

Intent To Apply Application (Letter Packet)

OVERVIEW AND INSTRUCTIONS FOR APPLICATION YEAR 2022

This application is your declaration to the Health Professions Office (HPO) and the Health Professions Committee that you intend to apply to health professional schools. Much of the information that you must provide will also be needed by you for your professional school application. This also assists the CSUF Health Professions Committee (HPC) in composing a meaningful letter on your behalf.

This application has been modified with permission from the HPO at Johns Hopkins University.

COMMITTEE LETTER ELIGIBILITY

To be eligible for a Committee Letter, applicants must be or have been a full-time or part-time undergraduate or non-matriculated student of CSUF and have (a) completed the majority of their prerequisite coursework at CSUF, and (b) met the submission deadlines of the Intent To Apply process.

INSTRUCTIONS

First time applicants must complete every section of this application. Please keep the following points in mind:

- Do not attach additional sheets for short answer questions. All responses must be written in the space provided.
- Present your experience assuming that the reader has no familiarity with the site, setting, or organization to which you are referring, spell out names if acronyms are used, describe the nature and purpose of the experience, etc.
- Consider your narratives as clear, concise, resume entries, with an organized flow from beginning to end: (a) be sure the reader understands the context or affiliation; (b) be sure you clearly describe what you did, what you accomplished, and/or how your experience evolved; and (c) if there was a “take away” from the experience, a definitive learning moment, you should mention it.

FEES

A \$20 fee per professional program for current students and recent alumni (graduated less than one year). A \$100 fee to apply to multiple professional programs for alumni who graduated more than one year ago. File fees can only be paid through the Health Professions Advising website or at the Student Financial Services (SFS) Window (GH-180). An additional form is required if you wish to pay your file fee at SFS. **Please note, fee payments cannot be applied to future application cycles.**

IMPORTANT FEE NOTICE: The \$20 fee per profession will provide one upload to a professional school application service. A \$25 fee is required for any additional upload/ mailing to a Caribbean school. All other additional uploads which may consist of uploading/ mailing a committee/letter packet, update to an applicant’s list of schools, and/or individual letter uploads, will require a fee of \$20 each. Please plan accordingly, as to which schools you would like to apply to, as this will prevent additional upload fees.

REQUIRED DOCUMENTS FOR COMMITTEE LETTER

Material can be submitted via email to itoa@fullerton.edu by **11:59 PM on Thursday, February 17, 2022**. **Late submissions will not be accepted.**

- Intent to Apply application (ItoA) (.doc, .docx or .pdf)
- Resume (.doc or .docx)
- Unofficial transcripts from every higher education institution you attended unless courses are listed on another transcript that you plan to submit; PDF documents only.
- At least one (1) letter of evaluation (LOE's), signed, dated and on letterhead from a health professional and one (1) letter of evaluation (LOE's), signed, dated and on letterhead from a science faculty.
 - Please note that additional letters of evaluation can be submitted after the February 18th deadline to be eventually included in your committee packet.
 - For the 2021/2022 application cycle, a minimum of 50 documented hours in a Clinical Care Extender program or similar program can substitute for a Health Professional's letter of evaluation.
- Digital photograph (JPG file- low resolution)
- Fee Payment

Supplemental Material – Items below must be received by our office before we will upload/mail your committee packet to the programs to which you have applied.

- Professional school application
- Additional LOEs indicated on ItoA application
- List of Schools (Please provide the document available on our website if the list of schools you applied to does not appear on your professional school application. Note that the list of schools you provide to our office is final, as a result, you should submit only one list per profession. Do not approve an upload if you plan to make revisions to your list of schools.)
- Please provide an upload date once everything has been submitted. This will be the date on which we will upload/mail your committee packet to the programs to which you have applied.

REQUIRED DOCUMENTS FOR LETTER PACKET

Material can be submitted via email to itoa@fullerton.edu.

- Submit your Intent to Apply Application (only pages 3-6 and the last three pages of the application)
- All letters of evaluation noted on your intent to apply application
- Digital photograph (JPG file-low resolution)
- Fee payment
- Professional school application
- List of Schools (Please provide the document available on our website if the list of schools you applied to does not appear on your professional school application. Note that the list of schools you provide to our office is final, as a result, you should submit only one list per profession. Do not approve an upload if you plan to make revisions to your list of schools.)
- Please provide an upload date once everything has been submitted. This will be the date on which we will upload/mail your committee packet to the programs to which you have applied.

Please Note: There is no deadline associated with a letter packet but students are still encouraged to submit their materials as soon as possible.

Intent To Apply Application

APPLICATION YEAR 2022

Please enter your answers into the form fields provided below. You may direct any questions to itaa@fullerton.edu.

I. PERSONAL DATA

First Name: _____ Middle Name: _____ Last Name: _____
Nickname: _____ Gender: _____ Birthdate: _____
(MM/DD/YYYY)

Email Address: CSUF: _____ Personal: _____
(Please check the box next to your PREFERRED email)

CWID: _____ Last Four of Social Security Number: xxx-xx- _____

Local Address:

Street Address (Line 1) _____
City State Zip Code Country

Permanent Address:

Street Address (Line 1) _____
City State Zip Code Country

Home Phone: _____ Cell Phone: _____

Disadvantaged: Yes No If yes, elaborate why you consider yourself disadvantaged:

Will you apply for a fee waiver from the centralized application service? Yes No

How many hours, on average, were you employed during the semester?

- 1-10
- 10-20
- 20-35
- 35+

Please indicate your parents' level of education, ethnicity and race:

Father Education Level: No College Some College College Graduate Graduate School

Father Ethnicity (for statistical purposes only):

- Hispanic/Chicano(a)/Latino(a) (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race)
- Not Hispanic
- Declined to state

Father Race (for statistical purposes only):

- American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black/African American – A person having origins in any of the black racial groups in Africa
- Middle Eastern- A person having origins from western Asia and northeast Africa, including the nations on the Arabian Peninsula, Egypt, Iran, Iraq, Israel, Jordan, Lebanon, Syria, and Turkey.
- Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, Polynesia, Micronesia, or other Pacific Islands
- White – A person having origins in any of the original peoples of Europe
- Decline to State

Mother Education Level: No College Some College College Graduate Graduate School

Mother Ethnicity (for statistical purposes only):

- Hispanic/Chicano(a)/Latino(a) (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race)
- Not Hispanic
- Declined to state

Mother Race (for statistical purposes only):

- American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black/African American – A person having origins in any of the black racial groups in Africa
- Middle Eastern- A person having origins from western Asia and northeast Africa, including the nations on the Arabian Peninsula, Egypt, Iran, Iraq, Israel, Jordan, Lebanon, Syria, and Turkey.
- Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, Polynesia, Micronesia, or other Pacific Islands
- White – A person having origins in any of the original peoples of Europe
- Decline to State

II. INTENT TO APPLY

Please check the types of schools/programs to which you are applying.

- | | | |
|--|---|---|
| <input type="checkbox"/> Allopathic Medicine (M.D.) | <input type="checkbox"/> Optometry (O.D.) | <input type="checkbox"/> Pharmacy (Pharm.D.) |
| <input type="checkbox"/> Osteopathic Medicine (D.O.) | <input type="checkbox"/> Dual degree program (M.D./Ph.D.) | <input type="checkbox"/> Podiatric Medicine (D.P.M.) |
| <input type="checkbox"/> Dental (D.D.S or D.M.D.) | <input type="checkbox"/> Physician Assistant (P.A.) | <input type="checkbox"/> Veterinary Medicine (D.V.M.) |

Other; please specify:

Please state the purpose of your Intent to Apply Application. **Please only check 1 box.**

- Establishing a file to collect letters of evaluation and do not intend to apply for the 2021-2022 application cycle.
- Applying for a letter packet. Please note that a letter packet does not contain a committee letter but rather is a compilation of all letters of evaluation requested.
- Applying for a committee packet. A committee packet contains a committee letter and all other letters requested.

III. LETTERS OF EVALUATION

A minimum of **1** letter of evaluation from a health professional must be submitted by **February 17, 2021** in order to complete your intent to apply application. All your letters of evaluation, with the exception of the one, do not need to be received by February 17th deadline. Typically students should include at least one letter from a health care professional and at least one from a science faculty in their committee packet. Students should refer to the professional program to which you will be applying, to learn more about their specific letter requirements. The committee prefers letter writers to submit both a .docx and a .pdf. It is recommended that a letter writer update his or her letter of evaluation if it is over a year old, as many institutions discard a letter older than 365 days. **For more information about how to request a letter of evaluation, please visit:**

http://www.fullerton.edu/health_professions/applicationprocess/intent/LOR.asp

RECOMMENDER 1

Full Name: _____ **Job Title:** _____
Dept/Inst: _____ **Date Requested:** _____
Contact Info (email): _____ **Clinical Letter?** Yes No

RECOMMENDER 2

Full Name: _____ **Job Title:** _____
Dept/Inst: _____ **Date Requested:** _____
Contact Info (email): _____ **Clinical Letter?** Yes No

RECOMMENDER 3

Full Name: _____ **Job Title:** _____
Dept/Inst: _____ **Date Requested:** _____
Contact Info (email): _____ **Clinical Letter?** Yes No

RECOMMENDER 4

Full Name: _____ **Job Title:** _____
Dept/Inst: _____ **Date Requested:** _____
Contact Info (email): _____ **Clinical Letter?** Yes No

RECOMMENDER 5

Full Name: _____ **Job Title:** _____
Dept/Inst: _____ **Date Requested:** _____
Contact Info (email): _____ **Clinical Letter?** Yes No

RECOMMENDER 6

Full Name: _____ **Job Title:** _____
Dept/Inst: _____ **Date Requested:** _____
Contact Info (email): _____ **Clinical Letter?** Yes No

RECOMMENDER 7

Full Name: _____ **Job Title:** _____
Dept/Inst: _____ **Date Requested:** _____
Contact Info (email): _____ **Clinical Letter?** Yes No

RECOMMENDER 8

Full Name: _____ **Job Title:** _____
Dept/Inst: _____ **Date Requested:** _____
Contact Info (email): _____ **Clinical Letter?** Yes No

IV. ACADEMIC BACKGROUND

Remember that you must submit an unofficial transcript for every undergraduate or graduate institution where you completed college coursework (if applying for a committee letter). If the information is posted on another transcript you submit, there is no need to forward the transcript to use if it is posted on another document that you submit to us. Please note, the Health Professions office does not forward official transcripts to the professional program/school one applies to. Transcripts need to come directly from the registrars' office.

Please list all Undergraduate and Post Baccalaureate Institutions attended. An example (in grey font) has been provided below for your reference. Please refer to page 4 when calculating your Science GPA.

<u>University/College</u>	<u>Dates</u>	<u>Program Level</u>	<u>Major</u>	<u>Degree</u>	<u>Cum GPA</u>
Ex: CSU Fullerton	8/24/06-5/16/10	Undergraduate	Biology	BS	3.56

Pre-requisites Data

Please fill in the table below with your course work information. If a pre-requisite course was taken in another institution please put the data from the course equivalent. Please make sure to include all course attempts. At the end of the table you will be ask to compute your pre-requisite GPA. For your convenience a link to a GPA calculator has been provided.

Course	University	Attempt #1		Attempt #2		Attempt #3	
		Semester	Grade	Semester	Grade	Semester	Grade
Biology 151 Cellular and Molecular Bio							
Biology 273 Genetics and Molec Bio							
Chem 120 A General Chemistry							
Chem 120 B General Chemistry							
Chem 301 A Organic Chemistry							
Chem 301 B Organic Chemistry							
Chem 302 Organic Chemistry Lab							
Phys 211/L Elementary Physics							
Phys 212/L Elementary Physics							
Math 130 Calculus							
Math 120/338 Statistics							

Additional coursework for Dental, PA and Optometry							
Biology 302 General Microbiology							
Bio 361 Human Anatomy							
Bio 362 Mammalian Physiology							
Chem 421 Biochemistry							
							Pre-requisite GPA*:

V. Entrance Exam

Please input the date of your entrance exam below. Should any changes or updates need to be made as your application cycle approaches, please be sure to inform our office. Once your scores are available please forward an unofficial copy of them to our office.

Date of Entrance Exam (i.e. MCAT, DAT): _____ **Score (if available):** _____
(MM/DD/YYYY)

XIV. INSTITUTIONAL ACTION

ACKNOWLEDGMENT OF HAVING READ AND UNDERSTOOD THE BEHAVIORAL RESPONSIBILITIES

All applicants to professional school from California State University, Fullerton must read and acknowledge the following guidelines:

A high standard of academic honesty, social conduct, and personal integrity is expected from all applicants to health professions schools. Many centralized application services include a criminal background check in the process. Specifically, the American Medical College Application Service (AMCAS) requires you to answer “yes” or “no” to the following “Institutional Action” question:

“Were you ever the recipient of any institutional action by any college or medial school for unacceptable academic performance or conduct violation even though such action may not have interrupted your enrollment or required you to withdraw?”

Further, it states:

“You must answer ‘yes’ even if the action does not appear on or has been deleted from your official transcripts due to institutional policy or personal petition.”

Note that AMCAS does not limit “institutional action” to only those violations on file in the Office of the Dean of Students. Medical schools expect applicants to answer this question truthfully and to be completely forthcoming.

By checking the box to the left, I acknowledge that I have read and understand my responsibilities under the above guidelines.

Sign by typing your name: _____ **Date:** _____
(MM/DD/YYYY)

XV. RELEASE OF INFORMATION

The Health Professions Advising office seeks your assistance in gathering admissions information and as such requests that you please indicate that you will release your information to your adviser on the centralized application. Please check the box below if you anticipate releasing your information. The information is invaluable as we collect statistics and data on matriculating CSUF students.

By checking the box to the left, I acknowledge that I have read and agree to release my information to my adviser on my professional school application.

XVI. PHOTO WAIVER

I do do not authorize the HPO to use my picture and name on the HP website and in any marketing activities including newspapers, brochures, newsletters and advertisements. I am fully aware that the website provides unrestricted public access. No other personal information will be made public without my permission. The contents of the website are intended for the purposes of marketing and communication

Sign by typing your name: _____ **Date:** _____
(MM/DD/YYYY)

XVII. FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education. Go to www.ed.gov/policy/gen/guid/fpco to learn more.

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. One such exception is that a school can disclose personally identifiable information from an eligible student's education records, without consent, to another school in which the student seeks or intends to enroll.

The sending school may make the disclosure if it has included in its annual notification of rights a statement that it forwards education records in such circumstances. Otherwise, the sending school must make a reasonable attempt to notify the student in advance of making the disclosure, unless the student has initiated the disclosure.

By checking the box to the left, I understand that the Health Professions Office of California State University, Fullerton may disclose personally identifiable information from my records to schools to which I have applied.

XVIII. WAIVER OF ACCESS TO LETTERS OF EVALUATION

I do do not waive my right of access to confidential letters, which may be obtained or sent by California State University, Fullerton. This waiver also includes right of access to the Committee Letter of Evaluation and any other letters/evaluations used to compose this letter. Letters of evaluation received in this office may be forwarded only to admissions committee at medical, dental or other doctoral-level health professional schools or military programs in conjunction with the above schools. Letters can also be sent to approved post baccalaureate programs. Letters cannot be forwarded to third parties including, but not limited to, employers, graduate schools other than the above, scholarship programs, or other education programs.

Sign by typing your name: _____ **Date:** _____

(MM/DD/YYYY)

U.S. Office of Personnel Management Guide to Personnel Data Standards	ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and Instructions before completing form.)	
Name (Last, First, Middle Initial)	Birthdate (Month and Year)	
Agency Use Only		
<p>Privacy Act Statement</p> <p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p>		
<p>Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.</p>		
<p>Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.</p>		
<p>RACIAL CATEGORY (Check as many as apply)</p>	<p>DEFINITION of CATEGORY</p>	
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black of African American <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	<p>A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.</p> <p>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam</p> <p>A person having origins in any of the black racial groups of Africa.</p> <p>A person having origins from western Asia and northeast Africa, including the nations on the Arabian Peninsula, Egypt, Iran, Iraq, Israel, Jordan, Lebanon, Syria, and Turkey.</p> <p>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>A person having origins in any of the original peoples of Europe</p>	

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