Health Professions Advising
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premed@ua.edu

MEDICAL SCHOOL
2011 APPLICANT INFORMATION

The Health Professions Advising Office offers a centralized processing service to assist students who are applying to medical, dental, or optometry schools. These services include the following: the distribution of application support materials, compilation of faculty evaluations and other pertinent information on each student, and forwarding of these materials to the school(s) of the applicant’s choice. We offer this service because most professional schools prefer a centralized system of gathering application support materials.

INSTRUCTIONS FOR COMPLETION OF SUPPORT MATERIALS PACKET

In order to assist you with the applications process, the following checklist is provided:

1. Make arrangements to take the MCAT. Registration information is available online:

   MCAT: [http://www.aamc.org/students/mcat/registration.htm](http://www.aamc.org/students/mcat/registration.htm)

   The MCAT is typically offered from January through September of each calendar year. Almost all medical schools will accept MCAT scores no later than September prior to the matriculation year. So, for a student wishing to matriculate in the fall of 2011, the September 2010 MCAT is the latest score medical schools will consider. For many students, taking the MCAT for the first time in April or May is a good strategy; if you are pleased with your spring score, you may apply much earlier in the cycle, and if you need time to prepare for a second attempt in July, August or even September, you have that opportunity. Attempting the test for the first time later in the summer only gives you a single opportunity in a given application year.

2. Contact (preferably in person) the faculty members and personal references who will be completing the evaluation forms for you, and request that these be returned to the Health Professions Office. Use the recommendation forms for the faculty reviewers and personal recommendations.

   You should request a total of UP TO FIVE letters: three from faculty that have taught you in a college course, and two personal references. Print 3 copies of the faculty recommendation form and 2 copies of the personal recommendation form available at [www.hpa.ua.edu/applications](http://www.hpa.ua.edu/applications). Sign and date the forms prior to sending them to your recommenders. Good choices for personal references include physicians you have shadowed, former employers, volunteer coordinators, etc. Do not ask a family member for a letter of recommendation.
Letters should be returned to:

Health Professions Advising Office
Attn: Letters of Recommendation
Box 870268
Tuscaloosa, AL 35487-0268

If your evaluator would prefer email your letter, it may be sent (as an attachment) to premed@ua.edu.

3. Access and complete the AMCAS, AACOMAS and/or TMDSAS applications on the web:

www.aamc.org/students/amcas - Allopathic (MD) medical schools
https://aacomasaacom.org Osteopathic (DO) medical schools
www.utsystem.edu/tmdsas (Texas medical schools)

You must submit these applications online. The online application is your official application to professional school. You are responsible for making your official application. Our office does not do this.

In the past, there has been some confusion about submitting your application without letters of recommendation. If your AMCAS/AACOMAS is ready to submit prior to your letters of recommendation, do not wait to submit your primary application. Please note that these recommendations are an important part of your secondary application, which the medical schools will send to you directly AFTER you have applied through the primary application service. If the schools do not have your letters of recommendation, then your secondary is considered incomplete.

**Please note that the due date for individual schools is not simply the date you submit your AMCAS application but instead the date by which AMCAS/AACOMAS has verified your application. This verification process may take up to six weeks, so PLAN AHEAD!**

4. Make arrangements to have your official transcript sent from the University Records Office directly to AMCAS/AACOMAS. If you have transfer work you must also have this work sent directly from each college/university. If you have AP credit, then these scores will show on your UA official transcript. The Health Professions Office does not send official transcripts. There is a request letter available on AMCAS/AACOMAS. Bring this form to the University Records office (2nd floor of Student Services), and they will send your transcripts. Please note that there is a fee.

**Transcripts may also be requested online at http://registrar.ua.edu/transcripts/internet.html**

5. Complete this UA pre-application form and return it to the Health Professions Office no later than AUGUST 15, 2010. PLEASE MAKE SURE THAT WE HAVE THIS INFORMATION A WEEK PRIOR TO YOUR INTERVIEW. Please note that a recent photograph is required and must be affixed to the pre-application. Most supplemental applications will require a recent photo, so this might be a good time to have a few wallet photos taken.
Packet submission deadlines:

May 1: UA Priority - best if you are applying early decision or are not able to interview with the UA committee in summer

July 1: Appropriate if you are taking the April or May MCAT and can interview in the summer

Sept. 1: Last day you may submit the UA application and be guaranteed an interview. Applications received after 9/1 will be granted interviews as

It is our strong recommendation that you submit your AMCAS/ACOMAS/TMDSAS application no later than AUGUST 1.

**Now might also be a good time to make sure any personal online profiles (Facebook, etc.) reflect the image you want to present to an admissions committee.

6. AFTER the Health Professions Office has received your pre-application form (including a photograph) and all of your letters of recommendation, you must schedule an interview with our office. You will receive an email from premed@ua.edu when all five of your recommendations have been turned into the Health Professions office. The purpose of the interview with the Health Professions Advising Office is to bring into focus the information we use in preparing a composite evaluation in support of your application, and to give you some experience with an interview situation. These interviews will be held during the months of May, June, July, August, and September. We then combine the five letters sent to us and our own letter of recommendation to create a composite evaluation, which is sent to the medical schools.

**The composite evaluation cannot be sent to the medical schools until your file is complete with all FIVE recommendations AND you have completed your interview with our office.

7. After you have completed the above steps with our committee, a composite Evaluation will be assembled and forwarded to the professional school(s) you have indicated. Letters of recommendation are submitted electronically, and once letters have been posted the medical schools are notified of your application and may download the letters at any time.

The function of the Health Professions Office is to help you with all aspects of the application process. However, it is your responsibility to see that the required materials reach our office by the deadlines, so that we may do our job effectively. The Health Professions Advising Office will process the application support materials on a first completed, first served basis. Your cooperation will greatly speed up your application process. We would also appreciate it if you would stop by at the first part of the fall semester to make sure everything is in order and to keep us updated as to how we can get in touch with you if necessary.

Good luck as you approach this big step!

The Health Professions Advising Office