

## How to Complete a Folder for a Letter of Recommendation from The Citadel's Pre-Health Professions Committee (PHPC)

1. Meet with the PHPC Chair to discuss the process of the [Pre-Health Professions Committee \(PHPC\)](#)
2. Contact at least 5 professors/mentors who know you very well and ask them to submit a letter of recommendation. Explain the Pre-Health Committee process to each of your referees and let them know that it's best if they provide specific, personal evidence to substantiate their evaluation of you. The group of referees must include at least one science course instructor plus at least two other course or research instructors, with at least two letter writers from The Citadel. The group of individual referees could also include mentors or medical professionals with whom the student has worked. If you are applying to medical school, you may also want to provide your letter writers with the AAMC's "[Guidelines for Letter Writers](#)" to help them write the best possible letters. Letter writers will receive an email with a letter request from PHPC immediately after the student completes the online **Pre-Health Confidential Evaluation Request** form. The Chair of PHPC will provide a private link to the form after the student submits the Waiver Form.
3. The Chair of PHPC will email you a link to complete, sign, and submit the **Confidential Evaluation Request and Waiver Form** to PHPC
4. Please *do not submit* the online **Pre-Health Confidential Evaluation Request** form until you have spoken with all your letter writers to confirm that they are willing to support you. Your letter writers will receive an email from PHPC *immediately* after the student submits the form. Please request that your letter writers submit their letters for you within two weeks of receiving the link from PHPC. It is also a good idea to follow up by sending them a copy of your resume/CV, and a link to more information about PHPC.
5. After you submit the **Pre-Health Confidential Evaluation Request** form, you should see a "thank you" message, and the Chair of PHPC will receive an email notification. Please allow a few minutes for the system to process the form and return the "thank you" message. **If you have technical difficulty, please do not re-submit the form until you consult with the Chair of PHPC.**
6. The online **Pre-Health Confidential Evaluation Request** form will require students to provide contact information for themselves and their letter writers, and to upload the following items:
  - a. A recent **photo** (yearbook-style)
  - b. All undergraduate **transcripts** (Citadel records may be printed from the My Citadel Portal)
  - c. A **resume/C.V.** detailing the student's volunteerism, shadowing, research, leadership, etc.
  - d. Your personal statement (may be omitted, but must be submitted later by email)
  - e. A digital version of the **Confidential Evaluation Request and Waiver Form**
7. To complete a PHPC folder:
  - a. All individual letters from your letter writers must be received
  - b. Personal statement; submit by email attachment to the Chair of PHPC
  - c. The student must submit the official committee "**Letter/Evaluation Request**" form from the "supporting materials" section of the application service (AMCAS, AACOMAS, TMDSAS, or AADSAS or other). ([AMCAS instructions here](#), [AACOMAS instructions here](#), [AADSAS instructions here](#), [TMDSAS instructions here](#), [scroll down](#) to "DELIVERING HP COMMITTEE PACKETS TO TMDSAS")
8. Once your folder is complete, the Chair of PHPC will schedule a meeting of the Pre-Health Committee, write a committee letter, and submit it with all individual letters attached as an appendix. The application service should receive your letter **within four weeks of the completion of your folder.**
9. When you complete your AMCAS, AACOMAS, AADSAS, or TMDSAS applications, be sure to check the box to "release application information to my pre-health advisor". This allows the Chair of PHPC to keep accurate records about Citadel acceptance rates.
10. The Chair of the Pre-Health Professions Committee, will keep a summary of specific replies from professors on file for five years. During that time, students may get a consensus report from the committee sent to any medical, dental, or other health-related school by requesting it in writing from the Chair.