

## *Committee Letter Request Checklist*

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- ATTEND INFORMATION SESSION** (this is optional, but highly recommended)
- SUBMIT FERPA WAIVER**
  - Sent to: prehealth@mail.wvu.edu
- COMPLETE APPLICATION FORM OFFLINE**
  - Note: portions may be copied and pasted into your letter, proofread your responses and format correctly
- ONLINE COMMITTEE LETTER APPLICATION**
- REQUEST INDIVIDUAL LETTERS OF EVALUATION**
  - Send separate request to each individual letter writer
- CONFIRM INDIVIDUAL LETTERS OF EVALUATION HAVE BEEN SUBMITTED**
  - Confirmation emails are automatically sent to you when individual letters have been submitted to Pre-Health Office. You must follow-up with your letter writers, if you have not received confirmation
- SCHEDULE INTERVIEW WITH PRE-HEALTH COMMITTEE**
  - We will reach out to you, but if you haven't heard from us 2-weeks after you submit, email prehealth@mail.wvu.edu
- SUBMIT REQUIRED APPLICATION SERVICE INFORMATION TO PRE-HEALTH OFFICE**
  - Send information to prehealth@mail.wvu.edu