

THE COLLEGE OF STATEN ISLAND/CUNY

- To:** All Pre-Medical Students
From: The Pre-Medical Advisory Committee/Office of the Dean of Science and Technology
Re: Pre-Health Student Procedural Check List for Letter of Recommendation
Pre-Health file must be completed with all the required documents submitted to the Office of the Dean of Science and Technology at least **one** week prior to scheduling an interview with Pre-medical Advisory committee

If you are planning to request a letter of recommendation from the Pre-health Advisory Committee this semester, your portfolio must be complete. An incomplete portfolio may delay an appointment for the required interview with the committee. The committee would like to draft a letter for you in a timely manner. It will take at least **TWO** weeks to process your letter.

PROCEDURAL CHECK LIST FOR PRE-MED COMMITTEE LETTER

Eligibility

- Enroll in College of Staten Island for minimum of two semesters
- Complete at least 12 credits of listed pre-required classes Biology; Chemistry and Physics at CSI and minimum of 30 credits at CSI
- Minimum of 3.00 cumulative grade point average adjusted to include any "F" grades
- Minimum of 3.00 science GPA of classes completed at CSI
- Completion of minimum of 150 hours of volunteer shadowing in health care provider or paid direct patient care experience
- Completion of minimum of 100 hours of community service
- Participated in research for at least two semesters prior pre-medical candidates only and one semester for pre-dental candidates
- Submission of all required letters of recommendations and letters of volunteering prior to interview
- Complete MCAT/DAT/OAT and submit score
- Attend Pre-health information session. Information sessions provide overview of the Pre-Health requirements and extracurricular activities such as community service and research
- Proof of Pre-professional club participation for minimum of 10 club meetings
- Pre health file will be kept for 2 years after opening and will be discarded after
- All candidates who are reapplying will require re-interview if the committee letter needs to be updates with additional curricular and extracurricular activities. No re-interview will be required for re-applicants if only test core needs to be updated.
- Meet with pre-health advisor prior to opening pre-health file.

Have you...

_____ Notified the Office of the Dean of Science and Technology to request an interview appointment (1A-313 x2430) **no later than the beginning** of classes the semester you are requesting to be interviewed - for fall and winter semester this will be September 1st and spring and summer will be February 1st. Please state if you have a **deadline date** for your application and letter of recommendation

_____ If you attended CSI, you don't have to submit an official transcript. If you attended another school, please have the **official** transcripts

_____ Attached MCAT/DAT/ other scores that directly impact on admission criteria. The Pre-Health committee will not interview you until they have the MCAT/DAT/ OAT scores

_____ Enclosed (3) letters of recommendation reflecting on the academic performance of the candidate: at least 2 from CSI science faculty (at least one letter has to be from full time faculty). The faculty can email the letters of recommendation to Debbie.Britton@csi.cuny.edu . Please **note** reference letters submitted after the interview has been scheduled will not be considered

_____ Enclosed a recommendation letter from a health care provider practicing in the field the candidate plans to enter

_____ Attend Pre-Health Advisement information session

_____ Enclosed reference letter from your research mentor. The letter must describe in detail the research you conducted.

_____ Enclosed letter of 150 hour of shadowing pre-health provider in the in the field the candidates plans to enter

_____ Enclosed letter of 100 hour of community service

_____ Enclosed transcript of 10 club meetings

_____ Enclosed a letter verifying you met at least once prior to requesting interview with pre-med committee member for advisement

_____ Enclosed your personal **essay**? You can email them to Debbie.Britton@csi.cuny.edu

_____ Enclosed updated CV

_____ Provided data regarding research, employment, or volunteer activities that may support your application, can also be emailed to Debbie.Britton@csi.cuny.edu.

_____ Signed **Waiver form in the packet**

The Committee meets every First Tuesday and Third Thursday of every month.

An interview cannot be made until we have received all materials.

Questions should be addressed to: Professor Grozdena Yilmaz, Office, 6S-137, ext. 3831
grozdena.yilmaz@csi.cuny.edu