

Instructions for Submitting Applications, Payment and Other Documents for the 2012-2013 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 Kelly Gentry'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.

1. **All Applicants:** A copy of your **SUBMITTED** health professional school application (AMCAS, AACOMAS, OptomCAS, or VMCAS). **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 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 kgentry@hunter.cuny.edu

3. If required to submit letters via the US Postal Service (for schools that do not accept letters electronically), you must bring in a large manila envelope and three stamps for EACH school to which your committee letter or letter packet is to be sent. Please either provide pre-printed labels OR clearly write the addresses for the schools. Unaddressed envelopes will NOT be processed. These documents can be left in Kelly Gentry's mailbox in 812 East. Make sure to include a note with your name and the documents that are to be sent out.

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 kgentry@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 kgentry@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. 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 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 kgentry@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 kgentry@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.