

Applicant Checklist for 2023 Medical/Dental School Entering Class

- Oct-Dec 2021:** Attend credential file workshop. Set up your credential file. Ask letter writers to send their letters of recommendation. Provide your references with *Guidelines for Writing Recommendation Letters for Medical/Dental/Optomety School* (available on Box). Faculty references should also be given a *Request for Letter of Recommendation* form (available on Box).

- Dec 2021/Jan 2022:**
 - Request that an official Richmond e-transcript be sent to Ms. Emily Phaup at ephaup@richmond.edu. If you are a current student, hold for Fall grades.
 - Submit transcripts – unofficial is fine – from any other colleges or universities you have attended in the U.S. to Ms. Phaup.
 - Pre-med students register for MCAT
 - E-mail your completed HPAC Questionnaire to Ms. Phaup **no later than Jan. 15** (Notes: 1. You will not be allowed to make any changes to your questionnaire after it has been submitted. 2. Questionnaire must be completed using Adobe Acrobat software, as other PDF readers may not save your responses.)

- Late Jan/Early Feb:**
 - Sign up for your HPAC interview – first come, first served. Only students who submitted their completed HPAC questionnaire prior to the Jan. 15 deadline will be allowed to sign up for an interview.
 - Attend interview preparation workshop.

- Mid-Feb thru March:** HPAC interviews (at least two supporting letters should be in your file prior to the interview!)

- Early March:** Check the status of your supporting letters.

- Mid-Apr:** Attend School Selection and Application Process Workshops

- Early May:** Start working on your primary application(s) with AMCAS, TMDSAS, AACOMAS, or AADSAS. Be sure to download and read the instruction booklet(s)!

- May 15:** Deadline for all supporting letters of recommendation.

- Late May/Early June:** Pre-dental students submit their primary applications to AADSAS. Pre-med students submit their primary applications to AMCAS, TMDSAS, and/or AACOMAS and e-mail PDFs of their submitted work / activities section, personal statement and HPAC Letter Request Form to Dr. Vaughan.

- Jul thru Sep:** Complete secondary applications **within 2 weeks** of receiving them!

- Aug 2022 thru March 2023:** Pre-med students interview at medical schools. Send hand-written thank you notes to interviewers within 2 days. Conduct a mock interview at the Career Development Center prior to your first professional school interview.

- Nov 2022 thru Jul 2023:** Pre-dental students interview at dental schools. Send hand-written thank you notes to interviewers within 2 days.