

SECTION DESCRIPTIONS**Section A – Personal Information**

This section requires you to submit your application information, including *contact information, academic summary (e.g., GPAs, major), test scores (including future dates)* and a *professional color photo*.

Section B – Summary of Coursework

This section requires you to list the summary GPAs for all completed coursework. Do not enter your transcript GPA into the list. Instead, please recalculate your GPAs using the TMDSAS convention of removing pluses/minuses from your grades. You will need to calculate your grades for every institution that you have attended (e.g., UH, HCC, LoneStar, etc.). BCPM is defined as coursework designated with BIOL, BCHS, CHEM, PHYS, or MATH prefixes. Coursework in non-science, engineering, health, and technology majors should not be included in these calculations. IDNS and HONS courses should also not be included. The first table summarizes academic performance by institution. The second table summarizes academic performance by degree level.

Section C – Required BCPM Coursework

All medical and dental schools have basic required BCPM coursework for admission. This table serves as a checklist as well as an indication of academic performance for the BCPM pre-requisite coursework. Only final attempts for a course should be listed here. Per TMDSAS rules, NCR grades will be computed as F.

Section D – All Other BCPM Coursework

This table will allow you to list all other (non-required) BCPM coursework completed. Only final attempts for a course should be listed here. Do not include courses that were attempted but (W)ithdrawn from.

Section E – All Non-Graded BCPM Coursework

BCPM coursework that resulted in credit, but no grade should be listed here. These courses would be those taken for AP/IB credit, or received grades of CR, S, or P. Because there is no grade associated, these courses are not included in BCPM calculations. NCR grades should be included in graded coursework.

Section F – Repeated BCPM Coursework

If you have repeated a course, then list all previous attempts in this section. This includes courses that you earned a grade of W or NCR. Final attempts should be listed in previous sections.

Section G – Auto-calculator for BCPM Coursework

This table auto-calculates your BCPM GPA for coursework included sections C, D, and F. It will not divide your BCPM GPA into the different fields for Section B.

Section H – Personal Statement

The Personal Statement is a separate document that must be submitted as one of three documents (the completed HPAC Application and the Activities & Experiences Worksheet) to complete your HPAC file. All documents must be submitted together to be accepted. The Pre-Health Advising Center will merge your Personal Statement with your completed HPAC Application to complete this section.

Section I – Activities & Experiences

The Activities & Experiences Worksheet is a separate document that must be submitted as one of three Documents (the completed HPAC Application and the Personal Statement) to complete your HPAC file. All documents must be submitted together to be accepted. The Pre-Health Advising Center will merge your Activities & Experiences Worksheet with your completed HPAC Application to complete this section.

Section J – List of Letter Writers

This section contains contact information for the letter-writers you plan to ask for Letters of Evaluation. You must have a minimum of three letters for HPAC Review and are limited to a maximum of five.

SECTION A – PERSONAL INFORMATION INSTRUCTIONS

- Name, PS ID#, and preferred email should autofill from the *Request for HPAC Review* form.
- Add your preferred mailing address, cellphone #, and UH email address.
- After calculating your GPAs, input your GPA values (X.XX) in the provided box.
 - TMDSAS does not use +/- . All grades should be formatted to A, B, C, D, or F.
 - In sections B-G, this form will help you calculate your BCPM GPA.
 - You will need to calculate your overall GPA using the [GPA calculator](#).
 - Courses with CR, S, or W grades should be excluded in GPA calculations.
 - Per TMDSAS, NCR grades will be computed as a (F)ailing grade.
- Identify which type of program (Medical or Dental) you are applying to in the pull-down menu.
- Identify your major. If you are a double major, list both majors separated by a /.
- Include a recent professional color photo by clicking on the image field and uploading a photo.
 - The photo should be passport-style (<150 kb JPG file-size).
 - It should reflect a professional demeanor and be against a neutral background.
 - You should be wearing professional attire, well-groomed and smiling.
 - Selfies are discouraged.
- Sign and date your file.
 - You may sign your document by uploading an image of your signature to the signature line.
 - To make an image of your signature:
 - i. Sign a blank, white piece of paper.
 - ii. Take a photo of your signature.
 - iii. Crop the image surrounding your signature.
 - iv. Save the final image as a JPG or PNG file.

SECTIONS B THROUGH G - COURSEWORK/GPA CALCULATION INSTRUCTIONS

- Fill out the following tables to calculate your BCPM (Biology, Chemistry, Physics, and Math) GPA.
 - Section B is for each institution you have attended and associated degree program/GPAs.
 - Section C is for required coursework for medical/dental school admission.
 - Section D is for any other BCPM courses you have taken. Only classes designated with BIOL, BCHS, CHEM, PHYS, or MATH prefixes should be included in the calculation.
 - Section E is for courses earned through credit without a grade (e.g. AP, IB, Satisfactory, or Pass credit). These courses will not be used in calculating your BCPM GPA.
 - Section F is for any repeated BCPM coursework. Please include the attempt number.
- Course Subject / Course Title
 - In Section C, the required courses are already included.
 - i. Identify any required courses that were repeated by selecting "*Click if Repeated.*"
 - ii. If repeated, list only the grade for the final attempt in Section C.
 - In Sections D, E, and F, type the name of each BCPM course (25 character-limit).
 - i. Use an abbreviation if necessary, e.g. Adv Pathology.
 - ii. Identify any courses that were repeated by selecting "*Click if Repeated.*"
 - iii. List every unique course attempted. This includes courses that you withdrew from and did not repeat.
 - In Section F, include any prior attempts for repeated courses. Be sure to include courses that you may have withdrawn from as well. Include attempts with S-grades in Section E.
- Course #
 - In All Sections, type the appropriate course prefix (BIOL, BCHS, CHEM, PHYS, or MATH) and type the 4-digit course number for courses attempted at UH.
 - For all other institutions, type the course designation and number listed on your transcript.
- Where taken?
 - Use an abbreviation to identify where the designated course was taken (e.g., HCC, UH, A&M).
 - If you received credit via AP or IB credit, use AP for where taken.
- Grade
 - Use the pull-down menu to select your letter grade in Sections C, D, E and F. TMDAS does not use +/- . All letter-grades should be re-formatted to A, B, C, D, or F.
 - If you received credit via AP or IB credit for a course, use Section E and select CR.
 - If you opted for a Satisfactory grade for any course, use Section E and select S.
 - Per TMDAS, NCR grades will be computed as a (F)ailing grade.
 - Remember: All attempted college courses at every institution you have attended will be included in your GPA calculations, unless they were not graded (e.g., W, CR, S, or P).
 - Be sure to include any dual-enrollment coursework.
 - Do not include coursework taken at a college or university outside the US or Canada.
- Point-Value
 - Auto-calculated equivalent point-value for each grade-type: A=4, B=3, C=2, D=1, F=0, NCR=0.
- Credit Hours
 - Be sure to input the correct number of credit hours associated with each course.
 - If you received AP credit, input the credit hours for the course you received credit for.
 - Leave credit hours blank for all W grades to avoid including in GPA calculation.
- Grade-Value
 - This should auto-calculate. It is the product of the Point-Value and Credit Hours.

SECTION H – PERSONAL STATEMENT INSTRUCTIONS

The Personal Statement is one of three documents that you must submit to complete your HPAC File.

Your Personal Statement should address the prompt:

Explain your motivation to seek a career in medicine/ dentistry. Be sure to include the value of your experiences that prepare you to be a physician/dentist.

Personal Statement Guidelines:

- Your personal statement is limited to 5000 characters, including spaces.
- Use the provided HPAC Personal Statement Template
- Use Calibri, 9-point font
- If the essay falls to 2-pages, please ensure that the appropriate font has been used and that the character count including spaces is no more than 5000 characters.
- Name the final file as: Last-name, First-name 7-digit PSID_Application-Year_Essay
 - *Example:* Smith ,Joe 0123456_2021_Essay
- Email completed Personal Statement to prehealth@uh.edu.

Need assistance with composing your Personal Statement?

- Review Pre-Health Advising Center [recommendations](#).
- Participate in writing workshops held by the [University of Houston Writing Center](#).
- Schedule a consultation with [University Career Services](#).

SECTION I - ACTIVITIES & EXPERIENCE WORKSHEET INSTRUCTIONS

Your Activities & Experiences Worksheet should highlight your educational achievements, employment history, volunteer experience and extracurricular activities since graduating high school.

- Complete your Activities & Experiences worksheet using the provided template.
- Name the final file as: Last-name, First-name 7-digit PSID_Application-Year_Activities
 - *Example:* Smith ,Joe 0123456_2021_Activities
- Email completed Personal Statement to prehealth@uh.edu.

Activities & Experiences Categories and Instructions:

- *Academic Recognition:* List any academic honors, awards and other recognitions received since beginning college to the present.
 - Indicate the Award Title, date received, and a brief description of the award (300 characters).
- *Non-Academic Recognition:* List non-academic honors, awards and other recognitions received since beginning college to the present.
 - Indicate the Award Title, date received, and a brief description of the award (300 characters).
- *Leadership:* List any leadership roles or positions of responsibility held since beginning college to the present. Examples may include leadership roles in clubs/organizations, supervisory roles, etc.
 - Indicate the Role Title, start date, end date, and a brief description of the position (300 characters).
- *Employment:* List all jobs (paid work experience) held since graduating from high school to the present, including military service. Paid healthcare activities may be listed here in addition to the healthcare activities section.
 - Indicate the employer, job title, when the job was held, start date, end date, hours worked per week, and a brief description of the job (300 characters).
- *Research Activities:* List any significant research activities (paid or volunteer) you have participated in since graduating high school to the present. Include any publications (submitted as well as published), abstracts, presentations, and posters.
 - Indicate the Research Activity Name, start date, end date, approximate hours worked per week, total cumulative hours, and a brief description of the research. (300 characters/500 characters allowed if research led to any publications, posters, or presentations).
- *Healthcare Activities:* List all direct healthcare related activities you have participated in since graduating high school. These may include, for example: shadowing, scribing, clinical research, serving or working as a patient care tech, a nurse, and any direct observation or participation in patient care in a clinic, hospital, or with a physician, or dentist. Reminder: both paid and unpaid healthcare activities can be listed here.
 - Indicate the Activity Name, start date, end date, hours worked per week, total cumulative hours, and a brief description of the activity (300 characters).
 - Multiple doctors, same location? Do not create multiple entries – instead, create ONE entry per location and list each doctor in the description. If each doctor you shadowed had a different specialty, you may make a separate entry per specialty.
- *Community Service:* List any non-healthcare related community service or volunteer activities you have participated in since beginning college to the present.
 - Indicate the Activity Name, start date, end date, approximate hours per week, total cumulative hours, and a brief description of the activity (300 characters).
- *Extracurricular and Leisure Activities:* List any significant extracurricular, leisure activities or hobbies you have participated in since beginning college to the present.
 - Indicate the Type of Activity, start date, end date, approximate hours per month, total cumulative hours, and a brief description of the activity (300 characters).

SECTION J – LETTER WRITER INSTRUCTIONS

You are required to have a minimum of three Letters of Evaluation (five maximum) for HPAC Review. Of these three letters, two must come from BCPM faculty. Additional letters (if applicable) may come from anyone that can speak well of your character, your academic performance, your leadership qualities, interest in your professional field, your ability to work in a team environment, or your desire to serve others.

For all letter writers:

- Title – Place the appropriate title or salutation for your letter writer.
- First and Last Name – Your letter writer’s name.
- Email and Phone – The letter writer’s contact information.
- Rationale – Explain why you chose this letter writer. How does this letter strengthen your application?

For BCPM letter writers:

- Department – Name the department at UH where this faculty member is located.

For additional letter writers:

- Relationship – Use the pull-down menu to select how this evaluator knows you. If none of the menu items are an appropriate description, select the last item and type in your own description.
- Organization and address – List the name of the organization that your letter writer belongs to. If the letter writer is at the University of Houston, then list the Department here.

All letter writers must be provided the **Letter Writer Evaluation Form**. Your letter writers should use this form as they compose their letter and submit both the Evaluation Form and letter to prehealth@uh.edu.

FINAL INSTRUCTIONS

- Double-check all the preceding sections for accuracy and completeness.
- Save your complete HPAC Application and name it as follows:
 - Last-name, First-name 7-digit PSID_ApplicationYear_HPAC Form
 - i. *Example: Smith, Joe 0123456_18_HPAC Application.pdf*
- Submit your completed and correctly-named materials to prehealth@uh.edu. This should include:
 - *HPAC Application PDF*
 - *Personal Statement (.docx or PDF)*
 - *Activities & Experiences Worksheet (.docx or PDF)*
- Your file will be considered complete upon receipt of these documents and your Letters of Evaluation.
- You may want to politely follow up with your letter writers to ensure that they are aware of deadlines and to determine if any other materials are needed to write your letter.