

Instructions for Submitting Applications, Payment and Other Documents for the 2013-2014 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 the PreHealth mail box in 812 East. Please remember to *sign your checks/fill out your 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. **DO NOT ENDORSE (SIGN THE BACK OF)** your check or money order. That invalidates it and you will have to submit another. If you are unsure how to write a check or complete a money order please ask someone!

1. **All Applicants:** A copy of your **SUBMITTED** health professional school application (AMCAS, AACOMAS, OptomCAS, or VMCAS) must be in your file. **The Office will not submit any committee letters/letter packets for applications that are in progress.** Please send the copies as PDF's to: prehealth@hunter.cuny.edu 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 2013).**

2. Your standardized test scores (MCAT, DAT, GRE, and OAT). **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 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 tw33@hunter.cuny.edu. *SEE BELOW for a screenshot of how to release your application/scores on AMCAS.*

3. WE NO LONGER SUBMIT LETTERS via US Postal Service. If the schools you are applying to do not accept letters via virtual evals or an electronic application system, please contact them to find out how letters can be submitted via e-mail. If you need your letter(s) submitted to a school via e-mail please contact tw33@hunter.cuny.edu.

4. 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 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 tw33@hunter.cuny.edu; 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.**

• **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 tw33@hunter.cuny.edu, **do not bring in a hand written list; and 2) A personal check or money order for \$10 made to Hunter College. AACOMAS uses VirtualEvals for the submission of committee letters.** 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-
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Health Advising Office will modify the committee letters for MSTP applicants as a function to the school list to which they wish to apply.

- **Dental school:** The AADSAS application asks for the e-mail address of your letter writer. Please put tw33@hunter.cuny.edu. The AADSAS email to the Pre-Health Advising Office gives us the information we need to upload the letter. No fees are required.
- **Optometry and Veterinary Schools:** Some optometry and veterinary schools do not accept committee letters and others require a committee letter if your school provides one. It is essential that you find out how the individual school policy affects your application. A committee letter will count as **one recommendation** on both OptomCAS and VMCAS. As such, the student is required to provide additional recommendation letters from one or more individuals depending on specific school requirements.
- As with AADSAS, **OptomCAS** will ask you to enter the email address of the letter writer, please enter tw33@hunter.cuny.edu. If you did not qualify for/request a Committee Letter but want letters of recommendation from your file sent please read carefully- **OptomCAS has a file size limit which means that we cannot upload all of the letters in your file.**
- **Podiatric Medicine:** AACPMAS is used by all 9 of the podiatry schools. Podiatry schools vary on their policy regarding electronic letters of recommendation. Students should contact the individual schools for specific requirements.

AMCAS: How to Release Your Application & Scores (this is from last year but should be similar this year)

The screenshot shows the AMCAS application status page. At the top, there are progress bars for nine sections: 1. Identifying Information, 2. Schools Attended, 3. Biographic Information, 4. Course Work, 5. Work/Activities, 6. Letters of Evaluation, 7. Medical Schools, 8. Essays, and 9. Standardized Tests. A red banner across the top states "APPLICATION ALREADY SUBMITTED * Most Information Cannot be Changed".

Under the "COLLEGES" heading, there is a question: "Do you authorize AMCAS to release your application information to the school-designated advisor(s) at this institution? The school-designated advisor(s) have met AMCAS-established requirements and are bound by confidentiality. Information transferred includes your personal/demographic information, MCAT scores, GPAs, the names and types of your recommenders, the names of any other schools you have attended, the medical schools to which you have applied and what action those schools have taken, and the status of your application with AMCAS."

Below the question is a table with two columns: "Colleges Attended" and "Advisor Release".

Colleges Attended	Advisor Release
Boston College	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
University of Strasbourg	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
City University of New York Hunter College	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Below the table, a note states: "Please note that you will be able to change your Advisor Release for any of these schools from 'No' to 'Yes' in order to allow your advisor to access information about your application. If you have already answered 'Yes' to this question, you will not be able to change your answer to 'No' due to the possibility that your advisor may have already accessed information about your application."

At the bottom of the page, there are "Back" and "Done" buttons.

On the right side, there is a "SCHOOLS ATTENDED" summary box with the following items:

- High School: Complete
- Colleges: Complete
- Advisor Release: Complete
- Transcripts: Complete
- Previous Matriculation: Complete
- Institutional Action: Complete
- Section Summary