



## **Pre-Health Professions Advisory Committee Re-Applicant Registration**

Pre-Health Professions Office  
Sullivan Center, 255 Lake Shore Campus

### **Re-Applicant Information, Registration, and Submission Process**

Dear Re-Applicant:

A number of registration materials must be satisfactorily completed and submitted to the Pre-Health Professions advising office to have an Addendum written to accompany your Committee letter packet application for 2019 entry into a health professional school program. A Pre-Health Advisor will write the addendum for qualifying participants during summer 2018 and participants must fulfill all requirements outlined herein to be in good standing of the Re-Applicant Requirements, prior to submission of any release of letter request.

Best Wishes,

The Pre-Health Professions Team

James M. Johnson, Ph.D.	Chair of Pre-Health Professions Advisory Committee
Lizette Ozog, M.Ed.	Pre-Health Advisor
Andrea Beaumont, M.S.	Pre-Health Advisor
Dawn Franks, Ph.D.	Director, MAMS Program
Sally Fell, M.S., LPC, CADC, NCC	Pre-Health Advisor, MAMS Program
Max Halm	Office Coordinator

### **A Note about Communication of Additional Information**

At the time of distribution of the Pre-Health Professions Advisory Registration materials for the fall 2019 application cycle (approximately October 2017), additional information pertaining to the Re-Applicant Registration may have been posted on the Pre-Health webpage (e.g., "Pre-Health Professions Advisory Committee Information Packet," "Frequently Asked Questions," "The Numbers," "Re-applicant Process"). Furthermore, additional information will be communicated by email, the pre-health website, workshops, and/or subsequently published materials over the normal course of events throughout the process. Any corrections, clarifications, changes, or the like, to the Pre-Health Professions Advisory process will also be communicated by email, pre-health website, workshops, and/or subsequent published materials. It is each Committee participant's responsibility to keep up to date with this information.



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### **Re-Applicant Registration for Fall 2019 Admission**

You may apply to a health professional school through the Pre-Health Professions Advisory Committee only once. You may re-apply to health professional schools with the help of the Pre-Health Professions Office, but you cannot participate in another Pre-Health Professions Advisory Committee process. You will go through an abbreviated process called the PHPAC Re-Applicant Process. A Re-applicant must have successfully completed a previous Pre-Health Professions Advisory Committee process and have a Committee letter on file which was submitted to medical or dental schools during a previous application cycle.

By June 15, 2018 re-applicants must:

- Register through the Pre-Health Applications Database as a re-applicant accessible via Loyola's Pre-Health webpage
- Write an essay, equivalent to 4 to 6 pages in length (double spaced), detailing activities, accomplishments, and what they have learned from these events, occurring after their participation in the PHPAC process (essentially a detailed update)
- Write a revised personal statement substantially different than the one used in the previous application process
- Update, as appropriate, the "Colleges Attended," "Honors and Awards," "Activities," "Employment History," "Research," and "Health Profession-Related Experiences" sections of their database application

All re-applicants who have successfully registered by June 15, 2018 will also need to have at least one (1) new letter of recommendation submitted to the Pre-Health Professions Office no later than July 13, 2018 to remain eligible in the reapplication process. New recommenders must be entered under the "Evaluations" section of the re-applicant's database application. Letters may be submitted earlier than the July 13, 2018 deadline and re-applicants can submit up to four new letters total by this deadline. These materials allow the Pre-Health Advisor to gain a better understanding of what the student/alumnus has been doing since applying to a health professional school. The Advisor will then write an addendum to your initial Committee letter, explaining how you have improved your candidacy since your initial application.

Although the Pre-Health Professions Office will assist all students who are pursuing a career in the health professions, it is important to keep in mind that first time Committee applicants are a priority.



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Those who do not submit the required materials on or before June 15, 2018 are only eligible for coordination of their original committee letter packet, but not a re-applicant addendum to the Committee letter written on their behalf. Please note that some health professional schools will not consider materials that are more than one year old:

1. If you reapply within two (2) years of your initial application, you are required to provide a minimum of one (1) and a maximum of four (4) new letters of evaluation. (Note that some health professional schools will **NOT** accept letters of evaluation that are even one (1) year old. It is the applicant's responsibility to find out how the health professional school to which he or she is applying treats old letters and act accordingly.)
2. If you reapply more than two years after your initial application, we strongly recommend that you provide three to four (3 to 4) **new letters of evaluation**.

Information on how to release Committee Letters and Re-Applicant Addendum letters will be provided on the Pre-Health Professions website in May 2018 (see the "How to Apply-Medical" or "How to Apply-Dental" handout). Remember, in order to be able to have an addendum written on your behalf, you must first register as a re-applicant. In order to request that your addendum be written, you must upload a copy of a submitted AMCAS, AACOMAS, ADSAS, or TMDSAS application under "Supplemental Files" in your file on the Pre-Health Applications Database, along with a "Release of Letters" form (all as PDF files). After you have uploaded these materials, please notify the Pre-Health Office at [PHAdvising@luc.edu](mailto:PHAdvising@luc.edu) that these materials have been submitted. The "Release of Letters" form will be made available on the Pre-Health website on or around June 1, 2018.

**IMPORTANT:** An updated letter of recommendation must have uploaded to your database application by your recommender prior to submitting your release of letters form. Please allow four to five (4 to 5) weeks minimum for your addendum to be completed, compiled and uploaded once all required materials have been submitted.

Any incomplete file or missing requested materials will delay our office in processing your addendum.