

CHECKLIST CALENDAR FOR APPLYING TO MEDICAL SCHOOL

Health Sciences Office - Swarthmore College

November

- _____ 1. **Inform Health Sciences Office (jlenway1) that you plan to apply in the coming cycle.**
- _____ 2. Registration for the January-June MCAT is open.
- _____ 3. Register for a test prep course if desired. If you are interested in the Kaplan MCAT course with the Swarthmore discount, contact Jennifer Lenway for instructions.
- _____ 4. Request letters of recommendation from faculty and employers. Be sure to submit signed Recommendation Forms to them. Due date for letters of recommendation is the second Monday in February.
- _____ 5. If you plan to be away during the **spring** term, complete the Information Form, including your essay on reasons for a medical career, and schedule an appointment for an interview with Gigi Simeone in December.

December

- _____ 1. Begin work on the Information Form and write a draft of your essay. Do your own research on medical schools and admission criteria and your list of schools.

January

- _____ 1. Complete the Information Form, including your essay and a preliminary list of medical schools. Keep a copy for yourself. Send your completed Information Form to the Health Sciences Office by **the first Wednesday of the spring semester.**
- _____ 2. Request a personal credit report. See "Financial Aid" in the *Guide for Applying*.
- _____ 3. Fee Assistance Program application and supporting material must be received and approved by the AAMC before you register for the MCAT if you wish financial assistance for the MCAT and application process.

February

- _____ 1. Registration for the July-September MCAT exam dates opens in February.

_____ 2. Schedule a meeting with Gigi Simeone to review your Information Form.

March

_____ 1. Check with the Health Sciences Office to make certain that all of your letters of recommendation have been received.

_____ 2. Obtain a copy of your transcript(s) to use in preparing your AMCAS application. Verify that it is correct.

May

_____ 1. Online AMCAS, AACOMAS and TMDSAS applications should be available.

_____ 2. Contact the Registrar's Office of every U.S. or Canadian college where you have ever taken courses, and request that your transcript be sent to AMCAS, AACOMAS and/or non-AMCAS medical schools. As Swarthmore uses the National Student Clearinghouse you will need to enter information from your *Transcript Request Form* which is generated after you complete sections 1 and 2 of your AMCAS application. **If coursework is in progress, wait until grades for these courses are available.**

Graduating **seniors** should request transcripts *after* graduation, *after* their degree has been awarded.

June

_____ 1. Check non-AMCAS schools' websites for their application procedures.

_____ 2. Submit AMCAS, AACOMAS and/or TMDSAS applications in early to mid-June. Verify that they have received your transcript(s). (If you plan to take the MCAT after June, talk with Gigi about when you should submit.)

_____ 3. Email your **AMCAS Letter Request** form by mid June to Jennifer. If you are applying via TMDSAS please send in your application ID number.

July

_____ 1. Fill out and submit any secondary applications within 2 weeks of having received them.

August

- _____ 1. Fill out and submit any secondary applications within 2 weeks of having received them.
- _____ 2. Check each on-line application portal to ensure that all documents have been received.
- _____ 3. Read "Medical School Interview" in the *Guide for Applying to Medical School*.

September - February

- _____ 1. Schedule a practice interview with Gigi.
- _____ 2. Request interview reports at the Health Sciences Office for schools where you've been invited and return reports of your interviews to be added to our files. Keep us posted.

October 15 - July

- _____ 1. Attend accepted student events at schools you are seriously considering.
- _____ 2. In the case of multiple offers, make a decision. Withdraw promptly from schools you are not considering, to open that seat for someone else.
- _____ 3. Withdraw from all but one school using *AMCAS Choose your School* tool. Follow all school-specific instructions and deadlines to confirm attendance.