



MSMP

Medical Student Mentorship Program

APPLICATION HANDOUT

PLEASE NOTE BEFORE WE BEGIN:

- This worksheet is meant to be an exercise for the 2013 MSMP Application Workshop; it is NOT meant to be a guide for the actual AMCAS application. The information given is taken as a composite of various sources

SOURCES FOR THIS WORKSHEET:

- Student Doctor Network Forums: <http://www.aacom.org/about/osteomed/Pages/default.aspx>, <http://forums.studentdoctor.net/showthread.php?t=202513>
- AMCAS APPLICATION WORKSHEET: https://www.aamc.org/students/download/181674/data/application_worksheet.pdf
- AMCAS INSTRUCTION MANUAL: https://www.aamc.org/students/download/182162/data/amcas_instruction_manual.pdf
- <http://studentdoctor.net/2008/04/pre-med-preparation-getting-letters-of-recommendation/>

1. Identifying Info

You will be asked to provide some basic "Identifying Information"

Let's Start off with your name (this should be the same as those attached to your transcripts, MCAT scores, and other submitted documents):

First	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Then you will may also be asked to provide:

- Alternative names _____
- ID Numbers (including SSN, SIN, etc) _____
- Birthday and sex _____

TIPS:

- check your transcripts and other documents to make sure you list all names you have used on such documents
- if you don't enter the proper ID info, your application may be tossed or denied

2. Schools Attended

- In this section, you will be asked to provide:
 - High School Information (only the one that you graduated from) _____
 - ALL Colleges attended: this includes military coursework, study abroad programs, and any other colleges regardless of whether you actually received credit from the college

 - Any previous matriculations to a medical school or any institutional disciplinary actions by your colleges _____
- You will also be required to fill out a transcript request form, which will ask for the following info:
 - School Name and Address _____
 - Dates Attended _____
 - ID number listed on transcript _____
 - Your name, as it appears on transcript _____
 - The AMCAS website will generate a transcript request for to be sent to your registrar

TIPS:

- Keep record of all of your schools attended, especially if you're studying abroad or in the military
- Get a copy of your transcripts for your own purposes and verify that all info is up to date, accurate and shows all schools and classes attended
- VERY IMPORTANT: give or send the transcript request form to your registrar and REQUEST THAT IT BE ATTACHED TO THE TRANSCRIPTS SENT TO AMCAS. This helps them ID your transcripts.**
 - be aware of transcript deadlines (your school and AMCAS): ask the schools you are applying to about their transcript deadlines early on (they may require a separate transcript sent to them in ADDITION to the one you send to AMCAS)
 - your application will not be reviewed and processed until you submit AMCAS receives your transcripts, DON'T DELAY ON SENDING IN YOUR TRANSCRIPTS!

3. Biographic Information

BE PREPARED TO ENTER THE FOLLOWING INFORMATION:

- Mailing and residential address _____
- Contact information including phone numbers _____
- Citizenship status _____
- Ethnicity (may be important for certain programs or scholarships) _____
- Any languages you speak, including your level of proficiency (don't lie about this) _____
- Area of birth/childhood (urban, rural, suburban, etc) _____
- Was your area of birth medically underserved? Did your family ever receive government aid?
_____ (answer is important for programs like IMI HOOLA)
- Family income level (age 0-18) _____
- Your employment status prior to age 18, including if you've ever had to be a family provider
_____ (employed? Not employed? did you provide an income?)
- Household number _____ (averaged over 0-18 yrs of age)
- How you paid for college _____ (scholarships, working, etc)
- **Disadvantaged status (you must EXPLAIN in 1325 characters why you consider yourself underserved)**

- List any dependents _____
- Parents info, including occupation, education level and contact information

- List of any siblings _____

TIPS:

- Don't take this section for granted. It is fairly straightforward but may require you checking some information with your parents or other family members. **START THIS SECTION EARLY** even if the other parts of your application are not yet ready.

4. Coursework

YOU MUST ENTER ALL COURSEWORK FROM ALL SCHOOLS YOU HAVE ATTENDED REGARDLESS OF WHETHER YOU RECEIVED CREDIT. This includes (**check if it applies to you**):

- Courses from which you withdrew _____
- AP courses _____
- Courses for which you received a grade of "Incomplete" _____
- Courses that have been repeated _____
- Courses that you failed, regardless of whether they have been repeated _____
- Courses in which you are currently enrolled or expect to enroll in prior to entering medical school _____
- College-level courses you took while in high school even if they were not counted toward a degree by any college (ex: you took community college or took AP courses) _____
- Courses taken at an American college overseas _____
- Courses removed from your transcript or GPA as a result of academic bankruptcy, forgiveness, or similar institutional policies _____

Let's Practice entering a course (you will be asked to enter courses ONE BY ONE with this same info):

- Academic Status (Freshman, Sophomore, etc.) _____
- Course Number (as it appears on transcript) _____ (ex: BIOL 275)
- Course Name (as it appears on transcript) _____ (ex: Developmental Psychology)
- Course Classification (Math, History, etc.) _____
- Course Type (Advanced Placement, Withdrawal, Repeat, etc.) _____
- Credit Hours _____ (ex: many labs=1, some lectures may = 3)
- Official Transcript Grade _____

Medical schools may take into consideration:

- AMCAS GPA's (calculated by the AMCAS system)
 - includes your BCMA GPA (science and math) and AO (all other course) GPA
- Institutional GPA's (as reported on your transcripts, may be = cumulative GPA) _____
- Cumulative GPA: _____ (as of now)
- Science GPA: _____ (important that you know an estimate of this)

TIPS:

- USE YOUR **OFFICIAL** TRANSCRIPTS (DON'T GUESS or use unofficial documents)
- Remember you must enter courses in chronological order
- **NOTE: most schools require that you take a given pre-requisite course before MATRICULATION not necessarily before you submit your AMCAS application.**
- **GIVE YOURSELF ENOUGH TIME! This process is very very very tedious.**
- Read up on how to enter special courses like AP courses or courses you may not have received a letter grade from.
- Learn how to properly classify your courses (ex: is your biostatistics course a math or biology course?)
- Again, this process can get tricky especially if you've transferred colleges, took AP courses, withdrew from classes, etc. It is important to read the AMCAS manual while/before completing this section. Don't go in blind.

5. Work and Activities Section

- This section is similar to your CV
 - includes things like research experience, tutoring, academic awards, volunteer experience, clinical experience, etc
- You will get to fill in 15 slots of work and activities
 - Each slot gives you **700 characters** (including spaces) for a description
 - **You may list 3 maximum activities as "most meaningful"**
 - **You will be allowed an additional 1325 characters for your most meaningful experiences**

Each experience can be classified as:

- Paid Employment—Not Military
- Paid Employment—Military
- Community Service/Volunteer—Not Medical/Clinical
- Community Service/Volunteer—Medical/Clinical
- Research/Lab
- Teaching/Tutoring
- Honors/Awards/Recognition
- Conferences Attended
- Presentations/Posters
- Publications
- Extracurricular/Hobbies/Avocations
- Leadership—Not Listed Elsewhere
- Other

Practice time! CHOOSE ONE OF YOUR MOST MEANINGFUL EXPERIENCES AND DESCRIBE IT BELOW:

Experience Type (see list above)	
Experience Name	
Dates Start (month/year)	End (month/year)
Average Hours/Week	
Organization Name	
Country	City
Contact Name	Contact Title
Contact's Phone	Email Address
Experience Description: The available space for each description is 700 characters (including spaces).	
<input type="checkbox"/> Most Meaningful	

Experience Summary: The available space for each description is 1325 characters (including spaces).

Self assessment, what would your work and activities look like now? Try to fill in the slots (but remember quantity doesn't equal quality)

Work and Activity Name (Number 1 should be above)		
2	8	14
3	9	15
4	10	
5	11	
6	12	
7	13	

How to enter activities (these are just some possible recommendations/schools of thought):

3 general schools of thought/common advice you may receive:

A - Describe the activity only if it needs describing (if you think it is something an Admission Committee Member will not know about) and otherwise, be brief with your description. Many think that talking about what you learned from the activity is not appropriate in this section, and is better saved as material for secondary applications.

B - Another school of thought is that this is exactly the place to address what you learned from an activity because you may not get another chance in a secondary application. Those from California especially feel this pressure since most of the secondaries at California Med Schools are screened (you do not automatically get a secondary; they review your primary application first and decide if you are worthy). Because of this it is tempting to spew as much as possible here.

C - Approach C is a combination of the two approaches. Spew when necessary (an unusual activity that may need a little bit more explanation to understand its depth, and you learned a lot from but you are NOT addressing in your PS) and limited description of commonplace application items (ER scribe, general hospital volunteer, MCAT teacher/tutor)."

-Student Doctor Network submission <http://forums.studentdoctor.net/showthread.php?t=813591>

• *NOTE: you may also go in paragraph form or bullet form. Go with what is best for YOU.*

General Advice (keeping in mind each school will have certain preferences):

- *"Remember to keep log of hours and contact information, as you must enter this information on the application*
- *If you have TOO MANY activities use a general description that allows you to enter several different activities under one heading so that you are not wasting multiple spots ("Undergraduate Work Experience" may include starbucks, tutoring, and your pole dancing job all in one description slot)

 - *if you have too little activities, you can spread them out, but remember that quality doesn't = quantity**
- *Think carefully about which kind of experiences were really meaningful to you -- don't try to fill out space*
- *High school activities are important only to underline continuity during college at increased levels of participation, leadership or responsibility (e.g., you've played a musical instrument, participated in the high school orchestra and are now in the college orchestra, etc.)*
- *Don't repeat what's obvious from answers to things like experience type, title description, contact name & title or organization name (e.g, don't repeat in the description that you worked on research with Dr. So and So -- that information is above the description of your experience).*
- *If the organization in which you participated is not well known, give a brief description followed by the role you played there, specially if it involved any type of responsibility.*
- *If you made Dean's list (or any type of honor like that) for more than one semester, use the description area to list the other semesters.*
- *If you received any scholarship, fellowship or other honor that is not nationally recognizable, describe it briefly. Don't waste paper on scholarships that are awarded to half the population at the school.*
- *If you were just a member of an organization, describe how many meetings/week you attended and why you joined/what activities you did*
- *If you list a publication, make sure it's been accepted for publication and cite it properly. If the paper is just being "prepared for submission" or "submitted," include this fact as part of the research description in the part where you listed the research activity.*
- *If listing a research experience that extends through the academic year as well as summer, use the description area to let us know the time invested during each of those periods (e.g., full time during the summer, 10 hrs/week in the fall/spring blah blah blah)*
- *Remember that each experience you list is "up for grabs" if you are invited to interview -- you might be asked anything about it and it can make you or break you*

General Advice CONTINUED (keeping in mind each school will have certain preferences):

- Remember to list work activities or any other activities even if they are not necessarily medically related (you never know what may be important) but remember to keep things “appropriate” to your audience
- Consider listing academic honors under a broad category instead of listing each scholarship, deans list, or honor society separately
- You may want to consider using your most meaningful experiences, you might consider the transformative nature of the experience: the impact you made while engaging in the experience and the personal growth you experienced as a result of your participation.
 - this approach may be applied to all your entries if you prefer
- You may choose to select different most meaningful experiences than those you talk about in your PS, but this is a matter of personal preference (keep in mind however, some schools may want to see consistency across your application while others may not want to see repeated experiences)
- Some activities can be categorized in multiple ways (ex: tutoring can be categorized as teaching/tutoring or leadership). In this instance, look at what categories you may be lacking in and adjust your categories accordingly”

From the Student Doctor Network: <http://forums.studentdoctor.net/showthread.php?t=202513>

6. Letters of Recommendation

NOTE: LOR's are often sent in after you submit your initial application. Be aware of your desired schools' deadlines.

- You may attach up to 10 letters of recommendation to your AMCAS account
- This DOES NOT mean you should send 10 letter of recommendation
 - Most schools have a 2 minimum and around a 4-5 maximum
 - A good number to have is around 3-4 (too much can be as bad as too little if they are not good letters)
- LOR's can come from the following:
 - 1 Individual letter = 1 letter 1 Committee letter = 1 letter 1 Letter packet = 1 letter (just remember that committee letters DO NOT = more than 1 letter)
 - Some schools may have a preference on who you get a letter from (ie, individuals vs. committee, faculty vs. physicians, etc)
- You must send a letter request early and have your writer submit through an approved submission website service:
 - Letter writers may submit letters through the [AMCAS Letter Writer Application](#), [Interfolio](#), mail, and [VirtualEvals](#)
 - Letter authors must include your AAMC ID and AMCAS Letter ID found on your Letter Request Form when sending letters, regardless of how they are submitting the letter.
 - Medical schools may require your letters to be on official letterhead and include the author's signature.

General Advice CONTINUED (keeping in mind each school will have certain preferences):

- REQUEST LETTERS EARLY! You must give them AT LEAST a month to write your letter
 - you may need to send a few light reminders
- Request from people who know you well and can state why you will be a good doctor (a doctor you shadowed once or a professor you just got an A from is NOT a good example of a letter writer)
 - Get to know your professors! Ask them for help with assignments! Visit office hours! Get involved in research projects they are doing!
 - Shadow doctors more than once or twice. Develop a relationship
- Don't limit yourself. You can ask bosses or volunteering supervisors if you know them well! Don't just ask professors and doctors. Ask ANYONE who can say why you would be a good doctor (except family and friends). People to ask:
 - Physicians you spent time with.
 - Managers of places you volunteered/worked at in clinical or non clinical settings.
 - Faculty who taught you.
 - Faculty/mentors you did research with.
 - No personal friends, family, co-workers or others should write letters for you!

REMEMBER: asking a range of people (physicians, science/non science professors, bosses) is a good idea to make your letters more well rounded

- Make sure that the writer can truly write you a good letter. Ask them in your request to let you know if they do not know you well enough or cannot write you a positive glowing letter.
- Be sure to meet the minimum number of letters. However, don't send in potentially BAD letters.
- Making sure you have enough letters starts from your freshman year as you get to know faculty, managers, and other potential letter writers
- Be sure to follow up with a thank you note

LIST 2 people who you can request letters from and how you know them (list 4 if you're an overachiever):

1. _____
2. _____
3. _____
4. _____

7. Medical Schools

- Choose your medical schools!!!
- Review your medical school designations carefully. Once you have submitted your application to AMCAS you cannot remove or substitute schools on your designation list under any circumstances.
- Remember that each school will have an application fee! Don't go crazy.
- Remember to attach the proper letters of recommendation to the right school
- APPLY ONLY TO SCHOOLS YOU ARE INTERESTED IN ACTUALLY ATTENDING!

A few Things to Consider:

- -Cost of the medical school
- -Average GPA and MCAT score of the medical school (numbers aren't everything but they can give you an idea of your general chances)
- -If the curriculum will fit your needs and learning style (ex: PBL based vs. lecture based; A-F scale or pass or fail system)
- -Prerequisites: probably one of the most important since it requires you planning out your class schedule appropriately
- -Location: Do you mind moving to Texas or Canada or the Caribbean? Would you be willing to join a military school?
- -Admissions process: some schools have rolling applications or Early Decision Programs (JABSOM has an EDP). Be sure to consider those things when planning to apply
- -Extent of research at the medical school
- -Type of program: Just MD? MD/PhD program? MD/MPH? There may be different requirements for each.
- -You may also consider pursuing a Doctor of Osteopathic Medicine degree (DO). They do not go through AMCAS but rather through AACOM. Never heard of this? Here's a little history: <http://www.aacom.org/about/osteomed/Pages/default.aspx>

My top 5 medical schools:

1. _____
2. _____
3. _____
4. _____
5. _____

8. Essays (see PS handout)

- This will give you 5300 characters to write about why you chose to pursue medicine

9. MCAT score

- Schools will see EVERY SINGLE MCAT score you have taken in the past 3 years
- You will send all of your score to the schools to which you apply

MY MCAT SCORES (LIST ALL):

BIOLOGICAL SCIENCES _____

PHYSICAL SCIENCES _____

VERBAL REASONING _____