

# THE BASICS

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## **START EARLY!**

There are two basic rules regarding the application process that can't be stressed enough: **DEVOTE A LOT OF TIME TO THE PROCESS** and **START EARLY!**

The application process is not something that can be rushed. Students consistently underestimate the time needed to complete the required paperwork, including the online application forms when servers are clogged and maddeningly slow. For instance, students from previous years stated that they spent an average of **20 hours** completing their AMCAS online application. A lot of stress—and costly mistakes—can be avoided by planning ahead and allowing ample time to complete the task. Procrastination is never a good idea!

## **IT'S UP TO YOU! STAY INFORMED!**

It's up to you to take full responsibility for the process. Keep up to date with all deadlines and ask questions whenever necessary. In order for us to provide maximum benefit to the maximum number of students, we urge you to consult these guides, [aamc.org](http://aamc.org) for medical, [schooladea.org](http://schooladea.org) for dental school, or other professional websites before contacting the Pre-Health Office.

Being professional means emailing questions to the Pre-Health Office ahead of time instead of “dropping by” with “a quick question” when it's convenient to you.

## **GET ORGANIZED NOW!**

Get organized before you even begin applying. Make paper and e-mail folders for:

- MCAT, DAT or other standardized test information
- AMCAS, AADSAS, or other application service information
- PRE-HEALTH OFFICE materials

**A FILE FOLDER FOR EACH SCHOOL YOU APPLY TO (PAPER OR ELECTRONIC):** This is where you put business cards from your contacts, interviewers, etc. as well as copies of your notes on your visits, thank you notes, etc.

Create a master calendar with all deadlines and other important dates.

## **DEADLINES**

Pay close attention to **ALL** the deadlines: Yeshiva's, the MCAT's or DAT's, AMCAS, AADSAS as well as the individual schools to which you plan to apply. It's up to you to be proactive and submit the materials in a timely manner. Be aware that computer access is shut down

at the stated deadline and that a missed deadline is a DEAL BREAKER for health profession programs.

Be aware that there are also **hidden deadlines**. For example, AMCAS has its own deadline, but behind the general AMCAS deadline, each medical school has its own deadline, listed on a webpage several pages into the AMCAS website. Check these websites now and create a master calendar for yourself, planning to submit the required tasks 5-7 days in advance of the deadlines. This will avoid mad dashes and frustration at the end.

Most health professional schools accept students on a “rolling admissions basis”, so with everything you undertake during the application process, the earlier the better. “Rolling admissions” refers to an admissions process where a candidate is invited to submit his application to the university any time during a specified time frame. Since schools have a finite numbers of interview slots, the later your application, there will be fewer interviewing slots available, making it more competitive for you as an applicant.

### **RECOMMENDATION LETTERS/VOLUNTEERING**

More about these are covered in their respective sections, but by now you should have compiled either research or volunteer hours and the requested letters of recommendation. Once you are officially registered for the application cycle, you will receive weekly updates on which letters have arrived in the Pre-Health Office and which are still outstanding. It's your responsibility to ensure all the letters are received.

### **REVIEW YOUR TRANSCRIPT NOW!**

Medical and dental schools request transcripts from every post-secondary class you've taken (science and non-science) from every school you attend, not only YU. Even if these outside courses appear as Transfer Credits on your YC transcript, you will need to order original transcripts directly from these schools. Take a moment to review them now!

As soon as possible request a transcript from the YU Registrar's Office NOW and review it carefully. There should be no “incompletes,” “in-progress” or other questionable grades. If so, contact the appropriate professor and have them changed. All medical, dental and other health professional schools will require a complete transcript. There's no place to explain any anomalous grades on the application.

Yeshiva University students are in a unique position in which many of you have studied at a yeshiva in Israel. These classes must appear on your transcript. More details are provided in a special paragraph devoted to this. This topic is explained in the chapter on “The Application Process.”

### **USE YOUR LEGAL NAME**

Do not use a nickname on any of your applications or correspondence, including emails. If you've used a nickname at Yeshiva that your teachers or employers know you by, use your

legal name in asking for letters of recommendation. Point out to the referees that you're known as Avi, but your name is Jonathan Abraham Green, not Avi Green. You must use your legal name for your Yeshiva College transcript and diploma, and it will go on your professional school diploma and licenses. If you don't use your legal name, letters could be misfiled in admissions offices and your application could be delayed. It will also be difficult to straighten this out later, which the professional schools will require you to do. If you want to change your legal name, arrange to do so now through the courts.

### **USE PROFESSIONAL SOUNDING E-MAIL ADDRESS AND VOICE MAIL MESSAGE**

Similarly, change your voice-mail to clearly and slowly announce your first and last names (not nicknames) only. Please speak distinctly when setting up your greeting. Listen to it yourself and ask someone else to listen to it and comment on it. Do not enhance it with music, commentary or background noise. When you leave voice-mail messages, say your name at the beginning of the call, then spell your name and repeat your telephone number slowly, twice, at the end.

### **TRAVEL ABROAD**

Do not plan to be in Israel (or anywhere outside of the United States) for more than a few weeks while you are going through the application and interview process. This also includes the period after you have submitted your applications and secondaries. These are additional questions sent to students after their online application have been received. Normally there is a very quick window for response or "turn-around time" for submitting this information.

### **READ YOUR E-MAIL FROM THE YESHIVA PRE-HEALTH LISTSERVE**

By now you should've been receiving important information via the Yeshiva Pre-Health Listserve. For you to function effectively in the application process, you must make a daily practice of reading announcements that are forwarded to you, as well as e-mail you'll receive from other key application sources.

In addition, a specific listserv is created for students in the current application cycle (i.e., YU Applicants Listserv.) These emails will contain important information specifically for the applicants.

If you haven't joined the listserv or have a new email address, e-mail your full name and your e-mail to [beaudrea@yu.edu](mailto:beaudrea@yu.edu) . This way you will keep up to date with important announcements about deadlines, speakers, programs, as well as new information forwarded to you by Mrs. Wood-Hill from the National Listserv of Pre-Health Advisors and Health Professional School Admissions Deans.

## **READ YOUR JUNK MAIL**

It's a good practice to read your junk mail at least twice a week because health professional school e-mails can often end in your junk mail directory. This may be how you will be sent secondary applications, invited for interviews, informed of acceptance letters to be sent out, and other key information.

## **QUESTIONS**

Please consult this guide first for answers. If the answer to your question is not here, then feel free to contact the Pre-Health Office. E-mail is the best and most efficient, and you may e-mail Mrs. Wood-Hill at [woodhill@yu.edu](mailto:woodhill@yu.edu) . If you think the question would be better answered in conversation, either by phone or in person, call us. Please include your cell phone number and your legal name at the bottom of every e-mail so we know who you are and can pull your file if we need to. Please be aware that the normal response time for emails is 24-hours, so as with everything, PLAN AHEAD! Also, appointments are strongly urged, but "drop ins" STRONGLY discouraged.

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