

Applying to Health Professional School

Pre-Health Letters & PreHealth application Institutional Review (PIR) System

Account Registration

If you are an A&S, Engineering, Olin or Sam Fox student, you will use the PIR system to store and send your letters of recommendation to the schools to which you apply.

To access the system that will be housing your recommendation letters & PIR materials, go to: <http://pir.wustl.edu/PIR/>. Be sure to add this site to your favorites as you will be accessing this account throughout the application process. You will need to “register” in order to log into the site. You cannot register unless you are using a wustl email address. If you do not have a wustl email account you may get one by visiting: <http://emailaddress.wustl.edu/>

Personal Account Information

The first time you login to the PIR system, you should complete your personal account information. Required fields in this section allow us to better serve you as an applicant. The most important thing to keep in mind is that if anything changes, you must update this information. For example, if you decide to take a gap year and no longer wish to apply in the cycle that you first indicated, you **MUST** update the year that you intend to enter graduate studies. This is how we know who is applying in any given application cycle; if you don't update this section, you could be missed in the following year.

PIR Materials

When you have completed your PIR answers, List of Activities, Resume and Personal Statement, log into your account to upload them into the system. Once you have successfully uploaded them into your account, you are ready to set up a PIR appointment with your assigned Pre-Health Advisor.

Prehealth advisors are assigned in the Spring semester of your Sophomore year. If you missed being assigned a prehealth advisor, email prehealth@wustl.edu to request an advisor assignment.

Your materials **MUST** be successfully uploaded at least 2 weeks prior to your appointment. If you have PreHealth related questions before you have finished your PIR, contact your prehealth advisor, visit any of the PreHealth Advisors during their walk-in hours: <http://prehealth.wustl.edu/advising/Pages/default.aspx>, or email your questions to prehealth@wustl.edu.

Also, make sure that you take advantage of the Personal Statement Workshops offered through Cornerstone. <http://cornerstone.wustl.edu/academic-programs/pre-health-personal-statement-workshops/>

You can and should be updating your PIR materials throughout this process. By the time your letters of recommendation have been received, you should feel confident that your materials represent you well. Our office will be using this information and the information we gather from your letters of recommendation to compose a cover letter on your behalf. This is not a committee letter in AMCAS terms. We do not rank our students. Our cover letter is meant to serve as a letter of introduction and institutional support for the students who apply through our process.

ReApplicants

If you are reapplying, you will need to go to your PIR Materials page and upload a document with information regarding what you have been doing since your last application cycle. This will allow us to update your existing cover letter. Be sure that you speak with a PreHealth Advisor before submitting your re-application so we can make sure that this is the best decision on your behalf. Notify the PreHealth office that you are reapplying and request a cover letter when your materials are complete.

Letters of Recommendation and the PIR system

Login to your account, click on the link that says “[Recommendation Letters](#)”. This will take you to the page where you will enter your recommenders’ names and contact information. Once you have entered this information click on the button that says “[Save](#)”. If everything worked correctly the name of your recommender should still appear in the box and a link should pop up that says, “[Click here to sign your confidentiality agreement waiver!](#)” (This just allows you to print the waiver – we are not requesting your letters for you!)

Your next step is to click on this link that says “[Click here to sign your confidentiality agreement waiver!](#)” This will generate a waiver form for you. On this form you must do three things:

1. Select your Purpose: towards the top center of the page you will see a drop down box with different options. In most if not all cases you will select Medical School as your purpose. This tells your letter writer what your recommendation will be used for.
2. Select Confidential: it is important that here you click on “Confidential” to waive your right to see this letter. All letters sent on your behalf to medical schools are confidential and therefore by clicking on this you waive your right to future access.
3. Sign Waiver: You MUST click on the button that says “Sign Waiver” in order for us to accept your letters. Once you click on that button a page will be displayed that says, “[Recommendation Request Form signed! Click here to print for your recommender.](#)” Follow that link and print your recommendation request form to give to your recommender, you may also save the form and send it to your recommender. However, we strongly encourage having a face to face meeting, if possible, when asking your recommender to write for you.

Once you have generated your recommendation request forms and given this information to your letter writers the most important thing to do is to be PATIENT!!

DURING THE SUMMER....WHAT HAPPENS AFTER WE RECEIVE THE LETTERS?

Once the letters are submitted to our office we will scan them into the system. Depending on the time of year it may take up to 2 weeks to get your letter scanned into the system. When the letter is scanned in two things will happen 1.) You will receive an email saying that your letter has arrived & 2.) When you login to your account and go to your Recommendation Letters page, if a letter has been received it will say in bold under, status “**Recommendation letter Received**”.

COVER LETTERS

Once all of your Essential Materials have been received you may request your cover letter from the PreHealth office using the PIR system. Once you have submitted this request PLEASE be patient! Wait for an email from the system saying that your cover letter is ready. We won’t write your cover letter until you have COMPLETED the following:

- 1) PIR Appointment with your Prehealth advisor.
- 2) Final versions of PIR materials uploaded.
- 3) Essential Recommendation Letters Received
- 4) Submitted AMCAS application uploaded.
- 5) Signed Confidentiality Waiver

If you request a cover letter without completing something your request will be denied, this will also slow down processing for yourself and your peers.

If letter writers have not submitted letters AFTER June 1, you can start attempting to politely nudge them. Don't pester, though! You want them to be in a good mood when they write for you.

Once your cover letter is ready, you will receive an email with detailed instructions on how to request your letters of recommendation to be sent. You will use the PIR site to specify where you want your letters sent. There will be more information for you on this presented at Junior Jumpstart, so be sure to attend this session, too!

Instructions for the Letters of Recommendation Section on AMCAS Application:

You should select the option "Letter Packet" when filling out your application. Please complete this section by listing the appropriate name (if you are a post-bacc student this may be different than listed below) with the following address:

A&S, Olin, and Sam Fox Students should enter:

Carolyn Herman, Director, PreHealth Program
1 Brookings Drive
Cupples II, Suite 104
Campus Box 1117
St. Louis, MO 63130
prehealth@wustl.edu
314-935-6897

Engineering Students should enter:

Ron Laue, Assistant Dean
School of Engineering & Applied Science
1 Brookings Drive
Campus Box 1100
St. Louis, MO 63130
prehealth@wustl.edu
314-935-6897

You will be prompted to enter additional authors. THIS IS OPTIONAL. You should NOT separately enter the individual authors that you will include in the packet. Most of you will send one packet to all schools, so you will only have one letter entry on AMCAS, and one AMCAS Letter ID number. If you have a letter that you will only send to a few schools and will not include in your standard packet, that will be a separate AMCAS entry and will have a second Letter ID number.

Your letters will all be sent electronically. You do not have to print out the Letter Request form but please keep it for your records. We will need your AMCAS ID and your Letter ID number in order to process your requests. This will all be handled through the PIR system.

Instructions for the Letters of Recommendation Section on AACOMAS Application

You will be asked if you are submitting a committee evaluation, in this section you will select 'yes' and be sure to enter Prehealth@wustl.edu in the email address slot. You should also waive your right to access this evaluation.

If you need assistance or have questions about the PIR system, please contact Elizabeth Heidger at prehealth@wustl.edu.