



# Health Professions Advisory Committee

## Application Checklist

### Before Submission of HPAC Materials (October – January)

- Join [Health Professions Advising listserv](#) (Pre-Med or Pre-Dent) to ensure receipt of updates.
- Attend [HPAC Orientation, Personal Statement Orientation, and Personal Statement Workshop](#) (required to participate in HPAC).
- Review HPAC [eligibility requirements](#), [review process](#), and [instructions](#) online.
- Complete [HPAC Exception Request](#) by November 22 if asking for a requirement exception.
- Download [HPAC materials and instructions](#).
- Download [Adobe Acrobat Reader](#) to complete HPAC forms.
- Request letters of recommendation. Provide each evaluator with [Letter Writer Guidelines form](#).
- Complete [HPAC Application Form](#)
  - Use provided [GPA calculator](#) to tabulate overall and science GPA values
- Complete [Personal Statement](#) draft. (It should be as close to final draft as possible.)
- Complete [Activities & Experiences](#) worksheet
- Submit all four required HPAC materials to [prehealth@uh.edu](mailto:prehealth@uh.edu). Materials will be accepted starting January 13; deadline is February 21. (Deadline for BMS students is April 18.)
  - Once 150 applicants have submitted their materials, HPAC will close the application acceptance. Late materials will not be accepted. Updated materials will not be accepted (except MCAT/DAT scores).

### After Submission of HPAC Materials (March – May)

- Remind your letter-writers to submit their letters as soon as possible. We are not able to evaluate you if we do not have all letter writers listed on your form.
  - There is no formal deadline for letters, but earlier is better (strong preference: March 3; May 9 for BMS students).
- Check email for updates every two weeks (or more) on which letters have been received.
- Continue to revise Personal Statement and Activities & Experiences worksheet for your actual applications. Please note that HPAC will not accept updates from original submissions for HPAC review.
- Check email regularly for updates regarding HPAC application materials and evaluation date.
- Once your HPAC file is complete (all materials/letters received), you will be assigned an evaluation date.
  - Evaluations dates are assigned on a rolling basis from mid March to end of May.

### After HPAC Evaluation (May – September)

- After your evaluation, you will be contacted with feedback and results from the committee within 10 business days.
- Beginning in May, complete primary applications (TMDSAS, AMCAS, AACOMAS, AADSAS)
  - Select “Yes” to release application information to UH Health Professions Advising.
- Submit [HPAC Letter Submission Request](#) to [prehealth@uh.edu](mailto:prehealth@uh.edu) for your letters to be uploaded.
- Submit primary applications by mid-to-late June.