

Application Instructions

PLEASE READ the following information **carefully** before filling out the Supplementary Application form. Keep a copy of the completed application and this instruction sheet for future reference.

1. **INSTRUCTIONS.** Type all information, **certify** and **date** where indicated, and either upload or mail the completed Supplementary Application, Statement of Residency, essay, and picture to:

**Student Admissions Office
Brody School of Medicine
East Carolina University
Mail Stop 610, Brody 2N-49
600 Moye Blvd
Greenville, NC 27834**

Supplementary Applications
must be uploaded or postmarked no later than the
SUPPLEMENTAL APPLICATION DEADLINE
specified in the e-mail received
from the Admissions Office.

2. **SUBMITTED DOCUMENTS.** The following must accompany your **certified** Supplementary Application:
- A passport-type photo, full face and current.
 - A composition of 300-500 words which reflects your reasons for desiring to study medicine, your future professional aspirations, avocational areas of interest, and your major reaction to contemporary life experienced during the last several years. Be sure to put your name and AMCAS identification number in the upper right corner of the first page.
 - A completed and certified Statement of Residence form.
3. **APPLICATION FEE.** A non-refundable, \$70.00 application fee is required. Beginning with our 2012 application cycle, **we are only able to accept electronic payments through our secured webpage.** The link to this page is located on the SUPPLEMENTAL APPLICATION WEBSITE. **Application fees mailed directly to our office will be returned to applicant.**
4. **ANSWER ALL QUESTIONS.** Your application is not considered complete until all questions are fully answered. When a question is not applicable to your application, indicate this by inserting "N/A" as the answer.
5. **ADDRESS CHANGE.** Advise AMCAS of any change in your contact information, including temporary changes during vacation periods, in order to receive all correspondence in a timely fashion. You may also inform the Admissions Office in writing (not by telephone), if desired, but the Admissions Office CANNOT update an application in the applicant database provided by AMCAS.
6. **TRANSCRIPTS.** If any academic work is accomplished **after** your submission of the AMCAS Application, forward a copy of your semester grades to the Admissions Office after each term. Upon completion of a degree during this time period, an official transcript from your Registrar's Office is required.
7. **RECOMMENDATIONS.** Letters of recommendation are only accepted electronically through AMCAS. The Admissions Committee requires three (3) individual evaluations (from faculty who have taught you coursework) **OR** one (1) committee recommendation (from the pre-professional evaluation committee of your school). If you utilize individual faculty recommendations, at least two (2) of these should come from faculty who have taught you science courses and given you a grade. All letters should include your name and an AMCAS identification number. Other personal, character, and/or employment references are welcome, but these will **NOT** satisfy the requirement for faculty or committee evaluations. We are unable to waive these requirements for any reason.
- No applicant will be considered until three (3) faculty letters or a committee letter are a part of the application file. Since the large number of applications makes it difficult for us to notify applicants when their files are incomplete, it is your responsibility to see that the Admissions Office receives these letters.**
8. **MCAT.** Applicants must take the Medical College Admission Test within three years prior to application. For applications to the 2012-entering class, MCAT scores from 2008 to 2011 are acceptable. You may register online to take the MCAT at www.aamc.org/students/mcat.
9. **INTERVIEWS.** Two (2) individual interviews, conducted by members of the Admissions Committee from September through April, are considered to be an integral part of the evaluation of **selected** applicants. Invitation to appear on campus for interviews allows members of the Admissions Committee to become better acquainted with the applicant, and also allows the applicant to meet members of the faculty and student body, see the facilities, and learn more about The Brody School of Medicine at East Carolina University.

Responsibilities of Medical School Applicants

1. Each applicant be familiar with, understand, and comply with the application, acceptance, and admission procedures at each school or program to which the applicant has applied, as well with as these Recommendations.
2. Each applicant provide accurate and truthful information in all aspects of the application, acceptance, and admission processes for each school or program to which the applicant has applied.
3. Each applicant submit all application documents (e.g., primary and secondary application forms, transcript[s], letters of evaluation/recommendation, fees) to each school in a timely manner and no later than the school's or program's published deadline date.
4. Each applicant promptly notify all relevant medical school application services and all medical schools or programs with independent application processes of any change, permanent or temporary, in contact information (e.g., mailing address, telephone number, e-mail address).
5. Any applicant who will be unavailable for an extended period of time (e.g., during foreign travel, vacation, holidays) during the application/admission process:
 - a. Provide instructions regarding his or her application and the authority to respond to offers of acceptance to a parent or other responsible individual in the applicant's absence.
 - b. Inform all schools or programs at which the applicant remains under consideration of this individual's name and contact information.
6. Each applicant responds promptly to a school's or program's invitation for interview. Any applicant who cannot appear for a previously scheduled interview should notify the school or program **immediately** of the cancellation of the appointment in the manner requested by the school or program.
7. Each applicant in need of financial aid initiate, as early as possible, the steps necessary to determine eligibility, including the early filing of appropriate need analysis forms and the encouragement of parents, when necessary, to file required income tax forms.
8. In fairness to other applicants, when an applicant has made a decision, prior to May 15, April 30 for M.D.-Ph.D. applicants, not to attend a medical school or program that has made an offer of acceptance, the applicant **promptly** withdraw his or her application from that (those) other school(s) or program(s) by written correspondence delivered by regular or electronic methods.
9. By May 15 of the matriculation year (April 15 for schools whose first day of class is on or before July 30), April 30 for M.D.-Ph.D. programs, each applicant who has received an offer of acceptance from more than one school or program choose the specific school or program at which the applicant prefers to enroll and withdraw his or her application, by written correspondence delivered by regular or electronic methods, from all other schools or programs from which acceptance offers have been received.
10. Immediately upon enrollment in, or initiation of an orientation program immediately prior to enrollment at, a U.S. or Canadian school or program, each applicant withdraw his or her application from consideration at all other schools or programs at which he or she remains under consideration.

*If any date falls on a weekend/holiday the recommendation(s) will begin on the following business day.