Health Professions Committee Timeline

**OCTOBER 1**

**What's Due:** Committee Selection Form, Head Shot

**What's Next:** Make sure you have started your Interfolio account and that your account is connected to the Middlebury College Office of Health Professions. Using the link included in the handout above should automatically connect you.

**DECEMBER 1**

**What's Due:** 1st Phase Biographical Report & Essay, You will have opened your Interfolio account and connected it with the Middlebury College Office of Health Professions account,

- How do I calculate my GPA for the 1st Phase Bio Report?
- Helpful AMCAS GPA Calculator.
- Johns Hopkins University has a wonderful web page dedicated to writing your personal statement. We recommend you read through it for essay writing tips and suggestions on what to avoid.

**What's Next:** Make sure to have your letter writers ready to write your letters of recommendation and your letter requests have been sent via Interfolio. Your letter writers will need to have the letters uploaded to Interfolio by January 15, 2015.

- How do I request a letter of recommendation through Interfolio?
  - Please note that you must fill in the due date, click on the "This letter must be signed" toggle button AND write a note reminding them their letter must be written on letterhead.
- Remember that for the committee you must have at least ONE letter from a science faculty.
- Guidelines for Writing a Letter of Evaluation for a Medical School Applicant
- Instructions on uploading the letter to Interfolio for the Letter Writer

**JANUARY 15**

**What's Due:** Your letter writers will have uploaded their letters of recommendation to your Interfolio account. There must be at least 2 letters uploaded by January 15. At least one letter must be from a member of the science faculty.

Once we have all the necessary documents, we will email you your list of interviewers. It will be YOUR responsibility to contact the committee members to schedule your interviews between January and March.
You will meet in person or via Skype (only if you are studying abroad, click here for our Skype policy) with three committee members who will provide open and honest feedback and advice. These interviews will not determine whether you will receive a committee letter, but the committee will recommend either applying in the current cycle or delaying your application by at least a year or two to improve your qualifications.

March-April, 2015 - The Health Professions Committee meets to discuss and evaluate each candidate.

As needed - Kaplan, Princeton Review, Examkrackers provide flexible study schedules; individualized prep programs are also available. The HP Newsletter/Blog will include test prep events on campus, so make sure to read the newsletter/blog. Make sure to have completed your MCAT/DAT/GRE test by late spring or early summer 2015.

What's Due: 2nd Phase Bio Report, List of Schools, AMCAS Letter Request

Once we have ALL of the necessary documents and you have informed us that you have submitted your first secondary application, your file will enter the Letter Writing Queue. The Queue is a first come, first served system. When your committee letter has been written and your Letter Packet is complete, we will upload it to your Interfolio account and you will be responsible for uploading it to AMCAS/AACOMAS/TMDSAS/AADSAS, etc.

*For pre-Vet students, your letter packet will be uploaded by the Health Professions advisor into the VMCAS database and we will forward the confirmation email to you once we receive it.