Committee Letter Guidelines - Physician

The HPAS Office will write a *Committee Letter* in support of your application to medical school, when you have submitted an Autobiography and Personal Statement to the HPAS Office on or before March 15.

The suggested faculty and mentor Evaluation Letters should be in student’s file before June 1.

The HPAS Office must have a copy of the completed medical school application on file before the *Committee Letter* can be mailed to the medical school.

**PLEASE NOTE:**

- The Autobiography is required on or before March 15, if a Committee Letter is to be written.
- The *Committee Letter* is usually written after June 1 and no later than September 15.
- The Autobiography/Personal Statement should comply with the guidelines as outlined on page 2.
- When the student has submitted the 3 Part Autobiography to the HPAS Office before March 15, a meeting will be schedule for the student with the *Committee Letter* writer.

**GUIDELINES FOR THE PERSONAL STATEMENT**

- The personal statement will include three main sections, which are described on page 2.
- The entire personal statement must comprise *not less than 8 and not more than 20 pages*.
- Use double spacing, left and right margins of 1 inch, and **number the pages**.
- Utilize correct English grammar and spelling.
- Place the following information at the top of page 1 of your statement:

  Name (last, first) ___________________________  Student ID Number ______________________

  Phone(s) __________________________________________________________________________

  Email Address ________________________________________________________________________
CONTENTS OF THE PERSONAL STATEMENT

A. AUTOBIOGRAPHY

- Help us get to know you. Include aspects that you consider important, relevant and interesting about yourself and your career choice. Suggestions include, but are not restricted to: your family history; your personal history; your choice of undergraduate major; your experiences in and outside the realms of science and medicine; travels you have taken; books you have read; hobbies you enjoy; events which have influenced your career choice; skills and personality traits that you will bring to your career. Remember, no topic is mandatory, and there are probably some that are not mentioned here that you may wish to include.

B. PERSONAL PERSPECTIVE

Keep a personal journal for at least three weeks. At the end of each day, quietly reflect upon the following three questions: What surprised me today? What moved me, or touched me, today? What inspired me today? Ask the questions one at a time and move backward through your day to find the answer to the question you are asking. When you find the answer, write it down. Then go on to the next question. Repeat this each day for as long as you keep the journal.

- In at least two full pages, describe your response to this exercise and discuss what you have discovered or learned by doing it.

C. BIOMEDICAL ETHICS

- Please select an article or case study from one of the following publications: New England Journal of Medicine (NEJM) or the Journal of the American Medical Association (JAMA). The article should explore the medical ethics issue on one of the following topics: Prescription Marijuana Use; Patient Request for Genetic Testing; Religious Conflict with Medical Care; or Cultural Competency and Patient Care.

- When you have selected one of these topics from the NEJM or JAMA, please read the article. Based upon the reading, formulate an opinion and be prepared to write your opinion of the issue by including the usual academic source and citations.

- In your writing: summarize the article, analyze medical ethics issues; take a medical ethics position; and reference sources which agree or disagree with your medical ethics point of view.

- List at least four relevant references or citations so as to become more familiar with both the topic and the ethical issue(s) involved in. Include a summary of each reference article. Attach the article you selected to your Personal Statement.

- Be prepared to discuss the article and your references in detail during your final pre-application meeting.

Please submit two passport size photos with your Personal Statement.