RICE UNIVERSITY
Academic Advising

Health Professions Advising Open File Guide: The Application

2023 Admissions Cycle

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Part II: Application Processing Details

Your individual Box folder will be locked immediately following the materials deadline at 10:00am on January 28. If you wish to provide the HPAC with materials updated based on the feedback from your Pre-Application Appointment with an advisor, you will be able to do so from 10:00am on April 11 to 10:00am on April 29. Make sure to upload new copies of your updated materials to your individual Box folder and **do not delete the old copies**. The individual Box folders will relock immediately at 10:00am on April 29, and will not be reopened for further updated materials to be uploaded. Please keep in mind that OAA advisors <u>will not</u> provide feedback on updated materials. It is not required that you submit updated materials; this is an optional opportunity for you to provide updates that you would like the committee to know before we begin writing letters.

Application Manuals

To prepare for the application cycle, students should carefully read the applicant manual for each application service. Applications generally open in May/June; check each service for their specific dates. Most schools operate on rolling admissions; thus, it is best to submit your application no later than the end of June.

> **You should thoroughly read the application manual for each application service before emailing the service with questions.**

Questions regarding the application should be directed to each application service.

- AMCAS: amcas@aamc.org
- TMDSAS: info@tmdsas.com
- AACOMAS: aacomasinfo@liaisoncas.com
- AADSAS: aadsasinfo@aadsasweb.org

Entering Your Letters of Evaluation in the Application

While completing your application, please use the contact information below when listing Rice. Please select committee letter. For TMDSAS, please make sure that you release information to your advisor, otherwise we will not have the necessary access to upload your committee letter.

> - Letter Title: Rice (Your Last Name) Committee Letter
> - Institution Name: Rice University
> - Name: Genevieve Robinson
> - Title: Health Professions Coordinator
> - Email: hpa@rice.edu
> - Phone: 713-348-2637
> - Organization: Office of Academic Advising
> - Address: 6100 Main Street MS-529
> - Country: United States
> - State: Texas
> - City: Houston
> - Zip: 77005

Inform the HPAC your Letter Packet is Locked

Once **all of your individual letters** have been submitted through the HPAC Letter Writer Portal and marked as received in your Letter Writers Box note, go into the HPA 2023 Applicant Resources Box folder and complete the **Locked Letter Form**. Please save the form as **Last Name, First Name – Locked Letter Form.**

Submit the completed form to hpa@rice.edu with the subject line: **Last Name, First Name – Locked Letter Form.** You will receive confirmation from hpa@rice.edu that your Locked Letters Form has been received and the committee can begin processing your individual letters.

HPAC Letter Processing

Please allow the HPAC adequate time to process all committee letters. If all of your letters have been received and you have submitted the Locked Letter Form, please refrain from contacting the HPAC until Friday, August 5 to check on the status of your committee letter submission. The OAA will submit your HPAC letter along with individual letters of evaluation to the application services together, as one PDF file. After upload, you will receive email confirmation from hpa@rice.edu.

Transcripts

Students are required to submit transcripts for **each institution** of higher education you have **ever** attended.

> **Please click here for information on how to request a Rice transcript.**

Each service requires a Transcript Request Form to be sent with your transcript. Be sure to include your applicant ID with your form, and follow the guidelines for each application service regarding transcript submission and study abroad credits.

Secondary Applications

After you submit your primary application, set your focus on secondary applications, which typically fall into one of three categories:

1. Some institutions do not have a secondary application at all.
2. Some become available after confirmed receipt and/or review of your primary application.
3. Some are immediately available to all applicants.

Check with each school for their secondary application policy. **It is best to submit secondary applications as soon as possible, ideally within two weeks of receipt.**

Interviews

To prepare for interviews, research each school's interview format (traditional vs. multiple mini interviews). The OAA's pre-health professions website has a listing of which schools use the multiple mini interview, or MMI, format. Practice possible interview questions and be ready to articulate your story in a concise manner. In the spring of 2022, RPMS will host medical school mock interviews and the OAA will host dental school mock interviews. Mock interviews will also be conducted by the CAPC and the CCD. Interview resources can be found in the HPA 2023 Applicant Resources Box folder.