GUIDE TO OBTAINING A COMMITTEE LETTER, LETTERS OF EVALUATION, AND VECOLLECT

PLEASE READ ALL INFORMATION THOROUGHLY FOR INSTRUCTIONS

PREHEALTH ADVISING
PENN STATE UNIVERSITY
225 Ritenour Bldg
University Park, PA 16802
814-865-7620
CONTENTS

Introduction.................................................................................................................................................... 1
1: Requesting a Letter of Recommendation ................................................................................................. 3
2: What is veCollect ...................................................................................................................................... 4
3. How to Use veCollect................................................................................................................................ 5
4. How to Schedule Your Committee Interview .......................................................................................... 10
5. How to Enter Letters of Evaluation into Application Systems ................................................................. 10
6. Post-Interview Checklist.......................................................................................................................... 12
7. Frequently Asked Questions ................................................................................................................... 13
8. Reapplicants ........................................................................................................................................... 14
9. Follow-up ................................................................................................................................................. 15
10. Prehealth Advising Resources .............................................................................................................. 15
Payment Form............................................................................................................................................. 17

INTRODUCTION

The Health Sciences Pre-Professional Evaluation Committee is designed for undergraduate students at Penn State preparing an application to medical, dental, podiatry, or optometry schools. The Committee is comprised of faculty and staff from across the university, as well as currently working or retired physicians.

What is a committee letter?

The Committee submits a biographical letter of support for the applicant emphasizing strengths and “distance-traveled” throughout a candidate’s lifetime. Your other letters of recommendation are appended to our committee letter, and submitted directly to the application system as a single, .pdf file.

The goal of the committee letter is to address/establish the following:

- Context in terms of your experience, accomplishments, and our institution
- Provide an additional dimension to your candidacy
- Highlight your personal strengths based on your committee interview and your evaluations
- Provide additional assistance in navigating health professional applications

The final committee letter may include the following:

- Introduction and relevant background information for measuring “distance-traveled.”
- Academics: context for interests, motivations for majors and/or research, resiliency
- Meaningful experiences: how out-of-classroom time was spent and why, skills developed, leadership experiences, strengths and interests
- Exposure to health profession: why that specific health profession, what has been learned from those experiences, demonstrated understanding of patients and underrepresented population needs, connection to skills and interest to the profession
• Final impressions based on experiences, evaluations and interview, including feedback from committee members and other prehealth advisers

**Professionalism**

It is imperative to your reputation as a candidate (and to the health professional admissions officers) that you adhere to standards of professional behavior. These standards center on your ability to behave in a respectful and organized manner during all aspects of the application process.

This includes approaching evaluators, providing them with information and instructions, and expressing appreciation for their efforts. This extends to all members of the Health Sciences Pre-Professional Evaluation Committee, and all members and staff of the Prehealth Advising Office.

Please follow-up with your evaluators if/when you have decided which health professional program you plan to attend, so they know the results of their efforts.

When preparing for the committee interview and medical school interviews, please review standards for professional attire on the Career Services website:

[http://studentaffairs.psu.edu/career/students/interviewing.shtml](http://studentaffairs.psu.edu/career/students/interviewing.shtml)
1: REQUESTING A LETTER OF RECOMMENDATION

Please note that in veCollect, individuals that write letters of recommendation are referred to as “Evaluators.”

How many letters do I need, and from whom?

For your committee letter set, the minimum number of letters required is 3 and the maximum is 6.

Letters should be current, meaning they are written within the academic year of your application submission.

Health professional programs expect strong and enthusiastic letters of support. Please choose writers that can speak to a number of positive character traits that they have directly observed. To adhere to standards of ethical practice and give confidence in a candidate’s letter set, applicants should encourage evaluators to submit letters on official letterhead whenever possible.

Most health professional programs, especially medical schools require letters from individuals that have personally taught you in a course. Therefore you are required/recommended to obtain the following:

- 2 science faculty letters (who have taught you in science courses)
- 1 non-science faculty letter (who has taught you in a non-science course)
- 1-3 additional letters (optional)

If applying to osteopathic medical programs, you should obtain a letter from a current, practicing DO. Other relevant letters can be from lab PI's and letters of support from meaningful college experiences including, but not limited to, part-time work experiences, RA supervisors, LA/TA supervising faculty, volunteer supervisors, athletic coach, etc. If you are not sure which individuals to ask you should consult with a prehealth adviser.

Health professional programs expect that candidates will choose to waive their right to access their letters.

Evaluator Strategies

Faculty members’ availability may vary throughout the year. Speak to evaluators early, and see when they are best able to write you a strong letter. Meet with them in person, when possible. Focus on those with whom you’ve developed a strong relationship.

When asking, allow evaluators the option to refuse to write your letter and do not take offense if they refuse. If they do not know you well enough, or if they are too busy, it will be a weak letter. We recommend that you bring the following to a meeting with an evaluator:

- Resumé
- Transcript (optional)
- Personal Statement Draft

Timeline for a request
Give evaluators plenty of time to write you a strong letter of support, a minimum of 1-2 months. Try to have letters submitted by mid-June of the year that you apply, especially since many faculty may not be on campus over the summer.

2: WHAT IS VELECT

Many health professions offices across institutions utilize a service called veCollect. From their website: “veCollect assists advisors/career centers with collecting letters directly from evaluators in digital formats as .doc, .docx, or .pdf format on letterhead with signature.”

Evaluators will submit their letters to veCollect via e-mail, and candidates will be able to track and monitor their letters of evaluation electronically. To obtain an active veCollect account, you must be planning to apply in the upcoming application cycle.

Reapplicants:

Students with existing letters on file in our office will be transitioned to veCollect. When you plan to apply or reapply, follow the instructions to create a veCollect account and create evaluators. Please follow the instructions located in the “Reapplicant” section.

Why use veCollect?

- Applicants can quickly and more easily request letters of evaluation
- Applicants can track and monitor their letters
- If applicants choose to delay their application, the letters can safely be stored and accounts reactivated when ready.
- Evaluators can submit electronically anywhere in the world as long as they have access to e-mail.

What is the cost?

The Penn State Prehealth Advising Office pays for active veCollect accounts annually. Therefore, to offset the cost of the service and other associated costs, students must pay a $50 non-refundable fee to support the entire process. You have several options to pay:

- Exact cash
- Check (made to “Penn State University”)
- Bursar charge: Form link (also in packet)
- Credit Charge: Follow link and scroll down to “Payments”
  - http://science.psu.edu/premed/applying-to-medical-school/committeeinfo

To deliver cash, checks, and the Bursar charge form, you can drop off payments in-person:

225 Ritenour Building (East Wing)
University Park, PA 16802
Tel: 814-865-7620

How does it work?

Please see instructions for specific committee letter requirements. You will create an account and wait 1-7 business days to have our office activate it. Once activated, you can log in and create evaluators and letter records. You will then click on the mail icon to e-mail evaluators, who will then upload your letter. It
will take several days for the uploaded letter to appear under the evaluator information, so please be patient as there is no way to expedite the process.

3. HOW TO USE VECOLLECT

GENERAL SUMMARY:

1. Create a veCollect account—be sure to include the year you plan to enter into the health professional program: https://collect.virtualevals.net/
2. Wait 1-7 business days for our office to activate your account
3. Login
4. Create an evaluator record for each evaluator and the committee letter (see guidelines in Part 1)
5. Create a letter record for each individual evaluator, plus one for your committee letter.
6. Click on the envelope icon to e-mail each evaluator, but not for your committee letter.
7. When evaluators upload letters, it will take 1-3 business days to appear.
8. Create your “Quiver” titled, “Committee Letter Set,” include your committee letter.
9. Complete Biosketch
10. Interview with the committee, submit applications
11. When all letters are received, lock and process quiver
12. Update veCollect with relevant CAS ID numbers
13. Notify committee when application has been submitted
14. For MD applicants: also notify committee when application is verified

STEP-BY-STEP INSTRUCTIONS

Step 1: Activating your veCollect account

Go to https://collect.virtualevals.net/ to login. This page below will appear. Register for a new account by clicking on either one of the two circled areas.

When you register, you will be taken through a series of prompts:

1. “In which state is your institution located?” Select “PA”
2. "Select your institution from the list:" Select "Pennsylvania State University"

You will arrive at a screen to create your account.

Create a login name, password, enter your first and last name, and an email address.

Please make sure you enter a graduation year and the year you expect to enter into a health professions school/program or we cannot activate your account.

For example, if you are applying in the spring/summer of 2018 to matriculate with the fall 2019 entering medical class, enter 2019.

| Please wait 1-7 business days. Our office will manually activate your account, after confirming your intent to apply within the upcoming or current application cycle. You will receive an e-mail when your account has been activated. Please be patient, it may take some time depending on the time of year. We will not activate accounts during official campus closures for bad weather and holidays. Plan accordingly. |

| Step 2: Creating an Evaluator Record |

| After your account has been activated, log into veCollect. |

| On the top left, click on “My Evaluators,” then select “Add New Evaluator.” |
Required information you will need for each evaluator

- Title
- First Name
- Last Name
- Address
- City
- State
- Postal Code
- E-mail
- Phone Number

You will be offered several options under Evaluator Type:

- Advisor
- Clinical Mentor/Supervisor
- Community Service/Volunteer Supervisor
- Employer/Supervisor
- Other
- Professor/Instructor—Non-Science
- Professor/Instructor—Science
- Research Mentor/Supervisor
- Shadower

You are expected to submit 2 science and 1 non-science letter. Be sure you indicate which evaluators are your science and non-science letters. If your research mentor has also taught you in a science, select “Professor/Instructor—Science.” If you already have two science faculty, and your research mentor is serving as an additional letter, then select “Research Mentor/Supervisor.”

Create an Evaluator Record for Your Committee Letter:

Please add an “evaluator” to your set to enable our office to upload your committee letter. DO NOT ENTER AN E-MAIL FOR THIS EVALUATOR, as our office will manually upload your committee letter.

Dr. Ronald Markle
225B Ritenour Bldg, University Park, PA 16802
Evaluator Type: Other
Phone: 814-863-9442
Step 3: Creating a Letter Record

Click on this link, which is located at the bottom of the screen after you create a new evaluator. Indicate the type of health professional program you are applying to. If applying for both MD and DO programs, select “Medical Schools.”

You will then be directed to sign a FERPA statement. Medical schools prefer confidential letters of recommendation; therefore we advise that you waive your right to access your letters.

Confirm your confidentiality preference by typing in your name as an electronic signature, and then select “Create Letter Record.”

Repeat with each evaluator, including the committee letter.

Step 4: Requesting Letters

E-mailing Your Request: After you have met with your evaluators and they have each agreed to write you a letter, click on the envelope icon (highlighted in red above) to e-mail the electronic request. They will receive instructions on how to upload their letters. They will email a unique link with their letter attached as a .doc, .docx, or .pdf file. **Do not e-mail Dr. Markle for your committee letter.**

After evaluators submit their letters, it will take 1-3 business days to appear in veCollect, as the letter will undergo a security check. Please be patient and check regularly for status updates.

How will I know when letters have arrived?

When your evaluator has uploaded a letter successfully, you will see a PDF icon that indicates the letter has been uploaded:

On the left, the letter has not been received and is therefore blank. On the right, the letter has been received, and contains a .pdf icon.
**Step 5: Make a Quiver to Organize Your Final Letter Set**

At the top of the page, go to “My Quiver.”

[Create New Quiver]

Click on this button.

For “Description,” name it “Committee Letter Set.”

Select all the letters you plan to send, including the committee letter. The maximum number of letters you should have in your quiver, including your committee letter, is 7. The minimum letters you should have, including your committee letter is 4.

When you are finished, click “Save Quiver.”

You can add and delete letters from your quiver by returning to “My Quiver,” and selecting “Add/Delete letters.”

You can make changes by selecting “Add/Delete letters.” Deleting the quiver will not delete the associated letters, just the quiver.

**Committee Letter**

After you have had your committee interview and the letter has been written, the adviser that led your interview will upload your committee letter to veCollect into the evaluator spot associated with Dr. Markle. Do not send the committee an e-mail through veCollect.

Please note: committee letters typically take 4-6 weeks to write after your interview. During peak interview season in late spring throughout the summer, it may take even longer. E-mailing the committee to ask when your letter will be uploaded does not speed up the process. E-mails will delay your letter completion if members must redirect their time to answering e-mails from anxious applicants instead of writing letters. Please exercise restraint and patience, and make sure you are following all instructions carefully.

Please check the post-interview check list for final instructions (Part 6).
4. HOW TO SCHEDULE YOUR COMMITTEE INTERVIEW

1. Follow the previous instructions for veCollect
2. Complete the Biographical Sketch associated with your health professional program application, and be sure to save a copy for your records BEFORE submitting. Before you begin, you will need the following:
   - Headshot photo to upload (.jpg or .png)
   - Personal Statement Draft (.doc, .docx, .pdf)
   - Tentative List of Schools
   - List of Evaluators
   - Test Scores and/or Scheduled Test Date

   Links to Biographical Sketches:
   - Medical and Podiatry: http://sites.psu.edu/sciadvising/biographical-sketch-medical/
   - Dental: http://sites.psu.edu/sciadvising/biographical-sketch-dental/
   - Optometry: http://sites.psu.edu/sciadvising/biographical-sketch-optometry/

3. Pay your $50 processing fee, using the instructions on page 3.

Scheduling for committee interviews will begin early in the spring semester and continue throughout the summer. It is highly recommended that you have your interview prior to August.

When you have received 3 letters (any 3, not necessarily the required faculty letters) in veCollect and you have submitted your Biographical Sketch, you can schedule your committee interview by calling 814-863-9442 or 814-865-7620. Please check our website to find out when scheduling will begin: http://science.psu.edu/premed/applying-to-medical-school/committeeinfo

When applications open, you can submit your primary application even if you have not had your committee interview yet. Do not wait. An early application is a strategic advantage!

Please dress professionally for committee interviews. They will take 30-45 minutes and are conducted on campus. We do not conduct Skype, Zoom, or phone interviews. You can bring updated information at that time, including new personal statements.

Please review guidelines on professional attire on the Career Services website: http://studentaffairs.psu.edu/career/students/interviewing.shtml

5. HOW TO ENTER LETTERS OF EVALUATION INTO APPLICATION SYSTEMS

After your committee letter has been written, we will append all your letters of evaluation to the committee letter as a single .pdf file and upload all of your letters into the appropriate application system.

The only evaluator you will need to enter into AMCAS, AACOMAS, AADSAS and OptomCAS will be the committee letter under the heading of Dr. Ronald Markle.

Please do not enter your committee interviewer’s information into the application systems. Dr. Markle is the Chair of the Health Sciences Pre-Professional Committee and signs all outgoing committee letters, even when they are written by other members of the committee. Pay close attention to the instructions for your application system(s), as the e-mail addresses are tied to the PSU committee letter accounts.
The Committee will not send an evaluation letter to more than one type of health professional program during an application period. For example, you cannot request that your evaluation letter be sent to both medical school and dental schools during the same year. However, we will send to both allopathic (M.D.) and osteopathic (D.O.) medical programs during the same year.

**AMCAS (MD Schools):**

- Committee Letter option should be selected
- Primary Contact: Dr. Ronald Markle
- Primary Contact E-mail: ram29@psu.edu
- Primary Contact Phone: 814-865-7620
- Address: 225B Ritenour Building, University Park, PA 16802

*Note: Please save the “AMCAS Letter ID” and your “AMCAS” ID for the committee to use.*

**AACOMAS (DO Schools):**

- Under Supporting Information> evaluations> Create Evaluation Request
- Under “Are you requesting a committee evaluation” indicate “Yes.”
- List Dr. Ronald Markle as the author.
- Email Address: ram29@psu.edu
- Due Date: September 15 (note: this is NOT binding, letters take 4-6 weeks after your interview)

*Note: Please save your AACOMAS ID for the committee to use.*

**AADSAS (Dental) and OptomCAS (Optometry):**

- Under Supporting Information> evaluations> Create Evaluation Request
- Under “Are you requesting a committee evaluation” indicate “Yes.” (for OptomCAS, skip this line)
- List Dr. Ronald Markle as the author.
- Email Address: L-ecos-prehealth-recletter@lists.psu.edu
- Due Date: September 15 (note: this is NOT binding, letters take 4-6 weeks after your interview)

*Note: Please save your AADSAS or OptomCAS ID for the committee to use.*
6. POST-INTERVIEW CHECKLIST

1. **veCollect: ID Numbers** Update this in veCollect when applications open. You can do this by logging into veCollect and clicking on “My Account” on the top right, then “Update my Account Details”:
   - MD Schools: AMCAS ID AND your AMCAS letter ID
   - DO Schools: AACOMAS ID
   - Dental: AADSAS ID
   - Optometry: OptomCAS ID

   Your ID’s are critical to matching your letters with your application.

2. **veCollect: Lock your Quiver** When all letters have been received and finalized, including your committee letter, please log into your account and go to the tab “Process My Letters.” Indicate that you will not make ANY changes by signing your name and selecting “Process and Lock this Quiver.” You will no longer be able to add or remove letters at that point.

3. **E-mail your lead interviewer** when you have submitted your application. We will then upload your letters to the application systems if your quiver has been finalized and locked (except MD applicants).

4. **MD applicants**, notify your lead committee interviewer when your application has been verified. We cannot upload your letters until this action is complete along with the previous steps.

5. Please be sure to do the following:
   - Double-check individual requirements (e.g. prerequisites) for each school
   - Make sure you have all required documents (e.g. DO letter for osteopathic schools)

6. If you are applying to the following medical schools/programs, please e-mail your lead interviewer the addresses where committee letters should be sent:
   - Caribbean Medical Schools
   - LSU-Shreveport (MD)
   - Health Professions Scholarship Program (Military)

   Lead Committee Interviewer E-mail: ________________________________________________________________________
7. FREQUENTLY ASKED QUESTIONS

Do I need to have 2 science and 1 non-science letter to schedule my committee interview?
No. You need at least 3 letters (any 3) plus your completed biographical sketch in order to schedule.

How can I delete a letter from my quiver, or delete the quiver entirely?
Click on the “My Quiver” tab at the top of your veCollect page and once you see the quiver, click on “Add/Remove letters” or “Delete this quiver,” depending on the action you wish to take. You will NOT be able to make this adjustment after you have “locked” and processed your quiver.

What happens if I decide to delay my application, or if I need to reapply?
veCollect saves all of your account information including your username, password, and your letters. However, the year you intend to apply, you will need to contact our office to “reactivate” your veCollect account, as all accounts will be de-activated when letters of evaluation have been finalized and uploaded for all accounts for the year, typically concluding in October. That is when we begin collecting letters for candidates applying the following spring/summer. You will need to pay the $50 processing fee again.

Do I need my committee letter prior to submitting my primary application?
No. Do not delay submitting your primary application, as an early submission is a strategic advantage. Committee letters typically take 4-6 weeks to write after your interview. During periods of high-volume late spring throughout the summer, it may take even longer. E-mailing the committee to ask when your letter will be uploaded does not speed up the process. E-mails will delay your letter completion if members must redirect their time to answering e-mails from anxious applicants instead of writing letters. Please exercise restraint and patience, and make sure you are following all instructions carefully.

Can I add letters of recommendation after my committee letter packet has been uploaded into my application(s)?
Yes, but you will need to have them uploaded directly through the application service, and not through the committee. We can only upload once to each application service. When your quivers are locked and processed, we cannot make any changes.

What should I do if I have trouble getting an evaluator to submit their letter?
Provide a “gentle reminder” to an evaluator who has not yet submitted a letter for you. Consult a prehealth adviser. If you are missing one or more letters and face the decision of whether or not to create your quiver without the full complement of recommendation letters, we will help you with this decision. Please be sure you have reviewed “1: Requesting Letters of Recommendation” in this guide.

What if I have an evaluator that has not received a veCollect notification e-mail?
This is primarily a result of applicants creating an Evaluator Record but not a Letter Record or forgetting to click on the envelope icon to e-mail the evaluator. Please check with all of your evaluators to make sure they have received the email that is generated when you click on the envelope icon. Please read this guide thoroughly.
This section applies to the following applicants:

- Applicants that applied but received no offers.
- Applicants that withdrew their applications in a previous cycle.
- Applicants that interviewed with the committee but chose not to proceed with their application.

Students with existing letters and files in our office will be transitioned to veCollect. When you plan to apply or reapply, follow the instructions to create a veCollect account and create evaluators and letter records.

It is HIGHLY RECOMMENDED that you obtain updated and current letter each year that you apply.

If it has been 2 years or longer since you interviewed with the committee, it is highly recommended that you interview again, especially if you have significant changes in your application and candidacy.

**Timeline:**

Committee letters still take 4-6 weeks to update from the time the committee reaches out to you. Even if we already have a letter drafted, we still want to write the strongest letter possible for all candidates, therefore it will take time to make updates.

Early applications are a strategic advantage, therefore we still encourage applicants to submit applications as early in the cycle as possible. Contact a prehealth adviser at Penn State with questions. Our office can schedule phone and Skype appointments with alumni that are interested in health professions.

**Payments**

You are still required to pay the $50 non-refundable fee to cover the cost of your active veCollect account and associated administrative costs. You must pay this fee before we update your letter and upload it:

You have several options to pay:

- Exact cash
- Check (made to “Penn State University”)
- Credit Charge: Follow link and scroll down to “Payments”
  - [http://science.psu.edu/premed/applying-to-medical-school/committeeinfo](http://science.psu.edu/premed/applying-to-medical-school/committeeinfo)

You can mail payments or drop off cash in person. Please do not mail cash.

225 Ritenour Building (East Wing)
University Park, PA 16802
Tel: 814-865-7620

**Steps to Obtain an Updated Letter**

The committee member that updates your committee letter will also upload the existing letters that are in our office. Therefore, please follow all instructions regarding veCollect up to “e-mailing your request.” Only e-mail requests to evaluators if you have new evaluators or are expecting new/updated letters. Otherwise, our office will manually upload your existing letters.
It is HIGHLY RECOMMENDED that you obtain updated and current letters each year that you apply.

1. Follow the instructions for veCollect, but stop when you reach “e-mailing your request,” unless you are requesting new letters.
2. Submit the Reapplicant Committee Letter Form after you have followed the instructions for veCollect: [http://sites.psu.edu/sciadvising/reapplicants/](http://sites.psu.edu/sciadvising/reapplicants/). Please be thorough. Significant experiences and improvements in candidacy allows us to write a stronger letter on your behalf.
3. Contact the Prehealth adviser that wrote your last committee letter (scroll to the bottom for the faculty/staff list): [http://science.psu.edu/premed/advising](http://science.psu.edu/premed/advising)
4. If the Prehealth adviser that wrote your letter is no longer with the department or you don’t remember who wrote your letter, contact the Chair, Dr. Ronald Markle: ram29@psu.edu
5. Pay your $50 processing fee
6. Follow the rest of the instructions for veCollect and the post-interview checklist when you know who will be writing your updated committee letter.

**9. FOLLOW-UP**

As you move forward through the application cycle, please utilize the Prehealth Advising Office with questions and concerns. We are here as a resource to all current and former Penn State students.

Our office enjoys hearing from candidates that we have interviewed, so please keep us up-to-date on the interview offers you receive as well as the schools that have made admission offers.

If you have not heard back from any schools by November (or by December for Optometry), you can reach out to the Prehealth Advising Office to discuss next steps, and how to proceed with updates and letters of intent/interest.

In January-February, we will contact all applicants for updates. Please take time to respond to our survey, as it helps us gather data to assist candidates in the future.

**10. PREHEALTH ADVISING RESOURCES**

Throughout the year we regularly offer group advising sessions relevant to applicants. The current schedule of sessions are posted on our website: [http://science.psu.edu/premed/advising](http://science.psu.edu/premed/advising)

**Medical Applicants**

Junior and senior students applying for medical, dental, or podiatry school will be introduced to application timelines and strategies needed to compete successfully in the current application cycle.

**Medical School Interviewing**

What to expect and how to prepare for medical school interviews. We will review different interview formats, resources, as well as the biggest myths in interview prep.

**International Medical Service-Do’s, Don’ts, Why’s and Why Nots**

Navigating short-term service trips abroad is tricky, and not always as advantageous or altruistic as volunteers assume. Learn how to steer through this complex area and avoid major ethical pitfalls. This is
organized through a collaboration with experts in the International Development department in the College of Agricultural Sciences.

**Personal Statement Workshop**

Bring your writing utensils! In collaboration with the English department, we will go over the basics and provide prompts to get you started on your personal statement.

**Gap/Glide Year**

If you are considering taking a gap or glide year, attend this session to get more information on how to look for opportunities. We will cover research, work experiences, clinically-related experiences and volunteer opportunities.

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<th>Health Sciences Pre-Professional Evaluation Committee</th>
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<tr>
<td><strong>Ronald Markle, Ph.D</strong></td>
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<td><strong>David Cassiday, M.Ed</strong></td>
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<td><strong>Patricia Hunt, M.S.</strong></td>
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<td><strong>Alicia Kehn, M.Ed</strong></td>
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<td><strong>Beth Johnson, Ph.D</strong></td>
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<td><strong>Luann Auman</strong></td>
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<td><strong>Lori Lauck</strong></td>
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Other members of the Committee are comprised of the following:

- Academic Advisers from across the university
- Faculty members and researchers
- Retired or currently practicing physicians
As a result of the dramatic increase in number of students using the services of our college’s evaluation committee, and because of increased cost of preparing committee letters of evaluation along with the decreased funds within the college and university, we must now charge a $50 processing fee for preparing and mailing committee letters of evaluation to all the schools to which you are applying. A cost analysis shows that it costs us an average of $97, excluding all faculty time, to prepare and send out Committee Letters of Evaluation for each student applying to health profession schools. We hope you understand our need to ask that you help cover a portion of this cost.

Do you wish to have the Health Sciences Preprofessional Evaluation Committee prepare your Letter of Evaluation?

☐ Yes
☐ No

If you answered yes, please indicate your preferred method of payment.

☐ Check here if you wish our office to directly bill your student account at the Bursar's Office.

☐ Check here if you wish to pay our office directly by cash or check (made out to Penn State University).

Note: Arrangement for payment should be done before or at the time of the committee interview.

Name (print)  

PSU ID #  

Signature:  

Date  

Please return form to the Prehealth Office in 225 Ritenour Building.
For Credit Charge: Follow link and scroll down to “Payments”