

RECOMMENDATION LETTER DEADLINE: JUNE 1st, 2019

DEADLINE

All applicants who wish to obtain a Committee Evaluation must meet the **February 15th, 2019** deadline. Any requests for exceptions/extensions **must** be submitted in writing and approved by the Premedical Advisory Committee **before** the February 15th 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. Additionally, you must submit your primary application (AMCAS, AADSAS, AACOMAS, TMDSAS) ideally before but **no later than August 1st, 2019** in order for us to complete your Committee Letter. If you do not submit by **August 1st, 2019**, you will have to apply with individual letters of recommendation and not a committee letter of evaluation.

WRITING AND RELEASE OF COMMITTEE EVALUATION

We will begin to write committee evaluations for all interviewed applicants after all letters of recommendation have been received. For those students who meet the June 1st, 2019 letter of recommendation deadline, it is our goal to complete evaluations by July 31st. This date may however be altered if you are taking your MCAT later than June. **For applicants who fail to meet the 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.** Once we complete your evaluation, it **cannot** be officially released until the applicant emails a .pdf copy of AMCAS/TMDSAS/AACOMAS/AADSAS application to Preprofessional Advising at preprofessional@columbia.edu.

SENDING OF COMMITTEE EVALUATIONS:

Applicants must submit a .pdf of the AMCAS/TMDAS/AACOMAS/AADSAS to Preprofessional Advising at 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 in support of applications to health professional schools.
- 3) We submit allopathic and osteopathic letters to medical schools using the AMCAS Letters Service and AACOMAS Letters service, secure, web-based systems through which health professions advisors can transmit letters of evaluation to health professions schools. Dental evaluations are uploaded to AADSAS.

PREMEDICAL ADVISORY COMMITTEE APPLICATION INSTRUCTIONS

Required for February 15th 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 overall and science GPAs by year using the BCPM calculator found on Columbia's website (<https://www.college.columbia.edu/academics/gpacalculator>). You will need to calculate your BCPM and Cumulative GPA for each year and fill out the chart provided.

At the end of Part I, you must read and initial a statement verifying the accuracy of the contents of your application.

Other Transcripts If you attended any postsecondary schools besides Columbia, we ask you to list them with dates attended and provide an unofficial transcript for us.

Part II

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. Please list all activities including paid work.

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. Remember to include anything to which you devoted time during the school, summers, and after (for alums).

Autobiography

In the space provided please provide a comprehensive autobiography. Be sure to include a description of **yourself, your family background, and other significant life experiences through the present time**. Be sure to include how you chose to attend Columbia. Your autobiography 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. Your response should be about 2-3 pages in length, double spaced.

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.

Personal Resume

Please copy and paste your resume at the end of Part II of your application. Your resume should follow a standard resume 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 (month and year). Your resume should not exceed 1-2 pages. You should focus on your post-secondary experiences.

Note about gender-based misconduct:

The Premedical Advisory Committee application is an opportunity to tell your story and to reflect on your varied experiences both professional and personal. All the details you include in your application help us write a comprehensive and nuanced committee letter of evaluation. However, there may be some details from your past that are sensitive in nature. While we certainly believe that difficult personal experiences may have relevance to your own personal narrative and may have impacted your decision to pursue medicine, we feel it is important to clarify that advisors at the Center for Student Advising are “mandatory reporters” of any instance of gender-based misconduct, even when the misconduct occurred before you matriculated at Columbia. If you disclose an incident of gender-based

misconduct in your PAC application or other application materials shared with our office, we are obligated to inform the appropriate offices at Columbia University that we have become aware of an incident of gender-based misconduct. Acting upon this information, the appropriate office would then contact you via email with additional resources for support. The university wants to make sure that students are aware of their resources for support, yet we want to emphasize that you maintain full autonomy over what resources you wish to engage. If you have any additional questions about this, please make an appointment with one of the prehealth advisers.

Digital Photo

Please upload a digital photo of yourself to the webform 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 800KB. Please name the file **Last name, First Name**. If you have trouble uploading your headshot, please email it to preprofessional@columbia.edu.

Additional Required Materials:

Interview (Spring/Early Summer 2019)

Each candidate is required to schedule an interview with the Premedical Advisory Committee after submission of the PAC Application. We hold interviews from early March through early June. We will send instructions on how to schedule your interview a week or so after the February 15th deadline. Accommodations will be made for those studying abroad to complete the interview before or after they return. For alumni living a significant distance from NYC, we can do interviews via Skype, although we always prefer in-person when possible. **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, 2019)

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** (ideally in a course in biology, chemistry or physics) and recommended to have one from a faculty member in the humanities or social sciences. Others who may write useful letters include research or clinical mentors, administrators, faculty advisors, 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 have more specific requirements – (i.e. Harvard and Howard 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 2019)

You MUST submit a .pdf of your **AMCAS/TMDSAS/AACOMAS/AADSAS** application to Preprofessional Advising at preprofessional@columbia.edu following submission which must happen **no later than August 1st, 2019**. 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.**

Please note that it is up to you to inform us that you have submitted your application. We are preparing committee letters for almost 200 applicants every year and our writing queue is determined by when your letter file was complete as well as the timeline you establish via your submission of the application and completion of the MCAT or DAT.