

University of Connecticut Pre-Medical & Pre-Dental Advising Office  
Applicant Coaching Process *in Detail*

- **Attend our Application Orientation**

**Typically late-January**

- The application orientation is held at the beginning of each application cycle, prior to when our application process begins. It is an orientation to both the formal application processes and our office's application process.
- There are four main application components to be aware of: primary applications, secondary applications, standardized test scores, and letters of recommendation. *Our office assists applicants with the letters of recommendation by creating a Letter Packet for submission to the relevant application services—that process is explained in further detail below.*

- **Submit your Applicant Portfolio**

**Recommended submission in February, March, April, and May**

- The applicant portfolio allows you to explore, reflect on, and explain various facets of your pathway to healthcare, including your motivation for pursuing this health profession, your competency-based strengths, and how your service experiences have influenced your journey.
- These questions mirror many of the questions you will be asked in your primary and secondary applications, so we *strongly* encourage you to think about these carefully and to prepare full and thoughtful answers. (This is a sneaky way to get a head-start on your formal applications!)

- **Discuss your portfolio in an Applicant Coaching Session**

**Scheduled based off of when we receive your applicant portfolio submission—typically a two-week wait time, can be longer with high submission volume**

- Your applicant coaching session will be a 45-minute meeting with one or two of our pre-medical and pre-dental advisors.
- In this meeting, you will discuss your portfolio responses, ways to present your candidacy, logistics of how to apply, and any questions you have about *your* application process.
- We encourage you to submit your application portfolio in time to meet for your coaching session before you submit your primary application because this meeting is the perfect forum to get feedback on how to strengthen your responses.

- **Request and collect individual Letters of Recommendation**

**Suggested that applicants begin asking for letters of recommendation in February, March, and April.**

- *This process can be initiated before you complete your applicant coaching session*, so we encourage you to send requests to your recommenders as soon as they have agreed to write a letter on your behalf. The sooner all of your letters are received, the sooner we can prepare and submit your letter packet.
- Each applicant will be asked to list their letters in the order that they would like them to appear in their letter packet. We are only able to submit one packet, we

cannot make multiple versions. This allows us to ensure that your most important letters are guaranteed to be read by every committee that receives your packet.

- **Submit your Letter Packet application**

- **Recommended submission in May, June, and July**

- Once all of your individual letters have been submitted, you will submit them to our office via the Quest Portal. We will screen each letter to make sure that all of the formatting requirements have been met. If they have not been met, we will email you and direct you to contact the relevant recommenders individually to request that they send the office updated, correctly formatted copies of your letters.
    - Note that our office will notify you when we receive updated versions of your letters; however, we will not remind you to contact your recommenders if we have not received your materials. It is your responsibility to ensure your letters get updated properly.

- **Provide our office your Application ID(s)** (e.g., AAMC ID & AMCAS Letter ID, AACOMAS ID, AADSAS ID, etc.)

- **Required after initial submission of your letters—an email prompt is sent through Quest prompting submission of your ID(s)**

- The office *cannot* submit your letter packet unless we have received the relevant ID(s) from you; these are necessary for the uploading process
    - If you do not provide your ID(s) to us in a timely manner, it will delay the submission of your letter packet

- **Provide Updates to our office**

- **Suggested that applicants update our office at the time that they submit their letter packet application**

- If something has been changed since you met with our office for your coaching session, please *email our office letting us know*. This way, we can ensure that the information in your cover letter is as up-to-date as possible and that we are properly representing your candidacy.
    - Examples of things to update our office on are: new clinical positions, new volunteering activities, new research endeavors, new executive board positions, new/increased responsibilities at a current position, etc.

- **Our office will compile and submit your Letter Packet**

- **Completed based off of when we receive your letter packet application—typically a two-week wait time, can be longer with high submission volume**

- After your letter packet has been submitted, you are still welcome to contact the office with any questions you have about the application process!
    - If you decided that you would like to apply to more schools than you initially indicated (e.g. adding DO or Caribbean schools) you can ask our office to send your letter packet to those services. In such cases, send us an email with details about your request and any necessary IDs, instructions, and/or contact information.