

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;

