MIT Prehealth
Credential Service System
2018 Application Cycle
What is Prehealth Credential Service?

• **Online system managed by MIT Prehealth Advising:**
• **Assist with:**
  – Applicants to enter/upload required materials (i.e. MCAT scores, essay, transcripts, resume, updated Prehealth Advising Questions etc.) and request/track the receipt of their letters of recommendation
  – Letters writers will upload letters of recommendation directly to the online system
  – Once students submit their credential service account, Prehealth Advising will package your individual letters of recommendation with your COPA Letter and release to medical schools

• **Benefits:**
  – Allows Committee on Prehealth Advising (COPA) to review your application materials and letters prior to writing the COPA letter
Important Information

- Only individuals applying for fall 2018 matriculation to medical/health profession schools may use this system.

- You should not submit your Prehealth Credential Service Account until all materials have been entered/uploaded/received (including all letters of recommendation).

- The preferred deadline to submit your Prehealth Credential Service Account is April 14, 2017 (for alums) and May 31, 2017 (for undergrads), but applicants are encouraged to submit as early as possible.
Prehealth Credential Service
https://gradapply.mit.edu/prehealth/apply/login/

Step 1: Create an account and password

Step 2: Save your login information in a safe place

Step 3: Click “Create account”
These 10 steps must be completed before you submit your account. The preferred deadline is:
- April 14, 2017 for alumni
- May 31, 2017 for undergrads

Missing this deadline will delay the completion of your COPA letter and/or your letters being submitted to health profession schools and application services. All applicants must wait until all letters of recommendation are received before they submit.
Letters of Recommendation

Enter information about the people from whom you have requested recommendations. An ideal recommender is someone who knows your academic or professional work well and is willing to write a letter on your behalf.

Please check the box under Waive if you wish to waive any rights you might have to inspect and review the recommendation. Once the letter writer sees that you have waived, you cannot later un-waive.

After you have entered the information about your recommenders and saved it, visit Letter Status to request letters from your recommenders. If you want more than 2 recommenders, please enter information for the first 2, save it, and return to this form.

Prefix (Dr./Mr./Ms. …) Name E-Mail Title Institution Phone # Waive

- You must supply a name and e-mail address.
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Do not enter recommenders until you have met with them individually, and they have agreed to write you a letter.

Recommender “Prefix”: Use the following suggested titles: Dr., Professor, Mr., Mrs., Ms.

Adding Recommenders: When you click “save” and return to this page additional fields will appear to allow you to add more letter writers, if needed.

Changing Recommenders: If you remove a letter writer after they have submitted a letter for you, the letter will be deleted from the system irretrievably.
Instructions for Sending Letter Request Emails to Letter Writers

1. Once you enter/save your recommender’s information on the “Letters of Recommendation” page a unique email and link will populate for them on the “Letter Status” page.

2. Go to the “Letter Status” page to copy and paste the template provided for each individual recommender and send via email. Don’t forget to send this email, credential service does not submit this email for you.

3. Return to the “Letter Status” page frequently to monitor the receipt of each letter.

Reminder – This email should not be the first point of contact with your recommender!
Letter Status

This is how you will know if your letters have/have not been received. (yes/no)

It is your responsibility to remind your letter writers, and to be sure your letters are received on time!

This signals whether you did/did not waive your rights to view the letter.

False = you did not waive your rights to view the letter.

True = you did waive your rights to view the letter.

Once you have selected to waive/not waive your rights to view the letter you cannot change your selection. Medical schools prefer if you waive your rights.

You will note that each letter writer has unique text and an individual link for their letter. Make sure you send the correct email to each recommender!
Click on “Letter Status” to view which letters have been received.
Addresses

Permanent address is your permanent residence for license and tax purposes.

Mailing Address is likely your local campus address, if you are a current student.

Please enter your phone number so that Prehealth Advising can contact you if needed.
Submit Application

Prehealth Credential Service

Application Submission

The following sections of your application are not complete; please fill them out and re-submit.

- Personal Information
- Letters of Recommendation
- Addresses
- Test Scores and Required Documents
- Personal Statement

This page will appear if you have incomplete sections at the time of clicking “submit”.
You must complete the sections indicated before you can submit your Prehealth Credential Service Account.

You should submit your account as soon as possible or by the April 14, 2017 preferred deadline (for alumni) and the May 31, 2017 deadline (for undergrads).

You can’t submit until all letters of recommendation are received and your essay is complete.
Questions? Contact Prehealth Advising

- Aleshia Carlsen-Bryan, Senior Assistant Director, acarlsen@mit.edu
- Akunna Rosser, Assistant Director, arosser@mit.edu
- Meaghan Shea, Prehealth Advisor, meshea@mit.edu
- Deb Shafran, Administrative Assistant, dshafran@mit.edu

**Appointments:** Call 617-715-5328
**Walk-ins:** Tuesdays, 11a.m.-1p.m., E17-294