

Dental, Medical, and Veterinary Schools Application Process for Fall 2012 Admission

The UHPO offers a number of services to current UTSA students and alumni who are preparing to apply to their health professions schools of choice. While this handout covers basic information on the process, you are strongly encouraged to meet with an advisor at the UHPO to learn more.

Application Workshops:

The UHPO will hold workshops periodically throughout the spring semester and early summer semester to review the general application process to medical, dental, and veterinary school and how to complete various elements of the application successfully. Attendance is highly recommended for any student planning to begin the application process. The workshop schedule will be posted on the UHPO website and at the UHPO.

Letters of Evaluation (LOE):

Upon request, the UHPO may collect and manage LOE for you to be used in support of their application(s) to their health professions school(s) of choice. To utilize this service, you must follow these guidelines:

- Meet with your UHPO advisor for a “pre-committee assessment” appointment to discuss the application process and health profession preparation as well as to sign a release form.
- Provide a copy of the signed release form to each of your evaluators. The form will indicate whether or not you have waived your right of access to your LOE. We recommend that you do.
- Inform each evaluator that his/her letter(s) should be on official letterhead, signed, and sent directly to the UHPO by no later than September 1, 2011. LOE will not be acceptable if delivered by you.
- Ensure that the UHPO has your current contact information throughout the application cycle. The UHPO will send you an email notification as each of your LOE are received.
- Alert the UHPO once you know that all of your expected LOE have been received.
- Complete and submit a “Student Information Form” to the UHPO which includes information, such as application ID numbers and list of schools, that the UHPO will need to submit your LOE to your requested list of application services and schools.

The UHPO recommends that, if utilizing this service, you request letters of evaluation from at least three to five individuals. Among those, at least one or two faculty members should be included. Other evaluators can include work supervisors, volunteer coordinators, or other mentors who know the student well in different contexts. Letters from family members or others who share only personal connections with you are not acceptable.

Health Professions Committee Letter of Evaluation:

The committee letter of evaluation may be written by a UHPO advisor and subsequently reviewed by the other UHPO advisors who form the health professions committee at UTSA. It is a form of support and advocacy that is meant to capture aspects of a student’s life, personality, and personal qualities and supplement information that can be found in other application materials. To be eligible for a committee letter to be written on your behalf, you must have completed a minimum of 24 semester credit hours (equivalent to two full-time semesters) at UTSA. If you do not meet this requirement, then the UHPO can only collect and manage your other LOE as described above. For a committee letter to be written on your behalf, you must also follow the guidelines below:

- Meet with your UHPO advisor for a “pre-committee assessment” appointment to discuss the application process and health profession preparation as well as to sign a release form.

- Allow the UHPO to collect and manage all of your other letters of evaluation by following the guidelines listed in the “Letter of Evaluation” section above.
- Schedule a one to one and one-half hour “committee interview” with your UHPO advisor.
- Submit the following materials to the UHPO (via email to hpoffice@utsa.edu or in person) no less than *two business days* prior to scheduled committee interview:
 - Autobiographical sketch (2 pages max)
 - Resume
 - Calculated overall, science, and last 30-hours GPAs
 - Photo

Committee interviews will only be offered between March – September 1, 2011 and availability for each advisor is limited. Though not required to do so, you are encouraged to dress professionally for your committee interview as practice for future health professions school interviews. In your autobiographical sketch, you should be sure to touch on the following items: family background (inc. hometown, parents’ professions and educational attainment, number of siblings, etc.), academic background (inc. high school and any other colleges attended), work and volunteer experience, motivation for entering the healthcare field, and any additional information that you would like to share regarding your background and pursuit of your career goal.

Personal Statements:

A personal statement should tell a story that reflects your motivations for, preparation for, and commitment to your health profession of choice. Given at least two weeks time, UHPO advisors can read and provide feedback on personal statements. We also recommend that students visit The Writing Center at UTSA (210-458-5363) for further review.

Interview Preparation:

The UHPO can offer some advice as students prepare for interviews and, after interviews, would like to debrief with students about their impressions. The University Career Center also facilitates interview workshops and conducts mock interviews to provide students with feedback. For more information about their services, please contact them at the Main Campus [UC 2.02.04 or (210)458-4589] or Downtown Campus [BV 1.304 or (210)458-2910].

Follow-up:

To serve future students better, we will be keeping track of our applicants and where they matriculate. To facilitate this, we would like to request that you approve access for your “health profession advisor” to view your application status through the Texas Medical and Dental Schools Application Service (TMDSAS), American Medical College Application Service (AMCAS), Associated American Dental Schools Application Service (AADSAS), American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS), American Association of Colleges of Podiatric Medicine Application Service (AACPMAS), or Veterinary Medical College Application Service (VMCAS).

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