

## **APPLICATION FOR PREMEDICAL ADVISORY COMMITTEE EVALUATION**

The Premedical Advisory Committee (PAC) Evaluation is a comprehensive letter of evaluation that is written for each candidate applying to programs in the health professions.

### **OFFICE OF PREPROFESSIONAL ADVISING AND CREDENTIAL FILE PROCEDURES**

The first step in applying for a Committee Evaluation is to open a premedical file. Files are opened automatically for applicants when a letter of recommendation and waiver form is received. Files are also opened for those who attend the mandatory PAC Application Workshop. Opening a file essentially means declaring your intention to apply to health professional school for a certain application year. You will submit all necessary components of the PAC Application by the deadline: **5 pm, February 15, 2012**. The Center for Student Advising will coordinate the scheduling of your Committee Interview.

### **ASSIGNMENT OF PREMEDICAL COMMITTEE MEMBER AND PREPROFESSIONAL ADVISER**

All applicants will be assigned a premedical committee member and preprofessional adviser. You will be notified of these individuals' names and contact information soon after you submit your application. Your committee member will be an Advising Dean from the Center for Student Advising. Both individuals will be present at your committee interview and will have input into your evaluation. Your committee member will be the person who is ultimately responsible for drafting your Committee Evaluation. Your preprofessional adviser will be a member of the preprofessional advising staff and will be available to answer your application related questions throughout the process.

### **PAC APPLICATION PROCESS**

In order to prepare your Committee Evaluation, we need full information about your academics, extracurricular activities, work experiences, etc. We gain this information from your application materials and an interview.

In order to obtain a committee interview and evaluation, you must submit all materials to Preprofessional Advising by **5 pm, February 15, 2012**. The application has two parts.

**Part I** is a webform located at <https://surveysays.college.columbia.edu/websurveyor/wsb.dll/s/fq12c>. Once submitted, the webform will link to Part II.

**Part II** should be submitted via email to: [preprofessional@columbia.edu](mailto:preprofessional@columbia.edu) by the deadline.

The following is a list of the components of the application that you must submit by **5 pm, February 15, 2012**.

- |          |                                      |                                  |                              |
|----------|--------------------------------------|----------------------------------|------------------------------|
| Part I:  | 1. Biographical Data                 | 2. Testing Data                  | 3. Letters of Recommendation |
| Part II: | 1. Autobiography                     | 2. Supplemental Information Form |                              |
|          | 3. Other Transcripts (if applicable) | 4. Expanded Statements           |                              |
|          | 5. Personal Résumé                   | 6. Activities Grid and Graph     |                              |
|          | 7. Photo                             |                                  |                              |

## RECOMMENDATION LETTER DEADLINE: JUNE 1st, 2012

### **DEADLINE**

All applicants who wish to obtain a Committee Evaluation must meet the **February 15, 2012** deadline. Any requests for exceptions/extensions **must** be submitted in writing and approved by the Premedical Advisory Committee **before** the February 15<sup>th</sup> deadline. This is a serious deadline and since we release this application in December you should have plenty of time to complete this task. Please be advised that extensions are rarely granted.

### **WRITING AND RELEASE OF COMMITTEE EVALUATION**

We will begin to write committee evaluations for all interviewed applicants as soon as all letters of recommendation have been received. For those students who meet the June 1st, 2012 letter of recommendation deadline, it is our goal to complete evaluations by July 31st. This date may however be altered if you are waiting to take your MCAT until August or September. **For applicants who fail to meet June 1st recommendation deadline, we will do our best to write your evaluations in a timely manner, but we cannot guarantee a specific date of completion.** Evaluations cannot be officially released until the applicant electronically submits a .pdf copy of AMCAS/TMDAS/AACOMAS/AADSAS/VMCAS application to Preprofessional Advising at [preprofessional@columbia.edu](mailto:preprofessional@columbia.edu).

### **SENDING OF COMMITTEE EVALUATIONS:**

Applicants must submit a .pdf of the AMCAS/TMDAS/AACOMAS/AADSAS/VMCAS to Preprofessional Advising at [preprofessional@columbia.edu](mailto:preprofessional@columbia.edu).

- 1) Please make sure that the schools you are applying to are listed on your application.
- 2) Please note that the Premedical Advisory Committee Evaluations can only be sent for the purposes of applications to health professional schools.
- 3) We submit allopathic and osteopathic letters to medical schools using the AMCAS Letters Service and Virtual Evaluations, a secure, web-based system through which health professions advisers can transmit letters of evaluation to health professions schools. Dental evaluations are uploaded to AADSAS.

## PREMEDICAL ADVISORY COMMITTEE APPLICATION INSTRUCTIONS

### **Required for February 15<sup>th</sup> Deadline:**

#### **Part I**

This webform will collect contact information and other important data to be used in preparation of your Premedical Advisory Committee Evaluation. You will need to calculate your science GPA using the BCPM worksheet found on our website (<http://www.studentaffairs.columbia.edu/preprofessional/health/forms>). It also requires that you read and initial a statement verifying the accuracy of the contents of your application.

#### **Other Transcripts (if applicable)**

If you have attended an institution other than Columbia University for post-secondary coursework (summer, postbacc, or graduate), please submit an unofficial transcript to Preprofessional Advising.

## Part II

### Personal Résumé

Please copy and paste your résumé at the end of Part II of your application. Your résumé should follow standard format. A sentence or two describing the nature of the experience should accompany each activity or experience and it should indicate start and end dates. Try to limit your resume to 1-2 pages and focus on your post-secondary experiences.

### Activities Grids

These grids will help us get a more specific sense of the types of activities in which you've been involved. Please make sure to list your activities in chronological order. List each experience only once—do your best to categorize them accurately. You will be asked to recreate this type of list on most centralized applications. You may expand to additional pages as needed.

Activities Graphs These graphs will help us get a chronological snapshot of your activities by semester/summer, both during your college years and the years following graduation.

### Autobiography

In the space provided please provide a comprehensive autobiography. Be sure to include a description of **yourself, your family background, your childhood, and other significant life experiences through the present time**. It should also include the nature and development of your interest in the health professions and any other information that you feel would help us in getting to know you better. You may expand to additional pages if necessary.

### Expanded Statements

These one to two page statements will give you a chance to provide the committee with more in-depth information about your activities and your motivation for a career in healthcare. Please be sure to make these statements different from your autobiography. In other words, do not replicate information.

### Supplemental Information Form

These are short answer questions and should be answered concisely. See attached. Again, try not to replicate information provided elsewhere.

### Digital Photo

Please submit a digital photo of yourself to [preprofessional@columbia.edu](mailto:preprofessional@columbia.edu) along with Part II of your application. It should be a head and shoulders close-up (i.e. like a typical school or passport photo). Your photo will be viewed by Preprofessional Advising staff only and will not be shared. Please send images in JPEG or TIFF format and limit the size to 1 MB. Please name the file **Last name, First Name**.

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### Additional Required Materials:

#### Interview (Spring/Early Summer 2012)

Each candidate is required to schedule an interview with the Premedical Advisory Committee upon completion of the PAC Application. We hold interviews from late February through early June. You will schedule your interview soon after you turn in your PAC Application.

Accommodations will be made for those studying abroad to complete the interview before or after they return. **These are formal interviews and you should dress in business attire. Each interview will last approximately 45 minutes.**

**Access Decision Form (to be completed at interview)**

This is the waiver that will be attached to your Committee Evaluation. If you waive your right to access to the Committee Evaluation you will need to waive your right also to all individual letters of recommendation.

**Premedical Advisory Disciplinary Release (to be completed at interview)**

This is a form which grants the Premedical Advisory Committee Access to your judicial affairs record regarding academic and disciplinary sanctions.

**Letters of Recommendation (Deadline: June 1st, 2012)**

You are required to submit a **minimum of four letters** of recommendation and a **maximum of six**. These letters of recommendation will be included in their full, original form in your Committee Evaluation. We recommend at the minimum two academic letters of reference from faculty or graduate teaching fellows at Columbia. It is **required** to have at least one from someone who has taught you in the sciences and recommended to have one from a faculty member in the humanities. Others who may write useful letters include research mentors, administrators, faculty advisers, athletic coaches, supervisors of campus or summer jobs, and those who have known you in volunteer positions.

**Please note** that there may be schools that may have more specific requirements – (i.e. Harvard, Duke, Howard, and Temple require two science letters written by instructors who have taught you in the classroom) and if you've completed a graduate program, most schools will require a letter from someone who taught you in that program.

(See FAQ # 9 for more advice on obtaining letters of recommendation.) Provide recommenders with the *Guidelines for Letters of Recommendation* and a *Recommendation Waiver Form*.

**AMCAS Application (Summer 2012)**

You **MUST** submit a .pdf of your **AMCAS/TMDSAS/AACOMAS/AADSAS/VMCAS** application to Preprofessional Advising at [preprofessional@columbia.edu](mailto:preprofessional@columbia.edu) following submission. Your Committee Evaluation will not be sent until we receive this document. Additionally, priority in letter writing will be determined in part based on when you submit this application.