

# St. John Fisher College

## Checklist for Applicants to Health Professional Schools

**Note:**

- Be sure to make a copy of all items for your own records

1.  Completed Health Professions Questionnaire
  - Addresses issues of preparedness and competitiveness
  - Gives the Health Professions Advisor the right to set up a file on your behalf
  - Gives the Health Professions Advisor the right to have test scores and other information about you in your Health Professions folder and to send letters of evaluation on your behalf
  - Stipulates that any information you provide regarding yourself is accurate and honest
  - **Due: March 1**
2.  Signed Waiver
  - Indicates whether you retain or waive your right of access to any letters of recommendation prepared on your behalf.
  - **Due: March 15**
3.  List of at least two, but generally not more than six, references.
  - At least two must be from St. John Fisher College, and at least one of these should be a science professor.
  - Submit the list of references and their contact information after speaking with each referee and getting their consent to write an evaluation letter for you. I will then formally contact these individuals informing them of where to send the letters and when they are due.
  - **Due: March 15**
4.  Letters of evaluation
  - Your referees must have their letters to me by **June 1**
  - I will keep you informed as to whose letters I do and do not have; I can't begin writing your composite letter until I have all of your evaluation letters.
  - It is your responsibility to follow up with referees who have not met the deadline.
  - **Due: June 1**
5.  Resume/CV (*curriculum vitae*)
  - Used by me to provide a complete picture of you in the composite letter I write on your behalf; This document is for my use and I do **not** send it to any schools
  - Critical information: all clinical experiences, including job shadowing, volunteering, or paid work; your employment record; all relevant extracurricular activities, especially those that demonstrate leadership ability.
  - If you do not have a resume or CV, a completed Health Professions questionnaire is sufficient.
  - **Due: June 1.**
6.  Transcripts from all colleges attended, up to and including the current spring semester
  - Unofficial copies are acceptable (and cheaper). You need official copies for your application, however.
  - **Due: June 1**

7.  Letter Submission: Process depends on program. Fisher does not participate in *Virtual Evals* or *Interfolio*, two independent electronic letter distribution services:
- Dental School: All schools receive letters via the AADSAS central application service. As long as you identify me as your evaluator on this system, I will receive an automatic email asking me to upload the letters. You do not have to do anything additional.
  - Allopathic Medical School: Most schools will be participating in the AMCAS letters program. The process here is still in flux, but you will likely receive a letter ID# that you will need to provide to me before I can upload your letters to the system. SOME schools do not participate in this program and letters to them will have to be mailed. You need to let me know if you are applying to any of these schools and provide the proper mailing address for these letters.
  - Osteopathic Medical Schools, Optometry Schools, and Podiatry Schools: Letters are sent via US Mail. You need to provide the proper mailing address for all schools to which you are applying. An electronic file containing these addresses is preferred.
  - ***Due: When you have completed your primary application***

#### Other Things to Do

8.  Register for and take the appropriate pre-professional exam (MCAT, OAT, PCAT, DAT, etc.).
- *Registration dates and exam times for pre-professional exams vary.* Consult the test service websites for information. **EXTENSIVE REVIEW AND PREPARATION ARE VITAL TO SUCCESSFUL COMPLETION OF ANY OF THE STANDARDIZED EXAMS!**
9.  Complete and submit primary applications for the schools to which you are applying.
- Most programs utilize a centralized application service, although all schools within a given profession may not subscribe to these services. Consult the websites of the application services and individual schools to be certain which schools subscribe to a centralized application service and which require direct applications.
    - Allopathic medicine: AMCAS
    - Osteopathic medicine: AACOMAS
    - Dentistry: AADSAS
  - When applying through a centralized application service, the service forwards your primary application materials to all the schools you identify. Once a school receives your primary application, they will often request that you complete a secondary or supplemental application.
  - ***Applications are available as early as May 15. Check the relevant service.***
  - ***EARLY BIRDS HAVE A DISTINCT ADVANTAGE!***
10.  Check in with the application service and/or the schools to which you've applied to be sure they've received all application materials.
- Don't assume because you haven't heard anything your file at the application service or at a given school is complete. Call and/or e-mail.
  - ***This is an ongoing until all your application materials have been received by the schools.***
11.  Complete and submit secondary/supplemental applications.
- ***Due date varies by school, but you should try to return secondaries within one week of receipt.***
12.  Send written thank you notes to everyone who wrote evaluation letters for you.
13.  Attend a Pre-Health interviewing workshop or schedule a mock interview with the Career Center.
- ***Next Fall semester***