**Pre-Health Professions Advising:**

## Personal Information Form (PIF) for

# Medical Program Applicants

### Instructions

The Pre-Health Professions Advisory Committee uses this form to gather information for

Current 2 x 2

Photo

your composite letter of recommendation. Only members of the Committee will see this form.

It will not be seen by any medical program admissions committees, although portions of it may

be used in your composite letter. This PIF represents your chance to demonstrate your unique qualifications and experiences that make you a strong candidate for medical school. This document should be submitted electronically to Martha Smith by February 15th.

#### I. Personal Information

Name: \_\_\_\_ Ext.\_\_ Graduating Class: \_\_ Type of program (MD, DO, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Messiah Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number: XXX-XX- \_ \_ \_ \_

Application Service ID Number (if assigned):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor’s name, extension number, and department:

State in which you are a legal resident: \_\_\_\_\_ Citizenship: \_\_\_\_\_\_\_\_\_

Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List any languages other than English in which you are fluent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### II. Contact Information

List the address and telephone at which you can be reached or reached through when not on campus. (This is usually your home address.) Note: **All undergraduate email correspondence will be through your Messiah email address.**

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### III. Recommendation Letters

List the names and addresses of the people from which the committee will receive letters of recommendation. **Three** reference letters are mandatory, but **four** **– five** are strongly suggested so that the best possible composite letter can be written. Of these references, students typically have two or three from faculty members, one from a research mentor (if applicable, may already be part of a faculty letter), one from a professional currently practicing in the field, and (possibly) one personal reference from someone who has known you well in the recent past. Two versions of the reference letters have been requested: an original hard copy that is signed and on letterhead stationary, and an electronic version (if possible) sent to [msmith@messiah.edu](mailto:msmith@messiah.edu). Please note: It is **your** responsibility to make sure that I have received these letters prior to your mandatory committee letter interview. If you choose to have a letter packet instead of a committee letter sent, the packet will not be sent until all of your letters have arrived in my office *unless you tell me otherwise*.

##### Name and Address Relationship

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### IV. Academic Information

An unofficial copy of your transcript from all post-secondary schools attended should be stapled to this packet. Messiah College transcripts can be obtained from the Registrar. Feel free to add additional pages as necessary.

1. *High School* (Keep this section very brief.)

Name and Location

Honors, prizes and noteworthy accomplishments, such as leadership positions, service-learning and

cross-cultural experiences.

AP, CLEP and all college-level courses taken while in high school and grades/scores and Messiah College credits received.

SAT Scores: Math \_\_\_\_ Verbal \_\_\_\_\_ ACT\_\_\_\_\_\_\_\_

2. *College Statistics*

Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor, if applicable\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scholarships** (Dean’s, Provost’s, Trustee’s, etc.) received and relevant details (such as the basis on which you were

Given the scholarship, how competitive the scholarship was, the duration of the scholarship, academic standards that

You had to maintain to continue receiving it, etc.)

**Honors** (including Honors Program, Steibrecher Scholarship, Sigma Zeta, etc), prizes and noteworthy

accomplishments.

**Research Experiences**: Describe in detail

**Messiah College Grade Point Average.** (To calculate your **Messiah** GPA, multiply the grade equivalent for

each course taken at **Messiah** A=4.0; A-=3.67; B+=3.33; etc. by the number of credits for that course, sum these

numbers and divide by the total number of credits.)

All Grades\_\_\_\_\_\_\_\_ Science Grades\_\_\_\_\_\_\_ (Bio, Chem, Physics and Math)

**All Post Secondary Instruction Grade Point Average.** (This includes AP credits **if** they were counted as credit toward graduation, college-level course work taken while in high school, and the grades from all courses that you completed at both Messiah and every other post-secondary institution which you received college credit.)

All Grades\_\_\_\_\_\_\_\_ Science Grades(a/k/a: BCPM)\_\_\_\_\_\_\_\_

Describe any circumstances that might have affected you grades in an adverse way. This might include illness, family circumstances, etc.. If you feel that if would be instructive, include a breakdown of your GPA by semester

.

3. *Describe any cross-cultural experience that you have had and how they have influenced you.* This should not be a description of merely what you did, but also how this experience affected you and/or increased your motivation to practice medicine.

4. *MCAT Scores* (If available.)

Date taken\_\_\_\_\_\_\_: Bio Sci\_\_\_\_\_\_Phys Sci\_\_\_\_\_\_VR\_\_\_\_\_\_\_WS\_\_\_\_\_\_

5. *Has any disciplinary action been taken against you by Messiah College? \_\_\_\_\_\_If so, describe completely. If you are not sure, mention it anyway and I will discuss this with you. Honesty is paramount.*

**V. Co-Curricular Activities** (This is a very important section and your thoughtful treatment of it is vital. We use this information to distinguish you from other medical school applicants. This section provides the non-numerical information for your committee letter.)

1. *Leadership.* List and describe any leadership position(s) that you have held and how long you held them (include the academic years, for example: AY 2012 – 2014). What were your responsibilities? How was the organization strengthened/changed by your leadership? What did you learn from the experience that will make you a stronger candidate?

2. *Medically Related Experiences.* Describe any medically related experiences that you have had including, but not limited to, jobs, internships, and shadowing . Be as specific as possible. Include names, dates, places and hours worked. This might include any significant illness that you or someone close to you has experienced that has influenced your decision to go to medical school.

3. *Research.* Thoroughly explain your research in understandable terms, the duration of the project, and the researcher with whom you worked. Add a sentence or two about why you think your research is important and how it has contributed to your goal for a career in medicine. Make sure that you describe the research scholarship that you received, if applicable.

4. *Non-Medical Activities* (Clubs, Sports, Travel, Music, etc.) In the space provided list the mainactivities that you were involved in while at Messiah and how long you participated in them (include the academic years). Do not use abbreviations.

5. *Summer Experiences.* Describe how you spent your summer vacations. Include a detailed reflection of the experience if you will be receiving a recommendation from someone involved with it.

1. Summer after first year.
2. Summer after second year.
3. Summer after junior year.
4. Summer after senior year. (If applicable.)

5. Tell the PHPA Committee five things about yourself that you would like to be conveyed in your composite letter of recommendation. The sky is the limit. Be yourself. Be honest.

#### VI. Essay

In a thoughtful and organized manner, please write a one-page essay titled **Why I Want to Go to Medical (Dental, PA, Veterinary, etc.) School.** While the essay will not be forwarded to any programs, portions of it may be quoted in your composite letter of recommendation and you may eventually choose to use all or part of it on your application essay. This is your chance to distinguish yourself among the other applicants. Write about what interests you and what excites you about medicine. Use concrete examples. Grab the attention of the reader, be clear in your intensions, and make the reader want to meet you in person. Proper syntax, grammar and punctuation are of paramount importance, so it would be a good idea to have this essay proofread by a few knowledgeable and trusted individuals before submitting it to the committee.

#### VII. Other Details

* Due to the rolling admissions policy of **most** medical schools, it is very important that you submit your application **as early as allowable.** If you decide to apply as an early assurance applicant, let me know right away.
* I must have the following materials in my office prior to writing your committee letter:
* A copy of your **verified** application,
* An official score report (MCAT, DAT,GRE, etc.) – either electronic or paper.
* Recommendation letters,
* A copy of your transcript(s) that includes grades from all courses taken to date,
* This completed PIF, and
* All required waiver forms