“Riveting! I couldn’t put it down.” – M. Swigert

“It’s everything I wanted to know but was afraid to ask.” – D. Rainey

“As far as required reading is concerned, this booklet is essential.” – J. Kirk

“You’d be a fool to lose this booklet.” – S. Anderson

“Read this booklet so you don’t miss an opportunity to enhance your application!” – T. Luong

“It’s a tremendous help.” – R. Garza
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Introduction

Congratulations!! You are about to set foot on an important step of your path to entering health professions school in fall 2022.

- *Read this booklet thoroughly AND follow directions on application websites.*
- Check requirements for each health professions school to which you intend to apply.

**THE HEALTH PROFESSIONS ADVISING CENTER (HPAC)**

**Location:** FO 2.210; 800 W. Campbell Rd., Richardson, TX, 75080

*HPAC advisors are working remotely due to pandemic precautions.*

**Phone:** 972-883-6767

*Rather than call the office, please e-mail prehealth@utdallas.edu or message the HPAC Front Desk (Margaret Swigert) on Teams*

**Fax:** 972-883-6806

*The HPAC max machine is checked once per week.*

**Web:** [http://www.utdallas.edu/pre-health](http://www.utdallas.edu/pre-health)

**Email:** prehealth@utdallas.edu

**Appointments:** To schedule, e-mail prehealth@utdallas.edu or message the HPAC Front Desk (Margaret Swigert) on Teams

**Drop in hours:** In-office drop ins are temporarily unavailable due to pandemic precautions.

**HPAC MAILING LIST**

Subscribe at [www.utdallas.edu/pre-health](http://www.utdallas.edu/pre-health) to receive HPAC announcements and special opportunities (seminars, research, summer programs, etc.) If your mailbox fills up, messages may bounce back. Repeated bounced messages or other technical issues may cause your address to be automatically deleted from the mailing list. If this happens, sign up again.

**E-MAIL**

HPAC contacts you by e-mail. Make sure your UT Dallas and backup email addresses are accurate! Check your email regularly!
APPLICATION SUPPORT SERVICES FOR ALL APPLICANTS

REQUIRES:
registration before OCT 1 2021

- Personalized application advising and guidance from an assigned advisor
- A guided Brainstorm and Personal Statement Workshop to help you create strong application essays
- A Biographical Form that matches the Texas Medical and Dental Applications Service (TMDSAS)
- Revision of your Biographical Form and essays with your assigned HPAC advisor
- Candid assessment of your candidacy
- Guidance on selecting recommendation letter writers to optimize your application
- Guided planning to address weak areas in your application
- Interview Skills Workshop to help you prepare for various interview styles
- Application Seminar to help you navigate the health professions applications during summer

CLEARINGHOUSE SERVICES FOR MEDICAL AND DENTAL APPLICANTS

REQUIRES:
registration before AUG 1 2021

- Free collection of recommendation letters and storage for at least 3 years
- Electronic distribution of up to 5 letters to medical or dental schools you designate

COMMITTEE EVALUATION SERVICES FOR QUALIFYING MEDICAL AND DENTAL APPLICANTS

REQUIRES:
registration before DEC 1 2020
UTD GPA and UTD BCPM GPA $\geq$ 3.35
$\geq$ 12 credits at UT Dallas
$\geq$ 6 advanced bioscience or O.Chem credits at UT Dallas
Biographical Form and essays complete before DEC 15 2020
Meet with advisor to revise Biographical Form and essays revised before MAR 19 2021
Revised Biographical Form and essays submitted before MAR 22 2021
Complete assigned faculty/staff interviews
All letters at HPAC before JUL 31 2021
MCAT $\geq$ 502 or DAT $\geq$ 17 before JUL 31 2021

- Interviews with UT Dallas faculty or staff, in a format that matches medical and dental schools
- A COMMITTEE LETTER, distributed along with your letter packet.
DETAILS ON WHAT HPE PROVIDES TO YOU

• **Revision of your Biographical Form and essays with your assigned HPAC advisor.** You should plan to meet with your HPAC advisor to discuss your ideas, then meet with him or her to review your essays. **Once you have turned your revised documents in to HPAC and they have been approved by your advisor, you will be scheduled for interviews.** **REMEMBER:** these ARE NOT the final documents you submit to medical or dental schools, but they ARE the documents interviewers read. Your revised Bio Form and essays should be complete and accurate.

• **Interviews with faculty/staff.** You will receive an email from HPAC with directions about contacting your interviewer(s) to arrange a time and location, as well as tips for responding to the interview invitation. These are EVALUATIVE AND PRACTICE interviews. Treat them as you would a medical or dental school interview. Show up on time, dress appropriately, and be prepared to answer questions about your motivation for pursuing your chosen profession. You may be asked about activities from your Biographical Form and essays. Be professional.

• **A COMMITTEE LETTER sent to medical or dental schools ALONG WITH your individual letters of recommendation.** The Committee Letter provides admissions committees with additional context regarding your classes and activities, and may detail special circumstances that the HPE Committee believes are important for admissions committees to understand.

HOW USEFUL IS THE COMMITTEE LETTER?

In a recent national survey of medical school deans and directors of admissions, 22.92% rated the committee letter as *Critical*, 43.75% rated it as *Very Important*, and 22.92% rated it as *Important*.

Most of the medical school deans and directors of admissions preferred the style of committee letter that HPAC submits on your behalf: an evaluation that includes excerpts from your recommendation letters, with the full letters attached.
<table>
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<tr>
<th>Step</th>
<th>Description</th>
<th>Available from</th>
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<tbody>
<tr>
<td>1</td>
<td>Watch the General Application Orientation (GAO) video and complete online registration</td>
<td>OCT 1-DEC 1</td>
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<tr>
<td>2</td>
<td>Use the Brainstorm and Personal Statement Workshop to complete a Biographical Form and Essays. E-mail the completed Biographical Form and Essays to your advisor. Incomplete or poorly completed documents are not acceptable.</td>
<td>OCT 1-DEC 15</td>
</tr>
<tr>
<td>3</td>
<td>Revise your Biographical Form and Essays For a revision appointment, e-mail <a href="mailto:prehealth@utdallas.edu">prehealth@utdallas.edu</a> or contact the HPAC Front Desk (Margaret Swigert) on Teams. E-mail the drafts you want to revise to your advisor at least 1 week before your meeting.</td>
<td>OCT 1-MAR 19</td>
</tr>
<tr>
<td>4</td>
<td>E-mail your REVISED Biographical Form and Essays to your advisor to receive an interview assignment. SUBMIT EARLY! Interviews are assigned on a rolling basis.</td>
<td>OCT 1-MAR 22</td>
</tr>
<tr>
<td>5</td>
<td>Conduct your assigned HPE Interview. Verify that your recommendation letters reach HPAC. Release MCAT or send DAT score report to your advisor.</td>
<td>OCT 1-JUL 31</td>
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**WHAT IF I MISS A DEADLINE?**

Medical and dental applicants who do not meet the HPE requirements or deadlines can still receive letter handling services but not a committee letter.
DETAILS ON HPE ELIGIBILITY

• Cumulative undergraduate GPA of at least 3.35 calculated for classes taken at UT Dallas including classes that have been repeated. The TMDSAS, AACOMAS and AMCAS applications use ALL grades on college transcripts to calculate GPAs, even if the undergraduate institution has a repeat policy. See the application services’ instruction manuals to learn how that application service calculates GPA.

• Cumulative undergraduate of at least 3.35 BCPM GPA for classes taken at UT Dallas including classes that have been repeated. The BCPM GPA consists of biology/neuroscience, chemistry, physics and mathematics classes. See your HPAC advisor if you have questions about the courses included in the BCPM. See the application services’ instruction manuals to learn how that application service calculates the BCPM GPA.

• Completion of at least 12 semester hours of undergraduate science courses at UT Dallas OR enrollment in the Certificate in Biomedical Sciences program. See an HPAC advisor if you have questions or concerns. Application services calculate a separate GPA for undergraduate and graduate courses. Undergraduate courses meet requisites; graduate courses generally do not.

• Completion of at least one of the following:
  o Organic Chemistry I and Organic Chemistry II at UT Dallas
  o One semester of Organic Chemistry AND one upper-division BIOL or NSC course (for science majors, not including TA or directed research)
  o At least six credit hours of upper-division BIOL or NSC courses (for science majors, not including TA or directed research)

• In rare cases—for example, of a student making false claims on their HPE documents—the Committee may refuse to evaluate a student who otherwise meets the HPE prerequisites.

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<th>NOTE ON GPAs</th>
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<td>Your overall GPA does not tell the whole story of your academic potential. Admissions staff and committee members see a detailed GPA breakdown including:</td>
</tr>
<tr>
<td>• overall GPA</td>
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<tr>
<td>• BCPM GPA</td>
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<tr>
<td>• GPA by school</td>
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<tr>
<td>• GPA by subject</td>
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<tr>
<td>• GPA by semester</td>
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<tr>
<td>• GPA by year, including pre-freshman and post-bacc GPA</td>
</tr>
<tr>
<td>• undergraduate and graduate GPA</td>
</tr>
<tr>
<td>• “last 60 hours” GPA</td>
</tr>
<tr>
<td>• the names of your individual classes</td>
</tr>
<tr>
<td>• the loads you shouldered</td>
</tr>
<tr>
<td>• activities you undertook alongside those loads</td>
</tr>
<tr>
<td>The details sometimes reveal a very different picture than the overall GPA alone.</td>
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DETAILS ON RECOMMENDATION LETTERS

Recommendation letters (more properly known as Letters of Evaluation) are part of your professional school application. Through them, experienced academics, professionals, and community leaders declare their support for your application and why they believe you would be a good healthcare provider.

Details for All Applicants

- **All health professions** recommend (and sometimes require!) that applicants include a letter from an individual working in that profession.
- **Pre-medical** and **pre-dental** students MUST request at least 3 letters, including 2 letters from science faculty.
- **Pre-dental** students MUST include a letter from a dentist.
- Students with long-running research or employment experiences should generally request a letter from their supervisor.
- Some medical and dental schools have unusual rec letter requirements. Check the requirements at each school to which you wish to apply. Any surprises? Consult your advisor.

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<tr>
<th>WHO SHOULD RECOMMEND ME?</th>
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<tr>
<td>• Strong letters can only come from writers who know you well.</td>
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<tr>
<td>• Choose writers who can speak to your AAMC Competencies. Personal anecdotes and evidence are encouraged!</td>
</tr>
<tr>
<td>• Writers with prestigious titles are not required.</td>
</tr>
<tr>
<td>• No letters from your relatives and close personal friends, please.</td>
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</table>

Additional Details for Applicants using HPAC’s Clearinghouse services

- Provide each writer a completed Letter of Evaluation Form
- Allow at least 2 weeks for a writer to submit his or her letter. Talk with the writer about the timeframe that works best for him or her.
- It is useful to receive all letters before you apply to medical or dental schools. HPAC sends periodic e-mails to let you know when we received each letter.

Additional Details for Applicants using HPAC’s Health Professions Evaluation (HPE) process

- Provide each writer a completed Letter of Evaluation Form
- Allow at least 2 weeks for a writer to submit his or her letter. Talk with the writer about the timeframe that works best for him or her.
- It is useful to receive rec letters by July or the date you apply to medical or dental schools, whichever is earlier. HPAC sends periodic e-mails to let you know when we received each letter.
- **HPAC DOES NOT REQUIRE YOUR LETTERS TO SCHEDULE INTERVIEWS.**
- **HPAC DOES require all your recommendation letters prior to committee evaluation.**
- If your letters have not all reached HPAC by JUL 31, when the committee process ends, you cannot receive a committee letter but you can still use clearinghouse services.