

Guidelines for Undergraduate Students

Preparing for Careers in the Health Professions Starting Spring 2016

The Office of Pre-Professional Services (within the Office of Academic Services) welcomes incoming undergraduates preparing for admission to the health professions. The office is located in Hill 312 and is available to assist you in obtaining your career goals.

We extend our best wishes to you for success in preparing to become a healthcare professional. To offer you the best possible services, please be aware that:

1. The office provides general advisement for all pre-health students.
2. In addition, you also have the option of officially declaring your intentions by opening a “Health Professions File” with the office. A file may be opened after the successful completion of at least 30 credits and with no less than a 3.0 GPA. The file serves to hold relevant documents including transcripts, reference letters, and other pertinent documents for in-depth advisement purposes.

Office Information

Rutgers University
Pre-Professional Services
360 Dr. Martin Luther King Jr. Boulevard
Hill Hall Room 312
Newark, NJ 07102

Phone Number: (973) 353-5705

Email: preprof@newark.rutgers.edu

Website: <http://www.ncas.rutgers.edu/oas/pre-health-programs>

To open a “Health Professions File” with Pre-Professional Services:

- Completed a minimum of at least 30 credits at Rutgers-Newark, of which at least 14 credits are in the sciences (Biology, Chemistry, or Physics-“BCP”)
- Must maintain a cumulative 3.0 GPA; must have a minimum 3.0 in BCP courses
- Be in good standing with Rutgers University
- Submit an unofficial copy of your Rutgers-Newark undergraduate transcript
- Submit official transcripts from any other undergraduate institution attended (see Mrs. Swepson in our office for more information)

Committee Sponsorship Letter

Applicants must complete the following steps in order to be considered for sponsorship with a Committee Letter of Evaluation (or composite letter for admission into another health-related professional school):

- A minimum of 30 credits completed at Rutgers-Newark in pre-health undergraduate courses (i.e. biology, chemistry, physics, math, psychology/sociology)
- A minimum of a “B” or better in all prerequisite courses for professional school admission (only 1 “C” grade will be allowed)
- A minimum cumulative GPA of 3.4 for all applicants at Rutgers-Newark
- Updated “Health Professions File” in the Office of Pre-Professional Services
- Follow the Application Cycle Timeline, which includes deadlines to submit the following:
 - Attend Mandatory Application Process Workshop at Rutgers-Newark (*facilitated by our office*)
 - Complete “Intent to Apply” Form
 - Maintain a Health Professions File
 - Pre-Health Advisory Committee Packet and all supplemental materials (i.e. personal statement, resume, 3-5 letters of recommendation, transcripts, photo)
 - Set up a Committee Interview
 - List of Schools and Application Information

Please check our website on a regular basis for updates as well as other important information related to the application cycle and the committee sponsorship process.

Non-Sponsorship Letter

Applicants with an up-to-date “Health Professions File” with our office who do not meet the criteria above for a Committee Sponsorship Letter or who choose not to complete the appropriate steps for a committee letter can be provided with a “Non-Sponsorship Letter.” The office will submit the individual letters of recommendation to the identified professional schools in the form of a letter packet from our office.