



DEPARTMENT OF BIOLOGY

***Guidelines for Obtaining a Health Professions
Advisory Committee (HPAC) Letter***

To process a committee letter for a medical school application there will a choice of ***two deadlines***. Please note: Letters are not sent to medical schools until the applicant has notified the Health Professions Advisor (HPA) that they have sent off their secondary applications.

1) To send committee letters out by ***July 15***, all materials – including all letters of recommendation - must be in to the HPA by **one week after Merrimack College graduation**. The reason for this is that some faculty work off campus for the summer and the HPAC has to review the committee letter before it is sent out.

2) To send committee letters out by ***October 15***, all materials must be in by **September 15**. Applications submitted after that are unlikely to receive positive decision from professional schools to which the applicant is applying, unless they are truly extraordinary.

To be handed in to HPA:

- a. List of all recommenders.
- b. Confidential letters to be sent directly to HPA. It is the responsibility of the *APPLICANT* to see that these letters have been sent and received by the HPA.
- c. Names and addresses of all schools to which the letters will be sent
- d. Personal statement
- e. Resume
- f. AACOMAS or AMCAS ID#, AADSAS Matching Form
- g. SSN#
- h. Signed waiver

In addition, the HPA may require an interview with the applicant, to discover material that can be added to the committee letter.

For more information, please contact:

Janine M. LeBlanc-Straceski, Ph.D.
Merrimack College Health Professions Advisor (HPA)
Department of Biology – Mendel 350
(978) 837-5000 x4357
Janine.LeBlancStraceski@merrimack.edu