

## FOR STUDENTS BEGINNING THE MEDICAL SCHOOL APPLICATION PROCESS

### THE COMMITTEE INTERVIEW PROCESS:

- Attend the committee interviews. Be on time and dressed for a professional school interview.
- The interview is not an advising session. You will have an opportunity to ask questions when you meet with Dean Visconti.

### COMPLETING YOUR PREPROFESSIONAL FILE:

- Any outside letters of recommendation that you would like sent with our Committee letter **MUST BE RECEIVED IN THIS OFFICE BY JUNE 1, 2005**. Otherwise, they will not be forwarded by this office and you will have to ask your recommender to send the letter directly to the schools. (As a professional courtesy, you should provide stamped/addressed envelopes to the recommender).
- In April, pick up the *Checksheet 2006* and complete and return it by May 2, 2005. We will only write letters for those students who hand in a checksheet. Any changes should be communicated to David McCarthy in person or via e-mail.
- **Before we mail your committee letter, you must supply proof to us that you have made formal application to AMCAS. Confirmation that an application has been submitted is usually found on the first page of your AMCAS web file, along with your official AAMC ID number.** Once we get this information from you we can begin to mail your letters. Keep in mind that we do not mail individual letters out one at a time. However, if your file is complete, your letter will be sent out to the individual medical schools within 2-3 weeks of receiving your confirmation.

### THE AMCAS APPLICATION PROCESS:

- In June, transmit your electronic application to AMCAS and have the registrar send a copy of your transcript to AMCAS. You can usually begin to work on the application and send your transcripts as early as April. If you have attended more than one college, you will have to request a transcript from each school attended. Check the AMCAS website regularly for updates. Keep in mind that it takes AMCAS at least 4 weeks (often longer) to verify your application. They need your transcripts to do this, so you must have all of your transcripts sent early in the process.
- Do not delay transmission of your application until you receive MCAT scores - this will unnecessarily delay the process of verifying your application and sending it off to medical schools.
- "Writing the Personal Statement" - The Writing Center will offer two separate workshops in the spring semester. The dates and times will be announced via the Prehealth List Serve.
- It is your responsibility to be sure that your file is complete with each medical school.

For additional information about the application process and medical school admission requirements see:  
[www.aamc.org/students](http://www.aamc.org/students)

**NEW YORK UNIVERSITY**  
**COMMITTEE ON RECOMMENDATIONS TO THE HEALTH PROFESSIONS**  
**LETTER OF RECOMMENDATION REQUEST**

**Student Name:** \_\_\_\_\_ **Graduating Class** \_\_\_\_\_

This student wishes to pursue a career in the health professions and requires a committee letter of evaluation for medical, dental, or other health professional school. In order to complete an accurate and detailed evaluation, we require the opinion of those who know the candidate well. To that end, the student would be well served by your candid and thorough evaluation, 2-3 paragraphs in length (or more, if you wish), describing the following:

- how long and in what capacity you have known the student
- assessment of the student's intellectual and personal characteristics
- particular incidents which may illustrate these characteristics
- any special qualities which make the student well suited for a health career

Your letter is sent in its complete form to health professional schools along with our committee letter. Please type your recommendation in letter or memo form on department letterhead, and date and sign it. We cannot accept e-mail evaluations, but we can accept letters sent in pdf format if they are on letterhead and signed by you. **We cannot complete our evaluation of the student until we have all additional letters of recommendation. Therefore, it is essential that we have your letter by June 1, 2005.**

You may address your letter to the Committee on Recommendations and send it directly to the attention of:

David McCarthy  
New York University, College of Arts and Science  
100 Washington Square East  
Silver Center, Room 901  
New York, New York 10003

We cannot accept letters submitted by the student.

Your letters are confidential and are used **only** for purposes of supporting the candidate's application to a health professional school or a related scholarship. Unless you are otherwise notified, you may assume that the candidate **has** waived his/her right to access to these letters.

Thank you very much for your assistance.

Charlene Visconti  
Assistant Dean for Preprofessional Studies  
Chair, Committee on Recommendations to Schools of the Health Professions