

HPAC Deadlines for Juniors

PRIOR TO APRIL 1:

Meet with a member of HPAC to discuss your career plans.

APRIL:

- April 1 - ask faculty and others references for letters of evaluation/recommendation.
- **Early April** - Prepare a cover letter request from the HPAC to be submitted on May 2.
Students should obtain the following items and submit them in person to the HPAC chair:
 - a) Cover letter request/waiver form
 - b) List of evaluators form
 - c) Request for letter of evaluation forms (one for each evaluator/reference)
 - d) Summer contact information form
- April 1 – request that the Registrar submit a transcript to AMCAS *and* to HPAC that includes spring semester grades as soon as it becomes available.
- MCAT should be taken by April-May, or June-July at the very latest.
- Ask HPAC faculty and others to review your personal statement.

MAY:

- **May 2** - deadline for HPAC file completion for AMCAS. This deadline is extended to September 1 for AADSAS, PharmCAS, ASCOMAS, CASPA. A complete file consists of the following:
 1. Cover letter request/waiver form.
 2. List of evaluators form.
 3. Resume/C.V.
 4. Transcript.
 5. Summer contact information form.
- **May 15** – Deadline for receipt of letters from evaluators. ***Remind your evaluators to return the waiver form with the letter!***
- Mid-May, send thank-you notes or emails to each person asked for a letter of recommendation.

JUNE:

- Submit AMCAS, ASCOMAS, AADSAS, CASPA application as soon as possible after receiving spring semester grades. *Over 80% of AMCAS applications are submitted by June 30.*
- *By June 30*, give the HPAC chair the AMCAS ID number, which must be included on all correspondence to medical schools, and an electronic copy of AMCAS completed application as a pdf, including MCAT scores.

JULY:

- Mid-July, submit a list of schools, along with typed mailing addresses to the HPAC chair.

JUNE-AUGUST:

- Complete secondary or supplemental applications for AMCAS schools as soon as you receive them, and notify HPAC as they arrive. ***Don't wait until the deadlines. Understand what is meant by rolling admission!***
- Complete VMCAS applications and applications for schools that don't use the centralized applications services.