

Navigating the Application Process

Presented by:

The Pre-Professional Advising Team

CLAS Academic Advising Center



Presentation Overview

- What does it take to be a successful candidate?
- GVSU Application File/Process
- Letters of Evaluation/Committee Letter
- Entrance Exams
- Personal Statements
- Primary Applications
- Secondary (Supplemental) Applications
- Interviews



Resources

- App process sheets (found at www.gvsu.edu/clasadvising/apply)
- www.aamc.org (MD/AMCAS)
- www.aacom.org (DO/AACOMAS)
- www.adea.org (dental/AADSAS)
- www.pharmcas.org (pharmacy)
- www.optomcas.org (optometry)
- www.vmcas.org (veterinary)
- www.aacpm.org (podiatry)
- <https://portal.chiromcas.org> (chiropractic)

Students, Applicants, Residents



Pre-Medical Students



MCAT®

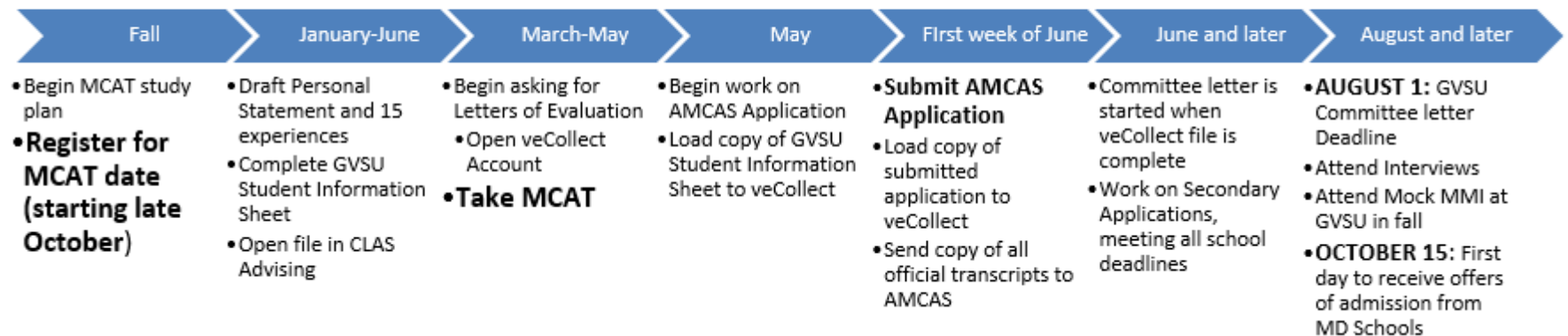
AMCAS®

Find Medical Schools
with MSAR®

Fee Assistance
Program

Timeline

Application Process General Timeline



Personal Statement—start drafting early!

- Complete your Student Info Sheet 1st!
- Use our Writing Center in 102 LOH
- Edit, edit, edit – then have other people edit it!
- Read it out loud
- SHOW, don't TELL
- Pay attention to character limit!
- Use Wordpad/Notepad



CLAS Advising File

- Create an application file in CLAS Advising
 - Photo (send JPEG of a headshot to CLAS Advising)
 - Waiver forms (letters & application/personal statement)
- veCollect
- Student information sheet and other app info can be found here:
<http://www.gvsu.edu/clasadvising/apply>
- Leads to Committee Letter: information on SWS and Honors College; certificates; rubric; narrative



Opening your veCollect Account

- <https://collect.virtualevals.net/> (see video for assistance)
- Create account on right side of screen
- Create Evaluator Profiles for each letter writer
- Make a quiver (create separate ones for MD and DO) and move letters into it
- Create two additional “evaluators” with YOUR email address:
 - For one, write first name: “Student,” last name: “Information Sheet”
 - For the other, write first name: “AMCAS,” “AACOMAS” or “AADSAS,” last name: “Application”



Letters of Evaluation

- Selecting your references—choose people who know you WELL and be sure you are fulfilling requirements at professional schools
- How many do you need? General rule of thumb:
 - 3 faculty (2 science, 1 non-science—all must have had you in class)
 - 1 professional (MD or DO, Dentist, etc.) or clinical supervisor
 - 1 character reference
- Who NOT to ask....and why
- How recent should they be?



How to Request LOE

- When do you need them???
- Get information to your letter writer in advance of the deadline.
- In most cases, you should give them at least a month's notice.
- Provide them with an information packet:
 - a draft of your personal statement
 - a copy of your student information sheet
 - a copy of a current resume
 - VeCollect Instructions



Letters of Evaluation

- Faculty may comment on:
 - The extent and nature of your relationship with the faculty
 - Your evidence of motivation for the profession
 - Your academic performance and intellectual ability
 - Your personal attributes and competencies
 - Your relationships with others
- AAMC Letter Guidelines
 - You may be asked to complete a FERPA form
- List Julie Amon-Mattox as letter writer in app



Entrance Exams

- Take the exam when YOU are ready, keeping in mind what the application cycle is
- Fee Assistance Programs-Apply Early!
- Release your scores to your advisor
- Don't push the date back!
- Sites fill up
- Prometrics YouTube
- Practice Exams- ordering materials
 - <http://www.gvsu.edu/clasadvising/payment>
- Kaplan, Princeton Review, etc.



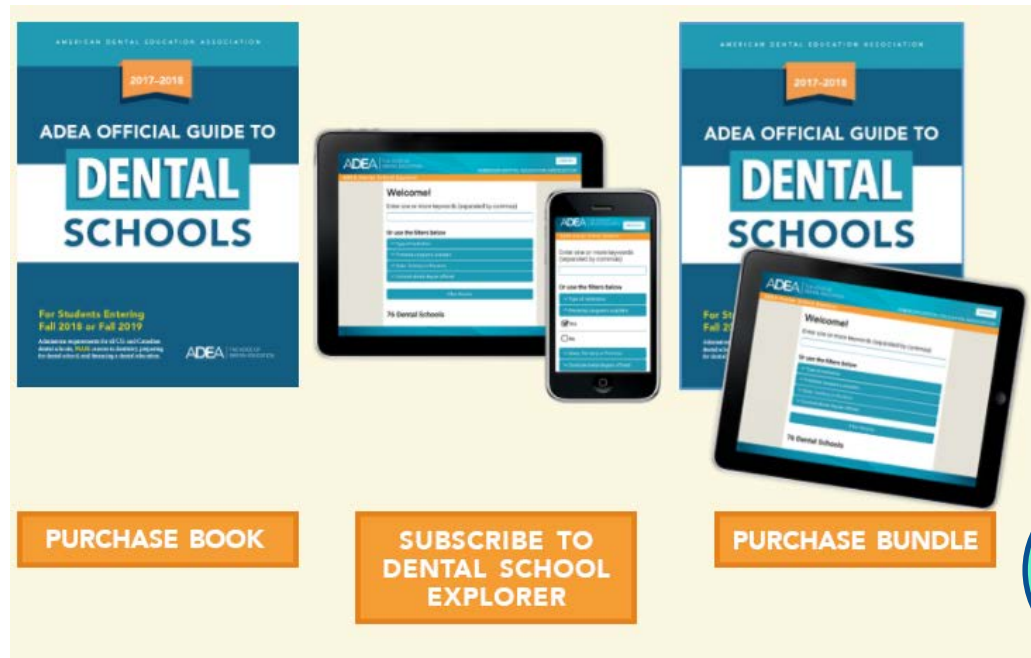
Retakes?

- Know your test rules for # of retakes over a time period and time in between retakes
- Know rules about Cherry-Picking
- What research is out there about improving your score on a retake?
- Significantly change your study plan/preparation before a retake



Selecting Schools & Programs

- Do your homework!
- Factors to consider—would you actually go there if it was the only school that offered admission?
- How many schools to apply to?
- Will you consider off-shore schools?
- Making *your* list and tracking the process



The advertisement features the cover of the 'ADEA Official Guide to Dental Schools 2017-2018' on the left and right. The cover is blue and white with the ADEA logo at the bottom. In the center, a tablet and a smartphone display the 'Welcome!' page of the 'Dental School Explorer' website, which includes a search bar and a list of schools. Below the book and device images are three orange buttons: 'PURCHASE BOOK' on the left, 'SUBSCRIBE TO DENTAL SCHOOL EXPLORER' in the center, and 'PURCHASE BUNDLE' on the right. A large teal circle is in the bottom right corner.

AMERICAN DENTAL EDUCATION ASSOCIATION
2017-2018
ADEA OFFICIAL GUIDE TO
DENTAL SCHOOLS
For Students Entering
Fall 2018 or Fall 2019
ADEA THE OFFICE OF
DENTAL EDUCATION

AMERICAN DENTAL EDUCATION ASSOCIATION
2017-2018
ADEA OFFICIAL GUIDE TO
DENTAL SCHOOLS
For Students Entering
Fall 2018 or Fall 2019
ADEA THE OFFICE OF
DENTAL EDUCATION

WELCOME!
Enter one or more keywords (separated by commas)
or use the filters below
76 Dental Schools

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or use the filters below
76 Dental Schools

PURCHASE BOOK

SUBSCRIBE TO
DENTAL SCHOOL
EXPLORER

PURCHASE BUNDLE

Special Programs

- Early Decision
- Dual degree
- Understand how the application and review process works for EACH institution. All or nothing? Separate applications?
- You are required to complete two additional essays for MD/PhD dual degree
 - Research
 - Dual degree Statement



APPLY EARLY!

Example: University of Michigan's Medical School
Five-Year Averages



Application Servers

Welcome to AACOMAS



- Very similar overall, but some small differences
- Can indicate repeated activities
- Can enter future end dates up to the start of the matriculation year
- Specify the total hours spent for each date range
- Socioeconomic Disadvantaged Indicator:
 - Derived from the parent(s) education and occupation(s)

OptomCAS



AMCAS Application

Application - Not Submitted to AMCAS

Identifying Information	🔴 Incomplete
Schools Attended	🔴 Incomplete
Biographic Information	🔴 Incomplete
Course Work	🔴 Incomplete
Work/Activities	🔴 Incomplete
Letters of Evaluation	🔴 Incomplete
Medical Schools	🔴 Incomplete
Essays	🔴 Incomplete
Standardized Tests	🔴 Incomplete

Print Transcript Request Forms

Print Letter Request Forms

Print Application

View Application Status History

My Document Statuses

Transcripts (0)	You have no transcripts attached to your application
Letters of Evaluation (0)	You have no letters attached to your application

All Other Applications

Getting Started?

Speed up your application by entering your colleges attended first.

Enter My Colleges

Personal Information



0/8
Sections Completed

Academic History



0/4
Sections Completed

Supporting Information



0/5
Sections Completed

Program Materials



0/1
Sections Completed

****Upload a pdf of your application to veCollect!**



Transcripts and Classification of Course Work

- Transcripts – Official from ALL institutions of higher learning you have attended (Transcript Request Form)
- See Course Classification Guides in the application Instruction Manuals

Biology (BIOL)

Anatomy
Biology
Biophysics
Biotechnology
Botany
Cell Biology
Ecology
Entomology
Genetics
Histology
Immunology
Microbiology
Molecular Biology
Neuroscience
Physiology
Zoology

Chemistry (CHEM)

Biochemistry
Chemistry
Physical Chemistry
Thermodynamics

Physics (PHYS)

Astronomy
Physics

Mathematics (MATH)

Applied Mathematics
Biostatistics
Mathematics
Statistics



Classification of AP/IB Credit

- To claim AP/IB Credit, the credit hours must be listed on your transcript
- AP/IB courses should be entered under the term in which the college credit was granted (for most of you, freshmen fall semester)
- Include AP/IB courses only once by selecting Advanced Placement as the course type



GPA Calculations

- Know your GPA calculation rules for your application. (i.e. for repeated courses and for how science GPA is calculated)

Verified Grade Point Averages						
GPA calculations will appear only when your application status is "Processed."						
Status	BCPM		AO		Total	
	GPA	Hours	GPA	Hours	GPA	Hours
High School						
Freshman	3.29	28.00	3.43	7.00	3.32	35.00
Sophomore	3.26	34.00	2.00	7.00	3.04	41.00
Junior						
Senior	3.62	27.00	3.00	3.00	3.60	30.00
Postbaccalaureate Undergraduate						
Cumulative Undergraduate	3.44	89.00	3.33	17.00	3.42	106.00
Graduate						
Supplemental Hours:	P/F–Pass:	P/F–Fail:	A/P: 70.00	CLEP:	Other:	



Report any convictions

- I was convicted with the misdemeanor charge of minor in possession of alcohol in the summer of xxxx. The charge resulted in the payment of a \$100 fine. On xxxx I plead guilty to a misdemeanor of a controlled substance use-marijuana charge. The charge resulted in the payment of a \$325 fine. These experiences have taught me that the law is the law and that it is to be followed whether one agrees with it or not. I now realize that life is more enjoyable when one simply does the right thing.

Criminal Background Check:

- Rationale
- E-mail to you prior to its distribution
- Opportunity to contest contents
- Make sure there are no surprises!! Total honesty is the best policy.



Dean's Certification Form

Also report institutional actions

Certification by Current Dean of Students or Comparable Administrative Official

Applicant Name: _____

Birth date _____ AAMC ID: _____

I understand that federal law provides me with a right of access to this certification which I may waive, but no one can require me to waive this right.

I ☐ waive ☐ do not waive my right of access to this certification.

I authorize the official representative of the below named institution to provide a candid evaluation and all relevant information including the release of disciplinary records. This includes current, pending and any future disciplinary charges or actions.

Applicant signature (required): _____ Date: _____

To the official representing the institution: The individual named above is applying to Washington University School of Medicine. In selecting students for the study and practice of medicine, we aim to accept only people who possess high moral character and integrity that is requisite for the practice of medicine and justifies the trust that will be placed in them.

Accordingly, please provide candid answers to the following questions and return this information to the address listed at the bottom of this page. In addition, we also ask you to notify us if this person becomes the subject of disciplinary action in the future. Please add narrative comments as you see fit. Thank you for your time and help.



After you hit submit

- Verification of application
- Delivery of info to selected medical schools
- Committee letter starts (when you have 3 LOEs), copy of app, and Student Info Sheet



Secondary Applications

- Why do the professional schools send these?
- Deadlines and more \$\$
- Apply Personal Statements suggestions!
- Tailor each essay specifically for each school
- Make sure to answer the question that is being asked
- Do not simply repeat information found elsewhere on your application
- Your app typically isn't considered complete until you get these in!
- Student Doctor Network:
<http://forums.studentdoctor.net/showthread.php?t=210160>



Email Etiquette

- CHECK YOUR SPAM!!!!!!
- Include a salutation
- Include your name
- Use standard caps and lower case characters
- Use clear and concise sentences
- Use appropriate and accurate subject lines
- Pay attention to the tone of the message
- Write with correct grammar, spelling and punctuation



Clean up your online “self”



Know the type of interview

- MMI
 - Check out YouTube
 - Used in more and more fields right now
- One-on-One
- Blind/Semi-Blind/Full access to app
- Student, Faculty, others in the community
- Structure of the day
- Mock MMI in the fall





**CLAS Academic
Advising Center**

Questions?

CLAS Academic Advising Center

Pre-Professional Advising

C-1-140 MAK

616.331.8585

www.gvsu.edu/clasadvising

Or www.gvsu.edu/clasadvising/preprofessional

- Schedule an appointment: online through our website, in-person, or via phone
- Walk-in Wednesdays: 9am-12pm and 1pm-4pm most Wednesdays





You're Off to Great Places!

