

Yale University

Applying for Admission to Medical School (And Other Health Professions Programs)

For Students and Alumni of Yale College

2010-2011 Application Cycle

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(A Guide for Students and Alumni of Yale College)

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INTRODUCTION

This booklet describes the technical aspects of applying to medical school. However, the general information and timeline for applying applies to other health professions programs such as Osteopathic Medical School and Dental Medical School. It is a process that requires meticulous attention to detail; the real challenge lies in deciding that medicine is an appropriate career choice and assessing the implications of that decision.

The initiative is and must be yours. The staff members of the Health Professions Advisory Program are available to assist you with decision making and applications. You should complete in a timely fashion the tasks outlined here and do a thorough job of putting together a strong presentation of yourself.

Please read this booklet carefully, for many of your questions can be answered by referring to the appropriate sections of this publication. Seek advice, ask questions, and maintain a balanced perspective.

Note: The information contained is current as of October 2009 but is subject to change as the application cycle draws nearer. Any changes will be announced in the UCS Health Professions Newsletter. If you do not currently receive the newsletter, you can sign up through your eRecruiting account: <http://yaleucs.experience.com>.

REGISTERING WITH THE HEALTH PROFESSIONS ADVISORY PROGRAM (HPAP)

Students currently enrolled in Yale College and eligible alumni (see below for more information) who plan to apply for admission to medical school begin the process by registering with the Health Professions Advisory Program (HPAP) during the month of November preceding the year in which you plan to apply. (For example, if you plan to apply in June 2010 for matriculation in 2011, you would begin the application process in fall 2009.)

The registration process consists of two steps:

Step 1: Attending a mandatory registration meeting (described below) held in November [Check for specific dates and times either on the UCS calendar (<http://www.yale.edu/career>) or with the HPAP Office.]; and

Step 2: Updating your user profile on your eRecruiting account (<http://yaleucs.experience.com>), which is provided by UCS for all students. Instructions for this are provided at the registration meeting.

REGISTRATION MEETING

Topics discussed at this meeting include: timetable for applying to medical school, registering with the Yale Health Professions Advisory Program, letters of recommendation, selecting medical schools to which to apply, the AMCAS application, the MCAT, the Health Professions Evaluation, curricular questions, the medical school interview, medical school debt load, and M.D./Ph.D. and other health-related joint degree programs. Ample time is also provided for Q&A.

HEALTH PROFESSIONS EVALUATION (HPE) INTERVIEW

Applicants currently enrolled in Yale College are required to have a personal interview with a Health Professions Interviewer between mid-February and early May of the year in which you begin the process of applying for admission to medical school (check with the HPAP Office for specific dates). Sign-ups for interview dates occur *IN PERSON* during the last week of January and first week of February *ONLY*. Students who will be away from campus during the spring term must schedule a personal interview with the Health Professions Advisory Program during November or December. At the time you schedule the HPE Interview you **MUST** submit an autobiography (described on page 11), an updated resume and a passport sized photo. HPE Interviews will not be scheduled without these materials. You should be prepared to discuss your background, motivation for the study and practice of medicine, and academic preparation at this meeting. If there are problem areas with your application to medical school (bad semester, disciplinary problem, etc.), please be open and honest with your interviewer, for he/she can only present you in the most positive manner if you are candid. Please note that the personal interview neither replaces nor replicates the November registration/information meetings mentioned above.

ALUMNI AND THE HPE

Alumni who graduated in 2007 or thereafter and who are able to travel to New Haven may schedule a personal interview according to the dates in the above paragraph. Phone interviews are *NOT* possible. All other alumni are welcome to seek advice on applying for admission, but medical schools are less interested in an evaluation of your undergraduate experience. Thus, we do not prepare a letter of evaluation or conduct a personal interview.

Alumni on campus must come into the office to schedule an HPE appointment. If you are not on campus, call (203) 432-0818 to schedule an HPE appointment during the 2 week sign up period once you have submitted your autobiography and resume via e-mail. **Appointments cannot be made via email.**

HEALTH PROFESSIONS EVALUATION (HPE)

The most important contribution the health professions interviewer provides is a commentary describing his/her overall impression of you as a candidate for admission to medical school and the practice of medicine. Please remember that the interviewer serves as your advocate. It is expected that you will discuss candidly any difficulties or other areas of concern that may have a bearing on the evaluation. For alumni who are unable to schedule a personal interview in New Haven, the Health Professions Evaluation will be based on your autobiography and supporting documents.

The Health Professions Evaluation (HPE) is a 2-3 page document that evaluates your academic performance in conjunction with your extracurricular involvement, volunteer and community service, direct patient contact, and research activities. The HPE is based on your interviewer's comments, the information you provide in your autobiography, your AMCAS application, and the individual letters of recommendation you have solicited and placed in your Health Professions File. Please note that this document is an evaluation, not a recommendation. The HPE and copies of your letters of recommendation are sent only at your request, and only to the medical schools to which you apply.

Note: The HPE is signed by the Director of the Health Professions Advisory Program and the Chairman of the Health Professions Advisory Board.

HPE REQUEST FORM

A draft of your evaluation is written after the HPE Interview takes place, but it is only finalized after you submit a formal HPE Request Form (see pages 20-21) on which you list the programs to which you are applying. Submission of the HPE Request Form notifies the Health Professions Advisory Program that you are prepared to have your materials sent to the designated schools. The HPE request form can only be submitted once all of the following materials have been received in the HPAP office:

- Copy of AMCAS Application, which **MUST** show date PROCESSED by AMCAS. Unprocessed AMCAS applications will **NOT** be accepted, since these do not contain your official AMCAS grade point averages. In addition, only processed AMCAS applications contain verification of all completed coursework at Yale and other institutions you may have attended.
- IF AVAILABLE, submit a copy of your MCAT Score Report (Do NOT wait for scores before requesting the HPE)
- Dean's Disciplinary Report. ([Appendix A](#))
- All of your letters of recommendation. In general, a maximum of four letters is permitted. If you are applying for admission to M.D./Ph.D. programs, a maximum of seven (7) letters is allowed.

YOUR HPAP FILE IS YOUR RESPONSIBILITY. WE RECORD INDIVIDUAL LETTERS OF RECOMMENDATION AND YOUR DEAN'S REPORT RECEIVED DAILY ON YOUR UCS eRECRUITING REGISTRATION/PROFILE. TO VIEW THE RECEIPT OF THESE DOCUMENTS, CLICK ON THE "VIEW/EDIT PROFILE DATA," AND THEN THE ADMINISTRATION LINK. THE INFORMATION IS LISTED UNDER PUBLIC COMMENTS SECTION IN YOUR UCS eRECRUITING ACCOUNT.

- Autobiographical Statement (see page 10), Resume, and Passport Sized Photo. (These materials were submitted prior to your HPE Interview.)

When we receive your HPE request, we will review the entire contents of your file and finalize your Health Professions Evaluation. The finalized HPE and **all** other letters of evaluation submitted in support of your application will be forwarded as a complete packet to ALL the schools (AMCAS and non-AMCAS) to which you intend to apply. Please note carefully: AMCAS schools may or may not ask you for a secondary application. We nonetheless send your packet at the earliest possible moment because it may help you get an interview.

TIMING

The importance of an early application cannot be overemphasized.

AMCAS (American Medical College Application Service) begins processing applications on or about the first week of June each year. Since AMCAS can take 6-8 weeks to process your application, the target date for submission of the AMCAS should be no later than the end of June. Applicants who already have their MCAT scores can file when the system opens for submission. You can submit your AMCAS without knowing your MCAT, but it is a risk you take in not having this key information when choosing your list of schools. There is a sharp decline in the number of interview invitations and, consequently, possible acceptances that students receive with late summer and fall applications. Some students are still waiting for interviews months after schools have accepted their first students. In particular, if there are some weaknesses in your application, your chances may be substantially improved by early submission.

You may submit an HPE request, signaling that your file is complete and that you are ready for your packet to be forwarded to the designated schools, as soon as all of the materials listed on the previous page are received in the HPAP office (including a copy of your PROCESSED AMCAS application). If your HPE request is received by early July, you will have put yourself in the best possible position. **HPE REQUESTS MUST BE RECEIVED BY AUGUST 15th. We will accept requests after this date, but we cannot guarantee we will be able to process it in a timely fashion which could effect your application for schools with earlier deadline dates.**

Note: You should request all your letters of recommendation as soon as you complete your autobiography (so that it can be provided to these individuals to help supplement their evaluations), but hopefully no later than early January. Members of the faculty scatter soon after students leave campus in early May. Thus, you should make every effort to ensure that all your letters are on file in the HPAP office before Commencement. **INDIVIDUAL LETTERS OF RECOMMENDATION SHOULD BE IN THE HPAP OFFICE BY MAY 15th.**

Remember: It is your responsibility to track down that last letter or to decide to proceed without it and alert us when your folder is complete. We cannot and will not make this decision for you.

EARLY DECISION

Many schools have such plans. The deadline is usually August 1, and the applicant is notified by October 1. You may not apply to additional medical schools while your application is being considered for Early Decision. If the decision is negative, many schools will re-evaluate your application with the entire applicant pool, and you are then free to apply to other schools at the same time. If you have a very strong application and are interested in saving wear-and-tear on your wallet and psyche, you might want to consider Early Decision. Do consider, however, that if you are offered admission, you must accept the offer and CANNOT apply for admission to another medical school that year. However, if you are not accepted, keep in mind your application to other schools will be late in the cycle.

Before applying Early Decision, you should first discuss this option with a premedical advisor in the Health Professions Advisory Program and then with the Director of Admissions at the school in which you are interested, since there can be adverse effects on your application if you are not admitted through the Early Decision Program.

TRANSCRIPTS

Before you leave campus in May, print the Transcript Request Form from the AMCAS website and take it to the Yale College Registrar. Arrange to have your official transcript sent to AMCAS and all the non-AMCAS schools (see non-AMCAS list on pg. 8). If currently enrolled, ask that your transcript be sent AFTER your spring grades have been posted. This may be done in May before you send your application to AMCAS, since that organization will hold your transcript until you file your official application. **We do not include a transcript with your HPE when it is sent to the medical schools.** The address of the Yale Registrar is P.O. Box 208321, 246 Church St., 3rd Floor, New Haven, CT 06520. Their web address is www.yale.edu/sfas/registrar.

If you have taken courses at any other college or university outside of Yale, you must arrange to have transcripts of all academic work sent directly from the registrar of the institution in which the course was taken. You will need to check with each individual institution regarding their policies for requesting transcripts.

See the AMCAS instruction manual, available on the AMCAS web site, for guidelines on how to submit international or other non-Yale transcripts. <http://www.aamc.org/students/amcas/>

TIMETABLE FOR MEDICAL SCHOOL APPLICANTS

November

- Attend one of the registration meetings: Applying for Admission to Medical School (Dates are listed on UCS calendar website: <http://calendar.yale-ucs.org/index.php>)
- Read application procedures as explained in the Red Book: Applying to Medical School [Download the Red Book: Applying to Medical School guide if not on campus: (<http://www.yale.edu/career/students/gradprof/media/redbook.pdf>)]
*Alumni should contact the HPAP office for more information on the services for which they are still eligible
- Distribute Letter of Recommendation Release Forms ([Appendix B](#)) and request evaluations from referees. (no later than January if at all possible)

January-May

- During the last week of January and first week of February submit your typed autobiographical statement, resume, and passport sized photo to the HPAP Office. When you submit these items you will make an appointment for an HPE Interview with a Health Professions Interviewer.
- Actual HPE Interview will occur sometime between mid- February and early May
- AMCAS Application is available on line in mid-May (begin entering your information then)
- Submit Dean's Disciplinary Report ([Appendix A](#) – Please note that this is NOT a recommendation). For undergraduates, the Dean's Disciplinary Report cannot be submitted prior to May 1st.
- Make an appointment with a premedical advisor to discuss your lists of medical schools and referees

May (before you leave campus)

- Make sure you have had your Health Professions Evaluation interview
- Make sure all recommendation letters have been received by the Health Professions Advisory Program-Check the Public Comments section under Administration in your eRecruiting account: yaleucs.experience.com
- Request Yale College Registrar to forward official transcripts (when ready) to AMCAS and non-AMCAS schools. Use AMCAS Transcript Request Form; also request that an official transcript be sent to you.
- Send for applications of non-AMCAS schools

June

- Make sure all materials are in your folder at the Health Professions Advisory Program office
- Submit your AMCAS application as early as possible: First date to submit is usually during the first week of June. We recommend that you submit your application no later than the end of June.
- Print the entire AMCAS application twice AFTER it has been processed. Keep one copy for yourself and submit the second copy to the Health Professions Advisory Program through postal mail, e-mail or fax
- Submit a photocopy of MCAT score report when available
- If required for M.D./Ph.D. programs, take the GRE computer-based test. Most programs do NOT require this test. Check their websites to determine if it is required.

June-August

- Submit the HPE Request form to notify the Health Professions Advisory Program office that your file is complete and that you want your HPE evaluation finalized and submitted to the designated medical schools.
- Submit your HPE request by August 15th.

September

- If applicable give your new telephone number and/or mailing address to the Health Professions Advisory Program when you return to campus.

THE MEDICAL COLLEGE ADMISSION TEST (MCAT)

Administered by American College Testing (ACT), the MCAT is designed to measure your ability to master the preclinical material of a medical curriculum. Four separate scores are derived from performance on the MCAT. Each score achieved on the multiple-choice sections (Verbal Reasoning, Physical Sciences, and Biological Sciences) is reported on a scale from 1 (lowest) to 15 (highest). A fourth score, derived from two writing samples, is reported on an alphabetic scale ranging from J (lowest) to T (highest). The MCAT is based on introductory courses only: general chemistry, organic chemistry, introductory biology, and non-calculus based physics—no other science material is tested. The test scores are but one of the many factors weighed in the admissions process, and the weight of the scores relative to other factors (grades, evaluations, etc.) varies from school to school.

The MCAT is delivered as a computer based test and is offered multiple times each year. Visit the MCAT website for registration information and test dates: www.aamc.org/students/mcat/start.htm

IMPORTANT: There is approximately a 30 day score report waiting period following the date of your MCAT exam so plan accordingly. For timely submission of your AMCAS application and to avoid consideration delay by the medical schools, it is recommended that you take the MCAT no later than the spring prior to the summer in which you plan to apply.

Some suggestions for MCAT preparation:

1. It has been a long time since you took the SAT. To review the skills involved in taking a standardized test, you will want to take as many practice MCATs as possible. An official student manual and practice tests are published by the Association of American Medical Schools. Previous MCAT exams are available for a nominal fee on line at the AMCAS website. Time yourself as you take the tests. Many local bookstores also stock MCAT study guides.
2. You can devise your own MCAT study program by first taking practice tests and purchasing review books you think would be helpful. Organize an MCAT review study group of 3-4 of your peers.
3. We cannot recommend any commercial MCAT cram courses. They are expensive, and we can obtain no objective evaluation of their effectiveness. *Caveat emptor!* If you decide to take one of these courses, choose carefully and talk with others about different programs. Some agencies offer scholarships on the basis of financial need.

AMERICAN MEDICAL COLLEGE APPLICATION SERVICE (AMCAS)

The American Medical College Application Service is a centralized application service to which most U.S. medical schools subscribe. You submit one set of application materials to AMCAS, which verifies your transcripts and electronically forwards your application in a standardized, documented form to the medical schools you indicate.

The AMCAS application is only available on line from AAMC in mid-May of each application year. The URL is: www.aamc.org/students/amcas/start.htm. Submission of the AMCAS begins in early June.

Having accessed the on-line application and completed the biographical information sections, print the transcript request form and ask the Yale Registrar to send your transcript to AMCAS. You can submit your transcript to AMCAS as early as May; however, if currently enrolled, please ask the registrar to hold the request until your spring grades are available. **You must do this for all academic work undertaken at any school in the United States, Canada, or U.S. Territories.** (Applicants who completed their secondary education in Canada need not submit transcripts for CEGEP/Grade 13 programs.) **This requirement includes courses taken for college credit while in high school and for which you have a college transcript.** At the same time request your own copy of your Yale transcript. AMCAS accepts transcripts mailed only **DIRECTLY** from a Registrar's Office to their address.

When filling in the academic record on the AMCAS application always refer to the AMCAS Instruction Manual. Enter exact course names (if the exact course name does not fit, enter a logical abbreviation). Credit hours form the basis for the calculation of your grade point average (GPA). (Do **Not** convert Yale credit hours to semester hours. AMCAS will automatically do this **AFTER** you have submitted the application). Since Advanced Placement credits carry no grades, they are listed but are not included in your GPA. Grades for any graduate course(s) taken for undergraduate credit should be listed as such. This includes courses that fulfill requirements for a BS/MS degree.

If you do not know your definite program for senior year, fill in a schedule of those courses you will need, want, and are likely to take. Medical schools realize that these selections may change. However, **DO NOT SKIP THIS SECTION, SINCE MEDICAL SCHOOLS RELY ON IT TO DETERMINE THAT YOU WILL HAVE COMPLETED ALL PREMEDICAL COURSE REQUIREMENTS BY MATRICULATION.**

AMCAS FEE WAIVER: Information about AMCAS fee waivers is contained within the AMCAS instructions.

PRIMARY APPLICATION: Several weeks after you submit your AMCAS application, you should receive notification on your online AMCAS registration form that your materials have been transmitted to the schools you designated. From this point on your interaction will be with the individual medical schools. **ANY UPDATES SHOULD BE SENT TO THE MEDICAL SCHOOLS DIRECTLY, NOT TO AMCAS, WITH THE EXCEPTION OF UPDATES TO YOUR POSTAL AND EMAIL ADDRESSES, AND YOUR PHONE NUMBER.**

SECONDARY APPLICATIONS: The AMCAS application is not the complete application for most schools. Many schools will send you a supplementary (secondary) application or refer you to their website to request that you complete their school-specific form, send an additional fee, and perhaps write an additional essay or essays. Be prepared! Pay close attention to the deadlines for submission of secondary applications. These dates are generally firm, and we have no control over them. However, it is always beneficial to submit all application materials well before posted deadlines.

MEDICAL SCHOOLS NOT PARTICIPATING IN AMCAS

The schools listed below use direct, individual applications.

- *Missouri, Kansas City
- *North Dakota
- ** Texas A&M
- ** Texas Tech, El Paso
- ** Texas Tech, Lubbock
- ** Texas, Dallas (Southwestern)
- ** Texas, Galveston
- ** Texas, Houston
- ** Texas, San Antonio

This list was drawn from the AAMC *Medical School Admission Requirements* guide and is subject to change.

*If you want to apply to these schools, go to the school web site in the spring to request bulletins and application materials. Addresses may be found in [Appendix E](#). Each application is different, all require essays, and most require photographs.

**The Texas Medical and Dental Schools common application can be downloaded at: www.utsystem.edu/tmdsas/

(However, applications for the MD/PhD programs at UT Southwestern, Galveston, and Houston as well as Texas A&M are submitted through AMCAS.)

HANDLING CHARGE

There is a fee of \$50.00 for the first 25 schools and \$2 per school beyond 25 to which we transmit your Health Professions Evaluation (payable by cash, check, or charge to Bursar's account for applicants currently enrolled in Yale College), which must accompany your HPE request ([Appendix C](#)). If you choose to bursar bill (not available to alumni, students on a leave of absence, or alumni enrolled in the Yale Graduate or Professional Schools), please include your Student Identification Number. On your Bursar Account, the charges will read "Evaluation Fees."

APPLICATION TIPS TO HELP KEEP YOU ORGANIZED AND ON TRACK

Update Contact Information: Please stop by our office before you leave campus in May. Make sure we have your summer postal and email addresses and telephone number and keep in touch throughout the summer. If medical schools are unable to contact you for any reason, they will call our office in an attempt to contact you.

Send Certified Mail: We strongly suggest that you send all materials to schools, especially secondary applications (if they are not presented online), certified mail, return receipt requested. If you mail materials using FEDEX, use our mailing address (found on the front of this document) minus the P.O. Box #.

Make Photocopies and Keep Records: Keep photocopies of every item you send to medical schools and to the Health Professions Advisory Program. Keep careful records and check the progress of your applications and the supporting documentation.

AMCAS PERSONAL STATEMENT AND RELATED ESSAYS

The application essay presents your only opportunity to speak about yourself. Your essay should show that you have ideas, are able to think logically, and can express yourself clearly, with economy and elegance. After an admissions committee reads your essay they should say to themselves, “We want to meet this person.”

Clear writing is the result of clear thinking. The first and most important task is to decide what you want to say. This is a short essay (~5,300 characters). You must be highly selective. Consider carefully what two or, at most, three points you wish to impress upon the reader. Remember the nature of your audience. It is composed of people who are as intelligent as you are, well educated, and vastly experienced in this work. Do not try to fool or second guess your reader; you will seem silly if you do. Decide which aspects of yourself you wish to present and then stick to those few points. The organization of your piece will reflect the organization of your thinking. Each paragraph should deal with one main idea, each sentence lead inexorably to the next. The logical flow of ideas should be crystal clear, with movement and progression from one sentence to the next, throughout the piece.

When you have written a first draft, start the work of refining, simplifying, and polishing. Do you say exactly what you mean and mean exactly what you say? Is any section, sentence, or word superfluous, ambiguous, apologetic, or awkward? Are your verbs strong and active? Have you removed most of the qualifiers? Are you quite sure that each activity or interest you mention supports one of your main ideas? Remember that the reader has lists of your activities and your transcript readily at hand. Do not duplicate information. Do not apologize. Do not inflate your accomplishments. Do not bore your reader by whining. You are writing as one who wishes to join the community of physicians. You must write as an adult, a peer, and a potential member of the profession.

At this point you **are** the application. Correctness and style are vital. Neatness counts. Keep uniform margins; you do not wish to create a crowded and breathless impression. Check and check again your spelling, the agreement of verbs and persons, and syntax. Your thoroughness demonstrates that you have learned and mastered this art and that your future faculty will not be troubled by illiteracy or sloppiness. **READ THE AMCAS INSTRUCTIONS FOR THE PERSONAL STATEMENT CAREFULLY AND THOROUGHLY BEFORE SUBMITTING YOUR ESSAY, FOR YOU CANNOT MAKE ANY CHANGES AFTER IT HAS BEEN TRANSMITTED TO AMCAS. ALSO, DO NOT CUT/PASTE INTO YOUR APPLICATION BECAUSE BROWSERS VARY.**

The technical aspects of essay writing are important. Outstanding books to consult are: *On Writing Well*, William Zinsser, Harper and Row; *Manual of Style*, University of Chicago; *Elements of Style*, Strunk and White, Macmillan (*Elements of Style* is on line at <http://www.bartleby.com/141/>). Another helpful book, especially for current students or recent alumni, is: *Graduate Admissions Essays -- What Works, What Doesn't and Why*, Donald Asher, Ten Speed Press. You should also ask your residential college writing tutor to review your essay.

RESIDENTIAL COLLEGE WRITING TUTORS

There is a Bass Writing Tutor available in each of Yale's residential colleges. These individuals can provide writing assistance and support when developing your medical school essay. Each residential college tutor holds office hours for approximately 10 hours per week, and they may also be available for individual appointments. You should schedule an appointment in advance by calling or emailing your college's writing tutor. <http://www.yale.edu/bass/>. Most tutors are not available during the summer so plan ahead accordingly.

HPAP ESSAY REVIEW

You may submit a copy of your AMCAS personal statement to the HPAP staff for review; however, this may only be done when a final draft is complete. Personal statements will be reviewed for content only. We do not review essays/statements for secondary applications.

LETTERS OF EVALUATION / RECOMMENDATION

Evaluations are important. They are personal statements about you as well as about your work. Think carefully about the evaluations you solicit. Medical school admissions committees are interested in academic achievement, motivation, suitability for a medical career, and those variables that make you an interesting person. There is no perfect number of evaluations. Think of those aspects of your work and activities you wish presented and who might do that best. Do not overlook areas outside the sciences. Your major field of study is especially important. If it is a science, an evaluation from a humanities or social science course will be helpful. Two science evaluations (preferably from course work or course laboratories) should be included, regardless of major. Also remember college deans, coaches, employers, volunteer activities, and research supervisors. Also, some medical schools require letters from all Research P.I.'s, so check school policies.

Whenever possible, ask for an evaluation letter in person. Give the person you ask a chance to talk with you. Prepare a succinct and brief autobiographical statement and resume to help the writer. Most people appreciate this aid to memory. You might include some discussion of the development of your professional goals and your extracurricular interests.

Please keep in mind that:

- **YOU MAY SUBMIT IN GENERAL A MAXIMUM OF FOUR RECOMMENDATION LETTERS.** (See exception in M.D./Ph.D. Programs on pg. 13.) If you wish to have more than four evaluations, please discuss your situation with a Health Professions Advisor.
- Evaluations will only be accepted if attached to the HPAP release form ([Appendix B](#)).
- **WE FORWARD IN FULL EVERY EVALUATION WE RECEIVE.** Once letters are received in our office they become property of the Health Professions Advisory Board.
- Evaluations are written exclusively for submission to admissions committees of health professions schools and health-related scholarship/fellowship funding agencies and may not be used for any other purpose. If you wish to have the recommendation on file at your college dean's office, you should give the evaluator a Yale College recommendation form, available in your residential college dean's office, as well as the HPAP evaluation form.
- Evaluations must be submitted on letterhead and must have an original signature.
- We will accept original evaluations **ONLY** directly from the writer (not from the residential college dean's office). Photocopies, faxes, or emails will not be accepted. They should be sent as separate documents to the address on the top of the Release Form ([Appendix B](#)), or scanned and e-mailed as word attachments to ucs.profstudies@yale.edu.
- Evaluations should augment your academic record.
- The status of the writer is not as important as the content of the evaluation.
- You should ask those people who know you and your work best.

In accordance with the Family Rights to Privacy Act, applicants have the right to read letters of recommendation received and/or sent out about them. If you choose to have an open Yale University Health Professions Evaluation file, you may do so. Admissions committees, however, view confidential evaluations much more seriously, and the applicant should consider this very carefully, since we will inform the medical school that you have NOT waived your right to read the letters.

Note: Health Professions Evaluation (Release) forms and envelopes pre-addressed to this office are available at UCS and should be used whenever possible. The release form is also available in [Appendix B](#) of this booklet.

We upload a pdf file containing all Letters of Evaluation, along with the HPE Letter written by the HPAP office to VirtualEvals. With this system, letters are transmitted to most medical schools via the AAMC. However, there are approximately 15 medical schools that do not participate in the AAMC letter process. These schools are able to download the pdf file directly from VirtualEvals.

MATERIAL TO BE INCLUDED IN AUTOBIOGRAPHICAL STATEMENT FOR USE IN PREPARATION OF HPAP EVALUATION

This statement is for use exclusively by the Health Professions Advisory Program and is not sent to medical schools. It is not to be confused with personal statements and essays you will be asked to prepare by medical schools and by AMCAS. **Do not deviate from the outline below when preparing your statement, which must be typewritten and cannot exceed four, double-spaced, single-sided pages.** In addition, your resume may not exceed one page. Use 12 pt. font **ONLY** and do not exceed normal margins. **Autobiographies and resumes not adhering to these specifications will be returned.**

Medical schools expect us to address the following items in our evaluation, which we cannot do if you choose a different model.

Please present your statement in essay form and include a one-page resume as a separate document. Also, if you use acronyms, please include the full name of the organization or award. We realize that all of the items listed below may not pertain to your particular situation, but we ask that you address as many areas as possible.

1. High School

- a. awards, honors
- b. activities (sports, student government, yearbook, etc.)
- c. research
- d. volunteer or community service and direct patient contact situations: hospital, clinic, hospice, etc.
- e. educational level and occupations of parents

2. Yale (academic)

- a. course selection
- b. acceleration credits, advanced standing
- c. academic load, grade trend
- d. bad semester (if applicable)
- e. disciplinary history (if applicable)
- f. independent work, research
- g. MCAT scores (if available list each score individually)

3. Yale (extracurricular)

- a. organized activities
- b. hobbies, interests
- c. accomplishments
- d. summer activities (employment, research, study, travel)
- e. employment held in college (particularly if part of financial aid package)
- f. what you have learned from your extracurricular pursuits

4. Exposure to health-related fields

- a. volunteer experiences
- b. direct patient contact: hospitals, clinics, hospices, etc.
- c. research
- d. special courses
- e. familiarity with health issues
- f. family members employed as health professionals

5. Motivation/Personal Factors

- a. Give a BRIEF history of your interest in a career in medicine. Which experiences have convinced you that medicine is an appropriate career choice for you? Include discussion of: leadership, originality, creativity, time off from school, any hardships you may have encountered. Pay particular and careful attention to this section, for it will help us greatly in our support of your application.
- b. Please comment on those attributes which are especially characteristic of you.

6. If you plan to take time off following graduation, please include information about what you will be doing during that time. Alumni should also include a ½ page addendum that explains/documents what they have accomplished since graduating Yale.

7. Is there anything else you wish the Board to know about you?

SELECTING MEDICAL SCHOOLS: FACTORS TO CONSIDER

Since the early part of last century, medical education in the United States has been, to a large extent, standardized. All medical schools listed in the *Medical School Admission Requirements* guide maintain the high standards necessary for accreditation by the Liaison Committee on Medical Education. Most have essentially the same basic course requirements, and all provide the opportunity for a fine medical education. It is simply not true that to be a good or even a great doctor one must have attended a “prestigious” research school.

To give yourself the best possible chance of acceptance, construct your list thoughtfully. Contributing factors are the increasing cost of medical education in private institutions and the increasing restrictions placed by funding agencies on admissions policies. Private schools that receive state funding are usually required to set aside a substantial number of places for state residents. Individual school entries in the *Medical School Admission Requirements* guide indicate how many places are filled by in-state residents. A school that fills a class of 88 with 87 residents and 1 out-of-state student is not a particularly good choice if you are not a resident. **Check carefully to determine whether or not you meet the school's residency criteria. Such criteria vary widely by state.**

Make a reasonable list. Including a long shot or two is okay, but it is not reasonable to begin your list with the top 10 research schools in the country if you are not competitive by their admissions standards. Check with a health professions advisor at UCS, weigh carefully what she or he has to say, and inform yourself.

In addition to the above, you should consider these factors:

Staying alive

- Money—all costs (tuition, transportation, laundry, etc.)
- Climate (weather)
- Proximity to home
- Location—university setting, city, cultural center, suburb
- Social life
- Extracurricular activities (availability, facilities, spare time)
- Security
- Financial aid availability

School features

- Special programs
- Variety and number of clinical facilities in which you will train.
- Research facilities, NIH funding
- Curriculum (structured, innovative, flexible)
- Grades and tests
- Number of class hours
- Faculty/student ratio and contact with faculty members
- Students' performance on the U.S. Medical Licensing Examination, Steps 1 and 2 on the first attempt
- Student population (diversity, colleges attended, percentage of women and minorities)
- Length of education
- Summer classes
- "Atmosphere" of school (relaxed, pressured, competitive)
- Wealth of school
- Faculty makeup (full-time, research interests, publications)
- Team teaching, early clinical correlations
- International opportunities and funding sources
- Instruction in the care of the terminally ill, medical ethics
- Composition of house staff

Consider speaking to

- Current medical students
- Faculty at medical schools
- Yale alumni/ae
- House staff members at Yale-New Haven Hospital

M.D./Ph.D. PROGRAMS

A student may receive an M.D./Ph.D. from most medical schools and may apply before or a year or two after matriculation. Combined M.D./Ph.D. programs typically offer intensive training in the biomedical sciences for a period of six-eight years. However, a small number of medical schools also sponsor M.D./Ph.D. programs in the humanities and social sciences, but you must review the schools' websites carefully for this information, since there are very few spaces in these disciplines. M.D./Ph.D. programs are designed for selected students interested in careers in academic medicine. In some schools you must apply to the medical school, graduate school, and/or the M.D./Ph.D. program. Read the requirements of each program carefully. A complete list of medical schools offering combined M.D./Ph.D. programs is online at <http://www.aamc.org/students/considering/research/mdphd>.

An M.D./Ph.D. applicant will need, in addition to the usual letters of support for medical school, very strong faculty recommendations and letters from research supervisors that address the individual's scientific talent, accomplishments, and promise for significant contributions to basic research. **Thus, we generally accept a maximum of seven (7) letters of recommendation in support of your M.D./Ph.D. application. (There are exceptions to this maximum, especially if you have had multiple research supervisors.)** College preparation for a combined program usually emphasizes the natural sciences. Extensive prior research experience is essential. Indeed, many successful applicants have published papers in scientific journals. Students anticipating graduate work in physics or chemistry should have studied math through multivariable calculus (differential equations is recommended), calculus-based physics, physical chemistry, and/or advanced organic chemistry. Those preparing for work in biological disciplines need not have as complete training in chemistry, but strong math and physics exposure is necessary. Application from first-year medical students is usually encouraged by participating institutions.

A typical course of study for the M.D./Ph.D. program involves two years of the basic science curriculum of medical school followed by three or four years of thesis work. These are followed by clinical rotations. Summers are usually flexible; many schools tailor their programs to the needs of the individual student. The aim of the M.D./Ph.D. program is to produce physician/scientists. These individuals will have acquired knowledge of human biology and disease as well as rigorous training in scientific investigation. The hope is that the M.D./Ph.D. graduates can combine basic and clinical sciences because of their unique interdisciplinary education. Graduates go on to join academic faculties in varied and often multiple capacities as researchers, clinicians, and educators.

MEDICAL SCIENTIST TRAINING PROGRAM (MSTP)

The National Institute of General Medical Sciences

(<http://www.nigms.nih.gov/Training/InstPredoc/PredocOverview-MSTP.htm>) supports M.D./Ph.D. training at selected medical schools through the Medical Scientist Training Program (MSTP). Applicants for the MSTP must be citizens, non-citizen nationals, or permanent residents of the United States. Financial support includes tuition and a stipend each year plus tuition allowance (length of support and stipend vary among institutions). Continued support for individual students is subject to annual renewal based on the trainee's satisfactory performance in the program and the institution's successful competition for funds at the time of grant renewal every three to five years. About 170 positions are available nationwide each year for new students.

Though funding is federal, selection is conducted by the participating institutions. Sometimes a graduate school application must be completed in addition to the medical school forms, although most applications can now be submitted through AMCAS. It is best to check individual program web sites before applying. The MCAT is required by all programs, and the GRE is suggested by some schools. Lengthy interviews are customary. Competition is rigorous because of the high caliber of the applicant pool and because of the small size of the program. Information about applications and M.D./Ph.D. training at individual institutions is best obtained by writing the program directors of the M.D./Ph.D. offices directly or consulting their websites (<http://www.nigms.nih.gov/Training/InstPredoc/PredocInst-MSTP.htm>).

THE MEDICAL SCHOOL INTERVIEW

A personal interview precedes medical school admission. This interview is a social interaction as well as an evaluation of you and your preparation and suitability for the practice of medicine.

Important to admissions committees are motivation, maturity, empathy, enthusiasm, a realistic view of the profession, familiarity with current trends and controversies, and the changing nature of medical practice. Do not go unprepared. Read the Science Times, found in the Tuesday edition of the *New York Times*, and other periodicals and newspapers. In other words, pay attention to articles about this field to which you intend to devote your life. It is not expected that you will have ready answers to difficult questions, but your interest will not seem deep if you are unaware of medical issues. Think carefully in advance about responses to questions you can anticipate.

Interviewers are faculty members who may or may not be members of the admissions committees and who may or may not have seen your folder before your interview. Sometimes medical students conduct interviews. Be prepared to discuss current issues of health care and any information you provided in your application, including work you have done, your extracurricular activities, and perhaps an interest or hobby. Be aware that an interview may begin with "Tell me about yourself," and end with "Do you have anything to add?"

Remember that the interview offers the occasion to discuss the interviewer's profession, impressions of student-faculty relationships at the medical school, and so forth. With judicious and thoughtful questions of your own you can learn more about the medical school.

Suggestions for Interview Preparation:

- The interview provides an opportunity for you to share more in depth information about your interest in medicine. It is important to provide specific examples from your experience to give your responses substance. Make sure you can clarify/explain your activities and projects with enough detail to illustrate clearly their relevance or influence on your decision to pursue a medical career. Compile a list of your accomplishments and activities prior to the interview and practice explaining them out loud in clear, concise, and complete, but brief, statements.
- Read the school's website and catalog thoroughly if available. Do not insult your interviewer with questions that can be answered by even a casual reading of materials provided.
- Arrive early, locate the designated room, browse, and read bulletin boards and campus publications.
- Don't try to guess what reply will please your questioner. You may misjudge. Be honest. Be sincere. Be yourself.
- Be polite and courteous to everyone, including all members of the office staff. Remember: everyone you meet during your interview day may be asked for feedback!
- Attend an HPAP 'Interviewing for Medical School' Workshop [Check either on the UCS calendar (<http://www.yale.edu/career>) or with the HPAP Office for specific dates.]
- Schedule a mock interview with a member of the HPAP staff to help you prepare for your upcoming medical/health profession school interviews. Mock Interview appointments can be made, either by phone (432-0818) or in person, at least 48 hours in advance.
- Read the medical school interview reports which have been completed by prior applicants from Yale. These are available online at: http://www.yale.edu/career/students/gradprof/medschool/application_information.html#interviewing .
- Review the brochure, "31 Questions I Wish I Had Asked," which you received with your MCAT score report.
- Speak with Yale alumni currently enrolled in medical school. Consult the alumni lists in the HPAP Office.

Suggestion for M.D./Ph.D. Interview Preparation:

- You may want to meet with a faculty member or someone who is familiar with your research to discuss your projects or involvement in research activities. This interactive dialogue may be helpful in preparing for your M.D./Ph.D. interviews.

FINANCING MEDICAL SCHOOL

THE COST OF APPLICATION

The cost of medical school is high, and paying for it begins before you matriculate. Application costs to medical schools can range generally from \$4000-\$7000. This figure includes AMCAS fees, individual schools' application fees, transportation to interviews, and hotel costs.

AMCAS fees range from \$160 for application to one school to \$749 for twenty schools. For applicants with severe financial need there is an AMCAS Financial Assistance Program (FAP) based on your family's income, which must be well below the official US poverty level. However, fees are waived for no more than thirteen schools. For more information, go to www.aamc.org/students/applying/fap/.

Additional application fees are required by the individual medical schools, including those that do not participate in AMCAS. They range from approximately \$75 to \$125. Schools must be approached individually to waive these fees and will often waive the fees only upon receipt of a copy of the AMCAS fee waiver.

Transportation costs vary. Keep the geographic distribution in mind when making application. In almost all cases, an applicant must travel to the school.

THE COST OF MEDICAL SCHOOL

The status of financial assistance to medical school students is in flux. This does not mean that adequate financial aid cannot be found. It does suggest, however, that students should manage all aspects of their financial planning very carefully.

The total cost of medical school varies widely. State schools usually have lower tuitions than private institutions, costs of living depend on the area, and students have different standards of living. One thing is certain: medical school is expensive.

Medical students draw on many sources to finance their education, including personal savings, spouse's earnings, family assistance, scholarships, work/study opportunities, and loans. Financial aid is usually awarded on the basis of demonstrated need. Most students put together a financial aid package that consists of a combination of assistance from various sources. The primary responsibility for meeting the cost of a medical education rests with the student.

Medical school financial aid offices will require a FAFSA form or another financial statement such as ACT Student Assistance Program, FAF, or Need Access. The financial aid officer administers the school's own loan and scholarship programs, as well as similar programs sponsored by state and federal governments. The officer may also have information on financial aid programs to which you may apply independently. The financial aid officer is the key person in helping you obtain funds. Work with this person and file all forms as early as possible.

• **Armed Forces Health Professions Scholarship Program**

Students who participate in this program become commissioned officers in the Medical Corps Reserve. While in school and on inactive status, tuition and other academic expenses are paid by the Armed Forces, and students receive a monthly stipend. After graduation from medical school, participants are required to serve one year of active service for each year in the program. Internships and residencies are tenable in a government or civilian facility, according to the needs of the service at the time of graduation.

Contact a recruiter from the Army, Navy, or Air Force. Application before January is strongly encouraged. It is also possible to enter the program while enrolled in medical school.

• **National Health Service Corps (NHSC) Scholarship and Loan Repayment Programs**

Scholarships are awarded to U.S. citizens or permanent residents enrolled or accepted for enrollment as full-time students in accredited U.S. schools of allopathic or osteopathic medicine, dentistry, and other health disciplines needed for the mission of the NHSC. These scholarships include a monthly living stipend and payment of tuition and fees. Each year of scholarship support incurs a year of federal service obligation, with a minimum two-year obligation. The NHSC also offers a Federal Loan Repayment Program that provides funds for government and commercial education loans. This program also has a minimum two-year commitment. The NHSC places full-time primary health care practitioners in selected federally-designated Health Professional Shortage Areas in the United States. Additional information is available from the Financial Aid Office of any medical school. For more information go to <http://nhsc.bhpr.hrsa.gov/index.htm>.

- **Scholarships and Loans**

Two good references for scholarships and loans are *Money for Graduate Students in the Biological and Health Sciences (2007-2009 edition)* and Loan Repayment/Forgiveness Programs offered by individual states – a listing can be found on the AAMC web site at:

http://services.aamc.org/fed_loan_pub/index.cfm?fuseaction=public.welcome&CFID=431071&CFTOKEN=89378824

- **Under Rocks and In Corners**

The search to finance medical school must begin early. It includes working with the financial aid officers of the medical schools and a great deal of initiative and imagination. The internet is a wonderful place to start. Some sample sources are:

- **AAMC FIRST Facts for Medical Education**

FIRST offers a full range of **F**inancial **I**nformation, **R**esources, **S**ervices, and **T**ools for applicants, medical school students, residents, advisors, and financial aid officers. Our goal is to help medical school borrowers expand their financial literacy, make smart decisions about student loans, and manage their student debt wisely.

<http://www.aamc.org/programs/first/start.htm>

- **FinAid: The Smart Guide to Financial Aid** contains links to other internet sites for sources of funding broken down by type: scholarship, grant, and loan.

<http://www.finaid.org/>

- **FASTWeb** prompts you for personal data and returns a list of grants, scholarships, and fellowships for which you may be eligible.

<http://www.fastweb.com>

Explore these avenues:

- Hometown hospital auxiliaries
- State and local medical societies
- Hometown civic groups, clubs, fraternal and sororal organizations
- Local and state medical associations and their auxiliaries
- State Departments of Education
- Church groups and denominations of which one is a member (contact the national or regional office as well)
- Hometown banks
- Ethnic organizations and clubs
- Veterans' organizations and the American Legion
- Armed Forces Relief Societies

INTERNET RESOURCES FOR PRE-HEALTH STUDENTS

For Current Applicants to Allopathic Medical School

American Association of Medical Colleges (AAMC)

<http://www.aamc.org/>

The first place to go for premedical information, this site includes information about the MCAT, AMCAS, post-baccalaureate programs, M.D./Ph.D. programs, and more. In many cases, AAMC applications and forms can be downloaded directly from this page.

For Current Applicants to Osteopathic Medical School

American Association of Colleges of Osteopathic Medicine (AACOM)

<http://www.aacom.org/>

For Current Applicants to Dental Medical School

<http://www.adea.org>

Web Sites for Health-Related Articles

<http://www.nytimes.com/pages/health/policy/index.html>

This web site gathers many of the healthcare-related articles that have been written in the *New York Times* over the past several months.

<http://www.healthaffairs.org>

This is an excellent source for healthcare policy and healthcare economics literature.

<http://jama.ama-assn.org/>

JAMA: The Journal of the American Medical Association

<http://www.medscape.com/home>

Medscape: Provides coverage of important topics in medicine

HEALTH-RELATED RESEARCH/EMPLOYMENT OPPORTUNITIES

Research and Training Opportunities at the National Institutes of Health

<http://www.training.nih.gov/student/>

If you are interested in finding summer or post-graduate opportunities at the NIH, this is the best launching point.

Yale Undergraduate Career Services

<http://www.yale.edu/career/students/intern/>

<http://www.yale.edu/career/students/gradprof/medschool/medresource.html#research>

Association of Yale Alumni/Yale Career Network

<https://www.alumniconnections.com/olc/membersonly/YALE/networking>

OTHER YALE RESOURCES

Yale-New Haven Medical Center

<http://info.med.yale.edu/ysm/index.html>

Extensive and well-organized information on the hospital, medical school, libraries, calendar, volunteer opportunities, and faculty research interests

Yale School of Medicine, Department of Epidemiology and Public Health

<http://info.med.yale.edu/eph/>

Dwight Hall at Yale

<http://www.dwighthall.org>

An independent, non-profit entity that promotes community service and social justice.

Office for Women in Medicine

<http://info.med.yale.edu/owm/>

Yale Medical Professions Outreach (YMPO)

<http://www.yale.edu/ympo/>

RESOURCES FOR STUDENTS AND ALUMNI APPLYING TO MEDICAL SCHOOL

Medical School Admission Requirements (MSAR)

This reference contains the most recent data provided by member schools of the Association of American of Medical Colleges (AAMC). Information includes curriculum, selection factors, entrance requirements, application deadline dates, state residency requirements, and so forth. Please read the entries carefully, especially the sections on number of out-of-state applicants accepted by a state-related institution and specific course work required for admission to a particular medical school, as the latter can vary from the basic course requirements listed previously. The MSAR is available in the UCS library. You can purchase a copy for your cycle in April of the year you are applying.

Note: There are similar guides for Osteopathic and Dental Medical Schools.

Applying to Medical School

This is our office publication, "the Red Book," which is available on line at <http://www.yale.edu/career/students/gradprof/media/redbook.pdf> . The booklet contains complete information about the medical school admission process, an outline for the applicant's autobiography, M.D./Ph.D. information, the forms used by our office to complete and to forward the applicant's file to medical schools, and related information.

Admission Statistics for Applicants to Medical School from Yale

This report is by individual medical school and includes grade point averages, MCAT scores, major, and state of residence. It is available in the UCS Health Professions waiting area only. It is NOT available on line, and copies cannot be made and/or sent out of the office. This information is confidential and may only be accessed in the UCS resource room. A summary report of statistics for the years 2000-2007 is, however, available on-line at http://www.yale.edu/career/students/gradprof/medschool/application_information.html This report is password protected for use by Yale students and alumni only. You can call the office (203.432.0818) or email ucs.profstudies@yale.edu for the password, but please be prepared to answer a series of Yale specific questions to insure that users are Yale students or alumni.

Medical School Interview Reports

Each year we ask our applicants to complete a report for each school at which they were interviewed. These reports are available online at http://www.yale.edu/career/students/gradprof/medschool/application_information.html#interviewing . If you are a student or alumna seeking to view this information on a computer not on campus, you should call the Health Professions Advisory Program at (203) 432.0818, since the information is password protected. You will also be given a username.

Medical School Evaluation Reports

Each year we survey first year students to request information about the medical school they have chosen, including satisfaction rating, quality of teaching, support services, sociability of students, housing, special programs, etc. These are available on line at http://www.yale.edu/career/students/gradprof/medschool/application_information.html#guides . Again, if you are using a computer not on the Yale campus, you will need a username and password to access this information. Please call the number listed directly above.

MCAT (Medical College Admission Test) Applications and AMCAS (American Medical College Application Service) Packets

MCAT registration is available online at <http://www.aamc.org/students/mcat/start.htm>; AMCAS applications are available on line in May <http://www.aamc.org/students/amcas/start.htm>. Neither service provides a paper application.

Yale Alumni in Medical School

Yale alumni currently enrolled at many medical schools throughout the USA volunteer to speak with students who will be visiting their school for an interview. Alumni also can sometimes provide housing during the interview visit. Names and phone numbers of these alumni volunteers are available in the HPAP Office.

APPENDIX A: DEAN'S DISCIPLINARY REPORT

This form must be completed by the dean of the undergraduate residential college for all applicants. Your Health Professions Evaluation cannot be prepared until the Dean's Disciplinary Report is received.

Yale University

UNDERGRADUATE CAREER SERVICES
HEALTH PROFESSIONS ADVISORY BOARD
P.O. BOX 208303
NEW HAVEN, CONNECTICUT 06520-8303

Concerning _____ College _____, Class of _____,
(last) (first) (middle)
in regard to personal qualifications for medical school and the practice of medicine.

STATEMENT OF STUDENT: I request that this form be sent to the Health Professions Advisory Board of Yale University with the understanding that it may be used in preparing my Health Professions Evaluation. It is further understood that I may not read this form, and that I will not seek to do so, either while I am enrolled at Yale, or subsequently. I understand that if I receive a penalty of Probation or more at any time, the Dean will so inform the Health Professions Advisory Board, and it, in turn, will so inform the medical schools to which I have applied.

Date _____ Signature _____

TO THE DEAN: Your comments may be used in the preparation of the Yale University Health Professions Advisory Board Evaluation of this student. The importance of this form both to the student and to the reputation of Yale cannot be over-emphasized. Prompt completion of this form will be appreciated by both the applicant and the Board, because our evaluation cannot be prepared until this report is received. Thank you very much indeed for your help.

(PLEASE DO NOT COMPLETE THIS FORM UNTIL THE END OF THE SPRING TERM FOR A STUDENT CURRENTLY ENROLLED IN YALE COLLEGE.)

Has the applicant ever been placed on probation, suspended, or expelled? _____yes _____no

Has the applicant ever been the subject of disciplinary charges or are any disciplinary charges **CURRENTLY** pending? _____yes _____no

If the answer to either of the above questions is "yes," please attach a letter fully explaining the circumstances.

Name _____ Address _____
(type or print)

Position _____

Signature _____ Date _____

APPENDIX B: LETTER OF RECOMMENDATION RELEASE FORM

Yale University

UNDERGRADUATE CAREER SERVICES
HEALTH PROFESSIONS ADVISORY BOARD
P.O. BOX 208303
NEW HAVEN, CONNECTICUT 06520-8303

Concerning _____, Yale College _____,
(last) (first) (middle) (year)
in regard to personal and academic qualifications for medical school and the practice of medicine.

STATEMENT OF APPLICANT: I request that this evaluation be sent to the Health Professions Advisory Board of Yale University with the understanding that copies may be sent **ONLY** to health related institutions or agencies that I explicitly designate. It is further understood that I may not read this evaluation, and that I will not seek to do so, either while I am enrolled at Yale, or subsequently.

Date _____ Signature _____

TO THE EVALUATOR: Your comments will become part of the official Yale University Health Professions Advisory Board Evaluation of this applicant. The text will not be edited and will be forwarded in its entirety only to admissions committees of medical and other health related programs. The importance of these letters both to the student and to the reputation of Yale cannot be overemphasized. **The letter MUST be on letterhead and be signed by the writer.** Thank you very much for your assistance in this process.

Suggestions for Letters of Recommendation

1. Use a general salutation such as “Dear Admissions Committee” or “Ladies and Gentlemen” or “To Whom It May Concern.”
2. Ask the applicant to supply you with a resume and/or autobiography.
3. Discuss how well you know the applicant and under what circumstances.
4. Choose two or three qualities that you have observed in the applicant.
In discussing those qualities, support your statements with specific instances in which he or she demonstrated those attributes. Be as concrete and detailed as possible.
5. A comparison of the applicant with his/her peer group with respect to the following attributes is very helpful to admissions committees:
 - a) Scholarship (critical and independent thinking, intellectual curiosity, scholarly commitment, overall intellectual ability).
 - b) Originality and creativity.
 - c) Interpersonal relationships (integrity, maturity, concern for others).
 - d) Overall potential for clinical practice and/or independent research.

PLEASE SEND THIS FORM AND YOUR LETTER OF RECOMMENDATION TO THE ADDRESS ABOVE, OR EMAIL AS SEPARATE DOCUMENTS TO UCS.PROFSTUDIES@YALE.EDU.

Signature and Title of Recommender

**APPENDIX C: REQUEST FOR HEALTH PROFESSIONS EVALUATION (HPE)
(READ CAREFULLY AND FULLY THE SPECIAL INSTRUCTIONS SECTION ON NEXT PAGE)**

I hereby request that a Yale University Health Professions Evaluation (HPE), containing all letters I have solicited for this purpose, be prepared and forwarded to the schools listed below.

NAME _____ **CLASS** _____
(print or type)

SIGNATURE _____ **DATE** _____

WAIVER: In accordance with the Family Education Rights and Privacy Act of 1974, I waive my rights to review the Health Professions Evaluation. I understand that if I choose not to sign this waiver, the Health Professions Evaluation will not include information from those letters to which I have waived my rights.

SIGNATURE _____ **DATE** _____

All the AMCAS and non-AMCAS medical schools to which my evaluation is to be forwarded at this time are listed **in alphabetical order** below. Attached an additional sheet if applying to more schools than fit on this page.

Circle all that apply: MD MD/PhD DO TMDSAS TMDSAS ID#: _____

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

There is a processing fee of \$50.00 for the first 25 schools to which you apply, and \$2 per school beyond 25. Please make checks payable to Yale University, or you may Bursar Bill if currently enrolled in Yale College. Students who are on a leave of absence may not Bursar Bill.

Student Identification # (for Bursar Billing): _____ Check #: _____

APPENDIX C (CON'T): REQUEST FOR HEALTH PROFESSIONS EVALUATION (HPE)

Please print below the names of all referees from whom you are expecting an evaluation. Your file may contain a maximum of four (4) recommendations unless previously approved for additional letters by a UCS Health Professions Advisor. If you are applying to M.D./Ph.D. programs, a maximum of seven (7) letters is allowed.

I have checked that ALL of these letters have been received by the HPAP Office.

Name

Date

DUE TO THE TREMENDOUS NUMBER OF HPE REQUESTS WE ARE UNABLE TO MONITOR INDIVIDUAL FILES. THEREFORE, IF ANY REQUIRED ITEM (SEE PAGE 4 OF THE BOOKLET, APPLYING TO MEDICAL SCHOOL) IS MISSING FROM YOUR FILE WHEN YOU SUBMIT YOUR HPE REQUEST, THIS FORM, ALL SUPPORTING DOCUMENTS, AND YOUR FEE WILL BE RETURNED TO YOU.

You **must allow approximately three weeks** from the submission of this request for the Health Professions Advisory Board to review your complete file (including letters of support), write your HPE, and to process and transmit your file to the medical schools.

APPENDIX D: MEDICAL SCHOOL ADDRESSES

Health Professions Evaluation (Virtual Evals)

We are a member of a consortium of colleges and universities that participates in Virtual Evaluations (aka VirtualEvals) that transmits your letters of recommendation and your HPE electronically to AMCAS or directly to the medical schools (not all schools receive letters from AMCAS), with the exception of those noted below. Your letters and HPE are scanned and converted into a SECURE pdf. file, which is subsequently uploaded to the VirtualEvals server. An email will be sent by VirtualEvals to AMCAS or the individual schools to which you applied informing them that your pdf. file is on the server and ready to be downloaded. At the same time you will receive an email from VirtualEvals indicating that your pdf. file has been uploaded to the server and including a list of schools to which you have applied. Thus, if you are applying to any of the schools below, please provide us with the address to which your letters should be mailed. This list is subject to change, and we will alert you if this occurs.

MICHIGAN
PUERTO RICO

Michigan State University College of Osteopathic Medicine
University of Puerto Rico

If you are applying to the medical schools that participate in the TMSDAS (Texas Medical School and Dental Application Service) system, please write your TMSDAS ID number next to TMSDAS on the HPE list that you give to us. The Texas system will then download your HPE request from the VirtualEvals server.

APPENDIX E: PREMEDICAL STUDIES IN YALE COLLEGE

Premedical students may and do major in any discipline without adversely affecting admission to medical school. There are, however, some basic requirements for admission to most U.S. medical schools, and you will find them listed below. Those who major in a non-scientific field and elect to take the minimum number of science courses must do very well in them in order to be considered for admission.

Additional Requirements

Keep in mind that the general information regarding the premed coursework required by most U.S. medical schools is provided here, but it is important to investigate the individual requisites for each school in which you plan to apply. Some schools, in particular the state-supported schools in California and Texas, require additional coursework. These requirements are listed in the Medical School Admission Requirements guide (MSAR), which is available in the Health Professions Library at UCS or available for purchase on the AAMC web site, www.aamc.org. (Please check the requirements of your state-supported schools, as nearly 70% of applicants attend medical school in their home state.)

Timing

There is no prescribed sequence for premedical courses, but since you will be judged on the basis of the work you have completed when you apply for admission to medical school, you should have finished the required courses before senior year (if you apply after your junior year).

Advanced Placement

Advanced Placement courses and/or Acceleration Credits do not satisfy premedical requirements for admission to medical school, but may be used to elect advanced courses. There is an exception for AP calculus, but you must discuss your individual situation with a premedical advisor at UCS.

Required Courses

(Grades of C or higher are required in all areas noted below.)

CHEMISTRY (INORGANIC)	
Lecture	One year (Chem 112a and 113b; 114a and 115b; or 118a and 252b or one term of biochemistry)
Lab	One year (Chem 116La and 117Lb; 119La, 251Lb)
• If during your freshman year you complete Chem 124a and 125b or 220a-221b and labs and receive two acceleration credits to fulfill general chemistry, you will usually only need an additional term of biochemistry with laboratory. However, you should check the requirements of your state school to be certain that they will accept this combination. Refer to the MSAR mentioned above.	
ORGANIC CHEMISTRY	
Lecture	One year (Chem 124a and 125b; or 220a and 221b; or 225b and 227a)
Lab	One year (Chem 126La and 127Lb; or 222La or Lb and 223La or Lb)
BIOLOGY	
Lecture	One year (Any course, but MCDB courses are strongly recommended by medical schools.)
Lab	One year
• UTTexas Schools require two years of Biology; however, they will accept one term of Biochemistry for one term of Biology.	
• Biochemistry and Botany generally are not acceptable courses to fulfill the Biology requirement at other medical schools.	
PHYSICS	
Lecture	One year (Physics 150a and 151b; 180a and 181b; 200a and 201b; or 260a and 261b)
Lab	One year (Physics 165La and 166Lb or 205La or Lb and 206La or Lb)
MATHEMATICS	
Lecture	Through at least Math 115
• If you place out of Math 115, you may take Math 120 or Statistics to satisfy the additional math requirement.	
• Some schools may insist on one full year of calculus, but this is quite rare. Math 115 or 120 plus statistics (see above) will satisfy this requirement. Be sure to check <i>Medical School Admission Requirements</i> as well as the individual medical school web pages for each school's particular requirements.	
ENGLISH	
Lecture	One year (any course)
• Courses in literature (translated into English) are acceptable to fulfill this requirement. Many medical schools prefer at least one writing course.	

APPENDIX F: MEDICAL SCHOOL APPLICATION CHECKLIST

Medical School Application Checklist

(Mark the date on which each step is completed.)

Medical School	AMCAS Submitted	AMCAS Processed	Secondary Application Completed	HPE Packet Sent	HPE Packet Received	Application Complete	Interview Scheduled	Interview Confirmed
Completed All Schools								