



Information for Health Professions Student Applicants Spring 2012

Stevenson University has a Health Professions Advisory Committee (HPAC), whose purpose is to help students through the process of applying to a health professions school or program. The committee conducts interviews and writes composite (or “committee”) letters of evaluation for SU students who request it. Stevenson University has a health professions webpage which contains many details relevant to this process.

2012 TEST DATES:

Please note: All students taking standardized tests (MCAT, DAT, GRE, etc.) are asked to release their scores to the Health Professions Advisor at Stevenson University.

DENTAL SCHOOL

DAT: Visit the website: <http://www.ada.org/dat.aspx> for detailed instruction on registering for this test. The DAT is administered in computerized form at testing centers by appointment throughout the year. **Students are strongly advised to take the DAT no later than June following their junior year** if they wish to matriculate dental school in the fall following their graduation from Stevenson University. **All students must have a DENTPIN #.**

MEDICAL SCHOOL

MCAT: Visit the website at www.aamc.org for more information or to register on-line. The computer-based MCAT is administered at testing centers by appointment throughout the year. **Students are strongly encouraged to take the MCAT prior to June** of their junior year (or the application cycle in which they are applying).

TEST DATES FOR MCAT 2012

January 27 and 28	March 24	April 5, 13 and 28
May 12, 19, 24 and 31	June 21	July 6, 14, 26 and 27
August 3, 4, 10, 16, 17, and 23	September 1, 6, 7 and 11	

OPTOMETRY SCHOOL

OAT: Visit the website at <https://www.ada.org/oat/index.html> for detailed instructions on registering for this test. The test is computerized and administered multiple times through the year.

PHARMACY SCHOOL

PCAT: Visit the website at www.pcatweb.info/ for detailed instructions on registering for this test. Test dates for 2012 are listed below:

January 10, 11	July Dates: To be announced
September Dates: To be announced	

PHYSICAL THERAPY, PHYSICIAN ASSISTANT OR VETERINARY SCHOOLS

GRE: Visit the website at www.ets.gre.org for detailed instructions on registering for this test. The computer-based GRE is administered at testing centers by appointment throughout the year.

INSTRUCTIONS:

1. **By February 13, 2012**, notify the health professions advisor of your intention to apply to a health professions school or program by completing part one of the ***Intent Form***. Completion of part two of the intent form will notify the Health Professions Advisory Committee that you are required to have a committee letter or are requesting a committee letter.
2. **The Health Professions Student Applicant Forms are on the HP website. The forms are as follows:**
 - Intent Form for Students Applying to a Health Professions Program (Form A)
 - Information for Health Professions Student Applicants (Form B)
 - Timetable Checklist and Important Dates At-A-Glance (Form C)
 - Autobiographical sketch assignment (Form D), due March 23, 2012
 - Composite of Collegiate Achievements and Activities (Form E), due March 23, 2012
 - *Committee Letter Request, Waiver and Inspection Form* (Form F), due March 23, 2012
 - *Information and Authorization Form*– (Form G), due March 23, 2012
 - Medical School Lists (Form H for MD Programs or Form I for DO programs) or Dental School Lists (Form J), due at the time that the student submits a copy of their computerized application to the HP advisor.
3. **Letter of Evaluation Request and Waiver Form**– Due from the evaluators April 20, 2012. (Note: You **MUST** give your evaluators a minimum of 3 weeks' notice for writing their letters. **This pink form is available outside of SC 113 and is not on the HP website. This waiver form must accompany the letter of evaluation and it must be sent directly to the Health Professions Advisory Committee from the letter writer. Students must not deliver the letter to the Health Professions Advisory Committee.**
4. **Interview:** In order to be eligible to interview with HPAC, students must have taken the standardized admissions test or show proof of registration for a summer exam. Students must also have obtained a minimum of 100 hours of direct patient care experience or show proof of summer work that meets this obligation. Interviews are generally held either late May or early June.

IMPORTANT NOTES:

Committee letters will not be written for students whose files are incomplete. For this purpose, a complete file is one that contains the following:

1. *Intent Form* (Form A)
2. Autobiographical sketch
3. Composite of Colligate Achievements and Activities (Form E)
4. *Committee Letter Request, Waiver and Inspection Form* (Form F)
5. *Information and Authorization Form* (Form G)
6. A minimum of three letters of evaluation (at least 2 from science faculty) if applying to medical or dental schools
7. Committee interview
8. Copy of your AMCAS, AACOMAS, ADSAS, VMCAS, CASPA or relevant application with the transmittal notification indicated (date and time stamped by the centralized service when they received the application.)
9. Composite List of Medical or Dental Schools (Form H, I, or J) if applying to medical or dental schools.

Committee letters will not be sent until a copy of your application (with transmittal notification) is in the student's file. A copy of your application (including transmittal notification) must be submitted to my office no later than 4 weeks prior to the deadline of the schools/programs to which you are applying. All letters of evaluations must be received prior to the writing and submission of the committee letter.