

The University of Memphis
Pre-Professional Evaluation and Committee Letter Information
2021 Medical Applicant Information



Are you eligible?

- Earned 30 credit hours at The University of Memphis by the end of summer 2020*
- BCPM/Overall GPA: 3.5 by the end of spring 2021
- MCAT: Minimum score of 505

*A Letter of Good Standing will be submitted to professional schools in lieu of the pre-professional evaluation for students who meet the minimum GPA and MCAT criteria but have earned less than 30 hours at The University of Memphis.

The Pre-Professional Evaluation and Committee Letter Process

The Pre-Professional Committee Letter is based on the information you provide in the Pre-Professional Evaluation Packet, your interview with a member of the Advisory Committee, and a final Advisory Committee review of the candidate's credentials.

The Pre-Professional Committee Letter also consists of the individual letters of evaluation submitted to the Pre-Professional Advisor on your behalf. This entire packet consisting of the cover letter of evaluation by The Pre-Professional Advisory Committee and all individual letters is considered "one letter" by medical schools even though multiple letters are included. It is important for you, as an applicant, to select the "committee letter" option on AMCAS and list the Pre-Professional Advisor as the letter author.

The Pre-Professional Advisory Committee evaluates students based on academic performance, course loads, faculty recommendations, MCAT scores, shadowing experience, research, community service and student involvement, and other pertinent information disclosed by the student. The committee attempts to predict which students are most likely to succeed in professional school.


Cody Clinton is available to help you with all aspects of the application process. However, it is your responsibility to research each school you are applying to, successfully complete prerequisite course requirements, submit your primary and secondary applications in a timely fashion, and meet the deadlines established for obtaining a Pre-Professional Committee Letter from the Pre-Professional Advisory Committee.

PRE-PROFESSIONAL EVALUATION CHECKLIST

Please read and follow the steps on the enclosed Pre-Professional Evaluation Checklist very carefully. Students failing to meet established deadlines will be ineligible for review by the Pre-Professional Advisory Committee and a Pre-Professional Evaluation will not be sent on their behalf.

It is the student's responsibility to complete the steps outlined below, including entering all required information on the forms provided. Refer to this checklist regularly to make certain you are completing all requirements. Return all forms to Cody Clinton in 107 Scates Hall by the stated deadlines.

Once your file has been reviewed by the Pre-Professional Advisory Committee, your Committee Letter will be submitted to the professional school(s) within five working days.



Steps 1-8 must be completed no later than September 25th and are required prior to proceeding to Step 9. The sooner you complete these steps, the sooner your completed Pre-Professional Committee Letter will be submitted to professional schools on your behalf. DO NOT WAIT UNTIL THE LAST MINUTE!

Steps 1-3 must be completed by May 14th

___ Step 1: Return the Pre-Professional Evaluation Agreement

___ Step 2: Complete the Wavier Form

- Be certain to indicate the option you selected on your reference forms as well.

___ Step 3: Complete the Personal Data Form

Steps 4-8 must be completed by September 24th

___ Step 4: Submit completed AMCAS or ACCOMAS application

- Email electronically to cwsacks@memphis.edu

___ Step 5: Submit a copy of your letter request form (MD Applicants Only)

- You should print this form from AMCAS listing your AAMC ID and your AMCAS letter ID.
- Please select committee letter on AMCAS and list the Pre-Professional Advisor as the committee letter author.

___ Step 6: Submit a copy of your personal statement as a Word document

___ Step 7: Submit a copy of your test scores

___ Step 8: Ensure all recommendation forms are on file

Have you completed Steps 1-8? If so, proceed to Step 9

___ Step 9: Schedule and complete your interview (Deadline to Interview October 1st)

- You will interview with a member of the Pre-Professional Advisory Committee.
- Interview sign-up will be done via email with Cody Clinton.
- Students will be notified if summer interview times become available.

Pre-Professional Evaluation Recommendation Guidelines

Each applicant is provided with six copies of the Pre-Professional Recommendation Form, which should be used for both on and off-campus letter writers. You must have a minimum of three recommendations, with two required from science faculty. No more than six recommendations will be submitted on your behalf in addition to the Pre-Professional Committee Letter.

- Required Recommendations:
 - Science Faculty (2)
 - Two additional letters
- Strongly Suggested Recommendations:
 - Healthcare Professional (someone who has actually observed you in a healthcare setting; perhaps through your shadowing or volunteer experiences)
 - Research Supervisor
 - Non-Science Faculty

All recommendation letters are due to Cody Clinton by September 18th. Remember that you are not the only person seeking recommendations and plan accordingly to meet the deadline.

Letters from neighbors, family friends, etc. are not appropriate for professional school applications. You should be seeking recommendations from people who can adequately assess and comment on your academic ability to succeed in professional school and the healthcare profession of your choice.

Tips for seeking recommendations:

- Talk, in person, with each faculty member from whom you wish to request a reference. Simply slipping the recommendation form under the professor's office door is not appropriate!
- You are encouraged to provide faculty members with a copy of your resume so s/he has additional information about your academic and extracurricular activities.
- You must complete the top portion of the form prior to giving it to your recommendation writer:

- Indicate whether you have opted to waive your right to review your file or not. It unethical to request letters that will not be kept confidential without notifying the letter writer at the time.
- Sloppy and incomplete information on this form could be detrimental to your application to professional school. Professional schools will often not process committee letters if this information is incomplete.
- You should check with Cody Clinton on a regular basis on the status of your recommendation letters.