Pre-Health Application Prep Program

☐ **ATTEND INFORMATION SESSION** (this is optional, but highly recommended)
  - o February 12th, 2020 from 5:30 – 6:30 pm, HSC-North 1901

☐ **CREATE A PROFILE IN PRE-HEALTH APPLICATION PREP PROGRAM PORTAL**

☐ **GPA CALCULATOR**

☐ **COMPLETE APPLICATION MATERIALS**
  - o Includes:
    - ▪ Pre-Health Application
    - ▪ Personal statement (optional)

☐ **SUBMIT APPLICATION MATERIALS**
  - o Deadline is 11:59:59 PM on March 25th, 2020

☐ **SCHEDULE INTERVIEW WITH PRE-HEALTH OFFICE**

☐ **TIPS FOR SELECTING INDIVIDUALS TO WRITE LETTERS OF RECOMMENDATION**

January 7, 2020

<h1 style="text-align:center">Instructions for 2020
WVU Pre-Health Application Prep Program</h1>

New this year, the WVU Pre-Health Office is piloting an application preparation program with pre-physical therapy and pre-physician assistant students and alumni. Participants will submit a GPA calculator, application, personal statement (optional), and practice interviewing skills with the Pre-Health Office. Deadline to complete the application is 11:59:59 PM (midnight) on March 25th, 2020. The Pre-Health Office will provide feedback on application materials submitted to us and will schedule an interview in early summer for Pre-PA students and late summer for Pre-PT students.

Note that we will not provide a letter of recommendation to students who participate in the Application Prep Program. If you need a committee letter of recommendation, we provide all of the services listed above in our WVU Pre-Health Committee Letter process.

If you wish to participate in the Application Prep Program, please do the following:

1. **ATTEND AN INFORMATION SESSION (not required but highly recommended)**
    a. Wednesday, February 12th, 2020 from 5:30 – 6:30 pm, HSC-North 1901
    b. Schedule available online at: https://prehealth.wvu.edu/get-started

2. **CREATE A PROFILE IN PRE-HEALTH APPLICATION PREP PORTAL**
    a. **Visit: https://wvu.smapply.io/**
        i. This will take you to the WVU Honors College Survey Monkey Apply homepage.
    b. Select **REGISTER** in the upper right corner of the page.
        i. This will prompt you to create a Survey Monkey Apply account. You will be able to use this account for any application that uses Survey Monkey Apply platform. Your email does not have to be a mix email account.
    c. Once you have successfully created an account and logged in, Select **View Programs**
    d. The first time you log in, you will be asked to complete an eligibility quiz.
        i. Leave the PROGRAM ACCESS PASSWORD box blank and click **Save my profile.**
    e. You will now see several programs, select **MORE** under Pre-PT and PA application Prep Program.
    f. Read the description of the Pre-PT and PA application Prep Program and Select **APPLY**.
    g. You can now begin Application tasks.
    h. You can always use the address above to enter the portal or the Pre-PT and PA Application Prep Program specific address: https://wvu.smapply.io/prog/pre-pt_and_pa_application_prep_program/

3. **COMPLETE GPA CALCULATOR – REQUIRED - DUE BY 11:59 PM, MARCH 25, 2020**

    - Download the GPA calculator and follow the instructions. https://prehealth.wvu.edu/services/gpa-calculator
    - You will enter your Science (or BCPM) GPA into the online application but you will also have to upload your GPA calculator, so save your work.
    - The calculator must include all of your course work (including repeated classes) exactly as it appears on your transcript.
        o Use your unofficial transcript in STAR instead of Degree Works. It is important to use STAR because the grades reported through this system are the most accurate and will be what appears on your official transcript.
        o Be sure to include any "+" and "- "next to the letter grade if present in the STAR system. These factor into the calculations.

- You may use other worksheets in the calculator to calculate prerequisite GPAs, if you would like, see GPA calculator instructions for more information on this.

4. **COMPLETE APPLICATION – REQUIRED - DUE BY 11:59 PM, MARCH 25, 2020**
The Pre-Health Office's Application is modeled after applications you will complete during your professional school application process. We decided to model our application closely to those that you will complete soon so that you will have an opportunity to gather the required information needed to apply for your professional schools; so that the Pre-Health Office will have the chance to review and offer feedback to improve your application; and so that you will be afforded the chance to brainstorm topics to discuss in your personal statement and interview with health professional schools. Feedback is guaranteed to those who submit their application before 11:59:59 PM on March 25th, 2020.

- Download the Pre-Health Application. https://prehealth.wvu.edu/services/application-prep-program
- Part 1 of the application is similar to the health professional school application. You should view this as a first draft of that application. We will provide feedback to those who submit before 11:59 PM on March 25th, 2020.
  - Note: Activity descriptions are limited to 700 characters (with spaces).
  - When categorizing your experiences, you may find that some cross categories. For example, "Volunteering at Ruby" could be counted toward Volunteer Experiences, as well as Healthcare Experience. You should include the same experience in multiple places in this application and use the description section to explain why you chose to categorize your experience in that way.
  - Please include all PLANNED experiences in the Pre-Health application. You will not be able to talk about experiences in the future in your application to graduate school, but we can talk about it in our letter!
- Part 2 of the application is to help us get to know you better and to help you brainstorm topics for your personal statement and interview. We will not provide feedback on this section.
  - Note: Each response in this section is limited to 1500 characters (with spaces).
- Part 3 is only for individuals who have applied to health professional school in the past. This is where you will add all the improvements since your last application.

Notes about the application:
- **Request of Personal Information**
  We request some family background and other information that may seem personal. We do this because health professional schools ask for this information, as well, and admissions committees frequently use it to generate a discussion during interviews. Also, it gives us an idea of who you are as a person. Your responses to these questions are purely voluntary, but please know that our office will treat your personal information with the utmost discretion and sensitivity. No one will see your submission other than those staff and faculty involved in your interview and the composition of your letter.
- **An Excellent Applicant**
  Please do not be modest when filling out these forms! Health professional schools are very interested in your leadership, volunteer, research, and service experiences. And so are we! The more we know about your accomplishments, the more effective your letter will be.
- **Personal statement - optional**
  If you submit your personal statement with your application, we will give you feedback on your personal statement. Your personal statement must be an individualized expression of your experiences. There are many websites that provide advice on how to construct a personal statement for each health profession for which you are applying. We recommend:

5. **SUBMIT APPLICATION ONLINE– REQUIRED - DUE BY 11:59 PM, MARCH 25, 2020**

- Go to the Pre-PT and PA Application Prep Portal: https://wvu.smapply.io/prog/pre-pt_and_pa_application_prep_program/
- You will:
  - Fill out brief form
  - Upload your GPA Calculator (required). **Mark as complete**.
  - Upload your application (required). **Mark as complete**.
  - Upload your Personal Statement (optional). **Mark as complete**.
  - Select **Review and Submit**. On the next page, **submit your application**.

6. **PRE-HEALTH OFFICE INTERVIEW**
An important aspect of the Application Prep Program is the interview. Each student will have the benefit of interviewing with two professionals [West Virginia University faculty, Honors College staff, and/or the Pre-Health Office staff]. The Interviewers will select questions specific to the health professional school for which you are applying to simulate the interview as realistically as possible to the actual interview.

   a. **The Pre-Health Office Will Schedule A 30-minute Interview**
   A representative from the Pre-Health Professional Development Office will reach out to schedule a 30-minute interview with the Pre-Health Office beginning mid-April. Interviews will begin in **mid-May** and continue through **late-August**. Please ensure that the contact information [telephone number and email address] you provide is the best way to reach you during the summer.

7. **SELECTING INDIVIDUALS TO WRITE LETTERS OF EVALUATION ON YOUR BEHALF**

- Review websites of programs you are applying to for information on the types of letters they prefer (e.g. science professors, character reference, etc.). Make sure to have these types of letters.
- You should request letters of evaluation from individuals who can provide a strong, positive recommendation. Your references should have thorough knowledge of your academic, intellectual, interpersonal, ethical, and/or leadership capabilities.
- We do not recommend you solicit letters from important people who barely know you or from family friends unless they interacted with you in a supervisory capacity.

Feel free to reach out if you have any questions!

prehealth@mail.wvu.edu