



# W.M. Keck Science Department

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## 2023-2024 Application Keck Science Department Committee Letter Process

<p><b>September</b></p>	<p align="center"><b>Attend our Medical/Dental School Applicant Information Session</b></p> <p>If you plan to apply to medical/dental school in summer 2023, it is <b>MANDATORY</b> that you attend. This session is for 2023 medical/dental school applicants only. <b>Required for committee letter.</b> Learn about how to access the resources needed to be on track for an application, when to schedule advising meetings, and beyond.</p>
<p><b>September-October</b></p>	<p align="center"><b>Create a Pre-Health Portal Information</b></p> <p>Create an account, fill out Student Profile information Tab, upload resume &amp; transcript, complete Self-Assessment (located at the bottom of the Applicant Section) <b>*Make sure you let Susie know you are applying this cycle so that she can give you access to the Applicant Section*</b></p>
<p><b>October - November</b></p>	<p align="center"><b>Schedule a Fall Applicant Meeting</b></p> <p>Schedule a 1-hour meeting to discuss applicant readiness to apply to medical or dental school in summer 2023 and identify potential letter writers. Schedule Zoom meeting via Calendly. Please create a profile in the Portal if you do not already have one.</p>
<p><b>October</b></p>	<p align="center"><b>Join our Student Panel work shop about MCAT/DAT/GRE</b></p> <p>Do you have questions about taking a standardized test and want to ask someone who has already taken it? Come speak with Keck students who have already taken the MCAT &amp; GRE.</p>
<p><b>November</b></p>	<p align="center"><b>GAP Year Information Session &amp; Student Panel</b></p> <p>Session will cover what it means to take time in between undergrad and starting health professional school, why people might opt to do it, how it can help strengthen one's application, and the different things that people do during a GAP year. Perspective from current and Keck alum who are taking a gap year.</p>
<p><b>Cont.</b></p>	<p align="center"><b>Personal Statement Workshop</b></p> <p>If you plan to apply to a graduate health program, it is <u>highly recommended</u> that you attend this session. Learn how to write a meaningful personal statement for your application.</p>
<p><b>December</b></p>	<p align="center"><b>Mandatory VeCollect Training Info Session</b></p> <p>This training is for students who plan to apply to medical/dental school programs summer 2023 and will offer an overview of the various application services needed. You will receive training on how to complete your applicant profile, upload your unofficial transcript and your personal statement draft. You will also learn the system for requesting, collecting and sending letters of recommendation. <b>Required for committee letter.</b></p>
<p><b>Winter Break</b></p>	<p align="center"><b>Things to be working on over Winter Break</b></p> <p align="center">Begin requesting Letters of Recommendation using veCollect Draft Personal Statement Update PH Portal &amp; Self-Assessment, Update Transcript, Resume/CV Experience Descriptions (15 things, 3 most meaningful) Applicant Autobiography</p>

<p><b>January-February</b></p>	<p align="center"><b>Applicant Autobiography Due February 15</b>  Will receive prompt for Applicant Autobiography in December – <b>Deadline is February 15, 11:59PM PST</b></p>
<p><b>February - March</b></p>	<p align="center"><b>Required Spring Committee Letter Meetings</b>  Schedule a 2-hour meeting with Susie. <b>Required for committee letter. Optional Personal Statement Review:</b> Schedule a time with your Career Services &amp; Writing Center to go over your Personal Statement and give feedback.</p>
<p><b>April</b></p>	<p align="center"><b>All letters of Recommendation Due to VeCollect</b>  <b>Required for committee letter.</b></p>
<p><b>April-May</b></p>	<p align="center"><b>Picking Schools/MSAR Workshop</b>  This session will teach you how to use the MSAR to research and select schools. <b>2023-2024 CAS (Centralized Application Service) Workshop</b> – this session will provide information on how to fill out the application for medical and dental programs.  <b>Required for committee letter</b></p>
<p><b>May – mid July</b></p>	<p align="center"><b>Start filling out the online application for upcoming Application cycle</b>  Order official transcripts <u>IN ADVANCE</u>. Send Susie AMCAS Letter Request form – All other CAS will be sent automatically for you once you input Susie’s information.</p>
<p><b>June – mid July</b></p>	<p align="center"><b>Submit final application</b> to centralized application service online.</p>
<p><b>July 1</b>  <b>Deadline is July</b></p>	<p align="center"><b>Committee Letter Upload</b>  Students will need to send letter request forms to Susie for her to upload committee letter to application. This should be done no later than July 15.</p>
<p><b>Late July-August</b></p>	<p align="center"><b>Pre-Health Office Closed for Summer Recess.</b></p>