



## MOREHOUSE SCHOOL OF MEDICINE APPLICATION AND ACCEPTANCE PROTOCOLS

Morehouse School of Medicine (MSM) accepts applications to the first-year entering class through the American Medical College Application Service (AMCAS). Upon receipt of the AMCAS application, the Office of Admissions at MSM will notify the applicant that their AMCAS application has been received and is under review. Applicants who pass the initial screen will receive an electronic invitation to complete our supplemental application.

We utilize a holistic approach to select candidates who demonstrate evidence of academic readiness and show personal congruence with and whose personal motivation for medicine align with the mission of MSM. Due to the volume of applications received, we are unable to invite all broadly qualified applicants for a personal interview.

Please see below a snapshot of our application and acceptance protocols. We have highlighted important dates throughout the admission cycle and provided an overview of the process. Applicants are expected to closely adhere to the application and acceptance protocols outlined in this document. Failure to follow these established protocols may result in an acceptance offer being withdrawn.

<b>2018-19 APPLICATION TIMELINE</b>	
<b>August 2018- March 2019</b>	Morehouse School of Medicine Interview Season
<b>September 2018</b>	Last MCAT exam date accepted <i>*The oldest MCAT result accepted is 2015.</i>
<b>December 1, 2018</b>	<b>AMCAS Application Deadline</b>
<b>January 4, 2019</b>	Supplemental Application receipt Deadline <i>Deadline for receipt of letters of recommendation is the second Friday in January</i>

<p><b>November 2018 – June 2019</b></p>	<p><b>Admission decisions communicated to applicants</b></p> <ul style="list-style-type: none"> <li>Accepted applicants between <b>November and April 30</b> must submit a letter of intent to matriculate and \$100 refundable (if acceptance is withdrawn by April 30) pre-enrollment deposit within 2 weeks of acceptance offer</li> <li>Accepted applicants between <b>May 1 - May 31</b> must submit a letter of intent and non-refundable \$100 pre-enrollment deposit within <b>5 days</b> of acceptance offer</li> <li>Accepted applicants in <b>June</b> must submit a letter of intent and a non-refundable \$100 within <b>48 hours</b> of acceptance offer</li> <li>Failure to meet these requirements may lead to rescinding the acceptance offer</li> <li>Please notify the Admissions Office in writing of your desire to withdraw your application on or before April 30<sup>th</sup> to 1) receive a refund of your \$100 pre-enrollment deposit and 2) release your seat to another deserving applicant</li> </ul> <p style="text-align: center;"><b>No refunds will be processed after April 30<sup>th</sup></b></p> <p><i>*\$100 pre-enrollment deposit is credited to the candidate's tuition upon matriculation</i></p>
<p><b>February 15 – April 30, 2019</b></p>	<p>Accepted applicants may select the <b>“Plan to Enroll”</b> option in AMCAS</p>
<p><b>April 15 – April 30, 2019</b></p>	<p>Accepted applicants who are holding acceptances at multiple schools should narrow their choices to three medical schools. \$100 pre-enrollment deposit will be refunded if an applicant withdraws their acceptance of our admission offer</p>
<p><b>April 30, 2019 – June 5, 2019</b></p>	<p>Accepted applicants <b><i>may</i></b> select the <b>“Commit to Enroll”</b> option in AMCAS</p> <ul style="list-style-type: none"> <li>This selection indicates to MSM that you are withdrawing your application from consideration at other medical schools and are “committing” to matriculate at MSM</li> </ul>
<p><b>June 1, 2019</b></p>	<p>Deadline for accepted students to submit completed matriculation packet to Admissions Office</p>
<p><b>June 6, 2019</b></p>	<p>Accepted students are <b><i>required</i></b> to select the <b>“Commit to Enroll”</b> option in AMCAS</p> <p>*If “Commit to Enroll” is not selected by June 6th, acceptance offer is automatically rescinded and the application is withdrawn from consideration</p>

<p><b>June 27 – June 28, 2019</b></p>	<p>Mandatory New M1 Orientation</p>
<p><b>July 1, 2019</b></p>	<p>First day of M1 Classes</p>

## OVERVIEW OF APPLICATION PROCESS

### AMCAS APPLICATION

Morehouse School of Medicine participates in the American Medical College Application Service (AMCAS) of the Association of American Medical Colleges to process initial applications to our medical program. Morehouse School of Medicine will accept AMCAS applications to the first-year entering class beginning June 1 of the year prior to enrollment. The deadline for having all required credentials into AMCAS is December 1 of the year prior to admission. (This is a receipt date, not a postmark date.) AMCAS applications received after December 1 will not be forwarded to MSM.

#### DECEMBER 1

[AMCAS Application Deadline](#) (Includes the submission of any letters of recommendation.)

#### FIRST FRIDAY IN JANUARY

Deadline for receipt of supplemental application, green card form (if applicable), and evaluation of foreign credentials (if applicable).

It is the applicant's responsibility to confirm that all application materials have been received by AMCAS. Morehouse School of Medicine will not notify you if required information is missing from your file. You may contact our Admissions Office at (404) 752-1650 or via email at [mdadmissions@msm.edu](mailto:mdadmissions@msm.edu) to check the status of your application. *Note:* You must be a US citizen or Permanent Resident to apply to MSM.

### LETTERS OF RECOMMENDATION

In addition to the AMCAS application, letters of recommendation are used to evaluate an applicant's candidacy. MSM participates in the AMCAS letters service <https://services.aamc.org/letterwriter/> which requires that all letters are electronically sent to



us through the AMCAS portal. As such, please arrange to have sent directly to AMCAS, the following:

- A composite letter from the **Pre-Health/Pre-Medical Advisory Committee** of the college you are attending or attended, **OR**
- If your undergraduate institution does not have a Pre-Health/Pre-Medical Advisory Committee, **(3) three official letters from faculty members** who have taught or supervised you are required. **Two of the three letters must be from science faculty.**
- 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.
- Letters of recommendation must be prepared on official letterhead, include the date of correspondence, and be signed by your letter writer, with his/her title provided. Letters of recommendation that do not meet these guidelines are considered unofficial and will not be used in the evaluation of an applicant's file.

\*Letters of recommendation are reviewed and kept in confidence. In general, candidates waive right of access to such letters.

### **SUPPLEMENTAL APPLICATION**

Upon receipt of the application from AMCAS, the Admissions Office identifies qualified applicants and invites them to submit the MSM online supplemental application. A non-refundable \$50.00 application fee is collected online with submission of the supplemental application via CollegeNet. A photograph (headshot) is required to be uploaded as part of the supplemental application.

**Fee Waivers:** Only those applicants who received a fee waiver for the AMCAS application are eligible for a waiver of the MSM supplemental application fee. If you received an AMCAS fee waiver, select "Fee Waiver" at the payment processing screen of the supplemental application. MSM will in turn verify your fee waiver eligibility with AMCAS. If after consulting with AMCAS, we determine that an applicant knowingly and falsely selected the "fee waiver" option, his/her application will be automatically withdrawn from our applicant pool.

### **PERMANENT RESIDENTS AND INTERNATIONAL (F-1) APPLICANTS**

Applicants who have permanent U.S. residency are required to submit a copy of the front and back of their "green card" via the attachment feature in our supplemental application portal.



Applications from International (F-1 visa) applicants are not considered. 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. **World Evaluation Services, Inc.** is a preferred credentialing service (Pho. 212-966-6311). If your credentials have been evaluated by another service, please contact an MSM Admissions Specialist to determine acceptability. Please note that credentialing evaluations and “green card” attachments must be uploaded into the supplemental application portal by the first **Friday in January**.

### EVALUATION OF APPLICANTS

The Committee on Admissions at Morehouse School of Medicine reviews applicant’s AMCAS and MSM supplemental applications along with letters of recommendation to decide if an interview offer will be extended to an applicant. Only those applicants who, based on application data, appear to merit serious consideration for admission are selected for interviews.

### INTERVIEW SELECTION

Approximately 6% of all applicants will be invited to MSM for an interview. The Committee will interview applicants from August until March. Interviews are conducted on the MSM main campus by members of our faculty. If offered an interview appointment that you are unable to keep, please notify us immediately so that another deserving applicant may be scheduled in your place.

Please note that in the event of inclement weather, interviews may be cancelled with short notice to ensure the safety of applicants, and MSM faculty/staff. Should your interview be cancelled due to a weather event, you will be notified immediately and your interview will be rescheduled for a later date. MSM does not assume financial responsibility for an applicant’s traveling expenses when their interview is cancelled due to a weather event.

### REPORTING CHANGES/UPDATES

The Office of Admissions at MSM uses the preferred contact information noted on your AMCAS application. It is important that you notify AMCAS of any changes in your address, phone number, your plans to retake the MCAT, or your anticipated graduation date. It is the applicant’s responsibility to update his/her contact information in the AMCAS portal for transmission to MSM.

### CONFIDENTIALITY AND RELEASE OF INFORMATION

To ensure the confidentiality of your application materials and to permit the most efficient processing of your application, we will not divulge over the telephone information regarding decisions on your application. All decisions will be electronically communicated to the applicant’s preferred email address indicated in the AMCAS file. ***Please check your application status by***



**logging into your CollegeNet account.** We also will not discuss the status of an application with anyone other than the applicant. [Morehouse School of Medicine's Privacy Policy](#).

#### ADMISSIONS DECISION NOTIFICATION

Morehouse School of Medicine complies fully with the established "application and acceptance protocol" by the AAMC <https://students-residents.aamc.org/applying-medical-school/article/application-and-acceptance-protocols-applicants/>

- Applicants who are accepted to the MSM MD program will receive acceptance letters beginning mid-November. Accepted candidates are expected to adhere to the MSM specific timeline and acceptance protocol outlined throughout this document. Depending on the acceptance date, accepted applicants are required to indicate their intent to matriculate at Morehouse School of Medicine within one to two weeks of acceptance. In addition to the letter of intent, a \$100.00 pre-enrollment deposit (**credit card payment only**) must also be submitted to the Admissions Office via the CollegeNet supplemental application portal. Instructions on how to submit letters and payment are provided in our letters of acceptance.
- Accepted candidates who are seriously considering MSM as their school of choice *may* select "**Plan to Enroll**" with MSM as their designated school beginning February 15, 2019.
- **Candidates who submitted their \$100 pre-enrollment deposit who wish to receive their medical education at MSM *must* select "**Commit to Enroll**" designating MSM as their school of choice no later than by June 6, 2019.**

*\*Failure to choose "commit to enroll" by June 6, 2019 will result in an automatic withdrawal of our acceptance offer.*

#### SUBMISSION OF REQUIRED MATRICULATION DOCUMENTS - JUNE 1, 2019 DEADLINE:

- Final official transcripts
- Georgia State residency form
- Immunization records
- Technical standards

Morehouse School of Medicine is pleased that you are considering us for your medical education. We understand this process is lengthy and can be filled with quite a bit of anxiety. **We appreciate your professionalism throughout the application cycle** and look forward to partnering with you on your journey to becoming a physician!