

## Premedical File Information Packet

(Medical, Dental, Veterinary, Pharmacy, PA, Optometry & others)

### **Deadlines for Completing Your Pre-Med File**

<b><u>Medical</u></b>	Early Decision: <b>June 15<sup>th</sup></b>	Regular Admission: <b>August 1<sup>st</sup></b>
<b><u>Dental</u></b>	<b>No Early Decision</b>	Regular Admission: <b>August 1<sup>st</sup></b>
<b><u>Other</u></b>	<b>No Early Decision</b>	Regular Admission: <b>December 1<sup>st</sup></b>

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 Premedical Faculty Advisory Committee, consisting of several faculty members appointed by the Dean's office, who compiles a committee letter for GSU students. The committee letter is a composite of all of your letters of recommendation that are included as they were written by the original author. At the end of the committee letter, the premedical committee writes a summation and recommendation based on **all** of the contents of your premedical file.

To obtain a committee letter from the GSU Premedical Faculty Advisory Committee, you must complete a premedical 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 schools' 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 at 25 Park Place, 3<sup>rd</sup> floor or by calling our office at 404-413-5000.

## Premedical File Checklist

**All materials are due by August 1<sup>st</sup>.**

- \_\_\_ 1. **Premedical File Information Form**
- \_\_\_ 2. **A signed FERPA Educational Rights and Information Waiver**
- \_\_\_ 3. **A signed Institutional Composite Letter Restriction Form**
- \_\_\_ 4. **Professional VERIFIED AMCAS Report** (for non-dental applicants);  
**VERIFIED AADSAS Report** (for dental applicants)
- \_\_\_ 5. **AMCAS Letter Request** (for non-dental applicants);  
(AADSAS or AACOMAS will send an email to the user's pre-med advisor)
- \_\_\_ 6. **Three GSU and/or Perimeter College (PC) science faculty Letters of Recommendation (LOR)** (biology, chemistry, neuroscience, physics, and psychology—required from more than one discipline)
- \_\_\_ 7. **Two additional Letters of Recommendation from outside sources (non-GSU/PC science faculty)**; Note: Additional GSU/PC science faculty LOR cannot count towards your LOR requirement from outside sources.
- \_\_\_ 8. **Grade requirement of at least 3.2** (institutional GPA)
- \_\_\_ 9. **Transcripts** (post-bacc students only)
- \_\_\_ 10. **Test scores** (optional)
- \_\_\_ 11. **Personal statement** (optional)

A committee letter will be composed by the Premedical Faculty Advisory Committee after **ALL** items are submitted to the Office of Academic Assistance.

## Premedical File Checklist Description

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

**1. Premedical File Information Form-** Complete the form and return it to the College of Arts & Sciences, Office of Academic Assistance (OAA) at 25 Park Place, 3<sup>rd</sup> Floor. Indicate the year you plan to enter professional school in the space provided. Check the “Early Decision” section if you are applying to a school as an early decision candidate (Deadline: June 15<sup>th</sup>). List the names of your references; this allows us to verify who you are expecting recommendation letters from.

**2. FERPA Educational Rights and Information Waiver-** A signed form is required in order for our office to upload your completed Institutional Composite Letter of Recommendation to the appropriate database.

**3. A Signed Institutional Composite Letter Restriction Form-** A signature is required on this form which ensures that students using our program understand that they will not have access of any kind to the committee letter.

**4. Professional Application Report-** A completed and **PROCESSED/VERIFIED** single-sided paper copy of your professional application must be submitted to our office. Please read the attached information sheet on how to obtain and complete professional applications. The Personal Statement is a part of your Professional Application. Most applications have a section titled “Personal Comments.” This is your opportunity to write an 800 to 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. ***Important: Once you’ve completed the AMCAS application, it can take up to six weeks for it to go through the verification process. Please keep this in mind when attempting to meet any deadline.***

### **5. AMCAS Letter Request-**

a) The AMCAS Letter Request is a document generated by your AMCAS application. It is required to be submitted to our office in order for us to upload your committee letter to AMCAS. Please note the following information needed for your letter request form:

Primary Contact: Dr. Keith Pascoe  
Primary Contact’s Title: Professor, Chair of Pre-Med Faculty Committee  
Primary Contact’s Email: (your pre-med advisor’s)  
Primary Contact’s Phone: 404-413-5000  
Organization Name: A&S OAA  
Address: P.O. Box 4100  
Atlanta, GA 30302

b) For dental students, you may create a profile through the Associated American Dental Schools Application Service (AADSAS). This will allow you to submit your committee letter virtually. Please use the following as your contact on your profile:  
Linda King: [lking@gsu.edu](mailto:lking@gsu.edu)

**6. GSU/PC Science Recommendations-** At least three letters of recommendations are ***REQUIRED*** from GSU and/or PC science faculty from more than one discipline (i.e.: biology, chemistry, physics, neuroscience, or psychology). Students majoring in psychology with a pre-med concentration may use a psychology professor as one of the science recommendations. Submit the GSU Faculty Student Evaluation Form to the GSU/PC faculty members that you have selected. ***DO NOT*** select professors that do not know you very well. It is the applicant's responsibility to get to know his or her professors, and ensure letters are submitted to the OAA (25 Park Place, 3<sup>rd</sup> floor) prior to the deadline. These letters ***MUST*** be in a sealed and signed envelope when delivered by the student. Once a letter is submitted to your premedical file, it is considered GSU property. When reviewing a letter, students are prohibited from removing the letter from the OAA, taking electronic pictures, or making copies of the letter or any accompanying documents.

**7. Outside Letters of Recommendation-** At least two additional letters (non-GSU/PC science faculty) are required from volunteer, research experience, employers and/or other sources. We recommend at least one letter coming from your area of interest, i.e., physician, dentist, etc. Submit the Outside Reference Student Evaluation FERPA Form to the evaluator so it can be accompanied with the letter when it is sent to our office. These letters ***MUST*** be in a sealed and signed envelope when delivered to our office by the student. Letters can also be mailed via USPS.

**8. Grades-** Your institutional GPA should be a minimum of 3.2. The Premedical Faculty Advisory Committee has the right to decline to write a committee letter for a student with a GPA below 3.2.

**9. Transcripts-** If you are a post-bacc student with a previous degree from another institution, please submit an unofficial copy of your transcript from previous institution(s).

**10. Test Scores-** Test scores are not needed for your file to be submitted to the pre-med committee. However, if test scores are on your verified application, they may be considered in determining the committee's overall rating.

**11. Personal Statement-** Submitting a separate copy of your personal statement to the OAA is optional; however, the statement is required within the application report (see #4).

**Committee Letters-** Once your file is complete with all the appropriate documents as stated above, it is forwarded to the Premedical Faculty Advisory Committee. It will take approximately 1-3 weeks for the committee letter to be composed. The letter is based on the content of your letters of recommendation, the professional application, academic achievements, etc. Once the OAA receives your committee letter, it is reviewed for administrative errors before it is uploaded to the appropriate

database(s). The total processing time is about 2-4 weeks, barring extenuating circumstances. If you did not waive your right to the letters, you have the option of reviewing individual recommendation 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 updated references, year you plan to apply, and contact information. **We DO NOT send the committee letter or individual recommendation letters to graduate programs under any circumstances.**

## Premedical File Timeline

*For students in any major (degree seeking) and students who already have a degree (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) Look for volunteer, research, and shadowing opportunities within the science and/or medical fields.
- 3) Look for summer programs to participate in.

### **Sophomore Year:**

- 1) Contact the College of Arts and Sciences, Office of Academic Assistance at 404-413-5000 to schedule an appointment to meet with a premedical academic advisor. The office is located at 25 Park Place, 3<sup>rd</sup> floor.
- 2) 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.
- 3) Look for volunteer, research and shadowing opportunities within the science and/or medical fields.
- 4) Seek some type of extracurricular activities to participate with (professional schools like well-rounded students).
- 5) Look for summer programs to participate in.

**Junior/Senior Year:**

- 1) Take the MCAT in APRIL of your junior year. For post-baccalaureates, take the MCAT in APRIL of the year you plan to apply for medical school. For example, to start medical school in the summer 2020, you would take the MCAT in April of 2019.
- 2) Obtain AMCAS or other appropriate application. Meet with a Premedical Faculty Advisory Committee member in the spring semester to discuss your application.
- 3) Submit at least three requests for letters of recommendation from GSU and/or PC 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 also required. You will receive an email from the OAA when a letter has arrived. You should ensure that your premedical file is complete BEFORE the summer break.

**Post Baccalaureate:** Apply to Georgia State University and begin the premedical science sequence. Meet with a premedical advisor and establish your premedical file as soon as possible. Begin talking with science faculty at GSU or PC about letters of recommendation.

**Summer of the year you will apply to professional school:**

**NOTE: AUGUST 1<sup>ST</sup> IS THE DEADLINE FOR PREMEDICAL FILE COMPLETION. THE DEADLINE FOR EARLY DECISION PREMEDICAL FILE COMPLETION IS JUNE 15<sup>TH</sup>.**

- 1) Complete and submit the professional application required for your professional school. Refer to the application instructions for deadline information.
- 2) Complete the premedical file by submitting the following to the Office of Academic Assistance: Premedical File Information Form, a signed FERPA waiver, a signed Institutional Composite Restriction Form, a copy of the verified AMCAS or AADSAS report, the AMCAS Letter Request (if applicable), and letters of recommendation.

## Professional Applications and Test Materials

### MEDICAL SCHOOL

#### 1) **Test: MCAT (Medical College Admissions Test)**

**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 <https://students-residents.aamc.org/>

#### 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:** Mail: Association of American Medical Colleges  
Medical College Admission Test  
2450 N St., NW  
Washington, DC 20037  
Phone: 202-828-0690  
E-mail: [mcats@aamc.org](mailto:mcats@aamc.org)

#### 3) **Application:**

##### a. **AMCAS (The American Medical College Application Service)**

##### i. **Information:**

All individuals applying to medical schools participating in the AMCAS process must apply through AMCAS. Apply early!  
<https://students-residents.aamc.org/>

##### ii. **Deadline:**

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 St., 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](mailto:amcas@aamc.org)

***Important: Once you've completed the AMCAS application, it takes up to six weeks for it to go through the verification process.***

**b. AACOM (The American Association of Colleges of Osteopathic Medicine)**

- i. Information:** This application is for individuals applying to one of the 25 osteopathic schools. AACOM applications are available online mid-May. Apply early! <http://www.aacom.org/>
- ii. Deadline:** Check with individual schools for their deadlines.
- iii. Contact:** Mail: AACOMAS  
5550 Friendship Blvd., Suite 310  
Chevy Chase, MD 20815  
Phone: 301-968-4190  
Email: [aacomas@aacom.org](mailto:aacomas@aacom.org)

**DENTAL SCHOOL**

**1) Test: DAT (Dental Admissions Test)**

- a. Information:** The test is computerized and is available at the Prometric Test Center. You can schedule a testing appointment online at <http://www.ada.org/en/education-careers/dental-admission-test>
- b. Contact:** Mail: ADA Department of Testing Services  
211 East Chicago Avenue, Suite 600  
Chicago, IL 60611  
Phone: 1-800-232-1694

**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. Students can apply at [www.adea.org/aadsas/](http://www.adea.org/aadsas/). For non-participating schools, students should contact the school.
- 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](mailto:csraadsas@adea.org)

## PHARMACY SCHOOL

### 1) Test: PCAT (Pharmacy College Admission Test)

- a. **Information:** This exam is given 4 times a year. To check current test dates, locations, and to register online, visit: <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](mailto: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 <http://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](mailto: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 and is a requirement for all schools and colleges of optometry in the United States, and the University of Waterloo, Canada. The OAT 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. For additional information, visit <https://optometriceducation.org/>
- b. **Contact:** Mail: Optometry Admission Testing Program  
211 East Chicago Avenue, Suite 600  
Chicago, IL 60611-2678  
Phone: 1-800-232-2159

- 2) Application: Contact the individual optometry school.** Visit the Association of Schools and Colleges of Optometry for more information regarding prerequisites, schools, etc., online at <https://optometriceducation.org/>.

## VETERINARY SCHOOL

**1) Test: GRE (Graduate Record Examination)**

- a. Information:** The GRE measures verbal reasoning, quantitative reasoning, 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 <http://www.ets.org/gre/>
- b. Contact:** Mail: GRE-ETS  
P.O. Box 6000  
Princeton, NJ 08541-6000  
Phone: 866-473-4373  
Fax: 610-290-8975  
Email: [Questions and Comments for the GRE® Program](#)

**2) Application: VMCAS (Veterinary Medical College Application Service)**

- a. Information:** The VMCAS is available online at [www.vmcas.org](http://www.vmcas.org) until October 1<sup>st</sup>. For more information regarding veterinary schools, visit: [www.aavmc.org/](http://www.aavmc.org/)
- b. Deadline:** Contact individual schools.
- c. Contact:** Mail: VMCAS  
1101 Vermont Ave. NW, Suite 301  
Washington, DC 20005  
Phone: 877-862-2740  
Fax: 202-682-1122  
Email: [vmcas@aavmc.org](mailto:vmcas@aavmc.org)

## PHYSICIAN ASSISTANT

**1) Test: PAEA (Physician Assistant Education Association)**

**2) Application: CASPA (Central Application Service for Physician Assistants)**

- a. Information:** The CASPA is available online at <https://caspa.liaisoncas.com/>
- b. Deadline:** Contact individual schools.
- c. Contact:** Phone: 617-612-2080  
Email: [students@PAEAonline.org](mailto:students@PAEAonline.org)