Health Professions Advisory Committee
Application Checklist

Before Submission of HPAC Materials (January – March)

- ☐ Join UH Pre-Health Advising Center email listserv to ensure receipt of updates.
- ☐ Meet with Health Professions Advisor or attend Group HPAC Overview Session to learn more about the HPAC evaluation and application process—required to receive Open File Request form.
- ☐ Review HPAC eligibility requirements, review process, and instructions online.
- ☐ Download HPAC materials and instructions.
- ☐ Download Adobe Acrobat Reader to complete HPAC forms.
- ☐ Complete Open File Request Form to initiate your HPAC file. Submit to prehealth@uh.edu.
- ☐ Request letters of recommendation. Provide each evaluator with Letter Writer Guidelines form.
- ☐ Complete HPAC Application Form
    - o Use provided GPA calculator to tabulate overall and science GPA values
- ☐ Complete Personal Statement draft.
    - o It is recommended that you participate in UH Writing Center workshops.
- ☐ Complete Activities & Experiences worksheet
- ☐ Submit all three required HPAC materials to prehealth@uh.edu on or before: **March 21, 2022**
    - o Materials submitted after the deadline will not be accepted.

After Submission of HPAC Materials (March – May)

- ☐ Be patient—confirmation of receipt of your materials will be emailed within 2-3 business days.
- ☐ Remind your letter-writers to submit their letters as soon as possible.
    - o There is no formal deadline for letters, but earlier is better (mid-March to early-April).
- ☐ Contact Pre-Health Advising Center (prehealth@uh.edu) to check which letters have been received.
    - o Our office will not contact *nor* remind letter-writers on your behalf.
- ☐ Continue to revise Personal Statement and Activities & Experiences worksheet
- ☐ 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.
    - o Evaluations dates are assigned on a rolling basis from late March – early June.

After HPAC Evaluation (May – September)

- ☐ After your evaluation, you will be contacted with feedback and results from the committee.
- ☐ Beginning in May, complete primary applications (TMDSAS, AMCAS, AACOMAS, AADSAS)
    - o Select "Yes" to release application information to UH Pre-Health Advising Center
- ☐ Submit primary applications by mid-to-late June.
- ☐ Submit HPAC Letter Submission form to prehealth@uh.edu for your letters to be uploaded.