

Final steps of the application process, in whatever year you decide to apply

- 1) If you have not already done so, contact the Health Careers Office (Sackler, S228) (ideally by February), and let us know you intend to apply. Obtain and fill out the Request for Committee Letter of Evaluation Form. This form 1) provides us with contact information, which you should always keep up-to-date; 2) acknowledges that we will obtain transcripts of your academic and judicial records at Clark, and reminds you to have transcripts from other colleges you have attended sent to us; 3) provides the Committee with names of faculty to whom we should send requests for letters of reference; and 4) asks you to provide information relevant to why you want to become a doctor, and why you would make a good one. The last part is especially important because this will help you write your personal statement on your application to medical school.
- 2) Obtain forms from the Health Careers Office requesting letters of reference from faculty, fill them out, and return them to us (ideally by March). We will distribute them and collect them from faculty. Do not distribute them yourself!
- 3) Register early to take the MCAT. Other standardized exams will have different dates or may be offered online at any time. Be sure to release your scores to Dr. Larochelle, Clark University.
- 4) Check with the Health Careers Office to see how many letters of reference we have on file. You should have at least 5 letters from Clark faculty; 3 from the sciences and 2 from outside the sciences. Work with the Health Careers Office and your letter writers to ensure that all requested letters arrive in our office.
- 5) Take the MCAT. Remember that if things do not go well during the exam, you may void the exam before you leave.
- 6) Make final decisions about schools to which to apply. A total of 10-15 schools is reasonable, with 2-3 “safety” and 2-3 “reach” schools.
- 7) Begin filling out (May) AMCAS on-line application (or other standardized application service, if applicable). Consult with our office about your personal statement, which is a critical part of the application. This essay is arguably the most important single page (5300 characters) you will ever write in your life. Also, work with the Health Careers Office on completing your Experience Descriptions. Be sure to construct a clear, concise, complete description of what you did, what you learned, and what you gave for each of your experiences.
- 8) Complete AMCAS (or other) application. This requires that you:
 - a. Continue to work with the Health Careers Office to finalize your essay and experience descriptions.
 - b. Submit to the Health Careers Office drafts of other parts of your AMCAS application (e.g., Biographical Information, Courses Taken, etc.) to ensure the absence of typos, correct format, etc. Silly formatting errors or omissions are common, and can slow down processing of your application.
 - c. After getting approval from the Health Careers Office, submit your application and then send a pdf copy of your submitted (dated) application to the office. This will be our signal to finalize your committee letter.
- 9) Contact Dr. Larochelle to go over the ranking, tone, general tenor, and non-confidential content of the letter to ensure accuracy of the information, and that the letter is appropriate.
- 10) Obtain, sign, and return a form that you can get from our office that indicates that our letter is confidential and that authorizes us to send the letter on your behalf. If you add schools to your application later in the process, be sure to let us know.
- 11) Immediately fill out and return Secondary Applications that medical schools will send you after they receive the AMCAS application. Many of these will have essay questions, and you should consult our office for

advice as to what things to emphasize, and what things to avoid. Any delays in getting these back to schools can hurt your chances of being selected for an interview.

- 12) Take a deep breath, look around you, see what's going on in the world (especially in the world of medicine), and start thinking about how you would answer questions at an interview. Boning up on current events is a good way to begin this process.