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<http://scitech.sonoma.edu/hpap>

Dear Applicant,

When you are ready to have the HPAC prepare and transmit a committee evaluation letter to the health professions school(s) you have chosen, you need to do the following in a timely manner:

1. Get your health profession school application **completed** and **submitted**. Check the appropriate application service, such as AMCAS, CASPA, VMCAS, PharmCAS, etc. to find out submission dates and other deadlines, but in general, the earlier the better.
2. Submit a pdf of your **submitted CAS application** to me (linj@sonoma.edu) and copy this email to Ms. Liz Kettmann (elisabeth.kettmann@sonoma.edu). This will become part of your HPAC file. Without a copy of your completed and submitted health profession school application, the committee **will not** begin drafting your evaluation letter. If you apply to multiple schools, a pdf for only one school's application is needed.
3. Download, complete and email a signed **Committee Letter Request/Waiver Form** to me (linj@sonoma.edu) and Ms. Liz Kettmann (elisabeth.kettmann@sonoma.edu). The form can be downloaded from the HPAC website (<https://scitech.sonoma.edu/hpap/forms-useful-links>)
If you would like a physical letter mailed to the program, please include complete mailing addresses of the school(s) to which you want the committee to send the letter on this form. A stamped envelope is not needed.

At this time, you may also wish provide us any updates to your work experiences, coursework, or activities that you have accomplished since your HPAC interview.

Please note that, once the request for a committee letter is made, the HPAC needs at least **four (4) weeks** to draft the letter, have it reviewed by members of the committee, and have the chair of the committee do the final editing before it will be ready to be submitted. Good luck with the application process. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph Lin", written over a white background.

Joseph Lin, Ph.D.
Professor of Biology
Chair, Health Professions Advisory Committee