

# WVU PRE-HEALTH PROFESSIONAL DEVELOPMENT OFFICE

Kristin Grogg, MPH, PhD

# **Pre-Health Office Seminar Series**

## **Special Topic: Application Prep Program**

# What is the APP?

The Application Prep Program provides support for students preparing to apply to their preferred health professional program(s) in an upcoming application cycle.

# What is included?

- Self-Assessment of Preparedness
  - GPA Calculator + Review
- Application Material Review + Feedback
  - Mock Application
  - Personal Statement and Essays
- Practice Interviewing
- Letter Packet (*optional*)

**Let's go through the steps!**

# How does it work?

- Attend Information Session
- Download and read instructions
- Create an account in the Pre-Health APP Portal
- Complete the Pre-Application Self-Assessment
- Complete the Mock Application for your profession
- Start your application for professional school
- Mock Interview with the Pre-Health Committee
- Request a Letter Packet\*

# How does it work?

- ✓ Attend Information Session
- Download and read instructions
- Create an account in the Pre-Health APP Portal
- Complete the Pre-Application Self-Assessment
- Complete the Mock Application for your profession
- Start your application for professional school
- Mock Interview with the Pre-Health Committee
- Request a Letter Packet\*

# Where are the instructions?

- <https://prehealth.wvu.edu/services/application-prep-program>
- On this page you will find:
  - Important dates
  - Downloadable instructions
  - Link to Pre-Health APP Portal
  - All required documents (downloadable)



# How does it work?

- ✓ Attend Information Session
- ✓ Download and read instructions
- Create an account in the Pre-Health APP Portal
- Complete the Pre-Application Self-Assessment
- Complete the Mock Application for your profession
- Start your application for professional school
- Mock Interview with the Pre-Health Committee
- Request a Letter Packet\*

# Create an account in the Portal

- Refer to instructions for step-by-step directions
- [https://wvu.smapply.io/prog/2025\\_pre-health\\_application\\_prep\\_program\\_letter\\_packet\\_service/](https://wvu.smapply.io/prog/2025_pre-health_application_prep_program_letter_packet_service/)
- Complete intake form:
  - All correspondence will be delivered to the email provided. Please be sure this is an account you will check regularly throughout the summer.

# How does it work?

- ✓ Attend Information Session
- ✓ Download and read instructions
- ✓ Create an account in the Pre-Health APP Portal
- Complete the Pre-Application Self-Assessment
- Complete the Mock Application for your profession
- Start your application for professional school
- Mock Interview with the Pre-Health Committee
- Request a Letter Packet\*

# Pre-Application Self-Assessment

- Part 1: GPA Calculation
  - Download GPA Calculator from website and follow instructions online
  - Use unofficial transcript from STAR → Do NOT use DegreeWorks
  - Upload GPA Calculator in the portal
- Part 2: Self-Assessment
  - Answer questions online
  - Calculate score
- **Mark as Complete > Submit > Submit**
- **Deadline: Friday, February 28<sup>th</sup> by 11:59 PM**

# How does it work?

- ✓ Attend Information Session
- ✓ Download and read instructions
- ✓ Create an account in the Pre-Health APP Portal
- ✓ Complete the Pre-Application Self-Assessment
- Complete the Mock Application for your profession
- Start your application for professional school
- Mock Interview with the Pre-Health Committee
- Request a Letter Packet\*

# Complete Mock Application

- Download the Mock Application that matched your preferred health professional program from the website
  - Complete this application in Word (or other text editor, **NOT PDF**)
  - You can begin working on this at any time
    - You will be notified by email when we have finished reviewing your pre-application and you can submit your mock application

# What's on the Mock Application?

- Part 1
  - Similar to the health professional school application. You should view this as a first draft of that application.
- Part 2
  - To help us get to know you better and to help you brainstorm topics for your personal statement and interview.
- Part 3
  - Only for re-applicants. This is where you will highlight any improvements since your last application.

# Submit Mock Application

- Log in to APP portal
  - Upload mock application application
  - Upload personal statement
  - **Mark as Complete > Submit > Submit**
- **Deadline: Monday, March 31st by 11:59 PM**
- We will give feedback on applications in the order they are received.
  - Feedback will be provided by **April 30<sup>th</sup>**



# How does it work?

- ✓ Attend Information Session
- ✓ Download and read instructions
- ✓ Create an account in the Pre-Health APP Portal
- ✓ Complete the Pre-Application Self-Assessment
- ✓ Complete the Mock Application for your profession
- Start your application for professional school
- Mock Interview with the Pre-Health Committee
- Request a Letter Packet\*

# Start your official application

- Read instructions for your application service
  - Each application has a different open date
- Request transcripts to be sent to application service
  - We advising waiting until final grades are posted
- Request Letters of Recommendation
  - Do you wish to receive the optional **Letter Packet**?

# How does it work?

- ✓ Attend Information Session
- ✓ Download and read instructions
- ✓ Create an account in the Pre-Health APP Portal
- ✓ Complete the Pre-Application Self-Assessment
- ✓ Complete the Mock Application for your profession
- ✓ Start your application for professional school
- Mock Interview with the Pre-Health Committee
- Request a Letter Packet\*

# Interview with the Committee

- After you submit your Mock Application, we will reach out to you about scheduling
  - This will **NOT** be done in the portal
- Interviews will occur mid May – August
  - Via Zoom
  - 2 faculty/staff members
  - Mock interview and feedback
    - Dress professionally
    - Bring something to take notes on
    - Practice beforehand

# How does it work?

- ✓ Attend Information Session
- ✓ Download and read instructions
- ✓ Create an account in the Pre-Health APP Portal
- ✓ Complete the Pre-Application Self-Assessment
- ✓ Complete the Mock Application for your profession
- ✓ Start your application for professional school
- ✓ Mock Interview with the Pre-Health Committee
- Request a Letter Packet\*

# Letter Packet Service

# What's a Letter Packet?

- A packet or set of letters assembled and distributed by the Pre-Health Office.
- The packet will include a cover letter from the Pre-Health Office accompanying Individual Letter's of Recommendation submitted on behalf of the applicant.

# Is this a Committee Letter?

- It is **NOT** a Committee Letter of Evaluation
- It does **NOT** summarize the applicant's qualifications
- It does **NOT** provide a level of endorsement of the applicant



# Just a few additional steps...

- Request a Letter Packet\*
  - Complete FERPA Waiver
  - Request Individual Letters of Recommendation
  - Request a Letter Packet be uploaded to your official application
  - Submit required application information to the Pre-Health Office

# Complete FERPA Waiver

- Necessary for the Pre-Health Office to collect and submit individual letters of recommendation
- Log into the portal
  - Read item 1 and type your name in the box to acknowledge your understanding of the statement
  - Select one of the options under item 2 and type your name in the box corresponding to your selection
  - **Mark as Complete > Submit > Submit**

# Just a few additional steps...

- Request a Letter Packet\*
  - ✓ Complete FERPA Waiver
  - Request Individual Letters of Recommendation
  - Request a Letter Packet be uploaded to your official application
  - Submit required application information to the Pre-Health Office

# Requesting Individual Letters

- Complete recommendation requests through portal
- **Deadline to request letters: Saturday, May 31<sup>st</sup> @ 11:59 PM**
- An email with instructions for uploading letter will be sent to the email address you enter
  - Follow up with recommender to check in spam/junk folder
  - There are tips for writing letters in this email
- You will be able to track letters in the portal
- **Deadline for letters to be submitted by writers: Thur, July 31<sup>st</sup> @ 11:59 PM**

# Just a few additional steps...

- Request a Letter Packet\*
  - ✓ Complete FERPA Waiver
  - ✓ Request Individual Letters of Recommendation
  - Request a Letter Packet be uploaded to your official application
  - Submit required application information to the Pre-Health Office

# Requesting the Letter Packet

- Request a Letter Packet be uploaded to your official application
  - Use the APP instructions to guide you in providing the correct information to the application service regarding your letter packet
  - We will send all your individual letters, so you don't have to request those again through the application service

# Just a few additional steps...

- Request a Letter Packet\*
  - ✓ Complete FERPA Waiver
  - ✓ Request Individual Letters of Recommendation
  - ✓ Request a Letter Packet be uploaded to your official application
  - Submit required application information to the Pre-Health Office

# Submit Application Service Information

- Once all of your individual letters are received, you can submit that stage and move on to the final stage of the Letter Packet request process
- Submit application service information
  - This stage can be edited after you submit
- **Deadline to submit application information: Friday, Aug 1<sup>st</sup> @11:59 PM**
- The Pre-Health Office is notified when you submit application service information and when you make edits
  - Once we get this notification, we will submit your letter



# Just a few additional steps...

- ✓ Request a Letter Packet\*
  - ✓ Complete FERPA Waiver
  - ✓ Request Individual Letters of Recommendation
  - ✓ Request a Letter Packet be uploaded to your official application
  - ✓ Submit required application information to the Pre-Health Office

# Letters of Recommendation

# Who to ask...

- Minimum of 3 letters and maximum of 7
  - We find that 3-5 is usually good
- Request letters of evaluation from individuals who...
  - can provide a strong, positive recommendation
  - have thorough knowledge of your academic, intellectual, interpersonal, ethical, and leadership capabilities.
- Keep in mind individual letters are submitted as part of the letter packet

# We suggest...

- Science majors:
  - 2 science faculty
  - 1 non-science faculty
- Non-science majors
  - 2 faculty from your major
  - 1 science faculty
- Character letter
  - Someone who knows you well and can speak to your character
- Additional letters
  - Not a professor; knows you well; supervisory role

# Writers should speak to these competencies:

- Intellectual Ability
- Empathy and Compassion
- Critical Thinking
- Organizational Skills
- Emotional Maturity
- Integrity and Ethical Conduct
- Perseverance and Dedication
- Acceptance of Responsibility
- Ability to work independently
- Ability to work with others
- Written Communication
- Oral Communication
- Intercultural Competence
- Motivation for Health Career

# APP Complete!

- ✓ Attend Information Session
- ✓ Download and read instructions
- ✓ Create an account in the Pre-Health Application Prep Program Portal
- ✓ Complete the Pre-Application Self-Assessment
- ✓ Complete the Mock Application for your profession
- ✓ Request a Letter Packet\*
- ✓ Mock Interview with the Pre-Health Committee
- ✓ Start your application for professional school

**Questions?**

**prehealth.wvu.edu**

**prehealth@mail.wvu.edu**