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## **Committee Interview Requirements & Procedures**

The committee letter is a summary of your academic progress, personal experiences and evaluation letters from faculty and mentors. You will be interviewed by the Pre-Health Director for 45-60 minutes. You may be asked to discuss your academic performance, professional experiences (shadowing, volunteer and/or clinical activities) and other relevant topics. The letter will rate your preparedness relative to your fellow UM pre-health students.

### **1. Must Have a Pre-Health File**

Forms to open a pre-health file are distributed after attending a 101 Information Session.

*\*\*All three sessions are mandatory (attendance is recorded at every session)*

### **2. Attend 301 Information Session**

Sessions are offered each fall and spring semester. Students who do not attend a 301-information session will not receive a committee letter interview/packet (no exceptions).

### **3. Schedule a Date for the Interview**

You may contact the office at 305-284-5176 or come in person to schedule a 60-minute interview beginning in January 2022.

- Interviews will only be held **February 2<sup>nd</sup> through May 20, 2022**. No interviews will be conducted after May 20<sup>th</sup>, no exceptions.

## ***Required Documents***

Committee Interview documents must be completed and submitted **three (3) business days** prior to your scheduled interview date, no later than 3:00 PM EST. If documents are not received within the allotted time, your interview will be cancelled and removed from the calendar (no exceptions).

1. Submit a Committee Interview Request Form (available on blackboard)
  - a. See below for more on what's on the form
2. Three individual Letters of Evaluation: *one UM science faculty, one health professional, one wild card/UM non-science faculty*
  - a. For UM Faculty submit using the Pink Sheet Request
  - b. For all other evaluators (physicians, research mentors, etc.) use Other Letter Request
3. Personal statement essay (include your name and C# in the header of each page)
4. Sweeping autobiographical essay (a minimum of two pages, double spaced and include your name and C# in the header of each page)
5. Unofficial Transcript of Degree Progress Report

*\*Documents must be saved in a PDF format*

*\*\*A total of 6 letters will be required to complete your committee packet for submission.*

## ***Update Committee Interview***

For students who are re-applying or would like to update their committee letter with new information, please follow the steps below:

1. Schedule a 30-minute update interview (February 2 – May 20, 2022)
2. Complete Update Committee Letter Request (available on blackboard)
3. Copy of unofficial transcript
4. Letters of evaluations – see above letter requirements

## **Committee Interview Request Form**

***\*\*This section will take approximately 45-50 minutes to complete.***

All committee forms are available on Blackboard in the “Application Cycle & Information Forms”. The form includes a portfolio component questionnaire section which helps you organize the information you’ll be submitting as part of your professional program applications. The questionnaire is a preliminary version of your actual application to a health professional school. Therefore, it should be completed thoroughly with detailed summaries for each activity.

**We recommend you have the following information readily available before you start completing the form:**

### ***Academic Record***

- Major(s) & Minor(s)
- Test Scores if you have already taken MCAT, DAT, or GRE (Not required for interview)
- Year-By-Year GPA calculations (Science and Non-Science)

### ***Recommendation Letters***

- Complete names of the evaluators you want included in your Committee Packet

### ***Professional Development Activities***

In this section you will be required to enter the name, address, phone number, total hours, and a brief description of your activities for each experience.

- I. Shadowing Participation
- II. Clinical Experience
- III. Research Participation
- IV. Volunteer or Community Service Experience
- V. Leadership Experience – student or Greek organization and UM sports team
- VI. Other Activity / Work Experience
- VII. Essays (personal statement & autobiographical essay)—save as a PDF
- VIII. Unofficial Transcript—save as a PDF

## **Personal Statement**

Professional applications require a personal statement which explains your motivation for pursuing a career in the specific profession. The personal statement is an important first impression for your application. It allows you to distinguish yourself from other applicants which may determine whether you will be offered an interview or not. You want to have a well-written statement that is insightful and emphasizes your strengths.

Please note that each application portal has a character limit (refer to your specific application manual/handbook for exact character count). Be sure to also include your full name and C# on each page.

### ***Consider your audience***

Admissions committees can be made up of full-time admissions staff, faculty, students and even health professionals from the community. The variety helps to ensure that each applicant receives proper consideration.

Your statement should enhance the information provided in the rest of the application, not repeat it. Below are some fundamental questions to guide you in writing your personal statement.

1. How, when, and why did you become interested in your intended health profession?
2. What unique academic and extracurricular experiences make you a competitive applicant?
3. How have you demonstrated your commitment to pursuing your intended health profession?
4. What distinguishes you from other applicants?

## **Autobiographical Essay**

The autobiographical essay is your opportunity to contribute to your committee letter and highlight the areas that make you stand out amongst other applicants. The autobiographical essay is for office use only which allows the committee a chance to get to know you better. Be sure to also include your full name and C# on each page.

When writing your essay, you want to emphasize the following:

1. General family history (talk about what your parents, grand-parents and siblings do)
2. Intellectual pursuits and what you find interesting about them?
3. What were the early influences in your life?
4. What have you learned from clinical shadowing/research experiences?
5. Have there been any challenges/obstacles that you've overcome in pursuit of your career goal?
6. How extra-curricular collegiate activities enhanced your college experience?
7. Books, hobbies, sports, and travel and what made them enjoyable
8. What have you contributed to and learned from community service involvement?
9. What are you most proud of?

For additional help with your personal statement, resume, and essays, you may visit the following on-campus resources:

**Writing Center:** <http://www.as.miami.edu/writingcenter/>

**Toppel Career Center:** <https://hireacane.miami.edu/gain-experience/index.html>

## **Attire-Business Professional**

View this meeting as a “dress rehearsal” for the actual professional school interview(s). Dress formally in business attire for the interview.

For tips on professional clothing, we recommend you contact the Toppel Career Center, and look out for student organization collaborations, such as UThrift.

## **What to do After the Committee Interview**

Following the committee interview, you now want to focus on completing your primary application and ensuring that all your professor(s) and letter writers submit any pending letter(s) of recommendation.

1. Send friendly reminder emails and provide him/her with your timeframe for submitting your application (we recommend you leave a 2-week window from the date you plan to submit your application).
  - a. Keep track of your letters by checking on blackboard in the *My Letters* tab.
2. A total of six (6) letters are required to complete your committee letter packet for submission:
  - **2-** from UM science faculty with pink sheet
  - **1-** non-science faculty with pink sheet
  - **1-** Shadowing physician or health care practitioner who can comment on your interaction with patients
  - **2-** Wild-Card (mentor, supervisor, coach, or employer)
3. Submit your test scores to the office via email (as pdf, jpeg or screen shot) if available.

### ***What is the Queue?***

The office uses a queue system that is on a **first come, first serve** basis which determines when your committee letter is written and submitted once the application portal(s) open for submission (normally in late May or June). Refer to the application portal(s) for specific dates.

The length of the queue varies and normally takes up to three weeks. A disciplinary status check will be conducted by the Dean of Students Office before your packet can be submitted. **The last**

day to submit your request to be added to the queue for a committee packet is on **September 1<sup>st</sup>**. Students will have the option to request a cover packet after this date.

### ***How do I get placed in the queue?***

To be entered into the queue, you must have the following:

1. All six (6) letters of recommendation are in your file
  - a. See “*My Letters*” tab on Blackboard to confirm
2. PDF copy of your “Letter Request” form (AMCAS) or “Evaluation Request” (AACOMAS and AADSAS)
3. PDF Copy of completed **and** submitted application(s) (must have submission date or stamp that says received by the portal).

## Committee Letter Interview Check List

### **Before the Interview**

- ☐ Open file
- ☐ Schedule Interview date (only one cancellation/reschedule allowed)
- ☐ Complete the committee letter interview form
- ☐ Unofficial Transcript or Degree Progress Report (print from your Canelink account)
- ☐ Personal Statement
- ☐ Sweeping Autobiographical Essay
- ☐ Three (3) letters of evaluation (for interview only, additional letters will be required for submission).

### **After Interview – Submission to the Queue**

- ☐ Submit test scores (if available)
- ☐ Follow up on evaluation letter requests
- ☐ Confirm that all six (6) evaluation letters are in your file
- ☐ Start completing your application through the appropriate application portal
- ☐ Once the portal(s) open for submission:
  - Fill out the Queue for Submission Form
  - Upload a pdf copy of your **complete** and **submitted** application(s) (must have submission date or stamp that says received by the portal).

