Committee Letter Process
Matriculation Year 2020
Checklist and Important Dates

Use this guide to review and complete all of the steps needed in order to submit the updates to your PreHealth Committee Application.

☐ 1. Complete your Intent to Apply for Matriculation Year 2020 and update your AdviseStream profile.

☐ 2. Complete the updates to your Committee Application by May 31, 2019.

☐ 3. Complete the Letter Submission Request beginning June 1, 2019 to begin the processing of your letter.
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Log into AdviseStream

Log into AdviseStream with your NetID. If you have trouble logging in, please click **Support** on the bottom right of your browser to contact AdviseStream Support.

**nyu.advisestream.com**
Complete Intent to Apply

This is the main dashboard where you can access all features in AdviseStream. Click Complete Intent to Apply under the “prehealth” widget.
Complete Intent to Apply

Update your matriculation year to 2020 and click **Save**.
Update your AdviseStream Profile

After completing your Intent to Apply for Matriculation Year 2020, navigate to your profile (under your name > profile).
Update your AdviseStream Profile

In order for your profile to be considered “up to date,” complete the following sections:

1. Timeframes & Degrees
2. Background > Family
3. Background > Citizenship and Heritage
4. Special Circumstances > Legal Actions
5. Special Circumstances > Institutional Actions
Update your AdviseStream Profile

In the special circumstances sections (institutional actions and legal actions), you must select “no” or “yes,” to the questions and click the lock button to share this information with the Preprofessional Advising Center.
Begin the PreHealth Committee Application

Navigate to the Committee Letter Planner (under prehealth > Committee Letter).
Begin the PreHealth Committee Application

If you completed a Committee Application in the past, download a PDF export of your application at the top of the CL Planner. Reference this PDF as you make updates to your Committee Application.

Committee Letter Planner

NYU PreHealth Committee Application

Before Beginning Application, Update AdviseStream Information

- **REQUIRED** Complete Intent to Apply
- **REQUIRED** Profile
- **SUGGESTED** Academics and Engagements Planner

Committee Application - Part 1

- **REQUIRED** Committee Instructions
- **REQUIRED** Applicant Status
- **REQUIRED** Academic History
- **REQUIRED** Self-Assessment
- **REQUIRED** Use of Advising Services

Committee Application - Part 2

- **REQUIRED** Professional Preparation
- **REQUIRED** Resume

Submit Part 1 of Application

Complete all required items before submitting part 1 of your PreHealth Committee Application.

NYU PreHealth Committee Application Important Dates

- **November 15, 2017, 11:59 PM EST** - Deadline for Part I of the PreHealth Committee Application.
- **December 1, 2017, 9:00 AM EST** - Part II of PreHealth Committee Application will open for students who meet Part I deadline.
- **January 1, 2018, 9:00 AM EST** - Parts I and II of the PreHealth Committee Application will open for applicants who miss November 15 deadline.
- **February 1, 2018, 11:59 PM EST** - Deadline for Part II submission. Parts I and II will close for new submissions on February 1, 2018.
- **February 5, 2018, 9:00 AM EST** - Interview scheduling opens.
- **February 16, 2018, 11:59 PM EST** - Interview Scheduling ends. Interviews take place between February 20 and June 1, 2018.

Begin the PreHealth Committee Application

If you completed a Committee Application in the past, download a PDF export of your application at the top of the CL Planner. Reference this PDF as you make updates to your Committee Application.
Begin the PreHealth Committee Application

Mark your Profile as “updated” by clicking the checkbox. It is also suggested that you update your Academics and Engagements Planner.

You must review the Committee Instructions and indicate your Applicant Status before making updates to your application. Click on Committee Instructions.

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<tr>
<td>Matriculation Year 2020</td>
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<tr>
<td>1 Allopathic Medicine (MD)</td>
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<tr>
<td>2 Physician Assistant (PA)</td>
</tr>
<tr>
<td>Message Advisor</td>
</tr>
</tbody>
</table>

NYU PreHealth Committee Application

Before Beginning Application, Update AdviseStream Information

- Required: Complete Intent to Apply
- Required: Profile
- Suggested: Academics and Engagements Planner

Submit Part 1 of Application

Complete all required items before submitting part 1 of your PreHealth Committee Application.

Committee Application - Part 1

- Required: Committee Instructions
- Required: Applicant Status
- Required: Academic History
- Required: Self-Assessment
- Required: Use of Advising Services

Committee Application - Part 2

- Required: Professional Preparation
- Required: Resume

Important dates

- November 15, 2017, 11:59 PM EST: Deadline for Part I of the PreHealth Committee Application.
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- February 16, 2018, 11:59 PM EST: Interview Scheduling ends. Interviews take place between February 20 and June 1, 2018.
Committee Instructions

Download and review the Committee Instructions. Check off each statement and sign your name at the bottom of the page.

As a user of the NYU Committee process:

☑ I understand that some schools may require additional courses beyond the basic "prehealth curriculum," and recognize that it is my responsibility to research and review entrance requirements and application deadlines of the schools to which I will apply.

☑ I am aware of the admission standards for my chosen health professional program and wish to proceed with the NYU Committee process. I understand that I will be evaluated in relation to these standards.

☑ I have reviewed the application procedures for the programs I seek to enter and certify that submission of a Committee Letter of Evaluation is required.

☑ I understand that all information I provide in my Prehealth Committee Application, Committee Interview, and in the documentation related to the transmission of my Committee Letter may be shared with admissions officers.

☑ I understand that NYU’s Committee Letter of Evaluation will evaluate and characterize my candidacy as reflected in my Prehealth Committee Application, Committee Interview, and feedback from Committee members. The evaluation will be relative to the larger NYU applicant pool and the entrance standards of the programs to which I plan to apply.

☑ I have disclosed to the Committee if I was ever the recipient of any institutional action resulting from unacceptable academic performance or a conduct violation, even if such action did not interrupt my enrollment, required me to withdraw, or does not appear on my official transcripts due to institutional policy or personal petition.

☑ I understand that the Committee will review conduct records supplied by university officials to confirm any possible institutional action and will report findings in my Committee Letter.

☑ I have reviewed and will adhere to all of the deadlines noted here and those noted on the "prehealth website.”

☑ I will email postbac@nyu.edu if my application plans change after I submit my Prehealth Committee Application.

☑ I have reviewed the preceding instructions in full and understand the Committee’s expectations of me as a prospective recipient of a Committee Letter of Evaluation.
Applicant Status

Indicate your applicant status and click **Save**.

Applicant Status

You will be best served by participating in the Prehealth Committee Process during the academic year immediately proceeding your intended summer application to health professional schools. For example, students who intend to apply to schools of the health professions during the summer of 2017 must complete the Committee Application in the fall of 2016 and interview with the Committee during the spring of 2017. It is in your best interest to align these processes to prevent the need for future Committee updates. More importantly, however, you want to present the most refined version of your preprofessional portfolio (e.g. academic performance, entrance exam scores, co-curricular activities, and personal strengths). Committee members will be evaluating you on all of these dimensions; we urge you to thoughtfully consider the impressions the Committee will formulate based on your present portfolio.

Applicants are authorized to utilize the full services of the Committee -- Prehealth Committee Application and Committee Interview -- only once. Please acknowledge your applicant status so that you may be directed appropriately:

- I am a first-time applicant who has never completed the Committee Application or had a Committee Interview.
- I completed a Committee Application in the past but did not have a Committee Interview.
- I completed a Committee Application AND Committee Interview in the past, but did not apply to professional programs.
- I have completed a Committee Application and Committee Interview in the past and have previously applied to professional programs.

**SAVE**
Committee Application Updates

The rest of the sections in the Committee Application will open after indicating your applicant status. Click on Academic History.

Committee Letter Planner

NYU PreHealth Committee Application

Before Beginning Application, Update AdviseStream Information

- **REQUIRED** Complete Intent to Apply
- **REQUIRED** Profile
- **SUGGESTED** Academics and Engagements Planner

Committee Application - Part 1

- **REQUIRED** Committee Instructions
- **REQUIRED** Applicant Status

Committee Application Updates

You have indicated you are requesting an updated Committee Letter. Update the following sections of your Committee Application to complete your request.

- **REQUIRED** Academic History
- **REQUIRED** Resume
- **REQUIRED** Application Update Essay
- **REQUIRED** FERPA

Update Committee Application

Complete the required updates to your Prehealth Committee Application to submit your request for an updated letter.

Submit

Important dates

Please submit your updates to the Committee by May 31, 2019.
Academic History

In the “Academic History” section, answer the questions regarding your courses and grades, and calculate your cumulative GPAs. If you are a post-bacc student or have completed any graduate-level coursework, enter the conversion rate for those institutions and click Calculate to calculate your combined GPAs.

Upload transcripts from every institution where you took college courses in the “transcripts” section.
Resume

In the Resume section, upload your resume in PDF format. Select your upload source and upload the file.

We strongly encourage you to visit the Wasserman center with a draft of your resume in order to receive detailed feedback on its style and content. Please do not include any experiences or awards from high school. Note that you will be able to upload an updated version of your resume after you've submitted your Prehealth Committee Application in order to make sure that the Committee is aware of your most recent experiences.

Please make sure your resume is in PDF format.
Application Updates Essay

Add your updates and comments. Your essay will auto-save. You are encouraged to save a copy locally on your computer.

Application Update Essay

Please inform the Committee of any significant updates since your application.

click to begin

AUTOSAVED MAY 09, 2017 AT 6:54 PM
Manage Committee Letter

Academic History
Resume
Application Updates Essay
FERPA
Professional Preparation

FERPA Waiver

Application Integrity Certification
I request that the Prehealth Committee on Evaluations provide an evaluation of my academic performance and personal qualifications for my application to health professional schools. This evaluation is referred to as a Committee Letter of Evaluation.

I understand that the content of the Committee Letter of Evaluation is derived from a Prehealth Committee Application, Committee Interview, letters of evaluation, and a holistic behavioral assessment by members of the Prehealth Committee on Evaluations.

FERPA Waiver
I understand the Committee Letter of Evaluation that is prepared by the University may be transmitted verbatim to one or more schools of the health professions by the Preprofessional Advising Center.

In compliance with University policy and the Family Educational Rights and Privacy Act (FERPA; Buckley Amendment):

I may inspect this Committee Letter unless I waive my right of access to the Committee Letter. I understand this right. I understand that professional schools prefer that I make my file confidential.

○ I waive my right to inspect this Committee Letter of Evaluation at any time (Confidential)

○ I do not waive my right to inspect this Committee Letter of Evaluation at any time (Non-confidential)

I understand the FERPA Waiver agreement and certify the integrity of my application

enter your name to confirm

SIGN FERPA
Professional Preparation

If you added experiences to your Academics and Engagements Planner, you can import and select them for the “Professional Preparation” section.

If you have not added experiences to your Academics and Engagements Planner, click add new experience.

Professional Preparation

The Professional Preparation section is designed to give you the opportunity to include in your application any work or extracurricular activities that you would like to bring to the attention of the Committee. Documenting this information for the Committee should be viewed as preparation for the Work/Activities section of the centralized application(s) you’ll be completing in the summer. Please know, you will NOT be permitted to upload a resume to centralized application services; instead you will be expected to report your activities directly in the application. Use this Committee Application exercise to craft robust and accurate entries in preparation for your summer application to professional schools.

• A maximum of 15 experiences may be entered.
• Enter only significant experiences, knowing that schools of the health professions are more interested in quality rather than quantity.
• In the description field, please fully detail your role and responsibilities.
• Refrain from including activities or honors from high school.

Select Experiences from Academics and Engagements Planner

<table>
<thead>
<tr>
<th>ENGAGEMENT TYPE</th>
<th>POSITION</th>
<th>ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service to Oth...</td>
<td>VOLUNTEER</td>
<td>Big Brothers Big Sisters</td>
</tr>
<tr>
<td>Research</td>
<td>ASSISTANT</td>
<td>Genetics Lab</td>
</tr>
<tr>
<td>Life Experience</td>
<td>LEAD ACTOR</td>
<td>Theatre Department</td>
</tr>
<tr>
<td>Leadership</td>
<td>CAPTAIN</td>
<td>Debate Team</td>
</tr>
<tr>
<td>Service to Oth...</td>
<td>VOLUNTEER</td>
<td>Student Health Clinic</td>
</tr>
<tr>
<td>Knowledge of...</td>
<td>ASSISTANT</td>
<td>Demo Hospital Shadowing</td>
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<tr>
<td>Life Experience</td>
<td>CAPTAIN</td>
<td>Crew Team</td>
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<td>Research</td>
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<td>NYC Health Labs</td>
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<tr>
<td>Service to Oth...</td>
<td>VOLUNTEER</td>
<td>Habitat for Humanity</td>
</tr>
</tbody>
</table>

+ add new experience
Professional Preparation

Enter all required information, including organization, position, start and end term, and contact person. Complete the description and “Why was this experience meaningful to you?” essay (700 characters each). When finished, click Add.

All of the experiences on your resume should be entered in the Professional Preparation section.
Professional Preparation

Once you add an experience, it will be read-only. Click the pencil to edit an entry. Click the X to delete an entry. Use the cross-hair to re-arrange your experiences. To add another experience, click **Add Another**. You may add up to 15 experiences.

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### Professional Preparation

The Professional Preparation section is designed to give you the opportunity to include in your application any work or extracurricular activities that you would like to bring to the attention of the Committee. Documenting this information for the Committee should be viewed as preparation for the Work/Activities section of the centralized application(s) you'll be completing in the summer. Please know, you will NOT be permitted to upload a resume to centralized application services; instead you will be expected to report your activities directly in the application. Use this Committee Application exercise to craft robust and accurate entries in preparation for your summer application to professional schools.

- A maximum of 15 experiences may be entered.
- Enter only significant experiences, knowing that schools of the health professions are more interested in quality rather than quantity.
- In the description field, please fully detail your role and responsibilities.
- Refrain from including activities or honors from high school.

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### Example Experience Entry

- **Organization Name**: [Organization Name]
- **Position**: [Position]
- **Location**: Durham, NC
- **Dates**: Fall 2009 - Spring 2013
- **Hours**: 30 hrs/wk, 300 cumulative hrs

**Description**

This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be.

**Why was this experience meaningful to you?**

This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be. This is what a 700 character experience summary looks like. I have now typed all of my 700 characters, and this is how big the box needs to be.
Submit Committee Updates

When all sections are completed, click the green Submit button to submit your committee application updates.
Submit Committee Updates

After you submit your updates, the Preprofessional Advising Center will review your request for an updated letter.
Letter Submission Request

Once you have been approved for an updated letter, complete the Letter Submission Request to begin the processing of your letter.

Committee Application Updates
You have indicated you are requesting an updated Committee Letter. Update the following sections of your Committee Application to complete your request.

- **Required** Academic History
- **Required** Resume
- **Required** Application Update Essay
- **Required** FERPA
- **Suggested** Professional Preparation

Letter Submission Request
Before adding an application service, ensure that your Prehealth Committee Application has been updated to reflect any changes since your interview. At least one application service is required.
Letter Submission Request

Complete the Letter Submission request only after you have submitted your primary application(s) or applications to graduate/professional programs, AND all of your Letters of Evaluation have been received.

Letter Submission Request

Please provide the information requested below in order to complete the processing of your Committee Letter.

For more information on sending your Committee Letter to Health Professions Programs, visit NYU’s Committee Letter of Evaluation page.

Primary Application Services
List all application services you are using to apply to professional schools. You cannot process your Letter Submission Request until you have submitted your primary application.

Letters of Evaluation
Before proceeding, check the LOE planner to verify all of your letters have been received.

I confirm that I have submitted my primary application(s) and that all of my letters of evaluation have been received. I'm ready for my Committee Letter of Evaluation to be submitted to my primary application service(s).

enter your name to confirm*

CONFIRM
Letter Submission Request

Select the appropriate application service or program from the drop down. If you are applying to other graduate or professional programs, select the program type (early assurance or linkage, post-bacc, special masters, etc) from the drop down.

Please provide the information requested below in order to complete the processing of your Committee Letter.

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Primary Application Services

List all application services you are using to apply to professional schools. You cannot process your Letter Submission Request until you have submitted your primary application.

For more information on sending your Committee Letter to Health Professions Programs, visit NYU's Committee Letter of Evaluation page.
Letter Submission Request

Enter your application ID and submission date. You are also required to upload a PDF confirmation of your application submission. Click Save.

Primary Application Services

List all application services you are using to apply to professional schools. You cannot process your Letter Submission Request until you have submitted your primary application.

For more information on sending your Committee Letter to Health Professions Programs, visit NYU’s Committee Letter of Evaluation page.

Letters of Evaluation

Before proceeding, check the LOE planner to verify all of your letters have been received.
Letter Submission Request

If you are applying through more than one application service or to multiple programs, click **Add Another**.

When you have added all programs AND all of your letters of evaluation have been received, click the checkbox, enter your name and click **Confirm**.

**Letter Submission Request**

Please provide the information requested below in order to complete the processing of your Committee Letter.

For more information on sending your Committee Letter to Health Professions Programs, visit NYU’s Committee Letter of Evaluation page.

**Primary Application Services**

List all application services you are using to apply to professional schools. You cannot process your Letter Submission Request until you have submitted your primary application.

<table>
<thead>
<tr>
<th>APPLICATION SERVICE</th>
<th>LETTER ID</th>
<th>APPLICATION ID</th>
<th>SUBMISSION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMCAS</td>
<td>--</td>
<td>124567</td>
<td>7-20-2017</td>
</tr>
</tbody>
</table>

**Letters of Evaluation**

Before proceeding, check the LOE planner to verify all of your letters have been received.

- **I confirm that I have submitted my primary application(s) and that all of my letters of evaluation have been received. I’m ready for my Committee Letter of Evaluation to be submitted to my primary application service(s).**

  Jessica Sullivan

  **CONFIRM**
Letter Submission Request

After completing the Letter Submission Request, the Preprofessional Advising Center will begin the processing of your Committee Letter. You will receive an email confirmation when your letter has been submitted to each application service or program.

Committee Application - Part 1

Committee Application Updates

You have indicated you are requesting an updated Committee Letter. Update the following sections of your Committee Application to complete your request.

Letter Submission Request

Before adding an application service, ensure that your Prehealth Committee Application has been updated to reflect any changes since your interview. At least one application service is required.
Thank you!

If you face any technical difficulties, please contact AdviseStream support by clicking the gray “Support” tab at the bottom-right edge of your browser from any AdviseStream web page.