

**Intention to Reactivate and Update Materials for Alumni Applicants**

(IMPORTANT: This form must be submitted to Ms. Emrick by March 1st in order for us to include you in the HPAC application process.)

Date: XXX

Dear Ms. Emrick,

I am writing today to ask that my campus application be reactivated to enable me to apply to a health professions school in this cycle.

In order to reactivate my file, I am aware that I must provide you with the following by **April 1st**:

1. My most recent Dean's Clearance Form regarding conduct and academic issues.
2. If applicable: Most recent Lafayette Transcript from the Registrar’s Office.
3. From among my previous letters, I intend to have those listed below in my current cycle packet. I have requested an updated letter from the individual/s listed and provided them with a new cover sheet, which I have signed and dated. I will add new letters from the individual/s listed and provided them with a cover sheet, which I have signed and dated.

*Recommender Names with letters to be reused without change:*

*Recommender Names with letters to be updated and resent:*

*Recommender Names with entirely new letters to be sent:*

1. I have updated my Personal Essay and it is attached.
2. If applicable: I have retaken or will be taking the MCAT, DAT, GRE or OAT (on TEST DATE to be reported on DATE) and will provide you with the score.
3. I have completed the Personal Information Form (see attached) and refashioned my CV to fit the new format. In particular I call your attention to the following updates:

*Please note this is simply an example:*

Clinical Experience:

I am currently working in DC at the George Washington University Hospital as a Medical Scribe under the supervision of NAME & CONTACT INFO. This is a full time paid position in which I help physicians and physician assistants with documentation as patients are admitted to the hospital. On the surface this job sounds like pushing paper but it is nothing of the kind! I have a far more intimate knowledge of the breadth of critical information needed for the practice of good medicine. I must review Medicare and Medicaid codes and reimbursements, I confirm the prescription practices and consistency, I validate insurance coverage and authenticate the physicians’ orders. The complexity is staggering and I have seen great (and not-so-great!) record keeping related to EMR. This experience has provided me with a realistic perspective on time management and the crucial nature of records in handling patient care to produce optimum outcomes.

Additional Experience:

I now volunteer at St Joseph’s Parish in the Gigi Project, visiting every other week at the Point Pleasant Orphans’ Center to read, play and just provide human contact to severely disabled infants and toddlers who have been abandoned due to their disabilities. This program is supervised by NAME & CONTACT INFO and I refer to its amazing impact in my essay.

Thank you for including this update with my materials.

I appreciate your time and will be in touch and have all my materials to you by April 1st!

Sincerely,