

PREMED APPLICATION CHECKLIST

April 1st, 5:00PM

- Submit this form. If submitting via email, please include your name in the title of the file, preferably **Last, First - PreMed App 2019**
- Submit an unofficial transcript from Harvard College. Instructions here: <http://registrar.fas.harvard.edu/transcript/order-transcript>
 - If you are a current undergrad, after Spring 2019 grades have been finalized you will need to submit an updated unofficial transcript during the summer.
 - Harvard Summer School courses will only appear on a transcript requested from the Division of Continuing Education. More information is available at the link above.
- Submit copies of your MCAT/DAT/GRE scores. If you take an exam multiple times, always submit updated score reports.
- Submit the GPA excel worksheet (see page 5 of application).
- Submit the Dean's Letter Release Form (see page 10 of application).

May 1st

- Double-check that your letters of recommendation have arrived in the House Office.

June 1st AMCAS application opens online (no Pfoho deadlines, just an FYI).

July 1st, 5:00PM

- Submit the AMCAS Letter Request Form (this is automatically generated when "adding" a committee letter in AMCAS application).
- Current students and Class of 2019 Alums: Submit an additional unofficial transcript that includes Spring 2019 grades.
- Submit any updated MCAT/DAT/GRE score reports.

August 10th, 5:00PM

- Finalize list of schools and recommendation letters to be included with committee letter.

August 15th Your committee letter packet will be uploaded to VirtualEvals on this date. This is firm.

FAQ ABOUT THE HOUSE LETTER PACKET

First, be sure to review the “Letters of Evaluation” section of [OCS’s Completing the AMCAS 2018 Application \(sometime in late Spring this will switch to 2019\)](#).

Also review the AMCAS letter service link on their website: [AMCAS Letter Service](#)

Q: How many letters do I need to "add" in AMCAS?

A: You will only enter one "committee letter" in the Letters of Evaluation section. This "committee letter" consists of the committee ("House") letter written by your House, as well as your individual letters of support. For “Letter title,” enter “Harvard Committee Letter.” For primary contact, use your Academic Dean’s name (or simply “Academic Dean”).

Monique A. Roy, Allston Burr Resident Dean, Pforzheimer House

Q: Will AMCAS process my application before my House letter is uploaded?

A: Yes, these processes are completely separate. Plan to submit AMCAS by mid-June. Your letters of recommendation will be sent to AMCAS by your House by mid-August.

Your letters will be uploaded on August 15. That date is firm.

Q: What is the AMCAS Letters program and what do I need to do?

A: For most medical schools, AMCAS is going to serve as a central repository for applicants' recommendation letters. Letters will be sent to AMCAS and then AMCAS will make them available to each of the medical schools on your list. There are three things that you will need to do in order to ensure the successful delivery of your recommendation letters through AMCAS.

1. Within the AMCAS application, you will need to “add” a committee letter to let AMCAS know about the letters they are going to receive from your House Office.
2. You need to send the Letter Request Form ID to your House Office. (This number is automatically generated when “adding” a committee letter in AMCAS.)
3. You need to assign the committee letter to each of the schools that participate in the AMCAS Letters program to which you are applying. Please see Completing the AMCAS 2018 Application on the OCS website for more detailed instructions.

Our Academic Coordinator will remind you to send her a copy of the Letter Request Form by July 1. Letters cannot be uploaded without it!

Q: I created multiple AMCAS Letter IDs rather than just the one that I was supposed to do. What do I do?

A: If you have created multiple Letter IDs (the IDs that get generated in AMCAS when applicants "add" letters that will be sent on their behalf), keep one Letter ID to indicate the Committee Letter coming from your House Academic Dean. Send this number to your House Office. Be sure to correct your AMCAS application to indicate that the others will no longer be sent.

Q: Do I need to let my House know to which schools I am applying?

A: Yes, your House will need both your list of schools as well as the Letter ID that gets generated in the Letters of Evaluation section of the AMCAS. Your House needs to know where to send your letters. It is very important that you keep them up to date if your list changes or you add additional schools.

Use the google doc to make any changes to your school or letter list prior to August 10.

Q: What is VirtualEvals and how does this interact with the AMCAS Letters program?

A: VirtualEvals is a service that each House uses to electronically send medical school recommendation letters to medical schools. Since VirtualEvals is only accessible by staff and administrators, applicants will not interface with VirtualEvals. For a school that uses the [AMCAS Letter Service](#) program, your letters will be sent by your House using VirtualEvals; AMCAS will then know to download your letters from VirtualEvals. As long as you complete the AMCAS correctly and meet your House deadlines for turning in their materials (e.g., list of medical schools, individual rec letters turned in, list of which letters to send, etc.), your letters will be successfully transmitted to medical schools by August 15. For a school that does not use the AMCAS Letter Service Program, your letters will be sent by your House using VirtualEvals directly to those medical schools, bypassing AMCAS. Only one MD program in the United States does not participate in VirtualEvals-University of Puerto Rico School of Medicine. For this school, you will need to arrange for your house to send a paper copy of the House letter with attached letters via U.S. mail.

It is important to note that after August 15 the House has no control over when the letters are accessed by AMCAS/the schools you have selected. It is important that you verify that your school list is accurate and complete in the AMCAS system.

Q: Can I customize the group of letters I send from medical school to medical school?

A: No, all medical schools will receive a single PDF from your House Office containing the committee letter from your House and the individual recommendation letters that you choose to include. (MD/PhD applicants: see below.)

This is firm.

Q: I am an MD/PhD applicant. Does the process change for me?

A: The letter transmission process is the same for an MD/PhD applicant as it is for an MD applicant. The one difference is that VirtualEvals allows for two different sets of recommendation letters to be uploaded for MD/PhD applicants. For example, you may want to include four letters for MD-only programs and four to six letters for MD/PhD programs (to include additional research-focused letters). Your House will be able to transmit two different PDFs, one for each type of program.

Q: Do I need to list Additional Authors under the Committee Letter details in the AMCAS?

A: No, leave these fields blank. However, make sure to fill out the Primary Author fields with the name of your Academic Dean or just the words "Academic Dean" (per the instructions in Completing the AMCAS 2017 Application).

Q: Will I be notified when my letters have been transmitted to medical schools?

A: Yes, when your PDF is uploaded to VirtualEvals, you will receive an email confirming that your letters have been sent.

Q: Can I send in a letter that came in late, after my letters were already sent?

A: Letters arriving to your House after the House letter packet has been sent will need to be submitted to AMCAS separately. This is highly discouraged and should happen only in the rarest of circumstances. Please use the [AMCAS Letter Service](#) to send any additional letters.

Q: When will my House letters be sent?

A: Houses will transmit letters to medical schools by mid-August if the applicant abides by House deadlines. This timeline is similar for all of our peer institutions. Medical schools are aware of this timeline for sending your letters, and have confirmed that receiving your letters by mid-August will not place you at a disadvantage in the admissions process.

Your letters will be uploaded on August 15. That date is firm.