To: Applicants to the First Year MD Class

Instructions for Completion of the Application Process

**Deadlines:**

AMCAS SUBMISSION DEADLINE IS DECEMBER 1st.

THE DEADLINE FOR THE SUPPLEMENTAL APPLICATION, GREEN CARD FORM (IF APPLICABLE), AND EVALUATIONS OF FOREIGN CREDENTIALS (IF APPLICABLE) IS THE FIRST FRIDAY IN JANUARY.

LETTERS OF RECOMMENDATION MUST BE RECEIVED TO AMCAS BY THE FIRST FRIDAY IN JANUARY. (THIS IS NOT A POSTMARK DATE.)

IT IS THE APPLICANT'S RESPONSIBILITY TO VERIFY ALL MATERIALS HAVE BEEN RECEIVED. MOREHOUSE SCHOOL OF MEDICINE WILL NOT NOTIFY YOU IF REQUIRED INFORMATION IS MISSING. YOU MAY CALL (404) 752-1650 OR EMAIL AT MDADMISSIONS@MSM.EDU TO CHECK ON THE STATUS OF YOUR APPLICATION. YOU ARE STRONGLY ADVISED TO NOT WAIT UNTIL THE DEADLINE DATE TO CHECK ON THE STATUS OF YOUR APPLICATION.

Note: You must be a US citizen or Permanent Resident to apply to Morehouse School of Medicine.

**Materials Required to Complete Your Application**

1. **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.

2. **Fee Waivers:** Only applicants who received a fee waiver from AMCAS are eligible for a waiver of the MSM supplemental fee. If you received an AMCAS fee waiver, select "Waiver" at the payment processing screen. Applications for applicants indicating they are eligible for a fee waiver will be held until we verify that an AMCAS fee waiver was issued.

3. **Letters of Recommendation:** Please arrange to have sent directly to AMCAS, the following:
   a. A composite evaluation from the Premedical Advisory Committee of the college you are attending or have attended, OR
   b. If the undergraduate institution does not have a Premedical Advisory Committee, (3) three letters from faculty members who have taught or supervised you are required. Letters from science faculty are preferred. (Two of the three letters must be from science faculty)
   c. If you are taking or have taken graduate or post-baccalaureate courses, at least one letter should be submitted from a faculty member who has supervised your graduate work.

All letters of evaluation are used for admissions purposes only.
4. **Personal Narrative:** The Committee on Admissions pays close attention to the requested narrative statement included in the Supplemental Application.

Our address is:

MD Program  
Office of Admissions & Student Affairs  
Morehouse School of Medicine  
720 Westview Drive, S.W.  
Atlanta, Georgia 30310-1495

**Permanent Residents and International (F-1) Applicants**

1. 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 AAMC ID and Social Security number on the form, and mail the form to the Office of Admissions at the indicated address.

2. Students with foreign academic credentials (AMCAS does not verify these grades) are required to submit an evaluation of these credentials from an approved service, at your expense. Preferred credentialing services are listed below with telephone numbers. If your credentials have been evaluated by another service, please call the Admissions Office to determine acceptability.

   **Josef Silny & Associates**  
   (305) 273-1616  
   **World Evaluation Services, Inc.**  
   (212) 966-6311

3. These evaluations must be received by the first Friday in January.

**Steps to Facilitate the Processing of Your Application**

1. Include your **AAMC ID** on all correspondence or materials submitted for your application.
2. Provide your **AAMC ID** to all persons who you request to write letters of recommendation for you and instruct them to include it in their letter.
3. Return your materials as quickly as possible. To be competitive, **DO NOT** wait until the deadline dates to submit your materials.

*Morehouse School of Medicine receives more than 6000 applications each year.* The earlier your file is complete, the earlier your file can be considered for interview.

**Evaluation of Applicants**

The selection of students by the Committee is made after careful consideration of many factors. These include scores on the MCAT, science GPA, the extent of academic improvement, depth of academic program, and other indications of maturation of learning ability. The Committee will be interested also in the activities of the applicant outside of the classroom including the nature of extracurricular activities, hobbies, employment, research projects and evidence of activities which indicate concurrence with the school's mission.

Finally, the Committee will look for personal character and responsibility, compassion, honesty, motivation and perseverance which will, in the Committee's opinion, indicate that
the applicant shows promise of contributing to the advancement of the art, science and practice of medicine after obtaining the M.D. degree. The Committee's consideration of these factors is based on all components of the completed application.

**Interview**

When the Committee on Admission feels that a personal interview is indicated, the applicant will be notified. The Committee will interview applicants from August until March. Interviews are conducted in Atlanta by members of the medical school faculty.

If offered an interview appointment that you are not able to keep, please notify us at once so that your appointment can be rescheduled or another applicant can be scheduled in your place.

**Decision Notification by Morehouse School of Medicine**

Decision notifications will begin in **NOVEMBER**. Applicants who are accepted are asked to respond, in writing, within two weeks of the acceptance notification with a $100.00 deposit (cashier's check or money order only). Out of fairness to other applicants, it is requested that those who decide not to attend Morehouse School of Medicine withdraw their application as soon as that decision is reached.

ALL APPLICANTS WILL HAVE NOTIFICATION OF THEIR STATUS BY THE END OF MARCH-EITHER ACCEPT, REJECT, OR ALTERNATE LIST.

**Students on the Alternate List**

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

**Communication with the School of Medicine**

It is important also that you inform the Office of Admissions regarding any changes in your address, phone number and your plans to retake the MCAT or your anticipated graduation date. Applicants must update their contact information in the online AMCAS application for transmission to the medical schools.

*Each application is individually processed and undergoes several reviews. This takes time, and we must ask that you be patient.*

If, after submitting all your materials, you do not receive notification that your application is complete within three weeks you need to email us at mdadmissions@msm.edu or call the Admissions office at (404) 752-1650 to check on the status of your application. **Do not wait until the deadline date 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 consideration, and that 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 over the telephone, information regarding decisions on your application.

Due to the tremendous number of applications and the amount of paperwork involved in the admissions process, answers to letters from individuals requesting information often cannot be answered for an extended period of time. We will, however, continue to reply as quickly as possible to all important correspondence.

Your cooperation in this matter is greatly appreciated.

* Reminders *

Morehouse School of Medicine’s Supplemental Application, Green Card Form (if applicable) and Evaluation of Foreign Credentials deadline (if applicable) is the first Friday, January. The deadline for Letters of Recommendation is the first Friday in January, (NOT A POSTMARK DATE).

It is the student’s responsibility to see that all credentials reach the School of Medicine by the appropriate deadline. The School of Medicine cannot accept responsibility for any misunderstanding of the instructions or regulations, misdirected documents, or other delays. Morehouse School of Medicine only recognizes certified mail receipts with school signature or overnight package air bills with school signature as proof of delivery.