2024 WVU Application Prep Program + Letter Packet Service Checklist

☐ **ATTEND INFORMATION SESSION** (this is optional, but highly recommended)
   - ○ Thursday, January 4, 2024, from 6:00 pm – 7:00 pm, via Zoom (register here)
   - ○ Wednesday, January 24, 2024, from 6:00 pm – 7:00 pm, via Zoom (register here)
   - ○ Tuesday, February 6, 2024, from 6:00 pm – 7:00 pm, via Zoom (register here)

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

☐ **COMPLETE INTAKE AND PRE-APPLICATION SELF-ASSESSMENT**
   - ○ Deadline is 12:00 PM (noon) on Wednesday, February 28th, 2024

☐ **COMPLETE APPLICATION MATERIALS**
   - ○ Deadline is 11:59:59 PM on Friday, March 29th, 2024

☐ **REQUEST INDIVIDUAL LETTERS OF EVALUATION**
   - ○ Deadline is 11:59:59 PM on Friday, May 31st, 2024

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

☐ **SUBMIT REQUIRED APPLICATION SERVICE INFORMATION**
   - ○ Deadline is 11:59:59 PM on Friday, August 2nd, 2024

Instructions for the 2024 WVU Pre-Health Application Prep Program + Letter Packet

The WVU Pre-Health Office is excited to offer our Application Prep Program + Letter Packet Service to all students applying to graduate health professional programs (e.g., Medical, Dental, Optometry, Physical Therapy, Occupational Therapy, Physician Assistant, Veterinary Medicine, Orthotics & Prosthetics, Pharmacy, and more!). Participants will submit a self-assessment, GPA calculator, mock application, personal statement, and practice interviewing skills with the Pre-Health Office. Deadline to complete the pre-application self-assessment is Noon on Wednesday, February 28th, 2024 and the deadline to submit your mock application is 11:59:59 PM (midnight) on Friday, March 29th, 2024. The Pre-Health Office will then provide feedback on application materials before the end of the spring semester and conduct mock interviews in the early summer months.

The Pre-Health Office Letter Packet Service was created after the discontinuation of the Pre-Health Committee Letter Process. For students and alumni applying to **Medical, Dental, or Optometry** School, the Pre-Health Office can submit a letter packet as part of your application process. Students who wish to receive a letter packet must complete the Application Prep Program which opens each spring semester.

The WVU Pre-Health Office Letter Packet will include:
- A cover letter from our office explaining our process
- At least 3 Individual Letters of Recommendation. We recommend any combination of the following*:
    o Letters from science faculty who taught you in class
    o Letter from a clinician who has observed you in a clinical setting
    o Letter from someone that can describe your interpersonal competencies like your academic advisor, a non-science faculty member, a club/organization advisor, employer, etc.
    o Letter as an open-ended choice *(optional)*

*Remember to reference any letter of recommendation requirements for your programs of interest specifically!

If you are applying to AT, OT, PT, Pharmacy, Vet Med, or other programs, you should plan on having your letter writers submit their letters directly to the application service or program directly.

Note: This cover letter and packet is NOT a Committee Letter and does not summarize the candidate's qualifications, nor does the cover letter provide a level of endorsement of the candidate.

1. **ATTEND AN INFORMATION SESSION (not required but highly recommended)**
    a. Thursday, January 4, 2024, from 6:00 pm – 7:00 pm, via Zoom (register here)
    b. Wednesday, January 24, 2024, from 6:00 pm – 7:00 pm, via Zoom (register here)
    c. Tuesday, February 6, 2024, from 6:00 pm – 7:00 pm, via Zoom (register here)

2. **CREATE A PROFILE IN PRE-HEALTH APPLICATION PREP PROGRAM PORTAL AND COMPLETE INTAKE FORM**
    a. **Visit:** https://wvu.smapply.io/prog/2024_pre-health_application_prep_program_letter_packet_service
        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 (if you do not already have one). 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 2024 Pre-Health Application Prep Program + Letter Packet Service.

    f. Read the description of the Pre-Health Application Prep Program and Select **APPLY**.

    g. You can now begin the Intake form
- i. Under Tasks, click on 2024 APP Intake Form
- ii. Complete all fields
    1. Note: the email you enter in this form will be used for all correspondence related to the Application Prep Program, make sure you choose one you can and will check regularly through the Fall of 2024
- iii. Select **Mark as Complete** and review your entries for accuracy.
    1. Note: You can reset this form to correct any errors now by selecting the ellipses next to "Pre-Health Intake" and selecting Edit.
- iv. Select **Submit**. A window will appear to confirm your decision to submit, select **Submit** again. Select **Go to my Application** to begin the Self-Assessment stage.
- v. You can always use the address above to enter the portal or the Pre-Health Application Prep Program specific address: https://wvu.smapply.io/prog/2024_pre-health_application_prep_program_letter_packet_service

3. COMPLETE SELF-ASSESSMENT – REQUIRED - DUE BY 12:00 PM FEBRUARY 28, 2023
The first step in the Application Prep Program is to complete a self-assessment of your preparedness to apply to health professional school. The self-assessment has two parts, questions about your experiences and a GPA calculation. These two parts must be submitted through our online portal (link below). The whole process should take no more than an hour and MUST be completed by noon on Wednesday, February 28th, 2024 to participate in the program and to receive the optional letter packet.

    a. GPA calculation
- 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 <u>Use your unofficial transcript in STAR instead of Degree Works.</u> 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.

    b. Online Self-Assessment submission and GPA calculator upload
- Open the online portal: https://wvu.smapply.io/prog/2024_pre-health_application_prep_program_letter_packet_service
- Select Self-Assessment under Your tasks
- Complete Self-Assessment
- Select **Mark as complete**.
- Under your tasks, select "Attach your GPA calculator"
- Upload your GPA calculator excel spreadsheet (.xlsx or .xls). **Mark as complete.**
- Select **Submit**. A window will pop up asking if you would like to Review before you submit. You can select **Submit** now or you can select **Review your application** and select **Submit your application** on the next page and select **Submit** again.
    - o You will receive an email once we have approved your pre-application. Note, this email may appear in your junk or spam folders.

- You can begin your filling out your Mock Application document offline prior to approval for submission.

4. **COMPLETE APPLICATION PREP PROGRAM MOCK APPLICATION – DUE BY 11:59 PM MARCH 29TH, 2023**

The APP Mock Applications are modeled after applications you will complete during your professional school application process. We chose 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 will be provided on a rolling basis, so as soon as you receive the confirmation email that you are eligible to submit your mock application please do. Although your submission is final, you will not have an opportunity to resubmit you mock application through the portal. However, feedback is meant to help you refine your application to graduate school and you will be able to continue to work on revisions to your application with the Pre-Health Office directly.

a. **Complete the Mock Application Form**
   - Download the Pre-Health Mock Application that matches your intended program of choice. 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. Please submit your mock application draft before 11:59 PM on March 29th, 2024.
     - Note: Activity descriptions are limited to 600 or 700 characters (with spaces). This limit will correspond to the limits of the formal application service.
     - Please include all PLANNED experiences in the mock application. You will not be able to talk about future experiences in your application to graduate school, but we can talk about it in your mock interview to help you prepare!
   - 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.
     - 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 application review and interview.
   - **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 our feedback will be.
   - **Personal statement - optional**
     We want you to get started on this document early! Therefore, we are requiring you to submit a draft – no matter how rough – of your personal statement. This essay 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: https://www.healthcareers.umn.edu/events/online-workshops/personal-statements-health-program

b. **Submit your application online**
- Go to the Pre-Health Application Prep Program Portal: https://wvu.smapply.io/prog/2024_pre-health_application_prep_program_letter_packet_service
  - Under your tasks, select "Attach Mock Application" and upload your application (required). **Mark as complete**.
  - Select **Submit**. In the pop-up window, select **Submit**.
  - Under your tasks, select "Upload your personal statement" and upload your personal statement. **Mark as complete**.
  - Select **Submit**. In the pop-up window, select **Submit**.

If you wish to receive a Letter Packet, please do the following:

5. **REQUEST INDIVIDUAL LETTERS OF EVALUATION THROUGH ONLINE PORTAL**
   You must contact individuals about writing your letter of recommendation in advance either in person or through some other personal correspondence. If they agree to write a strong, positive letter of recommendation on your behalf, let them know you will submit their name and email through an online portal to upload their letter of recommendation. Be sure to ask which email address they prefer to use for logging in to the portal.

   a. Go to the Pre-Health Application Prep Program Portal: https://wvu.smapply.io/prog/2024_pre-health_application_prep_program_letter_packet_service
   b. Complete the "Signatory for FERPA Compliance" Form (required). This step allows us to share you mock application information with our Pre-Health Committee Volunteer for your Mock Interview and allows us to submit the optional Letter Packet to the selected application service on your behalf.
      i. Read item 1 and type your name in the box to acknowledge your understanding of the statement above.
      ii. Choose one option under item 2 and type your name in the box to confirm selection.
      iii. If you are using our Letter Packet Service: We encourage you to waive your right to view the letter because confidential letters are viewed more favorably by admissions committees. **Mark as complete**.
   c. Request Letters of Recommendation.
      i. You will need to enter the letter writer's name and email address.
      ii. You will also have the opportunity to write a quick note that will be emailed to them.
   d. We recommend following up with an email to this recommender at the email address you provided in the recommendation form. Tell them that you have submitted the request and if they have not received the request email, to check their spam or junk folder. The email's subject line is "Request for recommendation" sent from WVU Honors College <Honors@mail.wvu.edu>.
   e. You can send letter request reminders to letter writers through the portal. To do this, select the … symbol next to the letter request and select "resend request".
   f. You can also delete requests. To do this, select the … symbol next to the letter request and select "withdraw request". You must select the … symbol again and select "delete request".
      i. If you ever see "reset form" as an option, DO NOT select that option.
   g. You will not be able to submit this task until all letters have been **received**. DO NOT mark this form as complete until all the letters you wish to have included in your packet are received. You will not be able to add, edit, or delete letters after you mark as complete.
      i. It is okay if this stage is not complete at the time of your interview. We cannot submit your letter packet, however, until you complete this step and the next in the online portal. The next, and last, step in the online portal is to enter your application service information.

h. Once all of your letters are submitted, **Mark as complete, Complete task**. Then select **Submit** and in the pop-up window, select **Submit.**

6. **PRE-HEALTH COMMITTEE INTERVIEW**

An important aspect of the Application Prep Program is the Pre-Health Committee Mock 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 Committee beginning mid-April. Interviews will begin in **mid-May** and continue through **mid-July**. Interviews will be scheduled based on the order in which students complete their application, along with consideration of other factors (professional program timeline). Please ensure that the contact information [telephone number and email address] you provide is the best way to reach you during the summer. You will have the option to schedule an in-person or virtual interview.

7. **SUBMIT APPLICATION SERVICE INFORMATION**

When you apply to professional school, you will need to complete an application through an application service. Each type of health professional program has a different application service:

Allopathic Medical School [AAMC-AMCAS application]
Osteopathic Medical School [AACOMAS]
Dental School [ADEA AADSAS]
Podiatry School [AACPMAS]
Optometry School [OptomCAS]
Physician Assistant Programs [CASPA]
Physical Therapy Programs [PTCAS]
Occupational Therapy Programs [OTCAS], etc...

We upload your letter packet (which includes the individual letters) through the application service. To accomplish this, we require some information from your application to submit your letter packet.

You will need to start your application through the application service, indicate that you are receiving a Letter Packet (use application service instructions to determine how to do this), and complete the last step in the Pre-Health Application Prep Program portal. Note, that you will not be able to access this last step until all of your letters are received and you submit.

a. Use the following information to complete your letter packet request in your **application service**
   i. Indicate that you are receiving a "Letter Packet"
   ii. **Letter author:** WVU Pre-Health Committee (preferred) or Kristin Grogg (if necessary)
      1. Note that you do not need to list all of the letter writers. We will include the individual letters in our packet.
   iii. **Contact email:** prehealth@mail.wvu.edu
   iv. **Contact address:**
      Pre-Health Professional Development Office
      West Virginia University
      650 Price Street, Arnold Hall

PO Box 6702
Morgantown, WV 26506

b. Once you have requested a Letter Packet through the application service, go to the Pre-Health Application Prep Program Portal: https://wvu.smapply.io/prog/2024_pre-health_application_prep_program_letter_packet_service

  i. Complete the Application Service Information form and **Mark as complete**. Select **Submit** and in the pop-up window, select **Submit**.
  ii. You will be able to edit this form after you submit, in case you need to add information for another application service (e.g. you can send us AMCAS information and then AACOMAS information later).
    1. To edit Application Service Information, select the … symbol and select "edit".
       a. DO NOT select "reset".
    2. Select **previous.** Edit your responses and select **next**. Edit your responses and select **mark as complete.** You do not need to submit. The Pre-Health Office will be notified automatically that you have made changes.
    3. Once the Pre-Health Office is notified that you have submitted your letter request, we will process your letter. This can take, on average, between 10 and 14 business days (depending on time of submission and demand) to complete.
       a. Note: We have verified that an outstanding Letter Packet request will **not** hold back your application from processing or being distributed to your selected schools.

Feel free to reach out if you have any questions! prehealth@mail.wvu.edu