

# Checklist for applying for a committee recommendation



First time being reviewed by the HPA committee



Reviewed Previously by the HPA Committee

(check one)



Refer to the detailed instructions found here for both new applicants and subsequent reviews/reapplicants: <https://www.holycross.edu/academics/programs/health-professions-advising/application-process/applying-committee-recommendation>



Either created or updated your [letter of recommendation](#) spreadsheet with letters you are requesting.



File items are in this order:

1. This completed checklist
2. HC Transcript
3. Other transcripts for courses taken away from HC
4. Cover sheet (marked "addendum" if subsequent review/reapplicant)
5. List of courses (or list of courses taken since your last review)
6. Optional requirement justification form/documentation
7. Optional academic notation sheet
8. Extracurricular activities (addendum of activities since last review)
9. Personal Statement (Or 2-3-page update/reflection since last review if subsequent review or reapplicant)



Items are saved in .pdf format



Items are compiled in one document file for submission



Correct email address to send to: [healthprofessions@holycross.edu](mailto:healthprofessions@holycross.edu)



Sent by February 15th

Next steps while waiting for review results:

- Stay on top of Letters of Recommendations  
Check shared google sheet for updates, follow up if letters are not received/marked as received by the first week of March – all spreadsheets should be up to date by then.  
DO letter deadline: May 1st