



Health Professions Advisor and Student

Committee Letter - Obligations

The HPAS office may be asked by a student to write a committee letter for the health professional schools. The Committee Letter may be written for Medicine, Dental, and Vet Med if and when the student has met HPAS Office requirements.

All Queens College students - including Transfer and Post Bac

- Meet with an advisor at least four semesters: Fall, Spring, Fall, before the Spring Application Semester
- Two Queens College science letters on file by November if planning to apply the upcoming Spring
- Science letters should be on file by November from the categories below:
 - One - Bio 105 or Bio 106
 - One - Chem 113, 114, 251 or 252
 - One - Physics 121, 145, 122 or 146
- Document patient care experience as outlined by advisor for 12+ months or more than one year which involves a minimum of one day a week 4+ hours of continuous and consistent patient care experience –achieved before June 1 year applying. The patient care experience should be as outlined below:
 - Hospital Dental Experience
 - Hospital patient care
 - Veterinary large animal experience
- Document Community Service and/or Campus Leadership for more than 12+ months or more than one year of continuous and consistent service which is one day a week 4+ hours. Community Service and Campus Leadership are not activities in which an academic grade or monetary compensation has been received. The student must have more than 12+ months of continuous and consistent service, a minimum of one day a week 4+ hours by June 1 of year applying.

Additional Requirement

During a meeting with your advisor Fall Semester before the Spring Application Semester you will be asked to do the following if a Committee Letter will be written:

- Review the Autobiography requirements
- Submit Autobiography by first Thursday in March before 4pm.
- Identify for discussion with advisor, 5 schools you plan to apply because you know you meet the academic requirements.
- By June of the Spring Application Semester you should have
 - Reviewed the application
 - Requested transcripts be sent to Application Processing
 - Provide HPAS Office date test taken or date plan to take test
 - All letters in file for Committee Letter writing between June and September 1 of application year
 - All letters in file the student wants mailed to Application Processing
 - Copy of complete application on file with HPAS Office

When the student has submitted a copy of a completion application, the HPAS Office requires 2+weeks (more than 14 days) to write and submit a committee letter to the application center and/or to send a packet with letters to the application center



Queens College – Health Professions Advisory Services Committee Letter - Obligation

Please review Committee Letter requirements with your advisor before November 30, if applying upcoming summer year. Schedule a meeting each semester.

Make sure you have 2 different Science Letters in your file by November 30, if applying upcoming year June

- Biology, Chemistry, or Physics – one of each (bio 105/106, phy 121/122, Chem 113/251)

More than 12+ months of **hospital** patient care experience: 1 day per week 4+ hours

- Hospital setting with HIPPA guidelines enforced
- Hospital Dental experience

More than 12+ months of Volunteer Community Service: 1 day per week 4+ hours
Manhattan/Nassau/Westchester County Red Cross, NY Cares, public school tutoring program, CityHarvest, Public Library, Museum, NY Guild for Blind, Habitat for Humanity, Feed the Homeless, Highline, Education Alliance, American Heart Association, Cancer Society, Police Athletic League, NYFD volunteer.

Advisor meeting once each semester for four semesters by application year June

- Schedule a meeting each semester

Attend the Application Orientation November/December and May

- Futurehealers@gmail.com will send you the notice October/November/April

When informed by advisor, write and submit your Autobiography to the HPAS Office by first Thursday in March by 4pm

- When you meet with your advisor in November, you will have the details

If the HPAS Office is not writing a Committee Letter, students are expected to continue office visits, meet with advisor, and have patient care and community service experiences.

The purpose of the HPAS Office is to provide support and guidance for all students with application process.