

2023-2024 Timeline for Spring 2024 HPAC Interviews (Medical School, Dental School, and Veterinary School)

Your HPAC file will be shared with HPAC faculty members to review prior to your interview. It is important that this file is in great shape. You should go out of your way to impress the committee, as they are the ones writing your committee letter.

Committee interviews are offered to those who plan on applying this admission cycle (to begin school in Fall 2025). Before your interview can be scheduled with the committee, the following items must be submitted to the HPAC.

- 1) A completed Interview Application Form **due Friday, Dec. 1, 2023**.
- 2) A copy of your Skidmore transcript (can be unofficial), and transcripts from any other schools you have attended.
- 3) A CV which includes your education, GPA, post-secondary honors/awards, clinical experience, research experience, leadership experience, job shadowing, extracurricular activities, community service, part-time and full time employment.
- 4) A personal statement.
- 5) A competencies and experiences worksheet that outlines relevant experiences.
- 6) At least three recommendation letters from professors and health professionals. Please be sure to review the **Recommendation Letter Guidelines for Med/Dental/Vet Students** and share the **HPAC Letter of Recommendation Cover Sheet** with recommenders.

The Interview Application Form is **due Friday, Dec. 1, 2023** and all other items are **due on April 5, 2024**. All assignments/forms can be found on the HPAC website: www.skidmore.edu/hpac/forms.php.

Students/Alumni who miss the final deadline (**Friday April 5, 2024**) will be denied the HPAC interview process and from receiving a Skidmore committee letter that year. To meet the final deadline, we strongly encourage you to follow the timeline provided. If you need accommodations for the submission date due to religious or spiritual observances, we are happy to accommodate. If you would like an accommodation, contact Dr. Sheppard (ksheppar@skidmore.edu) and Tracy DeRocher (tbroders@skidmore.edu) by March 29th to arrange an extension.

DEADLINES

Please meet all of these deadlines – it is in your best interest to do so.

Fall Semester:

- Work on your competencies and experiences worksheet. This worksheet outlines the types of competencies that health professions schools are looking for in their students. Filling out this form as thoroughly as possible will not only help you reflect on your file, it will also help the faculty on HPAC write the best and strongest letter for you.
- Decide who you are going to ask to write letters of recommendation on your behalf. You may ask people at this time, but it is probably best to wait to give them the letter of recommendation form in February.

By Friday, Dec. 1:

- Submit your application for the committee interview to Tracy DeRocher at tbroders@skidmore.edu. Once the application is received, we will create a folder on Skidmore Box where you can submit your documents and receive feedback. The link to access this folder will be provided over email.
- Please submit your transcript as fall grades become available to your Box folder.

December

To ensure a well-crafted personal statement, schedule a meeting in Dec/Jan with Robertson Premedical Consulting LLC. The College has covered the cost of this advising session. To access the service, use "Skidmore" as your referral response. While a draft is not required, please watch the prerecorded webinar before your scheduled meeting (link will be emailed after Dec. 1). If you have a draft, send it in advance to robertsonpremedicaladvising@gmail.com. Virtual appointments are available from Dec. 4 to March 3, and you can schedule yours online at <https://www.robertsonpremedadvising.com/appointment>.

Winter Break

- Write first drafts of your CV and personal statement. Upload to Box folder.
 - Writing prompts from the prior application cycle can be found in the applicant guides from [AMCAS](#), [AACOMAS](#), [AADSAS](#), or [VMCAS](#). Please include the prompt in the top of your document, along with your name
 - If you are applying to MD-PhD programs, there are two additional essays you will need to complete. The first essay asks your reasons for pursuing the combined degree and is relatively short. The second essay asks you to describe your research activities and is about three pages long.
- Continue to work on your competencies and experiences worksheet.

February:

- Request your letters of recommendation. Provide the HPAC letter of recommendation cover sheet to all letter writers. Letters need to be on letterhead and include a signature, and they should be sent directly from your letter writer to Tracy DeRocher at tbroders@skidmore.edu.
- Make an appointment with your HPAC advisor to review your competencies worksheet. Integrate feedback and finalize document.
- Write next drafts of your personal statement and CV/resume. Schedule a meeting with Rachel Chase in the Career Development Center in mid to late February. Ms. Chase can be reached at: rchase@skidmore.edu or via Handshake.

March:

- Finalize personal statement and CV/resume.
- MD/DO Only – Begin writing secondary essays based on themes identified from last year's prompts: <https://www.prospectedoctor.com/medical-school-secondary-essay-prompts-database/>

Early April:

- Submit final versions of resume, competencies & experiences worksheet, and personal statement to Box folder.
- Confirm with Tracy DeRocher that your letters of recommendation have arrived. If not, follow-up with your letter writers to remind them of the deadline.
- Prepare for HPAC interview.

Friday, April 5: FINAL DEADLINE

May 3 and 13: HPAC Interviews