



Applying to Health Professional School

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Type questions in the chat
throughout the event!



Fields to be Covered

- Dentistry
- Occupational Therapy
- Physical Therapy
- Optometry
- Osteopathic Medicine
- Pharmacy
- Physician Assistant



Agenda

- Preparing for Your Application
- Primary Application
- Secondary Application
- Interview(s)
- Application Tips
- Useful Resources



Are you ready to apply?

- Completed prerequisite courses
- GPA
- Entrance Exam Score
- Experience
- List of Schools

General Application

Timeline

The Physician Assistant app opens in **late April!**

Year 1		Year 2		Year 3		Year 4	
Fall 20__		Fall 20__		Fall 20__		Fall 20__	
				<i>Study for entrance exam</i> ▼		<i>Interviews</i> ▼	
Credits	0	Credits	0	Credits	0	Credits	0
Spring 20__		Spring 20__		Spring 20__		Spring 20__	
						<i>Interviews</i> ▼	
				<i>Take entrance exam</i> ▼		<i>Decide</i> ▼	
		<i>Study for entrance exam</i> ▼		<i>Prepare your application</i> ▼		<i>Graduate</i> ▼	
Credits	0	Credits	0	Credits	0	Credits	0
Summer 20__		Summer 20__		Summer 20__		Summer 20__	
				<i>Primary applications</i> ▼			
		<i>Study for entrance exam</i> ▼		<i>Secondary applications</i> ▼		<i>Enter professional schools</i> ▼	
Credits	0	Credits	0	Credits	0	Credits	0



Get started now!

[Application Timeline Checklist Sample](#)



Primary Applications

Dentistry

Occupational
Therapy

Physical Therapy

Optometry

Osteopathic Medicine

Pharmacy

Physician Assistant



Primary Application

- Is where you:
 - Complete primary application
 - Have letters of recommendation sent
 - Have transcripts sent
 - Send entrance exam scores
 - Pay initial application fees



The Role of the Application System (AS)

- Process and submit your completed application to schools
- Forward letters of recommendation to schools



Primary Application

- I. Identifying Information
- II. Biographic Information
- III. Schools Attended
- IV. Coursework
- V. Standardized Test Scores
- VI. Experiences
- VII. Letters of Recommendation
- VIII. Schools
- IX. Essays
- X. Certification and Submission



Sample Application



I. Identifying Information

- Includes basic information, such as legal name, ID numbers, and birth information
- By what gender you would like to be addressed
- Tips:
 - Include all alternate names (e.g., maiden name) and alternate ID's (student ID numbers) that may be associated with your application
 - Aids AS in identifying your documents



II. Biographic Information

- Contact information
- Preferred and permanent addresses
- Alternate contact person
- Childhood and family information
- Military status if applicable

- Make sure that your address and contact information is current



III. Colleges Attended

- Colleges
 - Include every post-secondary institution (community colleges, summer school, etc.) that you took at least one course
- Degrees
 - Major(s) and Minor(s)
- Transcripts



Transcript Request Process

1. Enter institution information in Colleges Attended section of app.

2. Click on the Order link:



1/4
Sections Completed

High Schools Attended



Colleges Attended



Transcript Entry

Standardized Tests



Colleges Attended

List all post-secondary institutions, including matriculation to any health profession, such as:

- Physician Assistant programs
- Medical schools, including MD, DO, and foreign medical schools
- Other health professions, including but not limited to dentistry, physical therapy, occupational therapy, chiropractic, podiatry, etc.

Additionally, report all institutions, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed they transferred to another institution.

Finally, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

Add a College or University

Colleges and Universities Attended

UNIVERSITY OF HAWAII - MANOA



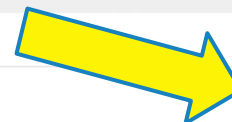
January 2020 - Still Attending | Semester System | No Degree Earned

Transcript Types

Official Transcript ⓘ

Not Yet Received

Order



Transcripts Are Required

You can submit your application before transcripts are received. However, you **must** submit all required documents in order to complete your application.

This application requires specific transcript types from your colleges and universities attended.

3. Select National Student Clearinghouse.

4. Copy your Transcript ID number.




Order Your Official Transcript
University Of Hawaii Manoa

Select how you want to order your official transcript.

Option 1: Order an Electronic Transcript

Option 2: Order a Mailed Paper Transcript

First, confirm with your school that they participate in one of the following e-transcript services. Then select their preferred service to order your transcript. If you cannot find your school in these services, please use Option 2 to order a paper transcript.

-  Credentials Solutions
-  National Student Clearinghouse
-  parchment

Step 1: Search for **University Of Hawaii Manoa** to see if your school participates.

Step 2: Select **CASPA - Physician Assistant Education Association** as the recipient.

Step 3: Include your Transcript ID number: **[4859944751-12518826-X]** Copy

[Visit National Student Clearinghouse Now](#)

[I Will Do This Later](#) | [I Ordered My Transcript](#)



5. Select UHM and complete the Personal Information Section.

6. Complete the Transcript and Delivery Details as shown below.

- a. For Select Organization, select the name of app system like the example in the next slide.
- b. Paste the CAS Transcript ID Number you copied earlier in Step #4.



1 Enter Personal Information

2 Select Transcript and Delivery Details

3 Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by consent type.

Who are you sending your transcript to?

Education Organization, Application Service, Scholarship and Professional Licensing

Select Organization

CASPA - Physician Assistant Education Association

Enter CAS Transcript ID ?

CANCEL ORDER

CONTINUE



- 1 Enter Personal Information
- 2 Select Transcript and Delivery Details
- 3 Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient: AMERICAN MEDICAL COLLEGE APPLICATION SERVICE

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed?

Current Transcript - Process As Is

NOTE: This option is for students and alumni who want their transcript processed and sent as it is today. It will reflect your grades through your last or latest term.

Delivery Information

How do you want your transcript sent?

Electronic

How many copies do you want?

1 copy = \$5.00

Enter other required instructions only

(Optional)

School's Terms and Conditions:

Transcript will be sent by Electronic Exchange (ETX).

I have read and accept my school's terms and conditions for the delivery method of Electronic?

Acceptance to the Terms and Conditions is required.

YES

NO



7. Complete the Processing Details and Delivery Information Sections.



Transcript Request Process

8. Complete remainder of request and submit payment.

You can check your app to make sure that CAS has received and processed your transcripts.

This is often the longest part of the application process, so complete it as soon as the application opens!



IV. Coursework

Entering your coursework:

- Academic year and term
- Year in school
- Course number and name
- Course classification
- Transcript grade
- Credit hours
- Special course type



IV. Coursework

- Special course types:
 - AP credits
 - Study abroad and foreign coursework
 - Military coursework
 - Refer to AS Instruction Manual for full list and instructions
- Tips
 - May also include current/future courses
 - Make sure you enter courses exactly as they appear on the official transcript!
 - Multiple errors may cause application to be returned for corrections, will cause processing delays



IV. Coursework Sample

- Example: BIOL 402- Principles of Biochemistry
 - Academic Year and Term: 2015-2016, Spring
 - Year in School: Junior (JR)
 - Course Number and Name: see above
 - Course Classification: CHEM
 - Transcript Grade: none
 - Credit Hours: 4
 - Special Course Type: Current/ Future



Your AS GPA

- Calculated once application is submitted and coursework is verified with official transcripts
- Usually different from the GPA at your institution
- Includes cumulative GPA, science and math (BCPM) GPA, and all other (AO) GPA
- Different GPAs for undergraduate, post-baccalaureate, and graduate coursework



V. Standardized Tests

- Examples: DAT, GRE, MCAT, OAT, PCAT, etc.
- Double-check scores
- Make sure you indicate if you are taking a future test



VI. Experiences

- Observation Hours
- Experiences
- Achievements
- Licenses and Certifications



VI. Experiences

- Includes basic information such as name of experience, dates of participation, total hours, supervisor contact information
- Highlight what you learned/gained and how you contributed



Tips

- Use an experience log
- Quality over quantity
- Don't exaggerate, but don't be modest!
- Order doesn't matter
- Treat as additional essays
- Show, don't tell

Font settings: Arial, 12, Bold, Italic, Underline, Color, Background Color

Numbering and bullet point options

General style dropdown, currency, percentage, comma, decimal, thousand separator

Conditional Formatting, Format as Table, Cell Styles

Insert, Delete, Format options

Editing search icon

Analyze Data icon

Share icon

C14

	A	B	C	D	E	F	G	H	I
1	Experience Log								
2	Please use this sheet to log your experiences for the 'Work/Activities' section of the AMCAS Application.								
3	Each experience will also require an 'Experience Description' (700 characters).								
4	You may also designate up to 3 experiences as 'Most Meaningful', allowing you to elaborate an additional 1325 characters on these experiences.								
5									
6	Experience Name	Start/End Date	Hours	Organization name	Organization location	Contact title (e.g. Program Advisor, Employer, etc.)	Contact name	Contact phone	Contact email
7	1.								
8	Experience Description:								
9	2.								
10	Experience Description:								
11	3.								
12	Experience Description:								
13	4.								
14	Experience Description:								
15	5.								
16	Experience Description:								
17	6.								
18	Experience Description:								
19	7.								
20	Experience Description:								
21	8.								
22	Experience Description:								
23	9.								
24	Experience Description:								
25	10.								
26	Experience Description:								
27	11.								
28	Experience Description:								
29	12.								
30	Experience Description:								
31	13.								
32	Experience Description:								
33	14.								
34	Experience Description:								
35	15.								
36	Experience Description:								





VII. Evaluations

- Contact info for all letter authors
- Create letter request form
- Assign each letter to schools
- Remember to check with the deadlines of the specific schools
- Reference submits directly to AS



Types of Evaluations

- Committee Letter: Packet of individual letters sent to pre-health committee who writes letter and sends as packet → **NOT offered by UHM**
- Packet: Packet of letters distributed by institution, usually Mānoa Career Center
- Individual Letter: Letter authored by single writer

VII. Evaluations

How should I ask?

- Ask in person if possible
- Be sensitive of time
- “Do you feel you know me well enough to write a letter?”
- Ask if they think they can write you a strong or meaningful letter
- Pay attention to demeanor

Whom should I ask?

- Check individual schools
- SCIENCE Professors, employers
- People who know YOU
- Write professionally and eloquently
- Address different areas of competencies

VII. Evaluations

Things to provide

Must provide

- Copy of instructions
- Deadline
- CV
- Transcripts (optional)
- List of course(s) you took from them and grade(s) received
- Personal Statement
- Submitted work
- Stamped, addressed envelope (if mailing)

When should I ask?

- Give at least **1 month** to write
- Give **deadline 2 weeks** before letter is due
- First: ask in person without packet
- Second: Deliver Packet

VIII. Essays: Current Prompts

- Usually asks:
 - Why you want to go into your chosen profession
 - What experiences have led you to this decision



VIII. Essays

- Do not create in AS
- Type directly into AS
- Do not use special symbols
- Spaces count as characters
- Have others review: 2 healthcare professionals and myself are recommended.



Fees **(Initial fee, additional fee for each additional school)**

- Dentistry: \$251, \$108
- Occupational Therapy: \$150, \$65
- Physical Therapy: \$155, \$60
- Optometry: \$180, \$70
- Osteopathic Medicine: \$196, \$46
- Pharmacy: \$175, \$55
- Physician Assistant: \$179, \$55
- Veterinary Medicine: \$220, \$120



Fee Assistance Program (Optional)

Possibly:

- Reduced entrance exam registration fee
- Entrance exam prep materials
- Access to admissions requirement resource
- Waiver for AS fees



X. Certification and Submission

- Payment: online check/credit card
- Changes after submission: MUST **re-certify** and **re-submit** application
- Processing begins once your app and official transcripts are received
- Notify AS if schools have not received material 4-6 weeks after processing completed



Allowed Post-Submission Changes

- Required and alternate ID's
- Name(s)
- Contact and birth information
- Letters of Evaluation/Recommendation
- Future test dates
- Schools

Your application will be re-certified with every approved change with the exception of letters. If you have already added medical schools, but have not designated letters, or would like to designate additional letters your application will NOT have to be re-certified.



Secondary Applications

- Specific to each school
- May be required to be submitted in AS
- May include:
 - Additional information
 - School-specific essays or prompts
 - May ask how COVID has impacted you.
 - I can review these!
 - Letters of recommendation



Secondary Applications

Screening

- GPA, entrance exam cut-offs, residency requirements, etc.
- Receiving secondary application means you've passed first round!

No screening

- All applicants receive secondary
- Does not give indication of applicant standing



Tip #1

- Create a specific, professional email account
- Check status and email often
- Email the AS for any questions not answered in the FAQ



Application Checklist

- Primary Application
- Secondary essays
- Interview

After submission

- Check your application status frequently
- Be on the look-out for secondary essays to be emailed



Tip #2

Don't let your app stall!

Reasons Applications are stalled:

- Late (after deadline)
- Incomplete (missing transcripts, test scores, fee, etc.)
- Errors (typos, coursework do not match, etc.)
- Cannot reach you for clarification

General Application

Timeline

The Physician Assistant app opens in **late April!**
PPSAP Scholars: Your app is due on 9/1!

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Interviews

- Gives admissions committees a more personalized view of applicants
- All schools screen applicants prior to sending invitations for interviews
- Applicants are responsible for all costs involved in the interview process (e.g. airfare, lodging, etc.) if in-person
- Practice, practice, practice!

Resources: [Pre-Health Career Corps](#), [Manoa Career Center](#), healthcare professionals, me!



Interview Formats

- Traditional
 - One-on-one
- Panel
- Group
- Multiple Mini Interview (MMI)



Mock Interview Opportunities

- Mānoa Career Center (careers@hawaii.edu)
- Pre-Health Career Corps (phcc@hawaii.edu)
- Physicians you work with/shadow
- Accepted, current, and graduated med students (kianak@hawaii.edu)
- Me! You can schedule an appointment [here](#).



Application Checklist

- Primary Application
- Secondary essays
- Interview

CONGRATULATIONS!

You have finished applying to
health professional school!

General Application

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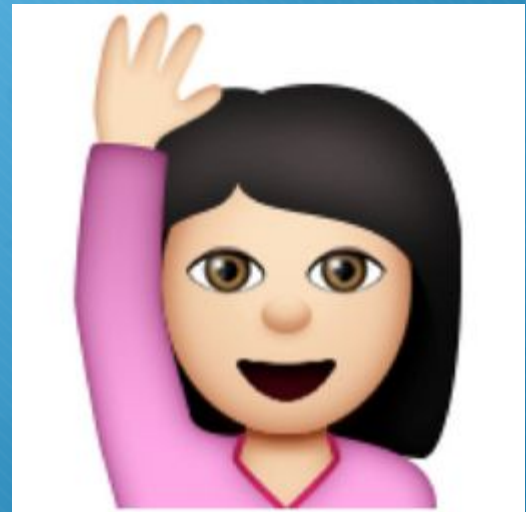


Get started now!

[Application Timeline Checklist Sample](#)

Useful Resources

- [Guidelines for Writing a Personal Statement](#)
- [Guidelines for Requesting Letters of Recommendation](#)
- [Guidelines for Letter Writers](#)
- [Guidelines for Interviews](#)
- [Application Checklist SAMPLE](#)



WICHE Professional Student Education Program

- Dentistry, OT, PT, Optometry, Veterinary Medicine
- Graduates must return to practice in their home state
- Due Oct. 15 the year prior to enrollment; late applications accepted but they will receive secondary consideration. Vet med applicants encouraged to apply by Sept. 1.
- Contact Info & Application:

[Hawaii PSEP Office](#)

[Hawaii PSEP Application and Details](#)

PRE-HEALTH

FREE VIRTUAL WORKSHOPS



Want to learn some tips and tricks to get into Medical School? Sign up for one of our Workshops listed below!

Applying to Medical School: Wednesday, January 19th, 5-6 PM

'Imi Ho'ola Program: Wednesday, January 26th, 5-6 PM

**Applying to Health Professional School: Wednesday,
February 2nd, 5-6 PM**

Personal Statement/LORs: Wednesday, February 9th, 5-6 PM

The Gap Year: Wednesday, February 16th, 5-6 PM

WICHE: Wednesday, February 23rd, 5-6 PM

GREs: Tuesday, March 1st, 5:30-6:30 PM

MCAT: Wednesday, March 2nd, 5-6 PM

DAT: Thursday, March 3rd, 5-6 PM

Mock DAT/GRE/MCAT: Saturday, March 5th, 9am

**REGISTER
HERE AT:**

[HTTPS://TINYURL.COM/YCKNRT8B](https://tinyurl.com/ycknrt8b)

Register here!



Questions?

Thank you!

Please complete your eval!



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