

# Pre-Med Letters of Recommendation Process & Requirements

## GFU Biology & Chemistry Department

Pre-med Committee: John Schmitt, Ph.D., Jeff Vargason, Ph.D., Kathy Weiss, M.D.

**Overview:** The following document is designed to organize and facilitate student/applicant requests for letters of recommendation to medical programs through Biology and Chemistry faculty (letter writers).

### APPLICANT STEPS TO TAKE:

1. It is expected that each applicant has consulted with GFU faculty and admissions professionals at programs they are planning to apply to for specific requirements and expectations.
2. It may be suggested that applicants take practice MCAT exams and/or MCAT prep-course. You may be requested to provide practice score(s) and prep-course information to letter writers.
3. Develop a strong resume and personal statement that can be shared with letter writers at least two weeks in advance of letter deadlines dates.
4. Develop a brief list of relevant courses and GFU academic/work history for letter writers.
5. Applicants must register with AAMC to get a user name and complete the application including GPA, MCAT, and all colleges attended including George Fox University (GFU).
6. During the AMCAS registration students must agree to “release information to AMCAS advisors” at GFU.
7. Seek feedback from letter writers regarding your application profile and chances of getting accepted.

**REQUIREMENTS:** to be submitted to letter writers *prior* to letter submission by a GFU faculty member.

- Electronic copy of applicant resume and personal statement (2 weeks in advance).
- GPA (Science/Overall) and MCAT score(s) can not be “pending” or “waiting”. Screen shot of MCAT scores can be sent to letter writers.
- Minimum MCAT score of 502 (27 on the old format).
- Active AMCAS application that is visible by the GFU Advisor Information System (AIS).
- GFU Reference Authorization and Release of Liability

### THE FACULTY PROCESS:

1. Applicants should request letters well in advance and enroll in AMCAS.
2. The letter writer(s) will review and determine if the above information and requirements have been met.
3. The letter writer will consult with the pre-med committee to determine if all of the above criteria and requirements have been met and agree to either submit or decline a letter of recommendation.
4. Applicants should submit AMCAS ID and number to letter writers.

### APPLICANT CHECKLIST:

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Resume, GPA, personal statement    | <input type="checkbox"/> MCAT Score submitted                            | <input type="checkbox"/> AMCAS registration  | <input type="checkbox"/> GFU reference release |
| <input type="checkbox"/> AMCAS ID form submitted to faculty | <input type="checkbox"/> Waive right to review letters of recommendation | <input type="checkbox"/> AMCAS GFU Reporting |  |