

Committee Evaluation Process

As part of the Health Professions Advisory Program (HPAP), SSU students have the opportunity to participate in a “Mock” application process to be evaluated by the Health Professions Advisory Committee (HPAC). Students that complete the mock application process are eligible to then request a “Committee” letter of recommendation when they apply to their chosen health professions programs.

To participate in the mock application process, students must complete an HPAC credential file. The HPAC Credential File consists of:

Personal Information and Academic Record Form: This form contains all the basic information contained in most health professions applications such as your contact information, schools attended, coursework, work experiences, and personal statement. This form will also ask you to calculate your undergraduate GPA, science GPA, and GPA in your last 60 units.

At least three (3) Letters of Evaluation from professors, supervisors, or other appropriate individuals: Download the “**Evaluation Request Form**” from the HPAP website, fill out the top, and then provide the form to at least 3 individuals who are able to evaluate your suitability to be a health professional.

Students will then be scheduled to participate in an interview with three members of the HPAC and evaluations of the student’s interview will be added to the HPAC file.

All required forms are available at <https://stb.sonoma.edu/hpap> under “Forms and Useful Links”

Requesting a Committee letter of Recommendation

To request a committee letter of Recommendation, you must first complete and submit your official CAS application (AMCAS, AADSAS, CASPA, VMCAS, PharmCAS, etc.) to the application service.

Next, submit a pdf of your **submitted CAS application** to Dr. Joseph Lin (linj@sonoma.edu) and copy this email to Ms. Liz Kettmann (elisabeth.kettmann@sonoma.edu). This will be added to your HPAC credential 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 necessary.

Finally, complete the **Committee Letter Request/Waiver Form** online at: <https://stb.sonoma.edu/hpap> under “Forms and Useful links”

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 is submitted. If you have any questions, please contact Dr. Joseph Lin (linj@sonoma.edu) or Ms. Liz Kettmann (elisabeth.kettmann@sonoma.edu).