***2017 WVU Pre-Health***

***Committee Letter Application Form***

Thank you for requesting a Committee Letter of Evaluation from the WVU Pre-Health Office. Please fill out this form as completely as you can. The more we know about you, the more informative and helpful your letter will be.

This application must be completed by **Monday, May 1, 2017 at 11:59 pm**. Please complete this form as soon as possible. Interviews will be primarily scheduled in order of application submission.

For questions regarding this process, please refer to instructions and checklist on the website.

<http://prehealth.wvu.edu/services/committee-letters-instructions>

**Note**: You will be required to submit your completed word document version of this Application Form, which can be found on the website. Also, we recommend keeping your answers because they will be helpful when filling out your application on AMCAS, AADSAS, or AACOMAS.

**SECTION I: ABOUT YOU**

**Complete each of the bulleted items**.

* Name (First and Last):
* WVU ID#:
* Local address:
* Home address (if different):
* E-mail address (must be valid for the duration of the application cycle):
* Phone number (### - ### - #### ):
* Age

**Photograph**

In the online application, you will be asked to upload a photo of yourself. It is not necessary to do that here. We work with a lot of students, so it is helpful to have a picture of you.

* Be prepared to upload a photo of yourself in jpeg format to the online application

**SECTION II: ABOUT YOUR FAMILY**

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.

**Complete each of the bulleted items below.**

* Mother's name, age, education, and occupation
* Father's name, age, education, and occupation
* Siblings' names, ages, education, and occupations if applicable (please list all)

**SECTION III: ACTIVITIES**

In each of the following sections, please provide numbered lists. These will be copied and pasted into your committee letter, so you must proofread and format them well! Use professional language.

In the section following each category, you will have space to expand on the lists.

Do not use acronyms for the organizations unless you provide the full name.

Remember, the more details you give, the more informative the letter will be.

**A. SERVICE ACTIVITIES**

Example:

* 1. Co-Captain, Relay for Life, 2015: Organized team meetings, increased fundraising goal, and assisted in event set-up. 45 hours.
	2. Volunteer, Habitat for Humanity, 2013-2014: Member of the student group that organized two home builds in my home community. 150 hours.
	3. Volunteer counselor, Camp Tomahawk\*, summer of 2016: Camp Tomahawk is a summer program for underprivileged urban youth in New Jersey. I completed one week of full-time service teaching science to camp participants. 60 hours.
	4. Volunteer Mentor, Boys and Girls Club, Morgantown, WV, May 2012-December 2012: after-school homework help for children and teens, organizing group activities, and running the front office. 10 hour/week for 30 weeks (300 hours).

\*For organizations that are well known like Relay for Life or Habitat for Humanity, you do not need to describe the mission of the organization, but you must if it is a local organization or not widely known. When in doubt, provide a description.

1. Start your list of Experiences here. Replace this text with your information and press enter to continue list.

**B. SERVICE DESCRIPTION**

Please indicate how your service activities have added value to your life personally and how they will shape you in the future professionally.

It is appropriate here to discuss the significance of your most meaningful service experience.

**C. LEARDERSHIP EXPERIENCE**

Example:

1. Tutor, Chemistry Learning Center, Fall 2015: 2 hours/week as a Chemistry tutor for one semester. 30 hours
2. Teaching Assistant, Biology 219: The Living Cell, Spring 2014: Assisted professor with review sessions, test development, and lab grading.
3. Vice-President, Society of Women Engineers, 2014-15: planned and ran weekly meetings, assisted in fundraising efforts, and doubled membership by expanding our outreach program.
4. Start your list of Experiences here. Replace this text with your information and press enter to continue list.

**D. LEARDERSHIP DESCRIPTION**

Please indicate how your leadership activities have added value to your life personally and how they will shape you in the future professionally.

It is appropriate here to discuss the significance of your most meaningful leadership experience.

**E. RESEARCH DESCRIPTION**

Include dates, names of supervisors, and descriptions of research.

Example:

1. Undergraduate Research Assistant in the Chemistry Lab of Dr. Felicity Jones. Spring Semester 2014. (Describe research activities including the significance of the project)
2. Start your list of Experiences here. Replace this text with your information and press enter to continue list.

**F. HEALTH FIELD EXPERIENCE**

Including shadowing, volunteer in a healthcare facility, or family ties to health professionals

Example:

1. Shadowed Dr. Helen Johnson, pediatrician at Ruby Memorial Hospital, Morgantown, West Virginia. 5 hours/week from May-August 2015. Observed patient appointments and small surgical procedures.
2. Volunteer at Neonatal Intensive Care Unit (NICU) at Ruby Memorial Hospital, Morgantown, West Virginia. 10 hours/week from September - December 2015. Held premature babies for soothing and comfort when family members were not present. Observed NICU nurses and physicians providing care for premature or ill babies.
3. My father is a general practice dentist and I spent countless hours in his office growing up.
4. Start your list of Experiences here. Replace this text with your information and press enter to continue list.

**G. OTHER EXTRACURRICULAR ACTIVITIES**

 Include those not addressed in above categories like study abroad, scouting, etc.

Example:

1. Study Abroad Participant, Semester exchange in Grenoble, France, Fall 2015. Took 6 hours of French Language and 9 other credits of European politics and history courses. Traveled throughout Western Europe for recreation. Lived with a host family.
2. Start your list of Experiences here. Replace this text with your information and press enter to continue list.

**H. JOBS AND INTERNSHIPS**

Example:

1. Cashier at Burger King. 20 hrs/week for two years, 2011-2012. Duties included working with customers and taking orders.
2. Student worker, Honors College. 15 hrs/week for 3 semesters (2014-2015). Duties included managing the front desk, residency hall tours, attending recruiting events, and general office assistance.
3. Intern, Sierra Coalition, Morgantown Chapter. 10 hours/week in summer 2014. Duties included creating publications and writing legislative briefs.
4. Start your list of jobs and internships here. Replace this text with your information and press enter to continue list.

**I. Complete each of the bulleted items below**

You will not be able to create a numbered list for each the bulleted items below in the online application, but you can create a numbered list here, if you wish.

* Organized Athletic Activities:
* Membership in honor societies and awards received:
* Hobbies and unorganized activities:

**SECTION IV: APPLICATION INFORMATION**

**A. GENERAL INFORMATION**

**Please indicate which type of professional school you are applying for (check all that apply):**

Allopathic medical school, Osteopathic medical school, Dental school, Optometry school, Podiatry school, or Other health professional school

**Are you applying for Early Decision?**

Yes or No

**Most recent MCAT/DAT/OAT/GRE scores by subject, if available**

You will not be able to create a numbered list for this item in the online application, but you can create a numbered list here, if you wish.

**Date of next MCAT/DAT/OAT/GRE, if scheduled**

 [MM / DD / YYYY ]

**Tentative list of schools to which you are applying \***

You will not be able to create a numbered list for this item in the online application, but you can create a numbered list here, if you wish.

**B. INDIVIDUAL LETTERS OF EVALUATION INFORMATION**

List names and departments of faculty (or occupations of professionals) who will supply your letters of evaluation to the WVU Pre-Health Committee.

Example:

1. Dr. Hank Quinn, Chemistry department, WVU
2. Dr. Helen Johnson, Pediatrician at Ruby Memorial Hospital
3. Start your list of letter writers here. Replace this text with your information and press enter to continue list.

**C. REAPPLICANT INFORMATION**

**Have you applied to health professional school in the past?**

Yes or No

**If you have applied to health professional school in a past cycle, please describe how your application has improved. If this is your first time applying, you make leave this section blank.**

Example:

1. MCAT score improved from XXX to XXX
2. 60 additional hours of clinical shadowing, including: 30 hours with Dr. Dave Johnson, Neurosurgery and 30 hours with Dr. Amara Jones, Pediatrics.
3. Full-time employment at Ruby Memorial Hospital as Clinical Associate
4. 40 hours of service at the Bartlett House Homeless Shelter in Morgantown, WV.
5. Start your list of improvements here. Replace this text with your information and press enter to continue list.

**D. FILES TO UPLOAD**

1. **Transcripts**

Please upload your transcript as a PDF. An unofficial copy is fine. Make sure that it is legible and that your grades and classes are divided by semester.

1. **Personal statement**

Please upload a draft of your personal statement if you have one ready. If not, it is your responsibility to provide it to the Pre-Health Committee 1 week before your scheduled interview.

1. **Committee letter application form**

You will need to upload this form as a Word document (or similar text editor) to the online application. Please do not upload a PDF.