

MOREHOUSE SCHOOL OF MEDICINE

TO: Applicants to Entering Classes in the Graduate Education in Biomedical Sciences Programs (Ph.D. in Biomedical Sciences, M.S. in Clinical Research, M.S. in Biomedical Sciences, M.S. in Biomedical Technology, M.S. in Medical Sciences)

FROM: Ngozi F. Anachebe, M.D., - Associate Dean for Admissions & Student Affairs
Brandon Hunter - Director of Admissions
Douglas F. Paulsen, Ph.D. – Associate Dean for Graduate Studies

RE: INSTRUCTIONS FOR COMPLETING THE APPLICATION PROCESS

NOTE: **ALL APPLICATION MATERIALS ARE NEEDED FOR FALL MATRICULATION**

ALL MATERIALS INCLUDE:

- **THE APPLICATION FORM & FEE**
- **PICTURE FORM**
- **PERSONAL NARRATIVE STATEMENT**
- **THREE LETTERS OF REFERENCE**
- **OFFICIAL TRANSCRIPTS**
- **OFFICIAL GRE SCORE REPORTS**
- **ANY ADDITIONAL DOCUMENTATION REQUIRED OF NON-US CITIZENS!**

(NO EXCEPTIONS)

Deadlines are strictly adhered to. It is the applicant's responsibility to verify that all materials have been received. Morehouse School of Medicine will **not** notify you if required information is missing. To check on the status of your application and receipt of your supporting documentation, call (404) 752-1650 and identify yourself as an applicant to one of the following programs:

- Ph.D. in Biomedical Science
- M.S. in Clinical Research
- M.S. in Biomedical Research
- M.S. in Biomedical Technology
- M.S. in Medical Sciences

YOU ARE STRONGLY ADVISED TO CHECK ON THE STATUS OF YOUR APPLICATION WELL BEFORE THE DEADLINE DATE.

MATERIALS REQUIRED TO COMPLETE YOUR APPLICATION

1. **PHOTOGRAPH:** One photograph, no larger than 2 1/2" X 2 1/2". Please download the Picture form, attach your photograph, insert your name and Social Security number in the appropriate spaces and mail to the indicated address. The photograph is of great value to members of the Committee and Admissions Office staff in recalling previous meetings with you or in review of your application.
2. **APPLICATION FEE:** A NON-REFUNDABLE PROCESSING FEE OF \$50.00 is required with submission of the application and will be processed electronically. Visa

MasterCard and electronic check are the only payment options. Please note that the electronic check option is available only up to eight days prior to the deadline date.

3. **PERSONAL NARRATIVE STATEMENT** addressing all topics. See on-line application.
4. **LETTERS OF REFERENCE:** Three Letter-of-Reference forms are required. These letters should be from your science professors or research supervisors. For MSM Faculty/Residents applying to the MSCR program, these letters must be from persons who are capable of speaking to your professional skills and goals. An additional letter of commitment for protected time is also required from the chair of your department. Please download the 2-page reference form, sign the right of access waiver according to your wishes and forward each one to a person capable of assessing your ability to do graduate work, your past experiences in research, and your potential for success. Submit the names and addresses of these individuals on the Application Form. (See Section 17a of the Application Form). It is recommended that letters be emailed to gebsadmissions@msm.edu in PDF format.

It is the applicant's responsibility to assure that all Letters of Reference are received by the deadline date. Please confirm their arrival by calling the Office of Admissions at (404) 752-1650 before the application deadline

5. **TEST SCORES**

Graduate Record Exam (GRE)

The general test of the GRE is **required** of all applicants to the Ph.D. in Biomedical Sciences, M.S. in Biomedical Research, and M.S. in Biomedical Technology programs. For the MSCR program, this is **not** required of applicants with a doctoral degree. The Morehouse School of Medicine school code is 5420. GRE scores older than five years cannot be accepted. Additional information on the GRE can be found at www.gre.org.

The Graduate Admissions Committee also advises applicants to these programs to take one of the subject exams in Biochemistry, Cell and Molecular Biology, Chemistry, or Biology. These scores cannot be substituted for the GRE General Exam, but they can strengthen your overall application.

Medical College Admissions Test (MCAT)

The MCAT is required of all applicants to the M.S. in Medical Sciences program. The Morehouse School of medicine school code is 825. Additional information on the MCAT can be found at <https://www.aamc.org/students/applying/mcat/>.

It is the applicant's responsibility to schedule all tests so that **official score reports** are received by the Office of Admissions by the application deadline date. Unofficial student/examinee copies of the score report will not be accepted.

TOEFL/ECFMG English Test

International applicants whose primary language is not English must attain a minimum score of 550 (pencil and paper) or 200 (computer-based) on the Test of English as a Foreign Language (TOEFL). The Morehouse School of Medicine school code is 5420.

Foreign medical school graduates can substitute a passing score on the Educational Commission for Foreign Medical Graduates (ECFMG) English Test for the TOEFL score.

The M.S. in Medical Sciences program does not accept international applicants.

6. OFFICIAL TRANSCRIPTS

One official transcript from each undergraduate and graduate school attended is required.

PERMANENT RESIDENTS

Permanent Residents are required to submit a copy of the front and back of their green card.

Download the Green Card form and attach copies of the front and back of your card in the appropriate spaces. Be sure to include your Social Security number on the form, and mail the form to the Office of Admissions at the indicated address.

INTERNATIONAL (F-1) APPLICANTS (Ph.D., M.S.B.R. M.S.C.R. and M.S.B.T programs only)

1. International Applicants (F-1 Visa students) are required to submit the Certificate of Finances form verifying availability of funds to cover tuition, fees, books and living expenses for the anticipated enrollment period (approximately 2 years for MS students and 5 years for Ph.D. students). You will need to download the 2-page Certificate of Finances form and instructions and submit the completed form with the appropriate certifications to the Office of Admissions at the indicated address.
3. Students with foreign academic credentials, regardless of citizenship, are required to submit an evaluation of these credentials from an approved service, at your expense. We will only accept evaluations from the member services associated with NACES. Please see link for members, <http://naces.org/members.htm>. Students most commonly use Josef Silny & Associates and World Evaluation Services, Inc. See contact numbers below.

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|---------------------------------|----------------|
| Josef Silny & Associates | (305) 666-0233 |
| World Evaluation Services, Inc. | (212) 966-6311 |

These evaluations must be received by the February 1st for Ph.D. applicants, by April 15th for the M.S. in Biomedical Research/Technology applicants and by May 1st for M.S. in Clinical Research applicants. The M.S. in Medical Sciences program does not accept international applicants.

FINANCIAL AID

U.S. citizens and permanent residents are eligible for FAFSA financial assistance (student loans).

International students will be required to submit documentation of financial support to cover the anticipated full-time enrollment period.

Tuition, Fee and Stipend support is provided for students accepted into the Ph.D. in Biomedical Sciences program.

EVALUATION OF APPLICANTS

The Graduate Admissions Committees select applicants after careful consideration of many factors. For the Ph.D., M.S.B.R., M.S.B.T., and M.S.C.R. programs, these include undergraduate and graduate academic performance (GPA), test (GRE) scores, extent and depth of academic programs, demonstration of maturation of learning ability, recommendations from science professors and research supervisors, and research experience or exposure. For the M.S.M.S. program, evaluation factors include prior academic

performance (GPA), test (MCAT) scores, extent and depth of academic programs, demonstration of maturation of learning ability, recommendations from professors and supervisors, and evidence of exposure to the health-care professions.

INTERVIEWS

After reviewing the complete application, the first level of screening, an applicant can be rejected, placed on hold, or invited for an interview. Qualified applicants are invited to Morehouse School of Medicine for a personal interview with the appropriate Graduate Admissions Committee. Interviews will take place in March (PhD) & May (M.S.) for Fall admission. On-site personal interviews are required to receive final consideration. **Alternate interview methods will be made available for international applicants applying to the MSCR Program.**

DECISION NOTIFICATIONS

After the interview, three decision options are possible - Admit, Alternate List or Reject. All PhD applicants will receive a decision notification by April for Fall admission. M.S. applicants will be notified upon the completion of the application review process.

Applicants who are accepted are requested to respond, in writing, as soon as possible after acceptance notification. In compliance with the general guideline for PhD programs nationwide, applicants notified of acceptance into MSM's PhD program are not required to respond with their decision until April 15th to allow them to consider other offers. M.S. applicants should respond with their decision within two weeks of the acceptance notification.

Those applicants retained on the Alternate List are considered for vacancies as accepted applicants withdraw. You may submit additional grades, test recommendations, or other information that might strengthen your file. Only official transcripts and score reports will be accepted.

ELIGIBILITY OF APPLICATIONS

All applications are valid for one academic year. If you do not gain acceptance, you must reapply for consideration in the following year.

Applications will be kept on file for one year, and merged with any current year file. Letters of Reference, official score reports, narrative statements, and official transcripts can be used from one year to another. However, after one year with no active application on file, files will be destroyed.

COMMUNICATION WITH THE OFFICE OF ADMISSIONS

It is important that you inform the Office of Admissions of any changes in your address, phone number, plans to retake tests, or your anticipated graduation date.

If, after submitting all your materials, you do not receive notification that your application is complete within a reasonable period of time, you should call the Admissions Office at (404) 752-1650 to check on the status of your application. **Do not wait until the deadline to check on the status of your application.**

If, after you have been notified that your application is complete, you do not hear from us for a considerable period of time, that is simply an indication that your application is still under review and your status is unchanged. We will notify you promptly of any definitive action taken by the Committee.

CONFIDENTIALITY AND RELEASE OF INFORMATION

To ensure that the confidentiality of materials in your application file is protected, and to permit the most efficient processing of your application, all members of the Admissions staff have been instructed not to divulge any information regarding decisions on any application.

The Office of Admissions cannot accept responsibility for any misunderstanding of the instructions or regulations, misdirected documents, or other delays. **It is the applicant's responsibility to make sure that all documentation reaches the Office of Admissions by the appropriate deadline.** Morehouse School of Medicine only recognizes certified mail receipts or overnight package air bills with a school mailroom personnel or Office of Admissions staff signature as proof of delivery.