

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 as soon as all letters of recommendation have been received. For those students who meet the June 1st, 2018 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 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 update, 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 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 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 science GPA 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. It also requires that you 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

Updated Activities Grids

Please update us on any activities that were not included on your last activities grid or that you have continued since your last application. 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.

Updated 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.

Essay about most two most meaningful experiences

This one to two page statement will give you a chance to provide the committee with more in-depth information about your most important activities. Be sure to reflect on how they've helped you develop two or more of the Interpersonal Competencies listed in Appendix A. Your response should be approximately one to two pages in length, double spaced.

Update Essay

In the space provided, please provide an update on what you have been doing since your last PAC Application. Be sure to include updated work/school/research experiences, personal growth, and how you think you have changed as an applicant. Please also take time to reflect on how your experiences have helped you develop or strengthen one or more of the Intrapersonal Competencies listed in Appendix A. You may attach additional pages if necessary.

Updated 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.

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 advisers 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 update interview with the Premedical Advisory Committee upon completion 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, 2019 deadline. 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. Update interviews will last approximately 30-40 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)

If this is your first time applying to health professional school, 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 advisors, athletic coaches, supervisors of campus or summer jobs, and those who have known you in volunteer positions.

If you are a reapplicant, all previous Premedical Advisory Committee Evaluations will accompany your new evaluation. Thus, all letters of recommendation submitted and sent during a previous application year will be attached. You should submit one or two **new** letters of recommendation that highlight the activities which you've been involved in since your first application.

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 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.