

## **Instructions for Submitting Applications, Payment and Other Documents for the 2014-2015 Application Cycle**

Please review the instructions below regarding the submission of your final documents and payments to the Pre-Health Advising Office. All documents, with the exception of the check or money order for payment should be sent to the office via e-mail. Please do not bring in paper copies of applications or letter request forms. Payments can be put in an envelope with the student name and left in Taryn Weinstein's mail box in 812 East. Please remember to sign your checks/money orders and to write in the memo line what application you are paying for (AACOMAS or AMCAS). If your name is not on the check please include that in the memo as well. Please note that a payment of \$10 is required for each type of program that you are applying to. In other words, if you are applying to both Allopathic and Osteopathic medical schools, a total payment of \$20 will be required.

1. All Applicants: A copy of your **SUBMITTED** health professional school application (AMCAS, AACOMAS, OptomCAS, or VMCAS) **MUST** be submitted to the Pre-Health Office. The Office will not submit any committee letters/letter packets for applications that are in progress. Please send the copies as PDF's to: [hunterphcl@gmail.com](mailto:hunterphcl@gmail.com) with the name of the application and applicant in the file title and email subject (i.e. File: AMCAS.2013\_Last name\_first name & email subject: First Name\_last name Submitted AMCAS Application 2014).
2. Your standardized test scores (MCAT, DAT, GRE, and OAT) **MUST** also be provided to the Pre-Health Office. The uploading of the committee letter **is contingent upon** you having released your test scores to the Pre-Health Advising Office. MCAT test takers are usually given the option to release test scores to their pre-health advisor on test day. If this is not the case or if you are taking a different exam please e-mail a copy of the official scores to [hunterphcl@gmail.com](mailto:hunterphcl@gmail.com)
3. All letters are sent electronically. If a school that you are applying to is unable to accept them through VirtualEvals, Interfolio or AMCAS, then you must provide the Pre-Health Office with the name and e-mail for the contact to which they should be sent. This also applies to offshore professional programs such as medical schools in the Caribbean.

**Please refer to the list below for requirements for individual health professional school applications in addition to items 1-3:**

**• Allopathic Medical School:**

1) AMCAS Letter Request Form

Please make the letter request to Dr. Karen Phillips at 695 Park Ave NY, NY, and 10065 (212-772-5244).

\*\*\*Please do NOT put the name of your faculty interviewer or any other Committee Letter writer in this section. As the Chair of the Pre-Health Committee, Dr. Phillips serves as our official point of contact for health professional schools. PLEASE SUBMIT THIS ELECTRONICALLY directly to [hunterphcl@gmail.com](mailto:hunterphcl@gmail.com)

2) A personal check or money order for \$10 made out to Hunter College. This fee will pay for VirtualEvals, the service we will use to upload the letters/packets to the application services.

**• Osteopathic Medical School:**

1) AACOMAS list of schools to which you have applied (in the AACOMAS application, this list does not automatically appear in the application printout). You can e-mail this list to [hunterphcl@gmail.com](mailto:hunterphcl@gmail.com) , do not bring in a hand written list; and

2) A personal check or money order for \$10 made to Hunter College. This fee will pay for VirtualEvals, the service we will use to upload the letters/packets to the application services.

**• MSTP (MD/PhD):**

You must consult the requirements for individual MSTP programs as they vary regarding the number of research experiences and number of recommendation letters from research supervisors. The Pre-Health Advising Office will modify the committee letters for MSTP applicants as appropriate for the list of schools to which they wish to apply.