

PRINCETON UNIVERSITY HEALTH PROFESSIONS ADVISING  
**2018 MEDICAL APPLICANT CHECKLIST**



***Fall semester 2016***

- Attend mandatory Applicant Workshop.
- Enroll in Blackboard Coursesites: HPA will email you instructions.
- Read Applicant Handbook, Section I.
- Hand in **Applicant Intake Form** and **resume** (in person at intake session or via Coursesites).
- Contact HPA for **Applicant Intake Appointment** if you have not visited recently.
- Begin drafting your autobiography, short essays and activities list.
- Attend optional Applicant Seminars: Evaluating your Candidacy and Selecting Schools (dates TBA).
- Register for [MCAT](#) (if needed)

***January 2017***

- Set up [veCollect](#) account.
- Contact HPA to schedule Pre-Application Interview (PAI) → we must have a copy of your Intake Form and resume before you schedule your PAI.
- Continue to prepare your PAI materials and begin to ask for letters of recommendation.
- Apply for Fee Assistance Program (if applicable).

***One week before your Pre-Application Interview***

- Deadline for submitting to HPA (hard copy or through Blackboard):
  - Autobiography, short essay answers and activities list**
  - Form 1** (Pre-Health Student Information Sheet)
  - Form 2** (Request for Composite Letter/Waiver Statement)
  - Form 3** (Release of Information/Institutional Action Disclosure)
  - Form 4** (Preliminary School List)

*\*If materials are not submitted by the deadline, your PAI will be canceled. PAIs are difficult to reschedule.*

***January – May 2017***

- Pre-Application Interview with HPA.
- Attend optional Applicant Seminars: Selecting Schools and Personal Statement (date TBA).
- Consult the [AAMC Medical School Admissions Requirements \(MSAR\)](#) (free access at HPA, \$25 online), [AACOM DO College Information Booklet](#) (free online), and stats available to applicants at HPA, and begin to create your list of schools.
- Work on your personal statement (make appointments with Writing Center for draft review).
- Take MCAT (if necessary).

***May 2017***

- Read Section II of Applicant Handbook.
- Attend **strongly recommended** AMCAS workshop and AMCAS Boot Camps (date TBA).
- Download and read AMCAS Instruction Manual (or other application service instructions).
- Begin AMCAS data entry (attend HPA AMCAS Boot Camp if desired).
- Refer to AMCAS Instruction Manual and HPA's AMCAS powerpoint for tips on completing the AMCAS.
- Request a copy of your **official** transcript from the Registrar's Office to aid in AMCAS data entry.
- Attend HPA Personal Statement draft workshops (dates TBA). Finalize personal statement.
- Attend optional Applicant Seminar: Interview Skills (date TBA) – will be repeated in the Fall.
- Attend optional Accepted Student Q&A session with current applicants (date TBA).

## **June 2017**

- Submit AMCAS online (within first few weeks of opening).
- Submit AMCAS Transcript Request Form to Registrar's Office (or other request form, if different primary application). If you took Spring classes, wait until grades are posted; otherwise, do this ASAP. Submit transcript request forms to Registrars' Offices at any other US college or university that you attended.

## **June 10, 2017**

- HPA's absolute deadline to schedule a Pre-Application Interview: If you have not scheduled your PAI, we will not be able to provide a composite letter on your behalf (or an updated letter, if you are a reapplicant). We can forward individual letters of recommendation to your schools.
- Committee Letter Priority Deadline! For fastest composite letter processing, have these materials received by HPA:
  - Pre-Health Course list:** Should be submitted electronically with spring grades included.
  - Letters of recommendation** from each recommender via veCollect.
  - File Completion Form** (when all letters and other materials have been received).
  - MCAT Scores** (may have already released via MCAT registration).

## **June – August 2017**

- Submit **pdf of verified primary application** through Blackboard.
- Submit **copy of AMCAS Letter Request form** (if MD applicant) to HPA. Committee letters will be prepared and sent based in part on dates of HPA file completion, standardized exam, and AMCAS processing. AMCAS will notify you when your letter is sent to your schools.

## **July – August 2017**

- Complete and send secondary applications back within two weeks of receiving them. Even schools without official "rolling" admission have limited interview slots; by late October many schools' interview schedules are 30-40% full.

## **August 15, 2017**

- HPA's absolute deadline by which you must submit your AMCAS to receive a composite letter: if you have not submitted AMCAS (the application and your transcripts) by now, we will not be able to provide a committee letter on your behalf. We can forward individual letters of recommendation to your schools.

## **Fall semester 2017 (continuing through acceptances)**

- Read Applicant Handbook, Section III.
- Attend (or watch online) HPA Interview Workshop (date TBA). Schedule mock interviews with Career Services.
- Interviews at medical schools begin in August. Accept invitations to interview (once invited, try to schedule early dates).
  - Review [HPA Interview Reports](#) (on HPA website) for schools where you're interviewing.
  - Let HPA know when and where you're interviewing so we can connect you with other Princeton applicants. Ask HPA for contact info for alums at schools where you're interviewing (if desired).
  - Within 2-3 days following an interview: send thank you notes to your interviewers, complete [HPA Interview Report](#).
- Send updates of your activities to schools from which you haven't heard, about every 3-4 weeks, to demonstrate continued engagement and your continued interest in the school.

## **October 15, 2017**

- First acceptances released by some medical schools. Review Application and Acceptance Protocols for applicants (commonly called "Traffic Rules"): <https://students-residents.aamc.org/applying-medical-school/article/amcas-application-policies/>

## **Throughout the process**

- Read Advice to Applicant emails sent by HPA.
- Send updates to HPA and to schools who accept them.
- Keep in touch with HPA via emails, appointments, online google chat hours for applicants.
- Let HPA know where you've been accepted, rejected, and waitlisted, and where you ultimately decide to attend.