

Faculty Committee on Health Professions  
Academic & Pre-Professional Advising Center  
Stony Brook University  
E2360 Melville Library  
Stony Brook, NY 11794-3353  
Telephone: 631-632-7082, option 2      Fax: 631-632-6997  
Web: [www.stonybrook.edu/healthed](http://www.stonybrook.edu/healthed)      Email: [prehealth@notes.cc.sunysb.edu](mailto:prehealth@notes.cc.sunysb.edu)

## Faculty Committee on Health Professions Applicant Information for the 2010 Entering Class

**Come to one of the following information sessions this  
spring and find out more:**

(All information sessions to be held in E2340 Melville Library)

Thursday, February 5 at 11:30am  
Wednesday, February 18 at 12pm  
Tuesday, March 10 at 9am  
Wednesday, March 25 at 10am  
Monday, April 13 at 11am  
Friday, April 24 at 10am

### **Important Deadlines:**

Intent to Apply form: May 1<sup>st</sup>  
Autobiographical Packet: October 1<sup>st</sup>  
Last Day to Schedule an Interview: October 15<sup>th</sup>

The Faculty Committee letter of evaluation is a composite letter which Stony Brook University provides to any student or alum who is applying to a graduate level health profession (medical, dental, optometry, podiatry, veterinary) school. Applicants to graduate health programs **must** get letters of recommendation and **should** get a Committee Letter of Evaluation.

While we do have specific deadlines for some of the necessary forms, it is in your best interest to prepare early. The steps necessary to get a committee evaluation will help you become prepared and ready for the application process. Don't delay!!!

## **What You Need To Do:**

### **Intent to Apply**

Let us know you are planning to apply this year. The form is available at [www.stonybrook.edu/healthed](http://www.stonybrook.edu/healthed). This is to be completed and e-mailed to [prehealth@notes.cc.sunysb.edu](mailto:prehealth@notes.cc.sunysb.edu) no later than **May 1, 2009**.

### **Autobiographical Packet**

It includes valuable information for the committee to use to write a more informed evaluation for you (including a personal statement, course history, health-related experiences and much more). The packet is available at [www.stonybrook.edu/healthed](http://www.stonybrook.edu/healthed). This is to be completed and e-mailed to [prehealth@notes.cc.sunysb.edu](mailto:prehealth@notes.cc.sunysb.edu) no later than **October 1, 2009**.

### **Transcripts**

Unofficial copies of transcripts should be given to the Academic & Pre-Professional Advising Center. We only need transcripts from schools other than Stony Brook. **They do not need to be official!**

### **Letters of Recommendation**

At least three recommendation letters are required (hopefully some are from professors!). There is no maximum number of recommendations you can have on file. Please be sure to give your recommenders a Letter of Recommendation form, available at [www.stonybrook.edu/healthed](http://www.stonybrook.edu/healthed).

### **Interview**

Interviews will be held February 2, 2009 through October 30, 2009.

**Before you can SCHEDULE an interview you MUST have on file:**

- 1) A completed Autobiographical packet.**
- 2) At least three recommendation letters.**
- 3) Copies of all your non-Stony Brook transcripts.**

To schedule an interview please call 631-632-7082, option 2 or stop by the Academic & Pre-Professional Advising Center.

### **Admissions Test Score**

**We need to get your test score before we can finalize your committee letter.**

- You can take your admissions test before or after your committee interview.
- You can and should release your MCAT score to Pre-Health Advising when you register for the test.
- Student copies of DAT and GRE scores can be given to the Academic & Pre-Professional Advising Center.

### **Credentials Request Form**

This is how we know where to mail your committee letter packet. You will receive this form at the completion of your interview. It should be completed and sent to the Advising Center.

1. The Credentials Service Fee is \$40.00 for up to 10 schools or \$80 for an unlimited number of schools. Login to SOLAR and click on *Health Professions Application Fee* under *Student Financial Services*. Just follow the prompts to pay either fee. Both fees are annual and will cover your requests for this application cycle only.
2. You can expect your committee evaluation to be mailed out to the schools listed on your credential request form(s) four weeks after your interview or receipt in our office of your MCAT, DAT for GRE scores, whichever is later.
3. We will e-mail you once your letters have been sent out.

### **Application Service Letter Matching forms**

Please note that some application services accept recommendation letters (AMCAS & AADSAS). Please include this on your Credential Request Form and be sure to submit any necessary matching forms.

## **Helpful Tips:**

- **DECIDING TO APPLY:** It's getting harder to get into schools of the health professions. In general, the lower your grades and the less health-related experience you have the weaker your application will be. Weaker applications are more likely to fail, and if you think your application is likely to fail, you might as well hold off applying for a year and try to strengthen your weak points. Your test score plays a role, too. Another consideration is how picky you are. It is harder and can take more time to get into more selective schools. Weigh all of these factors and talk to an advisor about it.
- **DON'T WAIT:** Many people in dental and medical admissions believe that it is a bad idea to put things off until the last minute, and we agree with them. Start asking for letters of recommendation today. As soon as you can, get copies of all your transcripts. Download, peruse, and fill out the Autobiographical Packet (and don't forget to write your personal statement).
- **THE APPLICATION SEASON:** Roughly speaking, we can say that the application season **begins in June 2009**. Veterinary applications are due in the late summer/ early autumn 2009. The allopathic medical (MD) application season ends in December 2009, but many MD schools (and special programs) have earlier deadlines. The dentistry application season ends in the winter, but some schools will have earlier deadlines. For instance, SUNY Optometry will most likely have an application deadline in early March 2010. Osteopathic school deadlines will fall in late 2009 and early 2010. Podiatry deadlines will often fall in the spring of 2010.
- **PLANNING FOR DEADLINES:** List all of the schools (and possibly special programs) you want to apply to. Note their primary application and secondary application deadlines (Yes, many schools have two applications). Strive to schedule your interview at least eight weeks before your first school's deadline.
- **DISCIPLINARY ACTION:** Professionals in health care are expected to live up to high standards. Careful scrutiny begins when students apply to schools of the professions, and in a great many cases applicants must undergo a criminal background check. The Faculty Committee on Health Professions (FCHP) does not conduct an extensive background check of the students making use of our services, but [the FCHP does consult the University's](#)

disciplinary records when a student seeks a [Committee Letter of Evaluation](#). The main purpose of this is so that the Faculty Committee on Health Professions can most effectively advise and evaluate applicants. In general, disciplinary problems weaken an application, but applicants can surmount a difficult past and gain acceptance to the doctorate-level health profession of their choice. Make sure to consult your prehealth advisor about any concerns you have.

- **ADMISSIONS TESTS:** You should try to take your admissions test (DAT, GRE, MCAT, OAT) in the spring or summer. Some students choose to take the test later because they hope that they will get a higher score with more study time. A high score is important, but you should remember your application deadlines! **Remember that we need to get your test score before we can finalize your committee letter.**
- **MAILING OF YOUR LETTER:** The draft of your Committee Letter is submitted to the Committee for review 7 days after we get your test score. We work with the Committee to review and finalize your letter within 14 days. We mail your letter out 7 days after we have gotten your finalized letter from the Committee. That adds up to 28 days, and the clock starts ticking once we get your test score! Of course there are other things you need to do such as turn in a Credentials Request form. **We will give you a Credentials Request form and a worksheet to help you selected schools at the end of your interview.**

### Committee Evaluation Checklist

The following checklist is for you to keep track of what you need to do in order to receive a Committee Evaluation.

	To be completed	Notes
<input type="checkbox"/>	Submit an Intent to Apply form	
<input type="checkbox"/>	<a href="#">Submit an Autobiographical Packet (including your personal statement)</a>	
<input type="checkbox"/>	<a href="#">Submit transcripts from schools other than Stony Brook</a>	
<input type="checkbox"/>	<a href="#">Have a minimum of three letters of recommendation on file at Prehealth Advising</a>	
<input type="checkbox"/>	<b>Schedule an Interview</b> (only after the above <span style="color: red;">↑</span> items have been submitted. The below <span style="color: red;">↓</span> items can be turned in after the interview).	
<input type="checkbox"/>	Submit or have released your Admissions Test Score	
<input type="checkbox"/>	Submit a Credentials Request form	
<input type="checkbox"/>	Submit any Application Service Letter Matching forms (if applicable)	

## FAQs about the Faculty Committee Letter of Evaluation

**Who is the Faculty Committee on Health Professions?** The FCHP is a group of Stony Brook Faculty. The committee is charged with evaluating Stony Brook students for health profession programs.

**How will the letter be mailed?** Students need to complete a Credentials Request form and pay a fee on Solar. The credentials request form is to be turned in to the advising center. All letters are sent by regular US mail.

**When the committee letter is mailed is it mailed with other letters of recommendation?**

The committee letter is comprised of a letter from the committee and a selection of letters from the student's file. The committee picks which letters are included from the file to make the best representative set. You do not need to indicate to schools that they are receiving these additional letters. If a secondary application asks what letters you are having sent you need only to indicate the committee letter. The Committee Letter and supporting letters that Stony Brook sends out for you are termed "a composite committee letter."

**What happens if I am interviewed and I still want additional letters to be sent to the pre-health advising office?** We can add more letters after the interview. Letters can continue to be received as long as we haven't mailed your committee letter out. Once the committee letter has been mailed to any school it cannot be changed and letters will not be added.

**If I decided to apply to additional schools after I submitted a credential request form, how should I notify the pre-health office?** You can add more schools on additional request forms but **you do not need** to repay the credentials request fee if it is during the same application cycle.

**If a letter from a Doctor of Osteopathic Medicine (D.O.) is on file for me will it automatically be sent to osteopathic schools listed on my Credentials Request Form?** Yes.

**Certain schools require specific letters to be mailed. Do I need to make a special requests?** The Committee Letter and the letters that the Committee chooses to accompany the Committee Letter are intended to satisfy the requirements of the broadest possible range of schools. Feel free to talk about your letters of recommendation with your prehealth advisor. Remember that the best thing you can do to insure you have the strongest possible set of letters is to get to know some professors fairly well and **acquire a representative set of letters well in advance of your application deadlines.** For example, one or more letters from professors in your major department, one or more science professor letters, a letter from a liberal arts or social science professor, letters from all appropriate research supervisors, and a letter pertaining to a significant health related experience would be an excellent set of letters for most applicants.

**What if I decide not to apply this year?** We will keep your file and letters for 5 years. If you choose to apply at a later date and have already had a committee interview, we will gladly update it for you.

**Where can I get more information about applying?**

Dental: [www.adea.org](http://www.adea.org)

Medical (MD): [www.aamc.org](http://www.aamc.org)

Medical (DO): [www.aacomas.org](http://www.aacomas.org)

Medical Foreign: [www.sunysb.edu/healthed/foreign.shtml](http://www.sunysb.edu/healthed/foreign.shtml)

Optometry: [www.opted.org](http://www.opted.org)

Podiatry: [www.aacpm.org](http://www.aacpm.org)

Veterinary: [www.aavmc.org](http://www.aavmc.org)

Postbaccalaureate Enrichment: [www.sunysb.edu/healthed/enrichment.shtml](http://www.sunysb.edu/healthed/enrichment.shtml)

Interviews: [www.studentdoctor.net](http://www.studentdoctor.net)