Pre-Medical File
(Medical, Dental, Veterinary, Pharmacy, Optometry, & others)

Deadlines for completing your pre-med file

<table>
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<tr>
<th>Program</th>
<th>Early Decision</th>
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<tr>
<td>Medical</td>
<td>June 30</td>
<td>Sept. 1</td>
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<tr>
<td>Dental</td>
<td>No Early Decision</td>
<td>Sept. 1</td>
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All other professional program deadlines are December 1.

An important part of the documentation used to support and application to a professional school is the faculty evaluation or recommendation. Medical school admission committees usually prefer a committee evaluation letter than individual letters of recommendation and may insist on such an evaluation if the applicant attends a school where such an evaluation is prepared.

At Georgia State University, we have a Pre-Medical Advisory Committee, consisting of three faculty members appointed by the Dean, who compiles a committee letter for GSU students. The committee letter is a composite of all of your letters of recommendation. Each letter of recommendation is included as it was written by the original author. At the end of the committee letter, the pre-medical committee writes a summation and recommendation based on all of the contents of your pre-medical file.

To obtain a committee letter from the GSU Pre-Medical Advisory Committee, you must complete a pre-medical file with the College of Arts & Sciences, Office of Academic Assistance. To establish your file, the following items on the checklist are required. Only a complete file can be reviewed by the Committee. Please be mindful of our deadlines for completing your file, not just your school’s deadlines. If you miss our deadlines, we will process your file. However, we cannot guarantee that we will be able to get your committee letter to the schools by their deadlines.

As a student, it is your responsibility to ensure that your premedical file is complete. You may check the status of your pre-med file during our walk-in hours in room 418 General Classroom Building.
Pre-medical File Checklist

____ 1. Pre-medical information sheet

____ 2. Photograph

____ 3. Professional **Verified** application (may include personal essay)

____ 4. Three GSU science faculty recommendations

____ 5. Two additional letters of recommendation

____ 6. Grades- at least 3.0 science GPA and 3.0 overall GPA

____ 7. A signed FERPA waiver form

____ 8. Transcripts- only if you are post-bacc.

____ 9. Test scores- submit if not included in application. Letter may be written contingent upon your test scores.

Committee letter will be composed by the Pre-medical faculty committee after **ALL** the above items are submitted to the Office of Academic Assistance.
Pre-medical File Checklist

The following items must be in your file before it is considered complete.

1. Premedical Information Sheet- Complete the attached Pre-Medical Information sheet and return it to the College of Arts & Sciences, Office of Academic Assistance (OAA) in 418 General Classroom Building. Indicate the year you plan to enter professional school in the space provided on the application. Check the reactivation section if you have previously applied to professional schools. Check the “Early Decision” section if you are applying to a school as an early decision candidate. List the name of your references to verify letters.

2. Photograph- Attach a photograph to the application. Please do not submit large photographs; a small, passport-size photo will be sufficient. This photo will NOT be mailed out to any schools nor will it be returned to you. It is used as a reference for the Pre-Medical Advisory Committee. Please write your name and student number on the back of the photo.

3. Professional Application- A completed, and VERIFIED/PROCESSED paper copy of your professional application must be submitted to our office. (Note: It will take 4 to 6 weeks for AMCAS to verify your application!) Please read the attached information sheet on how to obtain and complete professional applications. The Personal Essay is a part of your Professional Application. Most applications have a section titled “Personal Comments.” This is your opportunity to write an 800-900 word essay stating why you should be selected to attend professional school. You should discuss the considerations and reasons you have for pursuing a career in the medical field. When you finish your rough draft, you should have several people proofread it. Treat your personal statement as the most important statement you have ever written and start writing it several months before the due date.

4. GSU Science Recommendations- At least three letters of recommendations are REQUIRED from GSU science faculty, preferably from more that one area (ie: biology, physics, chemistry). Students majoring in psychology with a pre-med concentration may use a psychology professor as one of the science recommendations. Submit the GSU Faculty Evaluation form to the GSU faculty members that you have selected. DO NOT select professors that do not know you very well. Applicants must anticipate that they will need recommendations and therefore, it is the applicant’s responsibility to get to know his or her professors. Each applicant is responsible for making sure letters are submitted to the OAA (418 GCB). Please remember that once a letter is submitted to your pre-medical file, it is considered GSU property. We do NOT mail out individual letters for you.

5. Other Letters of Recommendation- At least two additional letters are required from volunteer, research experience, employers and/or other sources. We recommend at least one letter coming from your area of interest, for example, physician, dentist, etc. Submit the Non-GSU form to individual and have them sent to our office.

6. Grades- Please keep in mind that your science GPA should be at least 3.0 (recent science courses) and overall cumulative GPA should be a minimum of 3.0. The Pre-Medical Advisory Committee has the right to decline to write a composite evaluation letter for a student with a GPA below a 3.0.

7. FERPA Waiver Form- This form must be signed by you before the committee will review your file.
8. **Transcripts** - If you have a previous degree from another institution, please submit a copy of your transcripts from that institution. This transcript does not need to be an Official Copy.

9. **Test scores** - If your application does not include your test scores, please include a copy for your file. If your composite letter is compiled without test scores by the Faculty Committee a statement to this effect will be in your letters.

10. **Committee Letter** - Once your file is complete with all the appropriate documents as stated above, it is forwarded to the Pre-Medical Advisory Committee. It will take approximately 2-3 weeks for the committee letter to be composed. The letter is based on the content of your letters of recommendation, the professional application, test scores, grades, etc. Once your file is returned to OAA, the committee letter will be typed within 1-2 weeks and will then be mailed out to the schools indicated on your pre-medical information sheet. If you did not waive your right to the letters, you have the option of reviewing individual letters submitted to your file. However, the committee letter is considered confidential and it may not be reviewed. Please keep the OAA informed of any changes to your file such as an updated list of schools, references, test scores, interviews, and acceptances. A maximum of TEN letters of recommendation will be mailed out at no cost. If applying to more than 10 schools, the applicant must submit postage before the additional letters will be mailed. We **DO NOT** mail the Committee Letter to Graduate Programs.

**VirtualEvals** is a system that was created by a health professions advisor and a medical school admissions officer to help health professions advisors transmit letters of evaluation to health profession schools in a secure, confidential, and efficient manner. In order for us to utilize this service for medical school applicants, we will need you to print the barcode form through AMCAS. You will come to this form while completing the AMCAS application. You will need to state that your Committee Letter will be sent virtually and use Dr. Keith Pascoe the Committee Letter author. His information is as follows:

Dr. Keith Osbourne Pascoe  
Department of Chemistry  
Georgia State University  
P.O. Box 4098  
Atlanta, Georgia 30302-4098  
Phone: 404-413-5536  
Email: chekop@gsu.edu
PRE-MEDICAL TIME LINE

For students in any major (degree seeking) and students who already have a degree (Post Baccalaureate)

DEGREE SEEKING and POST BACCALAUREATE:

Freshman Year:
1) Begin courses that satisfy the requirements for professional school, along with the core courses required for your degree program
2) Meet with a Pre-Medical Academic Advisor in the College of Arts and Sciences, Office of Academic Assistance, room 418 General Classroom Bldg or contact us at 404-413-5000 for any questions or concerns you may have pertaining to premed.
3) Look for volunteer, research, and shadowing opportunities within science or medical field
4) Seek some type of extra curricular activities to participate with (Professional Schools like well-rounded students)
5) Look for summer programs to participate in.

Sophomore Year:
1) Begin to prepare for the appropriate standardized admissions test (MCAT, PCAT, VCAT, DAT or OAT). For information on these tests, please refer to the Professional Application and Test materials page.

Junior Year:
1) If taking the MCAT, take in APRIL or AUGUST of your junior year (preferably taken in April). For post-baccalaureate, take the MCAT in April of the year you plan to apply for medical school. EXAMPLE: to start medical school in the fall 2010 you would take the MCAT in April or August of 2009
2) Obtain AMCAS (American Medical College Application Service), or other appropriate application. Meet with the Pre-Medical Faculty Committee members in the spring semester.
3) Submit at least three requests for letters of recommendation from GSU science faculty. The letters of recommendations take time to complete, so it is recommended that you start this process early. Additional letters from other sources are required. Check back frequently to see if letters have arrived and that the Pre-Medical File is complete BEFORE the summer break.

Post Baccalaureate- Apply to Georgia State University and begin the pre-medical science sequence. Meet with a Pre-Medical Advisor and establish your Pre-Medical File as soon as possible. Begin talking with science faculty at GSU about letters of recommendation.

Summer of the year you apply to professional school:

NOTE: AUGUST 31ST IS THE DEADLINE FOR PRE-MEDICAL FILE COMPLETION. THE DEADLINE FOR EARLY DECISION PRE-MEDICAL FILE COMPLETION IS MAY 31ST.
1) Complete and submit the professional application required for your professional school. Refer to the application instructions for deadline information.
2) Complete the Pre-Medical File by submitting to the Office of Academic Assistance: the Pre-Medical File application, a copy of the professional application, a COMPLETE list of the names and addresses of your schools, letters of recommendation, and a picture.
Professional Applications and Test Materials

Medical School

1) Test: MCAT (Medical College Admissions Test)
   a. Information: The MCAT is a standardized, multiple-choice examination
designed to assess the examinee's problem solving, critical thinking,
writing skills, and knowledge of science concepts and principles
prerequisite to the study of medicine. Scores are reported in Verbal
Reasoning, Physical Sciences, Writing Sample, and Biological Sciences.
The MCAT is offered throughout the U.S., Canada, as well as 15 other
countries. For current testing sites and dates please visit the MCAT
website at www.aamc.org/students/mcat.

2) The Atlanta area testing centers are located at:
   a. 5909 Peachtree Dunwoody Road, Suite 120, Atlanta, GA 30328
   b. Georgia State University-Testing Office/Counseling Center: 106
      Courtland Street SE, #307, Atlanta, GA 30303
   c. 2337 Windy Hill Road SE, Marietta, GA 30067
   d. Contact:
      i. Mail: Association of American Medical Colleges
         Medical College Admission Test
         2450 N St., NW
         Washington, DC 20037
      ii. Phone: 202-828-0690
          E-mail: mcat@aame.org

1) Application:
   a. AMCAS (The American Medical College Application Service)
      i. Information:
         1. All individuals applying to medical schools participating in
            the AMCAS process must apply through AMCAS. Apply
            early! http://www.aamc.org/students/amcas/
      ii. Deadline:
         1. AMCAS will accept applications from early May through
            late fall. Check with individual medical schools for their
deadlines.
      iii. Contact:
         1. Mail: Association of American Medical Colleges
            2450 N Street, NW
            Washington, DC 20037-1123
         2. Registrars should forward transcripts to:
            AMCAS, Attn: Transcripts
            AAMC Medical School Application Services
P.O. Box 57326
Washington, DC 20037
3. Phone: (202) 828-0600
4. Email: amcas@aamc.org

b. ACOM (The American Association of Colleges of Osteopathic Medicine)
   i. Information: This application is for individuals applying to one of the 25 osteopathic schools. ACOM applications are available online mid-May. Apply early! [http://www.aacom.org](http://www.aacom.org)
   ii. Deadline: Check with individual schools for their deadlines.
   iii. Contact: Mail: ACOMAS
         5550 Friendship Blvd., Suite 310
         Chevy Chase, MD 20815
         Phone: 301-968-4190
         Email: aacomasaacom.org

Dental School

1) Test: DAT (Dental Admissions Test)
   a. Information: The test is computerized and is available at Prometric Test Center. You can schedule a testing appointment online at [http://www.ada.org/prof/ed/testing/dat/](http://www.ada.org/prof/ed/testing/dat/)
   b. Contact: Mail: ADA Department of Testing Services
      211 East Chicago Avenue, Suite 600
      Chicago, IL 60611
      Phone: 800-232-1694

2) Application: AADSAS (American Dental Association of Dental Schools Application Service)
   a. Information: AADSAS is a centralized application service for students applying to participating dental schools. For non-participating schools, students should contact the school. [www.adea.org/aadsas/](http://www.adea.org/aadsas/)
   b. Deadline: Check with individual schools for their deadlines.
   c. Contact: Mail: AADSAS
      1400 K Street NW Suite 1100
      Washington, DC 20005
      Phone: 202-289-8123 or 800-353-2237
      Fax: 202-289-8698
      Email: csraadsas@adea.org

Pharmacy School

1) Test: PCAT (Pharmacy College Admissions Test)
   a. Information: This exam is given 4 times a year. To check current test dates, locations, and to register online, visit: [www.pcatweb.info](http://www.pcatweb.info)
b. **Contact:** Mail: PSE Customer Relations—PCAT
   19500 Bulverde Road
   San Antonio, TX 78259
   Phone: 1-800-622-3231
   Fax: 1-888-211-8276
   Email: scoring.services@pearson.com

2) **Application:** PharmCAS
   a. **Note:** Not all pharmacy schools use the PharmCAS application. You can view participating schools online at:
      http://www.pharmcas.org/applicants/applyonce.htm
   b. **Information:** The PharmCAS application is available from June 1 through March 1. The application and important forms are available online at www.pharmcas.org
   c. **Deadline:** Contact each individual school which you are applying.
   d. **Contact:** Mail: PharmCAS
      P.O. Box 9109
      Watertown, MA 02471
      Phone: 617-612-2050
      Email: info@pharmcas.org

**Optometry School**

1) **Test:** OAT (Optometry Admissions Test)
   a. **Information:** The OAT is a standardized examination designed to measure general academic ability and comprehension of scientific information. The OAT is sponsored by the Association of Schools and Colleges of Optometry (ASCO) for applicants seeking admission to an optometry program. All schools and colleges of optometry in the United States, and the University of Waterloo, Canada require the OAT. The OAT exam is computerized and is available year-round. Examinees are allowed to take the OAT an unlimited number of times but must wait at least 90 days between testing dates. Additional information is available online at: www.opted.org
   b. **Contact:** Mail: Optometry Admission Testing Program
      211 East Chicago Avenue, Suite 600
      Chicago, IL 60611-2678
      Phone: 800-232-2159

2) **Application:** Contact the individual optometry school.
   a. Visit the Association of Schools and Colleges of Optometry, for more information regarding prerequisites, schools, etc., online at:
      www.opted.org.

**Veterinary School**

1) **Test:** GRE (Graduate Record Examination)
   a. **Information:** The GRE measures verbal reasoning, quantitative reasoning, and critical thinking and analytical writing skills. Check with
the school in which you are applying to determine if you need the General GRE or the Subject test GRE. For more information, visit www.gre.org.

b. **Contact:** Mail: GRE-ETS
   
   P.O. Box 6000
   
   Princeton, NJ 08541-6000
   
   Phone: 1-866-473-4373
   
   Fax: 1-610-290-8975
   
   Email: Questions and Comments for the GRE® Program

2) **Application:** VCMAS (Veterinary Medical College Application Service)
   
a. **Information:** The VCMAS is available online at www.vmcas.org until October 1. For more information regarding veterinary schools, visit: www.aavmc.org
   
   b. **Deadline:** Contact individual schools.
   
   c. **Contact:** Mail: VMCAS
   
   1101 Vermont Av NW Suite 301
   
   Washington DC 20005
   
   Phone: 877.862.2740
   
   Fax: 202.682.1122
   
   Email: vmcas@aavmc.org