Process Information and Documents
Health Professions Evaluation (HPE) Process
The following information is relevant to students who intend to apply to medical or dental schools during the summer of 2012 for entering the professional school in 2013.

Section 1: HPAC Services for Applicants
The Health Professions Advising Center provides major support to students applying for all professional schools. However, there are restrictions and deadlines attached to some services.

1) **Free Seminars:** General Admissions Orientation, Personal Statement Workshop, Interview Skills Seminar, and Application Seminar
2) **Advising and Guidance**
3) **Revision of Application Documents**
4) **Practice Interviews** (HPE only)
5) **Committee Evaluation and Committee Letter** (HPE only)
6) **Distribution of Recommendation Letters** (Clearinghouse Service)

*For medical and dental students, services 3-6 require attendance at a General Admissions Orientation, registration for the HPE process, and registration by HPAC in HLTH 4000.

**Services 4 and 5 are restricted to students going through the Health Professions Evaluation process, HPE.

Section 2: HPE Registration and Approval
To access the full suite of HPAC services for applicants, students participate in a Health Professions Evaluation (HPE) process. HPE begins with a General Admissions Orientation (GAO) and completing the HPE registration form. Registration forms are then evaluated by HPAC. Students are assigned an HPE advisor, then enrolled in HLTH 4000—a 0-credit class with a lab fee—and the “Health Professions Evaluation” class on eLearning.

To participate fully in the HPE process, students must meet all the following criteria before beginning HPE:
1. UT Dallas cumulative undergraduate GPA of at least 3.35
2. UT Dallas cumulative undergraduate science GPA of at least 3.35
3. Completed at least 12 semester hours of undergraduate science courses at UT Dallas
4. Completed at least one of the following:
   a. Organic Chemistry I and Organic Chemistry II at UT Dallas
   b. One semester of Organic Chemistry AND one upper-division biological science course (for science majors and not including TA or directed research) or one neuroscience course.
   c. At least six credit hours of upper-division biological science courses (for science majors and not including TA or directed research) and/or neuroscience courses.

Several deadlines also apply to the HPE process. Students who do not meet eligibility requirements or who miss deadlines can still take advantage of HPAC services 1, 2, 3, and 6.

Section 3: Clearinghouse Service
HPAC can collect your recommendation letters and distribute them through secure, electronic channels to any medical or dental schools. Any student enrolled in HLTH 4000 can take advantage of this service.

Section 4: Completing the HPE Process
The HPE process has several parts. Each informs the HPE Committee and prepares the student for the medical and dental application process. Each step includes the responsible party in parentheses.
1. **GAO Attendance and HPE Registration Form (STUDENT)**
   You must attend a General Application Orientation to begin the process. Section 5 lists the GAO dates, but most current information can be found on the HPAC web site, **www.utdallas.edu/pre-health**.

2. **Personal Statement Workshop (STUDENT)**
   You must also attend a workshop to help you write a strong personal statement: an extremely important part of the application. The workshop uses a pre-write and must be attended before revising essays with an advisor. The pre-write will also help students to complete the Biographical Form and professional school applications. Section 5 lists the PSW dates, but most current information can be found on the HPAC web site, **www.utdallas.edu/pre-health**.

3. **Biographical Form and Essays (STUDENT)**
   During this process you will complete a Biographical Form and personal statement, and print a small photo of yourself. There are important deadlines for submission of these documents (see Section 5: HPE Deadlines). All HPE forms can be found on the HPAC web site, **www.utdallas.edu/pre-health**.

4. **Revise With Your Advisor (STUDENT and ADVISOR)**
   Once you have completed the required documents, call 972-883-6767 to schedule a revision appointment with your assigned HPE advisor, who will help you to craft answers that fit the needs of admissions deans and that bring out your strengths. Two or more revision appointments are commonly required. During this part of the process, you are hone your application materials to be the best they can be.

5. **Letters of Evaluation (STUDENT and RECOMMENDERS)**
   You must have at least 3 letters of evaluation submitted to HPAC on your behalf, which will be read by the HPE Committee, then forwarded on to professional schools. HPAC accepts a maximum of 5 letters. Typically, two letters will be from science faculty from whom you have taken a course. Other possible letter writers include health professionals with whom you have worked, employment supervisors, research mentors, or volunteer program managers.

   When selecting the people that you would like to write your letters, please keep in mind the following:
   a. Choose writers who know you best. Letters from faculty who do not know you well are less helpful to the admissions process.
   b. Letters from family members or long-time family friends may not be appropriate. Talk to your HPAC advisor before asking one of these kinds of people.
   c. Letters from physicians, dentists, or other clinicians with whom you have worked can be very beneficial. In fact, dental schools require that you have at least one letter from a general dentist. You may also seek letters from volunteer coordinators and other non-physician clinicians with whom you have worked. Research mentors can also be a good source for letters of recommendation.
   d. Ask if they would be willing/able to write you a strongly positive letter. If they say yes, provide them the HPE Letter of Evaluation Form (do not use forms from TMDSAS, AMCAS, or other application services) along with supporting documentation like your Biographical Form and essays.

   We suggest that you give writers at least 4 weeks to write your letter. Usually, they will send the letter directly to the HPAC office. If they ask that you pick up the letter and bring it to the HPAC office, it must be in a sealed envelope with their signature across the back, sealed flap.
e. HPAC can send letters to professional schools only once. Make sure that your advisor knows exactly which letters to send. (You declare writers on the Biographical Form but can change writers later by informing your advisor.)

6. **Practice Interviews** (STUDENT and INTERVIEWERS)
   When your Biographical Form, essays, and photo are finalized and approved by your advisor, you will be assigned two UT Dallas faculty members with whom you will schedule interviews. These interviews help the HPE Committee evaluate you but also provide you helpful input regarding your interviewing skills and familiarity with the interview format.

7. **Attend an Interview Skills Workshop and Application Seminar.** (STUDENT)

8. **Submit MCAT or DAT scores to advisor** (STUDENT)

9. **Evaluation by the HPE Committee** (ADVISOR)
   The HPE Committee strongly resembles a professional school admissions committee but knows more about each applicant’s background and personality. The committee evaluates each applicant as an admissions committee would and writes a letter summarizing the student’s background, strengths, and weaknesses.
   From revising with their advisor, students should already understand their strengths and weaknesses. However, if the committee raises questions that the student needs to address, an advisor usually contacts the student to provide additional feedback.

10. **Submit a Packet Mailing Request** (STUDENT)
    Once you have begun professional school application(s), you receive an ID number for each service you use (TMDSAS, AMCAS, ACOMAS, AADSAS, etc.). The Packet Mailing Request (PMR) provides HPAC those numbers and tells HPAC where to distribute your letters.
    Additional PMRs can be submitted if you may apply to more schools later.

11. **Transmission of “Committee Packet”** (HPAC)
    HPAC works diligently to upload packets in a timely manner but applicants should always verify with the application services that their packet has been received. Once your packet is uploaded, you should receive an email from VirtualEvals (the online service that HPAC utilizes).
    Dental applicants need to verify that the packet was uploaded via the online AADSAS application website.

**Section 5: HPE Deadlines**
You must meet all the following deadlines to participate in all HPE services.

- **Attend one of the following**
  - General Admissions Orientations: Tuesday, November 22, 7-9pm
  - Thursday, December 15, 10am-12pm
  - Wednesday, January 25, 6-8pm
  - Saturday, February 18, 9-11am

- **Attend one of the following**
  - Personal Statement Workshops: Thursday, December 15, 1-3pm
  - Friday, January 27, 2-4pm
  - Saturday, February 18, 11am-1pm

- **HPE Documents Revised by your Assigned Advisor**: Friday, March 23

- **Interviews Complete**: Monday, April 30
Recommendation Letters    Thursday, May 31
Received by HPAC

MCAT or DAT Scores    Friday, July 20
Received by HPAC

**Section 6: Seminars/Workshops**
The full list of HPAC’s seminars and workshops is posted at [www.utdallas.edu/pre-health](http://www.utdallas.edu/pre-health). Note that HPE applicants must choose GAO and PSW dates listed in Section 5. For HPE students, attending at least one of each workshop is required.

**Section 7: Instructions for Re-Applicants**
Students who previously used the HPE process may do so again, if they still meet the requirements in Section 2. Re-applicants must attend a General Admissions Orientation (GAO) and be registered for HLTH 4000 to initiate the new HPE process, and must meet all published deadlines. Re-applicants may or may not be assigned to the same advisor they had in the previous HPE process. HPAC strongly recommends that students participate in new interviews and submit updated letters of recommendation. However, re-applicants can opt to reuse interviews and/or letters from the previous HPE cycle. Re-applicants can attend any seminar, but are not required to attend a PSW, ISW, or AS if they attended previously.