

LMU Health Professions Committee Letter

The committee letter process is intended to provide LMU students with significant guidance when applying to medical or dental school. The service is more than just a letter. We provide feedback on your entire application in order to make you as competitive as possible.

What is a committee letter?

A committee letter at LMU is a letter authored by the Health Professions Advisory Committee (HPAC) and prepared by the Health Professions Advisor/Co-Chair of the HPAC Committee. It is intended to represent LMU's evaluation of you as an applicant. Your committee letter will include your additional letters of recommendation as attachments. Receiving a committee letter will not guarantee admission to medical or dental school. However, many medical and dental schools do expect students to have a committee letter written if this service is available at their undergraduate institution.

The LMU committee letter will reflect your:

- Academic information
- Biographical information
- Passion for medicine or dentistry
- Community service
- Research
- Work experience
- Unique attributes and competencies
- Unique challenges adversities that you have had to overcome

Do I qualify for a committee letter? You qualify if you:

- Completed the majority of the pre-medical or pre-dental coursework at LMU (this includes undergraduates, post-bacs, and alumni)
- Are applying to medical/dental school during the same calendar year that you are asking for a committee letter
- Comply with all committee letter deadlines

How do I request a committee letter?

STEP 1 – Submit a Committee Letter Request Packet

This packet will include the following. Note that the request packets will not be reviewed until complete.

- Committee letter request form
- GPA table (use the AMCAS GPA calculator to fill out the Health Professions GPA table – these will be provided in the application)
- Current detailed resume (see CPD's [resume guide](#))
- Autobiography (guide will be available in the application)
- Unofficial transcripts from all schools attended (upload as one pdf)
- Names of the individuals writing your letters of recommendation (only names)
- **STRICT Submission Deadline: April 8, 2019 at 11:59pm**

STEP 2 – Meet with the Health Professions Advisor

- A 20-30 minute meeting (in person or a phone call) with Courtney Klipp is REQUIRED.
- To set up an appointment email prehealth@lmu.edu.
- **Meeting Deadline: May 17, 2019**

STEP 3 – Letters of Recommendation

- Sign up for a free Interfolio account using this link for LMU students and alumni:
https://account.interfolio.com/dossier/signup?selected_institution=23194
- Follow the instructions on Interfolio to have each recommender upload their letter to your account.
- Remind your letter writers to type, date, and sign the letter and put it on official letterhead.
- Minimum number of letters required is 3 and the maximum number is 6. Two letters must be from faculty who have taught you in the sciences. One non-science academic letter is recommended. Dental students should have a dentist write a letter of recommendation.
- **Deadline for letters to be in Interfolio: June 1, 2019**

STEP 4 – Mock Interview

You will be assigned to a faculty member on the Health Professions Advisory Committee who will do a mock interview with you.

- Interviews will take place May – August.
- It can take place in person or via Skype.
- The notes from the interviewer will be sent to the Health Professions Advisor within two weeks.

STEP 5 – Drafting and Finalizing the Committee Letter

Once the Health Professions Advisor receives the mock interview notes, she will take up to three weeks to draft your letter. It will be finalized and sent to AMCAS/ AACOMAS/ TMDSAS/ AADSAS once the following information has been received by the Health Professions Advising office (email the info to prehealth@lmu.edu):

- Unofficial transcript with your spring grades (if applicable)
- MCAT or DAT scores
- All letters of recommendation are in your Interfolio account
- A draft of your AMCAS / AACOMAS / TMDSAS/ AADSAS application has been reviewed and approved by the Health Professions Advising office. Send the completed yet un-submitted application to prehealth@lmu.edu. **Courtney Klipp needs to be listed as the committee letter writer.**

IMPORTANT NOTES

- We have a very high volume of students that request committee letters each year. June and July are the busiest months. **Please understand that we are unable to expedite our process.** We want all of our LMU applicants to have the best possible letters, and they take time to write.
- After you submit your application to AMCAS/AACOMAS/TMDSAS/AADSAS, it will go through the grade verification process before it is viewed by medical/dental schools. **This can take up to 4-6 weeks. Your committee letter does not need to be completed when you submit your application.**
- If you are retaking the MCAT, be sure to list the date that you will sit for the exam on your AMCAS application. If you fail to do this then your application will be reviewed with your old score(s). We recommend that if you are planning to retake the exam you send in your application for verification on or near your exam date. The verification process should be complete around the time your new scores are available.