

## APPLICATION PROCEDURES

The Winthrop House Pre-Medical application process is comprised of several steps outlined below. Please direct questions about application procedures to your Pre-Medical Advisor, or to James Davis, chair of the House Pre-Medical Committee and Resident Pre-Medical Tutor. Questions about the process of collecting letters and the mechanics of sending out applications should be directed to the Administrative Assistant to the Resident Dean, Dennis Mallinson.

### I. REQUIRED HOUSE MATERIALS:

The following materials constitute your House Pre-medical File:

- Winthrop House Pre-Med form. This can be obtained from the Resident Dean's Office or downloaded from our office web site.
- Waiver form requesting a House "Dean's Letter".
- Updated resume.
- Personal statement explaining why you are applying to medical school.
- Letters of recommendation. It is the student's responsibility to contact an instructor, advisor, etc. about writing a recommendation letter. **NOTE: Medical schools are now requiring that a recommendation letter written by a Teaching Fellow or Doctoral Candidate be co-signed by the professor.** A student must provide each recommender with a waiver form, which must be signed by the student and the recommender. Waiver forms can be obtained from the Resident Dean's Office or downloaded from the Winthrop House Resident Dean's web site. Once letters are returned to the office, they will be checked for signatures and an accompanying waiver form. Waiver forms are then date-stamped and placed in the student's folder.
- Completed copy of your application filed with AMCAS.
- Self-addressed and stamped envelope for each medical school you are applying to that does not subscribe to the electronic Virtual Evals system. **For participating schools, no envelope will be necessary.** (NOTE: Mailing labels, for most medical schools, can be printed from the Pre-Med site of the Winthrop House web page). Once all materials have been collected, and the Winthrop House "Deans Letter" has been written, the office will send out the applications.

### II. AMCAS MATERIALS:

- Applicants must provide AMCAS with an official academic transcript. An official transcript can be obtained from the Registrar's Office, located at 20 Garden St.
- Applicants must also electronically file an application with AMCAS. These will be forwarded to the medical schools indicated by the student.

### **III. COLLECTION PROCEDURES:**

The Winthrop House Resident Dean's Office acts as the central collection point for the materials listed above. The office will provide to the student's pre-medical tutor copies of the materials, for the purpose of advising the student and writing the House letter. Once the letter is written, the student's advisor will submit a draft to the resident pre-medical tutor for editing. The Resident Dean will review the edited letter and provide me with a final draft. At that point I will begin the process of sending applications to the medical schools (either electronically: to participating schools or by U.S. mail to non-participating schools)

### **IV. MATERIALS USED BY PRE-MED TUTOR FOR WRITING LETTERS:**

- Personal statement.
- Resume.
- Winthrop House pre-medical form.
- Copies of all letters of recommendation and the accompanying waiver forms.
- AMCAS application submitted by the applicant.
- Academic transcript (the Resident Dean's office will take care of this).

### **V. MATERIALS SENT TO MEDICAL SCHOOLS BY THE RESIDENT DEAN'S OFFICE**

Since Harvard will be participating in the Virtual Evals system of electronically submitting recommendation materials to your designated medical schools you will only need to provide self-addressed and stamped envelopes for those medical schools that do not participate in this electronic application service. A list, as soon as it is available, will be given to each applicant. For the non-participating schools, each envelope should contain a minimum of \$1.30 in postage and the return address should be left blank.

- House Recommendation Letter (Dean's Letter).
- Copies of letters of recommendation.

**NOTE:** All other materials will be forwarded by AMCAS, on the student's behalf, to the desired schools