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 Director of Health Professions Advising/Co-Chair of the HPAC Committee. It is intended to represent LMU's evaluation of you as an applicant. Your committee letter will include up to five 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 would like to see a committee letter if this service is available at the applicant's undergraduate or post-bac institution.

The LMU committee letter may include:
- Academic information/highlights
- Biographical information
- Passion for medicine or dentistry
- Professional competencies
- Research
- Personal attributes
- Unique challenges/adversities that you have had to overcome
- Top quotes from individual letters of recommendation that are attached to the committee letter

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 requesting a committee letter
- Will receive at least one letter of recommendation from an LMU science faculty member
- 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 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 to write this 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 4, 2025, at 11:59pm**

STEP 2 – Meet with the Director of Health Professions Advising
- Once your application is complete and received, prehealth@lmu.edu will reach out to you to schedule a 45-60 minute Zoom appointment with Courtney Klipp. This meeting is REQUIRED.
- Courtney will review your application prior to the meeting, and during the meeting, she will go over general information and answer any questions you may have about the application process.
- Meetings will take place from the end of April through mid-June and will be scheduled based on your application timeline.

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 up to five recommenders upload their letter to your account.
- Remind your letter writers to type, date, and sign the letter and put it on official letterhead.
- Two letters must be from faculty who have taught you in the sciences. One non-science academic letter is recommended. Dental students must have a dentist write a letter of recommendation.
- **Only a maximum of 5 letters will be attached to the committee letter.** Beyond that, applicants are responsible for getting additional letters into their AMCAS/AACOMAS/AADSAS/TMDSAS applications.
- **Deadline for letters to be in Interfolio: June 1, 2025**

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.

- Mock Interviews will take place May – August. The month will depend on when you are planning to submit your medical/dental school application, which will be discussed during your meeting with the Director of Health Professions Advising.
- It will take place via Zoom unless an in-person interview is desired by both the student and faculty member.

STEP 5 – Drafting and Finalizing the Committee Letter
After the Director of Health Professions Advising receives the mock interview notes, she will draft your letter. This may take several weeks. 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 / 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.** Review of the application can take up to 5 business days.

IMPORTANT NOTES

- We have a very high volume of students who 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.