gently remind instructors if their letters have not yet been received by the HPO.

Remember, some instructors go away for the summer and some may leave the University. Even if you know for certain that your instructor will be back in the fall, you will be fresh in his/her mind now. The goal is not just to get a letter of recommendation, but also to get a meaningful letter of recommendation.

Try to use your time well! Here are some suggestions:

-Get clinical experience,! Do research! Work! Volunteer! Travel! Have some fun!

PRE-MED MENTORS

The staff of the Health Professions Office would like to take this opportunity to thank those mentors who have served our students over the course of the year:

Fazal Choudhary, Aziz Hakimi, Navin Jayaswall, Jeremy Mahr, Shahmir Naveed, Irene Nicholas, Eshaan Parikh, Kajal Patel, Khush Patel, Sarah Salter, Hunya Usmani, Ankita Veta, and Cynthia Zeng

This dedicated group of students put aside time each week to help their fellow students navigate more successfully through Rutgers. They did so with compassion, knowledge, and professionalism, which was evident in the high quality mentoring they provided.