

# Common FAQs for Pre-Health Committee Letter Application

## Q: What is the Pre-Health Committee Letter?

A: The UAB Pre-Health Committee Letter is a recommendation letter written by the pre-health advising committee. It provides a comprehensive evaluation of a student's academic performance, extracurricular activities, and suitability for health professional schools.

## Q: Are all students eligible to apply for the Pre-Health Committee Letter?

A: The Pre-Health Committee Letter Application (PHCLA) is open to current Junior, Senior, and Graduate students who plan to apply to **medical, dental, or optometry** school during the upcoming application cycle. Applicants of the PHCLA must be enrolled in a degree-seeking program at UAB or have graduated from a degree-seeking program within the last three years. To begin your application, please use the link below. The next application cycle will open on **February 3rd**.

**APPLICATION LINK:** <https://go.uab.edu/phcla>

## Q: When is the deadline for submitting my Pre-Health application?

A: Our PHCLA process has two key deadlines: one for new applicants and one for reapplicants.

- New applicants are students who are applying for the first time. New applicants must submit their PHCLA by **March 31, 2025, by 11:59 PM**.
- Reapplicants are students who have previously completed this process and received a committee letter. They must submit their PHCLA by **May 31, 2025, by 11:59 PM**. If you previously applied but withdrew before receiving a committee letter, please follow the new applicant deadline.

We strongly recommend submitting your application well in advance of the deadline. This gives us ample time to review your submission, address any necessary corrections, and ensure everything is in order before the cutoff.

## Q: Is it possible to request an extension for the deadline?

A: To ensure fairness and respect for all involved in the PHCLA process, we will not make exceptions for any missed deadlines throughout this process.

## Q: Who qualifies as a faculty recommender for the PHCLA and how many do I need?

A: To complete the Pre-Health Committee Letter Application, three faculty recommendations are required. All three faculty members must have taught you in a UAB course and assigned your grade in a 3-credit hour or higher course. At least two of the recommenders must be from science departments (Biology, Chemistry, Physics, or Math). The third recommender should be from non-science course but a third science recommender will also be allowed.

[Medical School - AMCAS Application Course Classification](#)

[Medical School - AACOMAS Course Subjects](#)

[Dental School - ADEA AADSAS Course Subjects](#)

[Optometry School - OptomCAS Course Subjects](#)

Please note that all recommenders must be UAB faculty members (professors or instructors). Recommendations from transfer courses, research PIs, lab TAs, academic advisors, physicians, mentors, or any non-faculty roles will not be accepted for this application. However, we encourage you to keep these as additional individual recommendations for your professional school application.

## Q: I have not yet been able to confirm three faculty recommenders – can I submit my Pre-Health application anyway?

A: Unfortunately, you cannot submit your application until all three evaluators are listed. If you are struggling to identify three eligible recommenders, you may be advised to continue with individual letters instead.

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## Q: When asking for faculty letters, when should I tell my professors that the letters are due?

A: Faculty letters included in the PHCLA must be submitted no later than **May 31, 2025, by 11:59 PM**. Please be sure to inform your faculty recommenders of this deadline when making your request to them. It is your responsibility to follow up with your recommenders to ensure their letters are submitted on time. Applications missing faculty letters after the deadline will be withdrawn from the PHCLA process.

## Q: I am a reapplicant and have a prior PHCLA, faculty letters, and committee letter on file with the Pre-Health office. Do I still need to complete the PHCLA again?

A: Yes! You must resubmit a new application for the current cycle to receive a new committee letter. You will have the opportunity to update your application about activities you completed since your last submission. If you previously completed the PHCLA for a previous application cycle, you would not need to collect three new letters. However, you will have the option of adding a 4<sup>th</sup> evaluation letter. If you do not need the 4<sup>th</sup> entry, simply list "NA" in all the required boxes.

## Q: What if I already have faculty letters on file with the Pre-Health office?

A: Those letters will remain attached to your PHCLA and used in the next application cycle.

## Q: What is the PHCLA Advisor Interview?

A: Once your PHCLA is approved, a Pre-Health Advisor will schedule a one-hour meeting to review your PHCLA, address any questions, and offer helpful suggestions. This meeting is mandatory for all applicants, both new and returning, and will be held between **March 3, 2025 and June 27, 2025**. Applicants who submit their PHCLA by the deadline will receive an invitation via email to schedule the Advisor Interview.

## Q: On my primary application (AMCAS, AACOMAS, AADSAS, OPTOMCAS, TMDSAS), who should I list as my letter writer for the committee letter, and what information should I provide?

A: When prompted to provide information about your recommenders on your primary application, use the following contact information - no matter who your pre-health advisor is. Entering this information will generate a letter request for the Pre-Health office.

1. Indicate that you are sending a committee letter (versus an individual letter or letter packet).
2. Indicate that the letter will be authored by the **Pre-Health Advisory Committee**.

*If the application requires a standard name format (First Name Last Name), use:*

**PHAdvisory** as the first name and  
**Committee** as the last name

3. If a title is required, enter **Pre-Health Advising Program Manager**.
4. If required, use the contact information listed below:

Mailing Address: **HHB522 / 1720 2nd Avenue South Birmingham, AL 35294-1152**

Phone: **(205) 934-6135**

Email: **cabdelma@uab.edu**

## Q: What is a letter request, and how do I obtain one for my application service(s)?

A: A letter request is generated by each application service (e.g., AMCAS, AACOMAS, TMDSAS) that allows your committee letter to be uploaded to your account. You must generate a separate letter request for each application service where you want your committee letter sent. These services will then contact your recommenders directly via email with instructions for letter submission. When generating the letter request, be sure to follow the guidelines provided in the previous question regarding how to list and identify your committee letter.

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Below are some guidelines for entering letters of recommendation for each application service:

- AMCAS: <https://students-residents.aamc.org/how-apply-medical-school-amcas/section-6-amcas-application-letters-evaluation>
- AACOMAS: [https://help.liaisonedu.com/AACOMAS\\_Applicant\\_Help\\_Center/Filling\\_Out\\_Your\\_AACOMAS\\_Application/Supporting\\_Information/1\\_Evaluations](https://help.liaisonedu.com/AACOMAS_Applicant_Help_Center/Filling_Out_Your_AACOMAS_Application/Supporting_Information/1_Evaluations)
- AADSAS: [https://help.liaisonedu.com/ADEA\\_AADSAS\\_Applicant\\_Help\\_Center/Filling\\_Out\\_Your\\_ADEA\\_AADSAS\\_Application/Supporting\\_Information/01\\_Evaluations](https://help.liaisonedu.com/ADEA_AADSAS_Applicant_Help_Center/Filling_Out_Your_ADEA_AADSAS_Application/Supporting_Information/01_Evaluations)
- OPTOMCAS: [https://help.liaisonedu.com/OptomCAS\\_Applicant\\_Help\\_Center/Filling\\_Out\\_Your\\_OptomCAS\\_Application/Supporting\\_Information/01\\_Evaluations](https://help.liaisonedu.com/OptomCAS_Applicant_Help_Center/Filling_Out_Your_OptomCAS_Application/Supporting_Information/01_Evaluations)
- TMDAS: <https://www.tmdsas.com/application-guide/letters-of-evaluation.html>

## **Q: I am applying to more than one application service, such as AMCAS and AACOMAS – what do I do?**

A: If you are applying to multiple application services, you must submit a letter request and a PDF copy of your application for each service where you want us to upload your committee letter. Please inform your Pre-Health advisor about any additional application services you are using and submit a letter request for each one (refer to the previous question and instructions for details).

## **Q: I would like to apply Early Decision. How do I make sure I have my committee letter for that application?**

A: We will make every effort to complete your letters as promptly as possible. However, as an applicant applying for Early Decision, it is your responsibility to ensure that all required materials (letter request, and a copy of your submitted primary application) are submitted to the PHCLA as early as possible. Ideally, all materials should be submitted at least **4 weeks** before any secondary application deadline to allow sufficient time for your letter to be written and reviewed.

## **Q: What if my test scores are not yet available when I complete my Pre-Health application?**

A: You don't need a test score to submit your PHCLA before the deadline. When filling out our application, leave the test scores area blank. We can discuss your test date and score during your Advisor Interview. If your score is received after you complete your advisor interview, you can update your Pre-Health Advisor via email regarding your score.

## **Q: What additional materials are required after submitting my PHCLA, and what is the deadline for submitting them?**

A: After submitting your committee letter application, you will be required to upload **a copy of your completed and submitted primary application**. Save your document as a .PDF with your full name visible. Then, upload the .PDF to "Upload Additional Documents" at the end of your application. If you experience any issues uploading your documents, please email them to [prehealth@uab.edu](mailto:prehealth@uab.edu). All additional materials must be received by the deadline of **September 30, 2025 by 11:59 PM**.

While the deadline to submit your additional materials is September 30<sup>th</sup>, we strongly encourage you not to wait until the last minute. Submitting your materials as early as possible will ensure that your committee letter is sent to your program application with ample time for your chosen schools to review before making a decision.

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## Q: How can I confirm that I have been added to the queue and will receive my committee letter?

A: You can check the status of your application at any time from the home page. Below is a complete list of all items required to be added to the queue to receive your committee letter. Please ensure that all items are submitted or completed by their respective deadlines.

- **Completed PHCLA** (due 3/31 for new applicants or 5/31 for reapplicants)
- **Three faculty letters of recommendation** (faculty must submit by 5/31)
- **Completion of an Advisor Interview** (completed by 6/27)
- **Test score report** (optional)
- **Letter Request** (received no later than 9/30)
- **PDF copy of submitted primary application** (submitted no later than 9/30)

Your Pre-Health Committee Letter Application will not be added to the queue until all items on this list have been completed or submitted.

## Q: How can I check the status of my PHCLA, and how do I know when it is complete?

A: Once you have submitted your application, you can log back in at any time to check the status of your application on the home page. Be sure to regularly review the "Advisor's Note" section for important updates and messages from the Pre-Health Advising Team. There are nine statuses for the PHCLA:

1. **Incomplete** – You have started your PHCLA but have not submitted it.
2. **Submitted** – You have completed and submitted your PHCLA, and our office is reviewing the application.
3. **Awaiting Evaluations** – Your PHCLA has been accepted and your selected faculty recommenders have been contacted via email with their letter request and upload instructions. At this point, you will be contacted via email regarding scheduling an Advisor Interview.
4. **Letters Received** – All of your faculty letters of recommendation have been received.
5. **Awaiting Additional Materials** – You have not yet submitted one or more of the following: [letter request](#), [primary application](#).
6. **In Queue** – All additional materials have been received and your letter will soon be prepared.
7. **In Review** – Your letter has been prepared and is under review.
8. **Complete** – Your letter has been uploaded to the application services you selected.
9. **Withdrawn** – You can withdraw your application for this cycle at any time. Your information will remain in our system if you reapply.

## Q: I have graduated from UAB and no longer have access to the Pre-Health Canvas page but would like to receive updates regarding the PHCLA. What should I do?

A: If you have graduated within the last three years and are still eligible for the PHCLA process, please email your name, BlazerID, and personal email address to [prehealth@uab.edu](mailto:prehealth@uab.edu). The email subject should read "Subscribe to mailing list". You will be added to our Pre-Health mailing list. This mailing list will only be used to share information regarding the Pre-Health Committee Letter Application.

If you graduated over three years ago, you will be encouraged to continue your professional school application with individual letters of recommendation. We would be glad to help you with any questions you may have along the way.

## Q: I have other questions about the PHCLA. Who can I contact?

A: Please email us at [prehealth@uab.edu](mailto:prehealth@uab.edu) and we will do our best to assist you.