accurate (a total of previous and new, including updated letters)**. If you reduce the number of letters to complete your file, you must notify the pre-health office assistant by email**.]

Conduct Report
This step should be done when you submit your credential materials, or shortly before when you are assembling materials. The Office of Student Conduct will report directly to the Pre-Health Office. Instructions are in the Re-Applicant section of the Pre-Health website.

Credential Fee
You must pay the $35.00 credentialing fee, which covers one application season. **DO NOT pay the fee until you submit all of the credential materials. The fee is not refundable. Allow several business days for the checklist to be updated.** The credential fee link is available on the Applicant page of the Pre-Health website.

Timeline and Summary

You may submit credential materials for your file beginning on **May 15**.

It is recommended that you complete your credentials file within or about 45 days after the application becomes available (around June 15 for many), this allows your committee letter to be sent early in the admissions cycle.

It is your responsibility to complete your credentials file with sufficient time for the Pre-Health Office to process your committee letter. Be aware of your school deadlines.

Allow 30 business days to process a committee letter. Although most committee letters are processed in less time, volume will affect turn around rate. **No Evaluations will be processed during winter curtailment or during the first two (2) weeks of each semester.**

Final Deadline is November 1.

Transmitting Your Letter to Professional Schools
Most professions utilize a letter distribution system that is part of their centralized application service. See the references below about letter distribution in this fashion.

Allopathic medicine (MD). AMCAS Letter Writer system. You will need to submit the AMCAS Letter Request Form with the materials you submit for your credentials file. You must indicate on your AMCAS application that your letter will be uploaded using the AMCAS letter writer system.

Osteopathic medicine (DO) AACOMAS; Dentistry ADEA/AADSAS; Optometry OPTOMCAS;

If you are applying to Caribbean schools or other programs outside of the country, you will have to utilize the Special Letter Request Form. You include an itemized list of schools on the Special Request Form, but a separate FERPA Form (with the name of the school in the space provided for the CasID) is required for each school listed.

Concluding Remarks

It is recommended that you set up a zoom appointment to meet with the Director of Pre-Health Services prior to reapplying. This is especially important if you have not met with the Director of Pre-Health Services in over a year. Furthermore, if you have <u>applied three (3) times unsuccessfully</u> **or** it has been <u>three (3) or more years since you met with the Director of Pre-Health Services</u>, it is **required** that you set up a zoom meeting before proceeding further.

It is your responsibility to monitor the pre-health checklist (located at MyBinghamton.edu) to verify receipt of materials and completion of your file. If you feel something is missing, wait a few days and check again. If the items are still missing, contact the Pre-Health Secretary.

Once your credential file is complete, monitor the application service or school tracking system to verify receipt.

Monitor the pre-health listserv for announcements and events.

If you have questions, ask them right away.

Your Binghamton University email address or the alternate email address your provided is our primary source of contact.

There are NO EXCEPTIONS to these regulations.

<u>Additional Instructions for FERPA and Personal Information-Records Release Forms</u>

Except for the signature lines, the forms are fillable pdf documents. You put your cursor in the space and start typing the information. However, in order to make the information you enter,

☐

ar

☐

signature to signature line in the document>click to apply signature to signature line>Save document. There may be another way to electronically sign, depending on which version of Adobe you have. Unless you are using the print- sign-scan option, remember, after you add your signature and fill in the required fields, you need to print the document (instructions above).

Blanket FERPA Waiver

☐   ☐   -Health Office as an individual

☐   ☐

ID number that you have been assigned by the Centralized Application Service for your