

**Instructions for Applying  
with the Health Pre-Professions Advisement Committee (HPAC)**

***The Application Process***

**Step 1:** The Intent to Apply form must be submitted no later than **Friday, October 30, 2020**.

**Step 2:** The Committee Interview Application must be submitted no later than **Tuesday, December 1, 2020**. Requests must be submitted online (PDF format only) to [health-professions@cos.siu.edu](mailto:health-professions@cos.siu.edu). Late or incomplete applications will not be accepted.

Forms for the Intent to Apply form and Committee Interview Application are available at: [http://science.siu.edu/advisement/health\\_advisement/](http://science.siu.edu/advisement/health_advisement/).

**Step 3:** You will be notified by email on **Friday, December 4, 2020**, if you are selected for an interview.

**Step 4:** Interview candidates will begin work on the Supplemental Materials that include:

- 2-3 requests for academic evaluations from SIU faculty
- 2-3 requests for additional letters of recommendation

The Committee requires a minimum of **three** letters of recommendation, **two of which** must be academic evaluations from SIU science faculty. A third may be submitted and may include non-science faculty. You may also request professional letters of recommendation from sources outside the University. You should request no more than 6 letters of recommendation.

For Spring 2021 Interview consideration, distribute your *Request for Academic Evaluations* and *Instructions for Letter Writers* no later than **Friday, December 11, 2020**.

Academic Letters of Recommendation: Only SIU faculty recommenders are to complete the *Request for Academic Evaluation* form. The completed form and a scanned, signed, and dated letter of recommendation should be emailed to [health-professions@cos.siu.edu](mailto:health-professions@cos.siu.edu) **by your faculty recommender**. The form and guidelines that you will give to your Academic Evaluators is located at <http://science.siu.edu/academics/prehealth.html>

Professional Letters of Recommendation: Professional letters of recommendation do not require an evaluation form, but make your requests at the same time. Please forward the ***Guidelines for Letter Writers*** to all professional recommenders. This is located at <http://science.siu.edu/academics/prehealth.html>.

Professional recommenders include an employer, a volunteer coordinator, or a health professional you have observed. A well-written letter of recommendation from a physician/dentist/optometrist is ideal. A scanned copy of the original signed and dated letter of recommendation should be forwarded to [health-professions@cos.siu.edu](mailto:health-professions@cos.siu.edu) followed by a paper copy by postal mail to:

Health Professions Information Office  
Attn: Elizabeth Saunders, Health Professions Advisor  
Southern Illinois University  
1245 Lincoln Drive, MC 4404  
Carbondale, IL 62901

## HEALTH PREPROFESSIONS ADVISEMENT COMMITTEE

Deadline for receipt of all letters of recommendation and evaluations is **Friday, January 15, 2020**. Please inform your letter writers of the deadline. Late submissions are rarely accepted without significant extenuating circumstances.

### ***The Committee Interview***

Pre-professional interviews are scheduled for spring semester only, February through March.

**Step 5:** Review current issues relevant to your chosen profession and your personal career choice philosophy. Select and research information about the professional schools to which you plan to apply. Practice interviewing. You should dress in a professional manner for your interview.

**Step 6:** You will be interviewed by 4-8 members of the Health Pre-Professional Committee (HPPC) over a period of 30-45 minutes. At a later date, the Committee will meet as a quorum and evaluate each candidate in four areas: 1) Academic record, 2) Personal attributes, 3) Time management and organization and 4) Clinical Experience & Shadowing. Please stay in contact with your Health Professions Advisor about your Committee evaluation so that you may obtain valuable Committee feedback.

**Step 7:** The Health Pre-Professional Committee Letter is written upon request (e.g., AMCAS or AACOMAS Letter Request form and AADSAS electronic request) by the Health Professions Advisor and reviewed by the Committee Co-Chair. The Committee Letter includes a summary of the Committee's Quorum Discussion. Your Evaluations and letters of recommendation are appended to it.

**If you have questions about this process, please contact [health-professions@cos.siu.edu](mailto:health-professions@cos.siu.edu) with questions.**