

## Applicant Checklist for 2020 Medical/Dental School Entering Class

- Oct-Dec 2018:** Attend credential file workshop. Set up your credential file. Ask letter writers to send their letters of recommendation. Provide all your references with *Guidelines for Writing a Letter of Evaluation for a Medical School Applicant* (available on Pre-health blackboard). Faculty references should also be given a *Request for Letter of Recommendation* form (available on Pre-health blackboard).
  
- Dec 2018/Jan 2019:**
  - Request that an official Richmond e-transcript be sent to Deatrice Cleaton at [dcleaton@richmond.edu](mailto:dcleaton@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 Deatrice Cleaton.
  - Pre-med students register for MCAT
  - E-mail your completed HPAC Questionnaire to Deatrice Cleaton **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.)
  
- Late Jan:** 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.
  
- Early Feb:** Attend interview preparation workshop.
  
- Mid-Feb thru March:** HPAC interviews (at least two supporting letters must be in your file prior to the interview!)
  
- Early March:** Check the status of your supporting letters.
  
- May 1:** Deadline for all supporting letters of recommendation.
  
- 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) first!
  
- Early May:** Submit application service's transcript matching form along with your transcript request form to the Registrar's Office (hold for spring grades!) after you have registered with the application service.
  
- Mid-May:** Pre-dental students submit their primary applications to AADSAS.
  
- Early June:** Pre-med students submit their primary applications to AMCAS, TMDSAS, and/or AACOMAS and e-mail PDFs of their submitted work / activities section and HPAC Letter Request Form to Dr. Vaughan.
  
- Jul thru Sep:** Complete secondary applications **within 2 weeks** of receiving them!
  
- Aug 2019 thru March 2020:** 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 2019 thru Jul 2020:** Pre-dental students interview at dental schools. Send hand-written thank you notes to interviewers within 2 days.