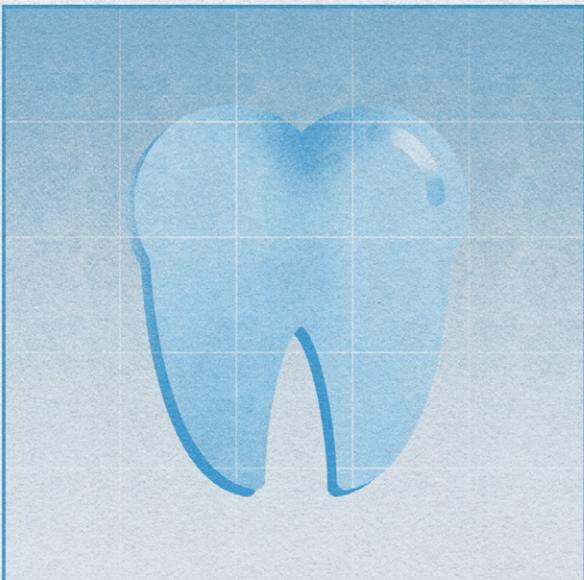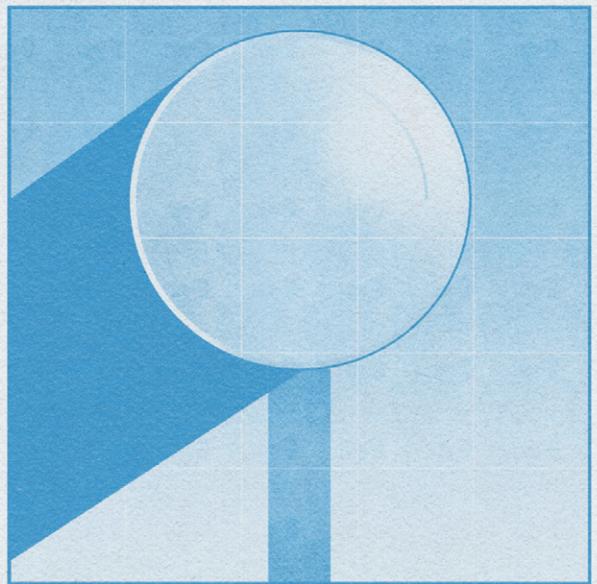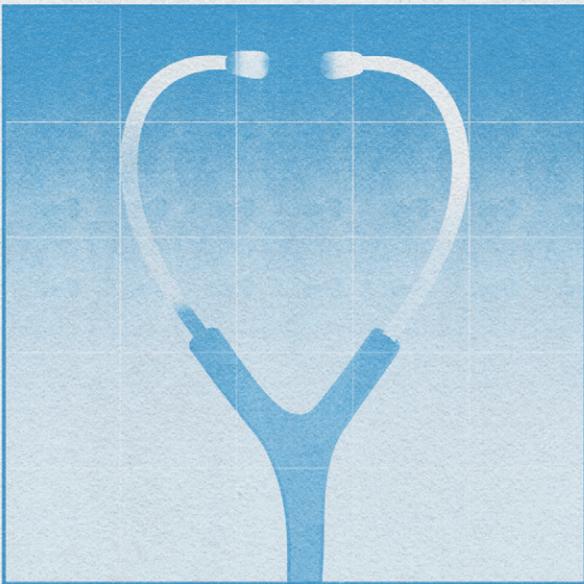Texas Medical & Dental Application Service

Application Handbook EY2021

Welcome to TMDSAS

Dear Applicant,

On behalf of the TMDSAS Staff, welcome! We are so excited that you chose us to be part of your journey into healthcare. We understand that so much went into your decision to take this crucial next step towards following your dreams - but we also understand that the process of applying to professional school can be *daunting*. So at TMDSAS we aim to make the process as seamless as possible, to guide you each step of the way, to answer each of your questions, and to serve as the bridge that connects you to your future!

TMDSAS is the centralized application processing service for applicants to the first-year entering classes at all public medical, dental and veterinary schools in the State of Texas. We simplify the application process for both the applicants and the participating schools by providing ONE standardized application. The participating schools design the questions on the application and therefore receive uniform information on all applicants. The applicants benefit by completing one application at an affordable, flat-rate price. Think: win-win.

This Application Handbook was created by the Texas Medical & Dental Schools Application Service (TMDSAS) as the official guide to the application. This handbook is intended to assist applicants in understanding and completing the application for the entering class. Reading the advice and instructions in the handbook will give you the *edge* you seek in putting forward the final application that best represents you. We cannot stress enough how essential it is to read this handbook cover-to-cover and to familiarize yourself with its contents. It is in your best interest to read, understand, and follow all TMDSAS policies and procedures during each phase of the application process.

Remember, you are not alone. While we do our best to provide you with the tools for success in this handbook, we know that you will have questions. Our mission at TMDSAS is to support you in this process and we can only do that if we know what you need. So use to the fullest the various platforms we make available to all applicants - call, send a message, and connect with us on social media. Our team is dedicated to providing you with the assistance you need in a timely and friendly manner, and in delivering a world-class experience with TMDSAS.

In keeping with that, we welcome you to give us your feedback about the various facets of our organization. Do you think something is missing from our website? Let us know! Is there a part of the application that simply befuddles you? We're listening!

The bottom line is this: TMDSAS exists to serve you and in large part exists *because* of you. We are constantly refining our practices to provide you with the best possible experience from start to finish, and together, we can make that happen.

From all of us at TMDSAS, we're here for you and we wish you the absolute best!

TMDSAS Participating Institutions

Medical

The University of Texas Southwestern Medical Center

The University of Texas Medical Branch at Galveston

McGovern Medical School

Long School of Medicine

Texas A&M University College of Medicine

Texas Tech University Health Sciences Center School of Medicine in Lubbock

University of North Texas—Texas College of Osteopathic Medicine

Texas Tech University Health Sciences Center, Paul L. Foster School of Medicine in El Paso

The University of Texas at Austin, Dell Medical School

The University of Texas Rio Grande Valley School of Medicine

Sam Houston State University, College of Osteopathic Medicine

University of Houston College of Medicine

Dental

Texas A&M University College of Dentistry

The University of Texas School of Dentistry at Houston

The University of Texas School of Dentistry at San Antonio

Woody L. Hunt School of Dental Medicine

Veterinary

Texas A&M University College of Veterinary Medicine

Proposed for EY 2021: Texas Tech University School of Veterinary Medicine

Contact TMDSAS

The official method of communication with TMDSAS is the internal message system of the application. If you have any questions that require immediate attention, call us at the number below.

Hours: Monday - Friday (9:00 a.m. – 5:00 p.m. Central Standard Time), *except Federal holidays*

For General Mail: P.O. Box 2175, Austin, TX 78768

📞 512 - 499 - 4785

✉ info@tmdsas.com

When submitting documentation include <u>TMDSAS ID number and full name.</u> For a faster response, use the following subject lines:

Residency | Prescribed Coursework | App Support

Have peace of mind!

TMDSAS will only discuss an application with the applicant and the applicant's designated schools. Due to the the Family Educational Rights and Privacy Act of 1974, FERPA, TMDSAS will not discuss an application with parents, spouses, relatives, friends, or employers.

Contents

WELCOME TO TMDSAS

SECTION I: FIRST STEPS

SECTION II: BE THOROUGH

The Breakdown

What's in this Handbook and How Do You Use It?
Here are the three sections of the handbook:

Section I
First Steps

Section II
Be Thorough

Section III
Stay Engaged

Before You Begin the Application

We'll talk important dates, technical aspects of the application, and other special considerations.

Completing the Application

Here we will provide an in-depth review of each section of the application.

After Submitting the Application

This section discusses important next steps to take after you submit your TMDSAS application.

We're Very Detail-Oriented
Each section will in turn contain multiple subsections that explain what to expect in each phase of the process. You will also find step-by-step instructions for what to do and how to do it. Take your time. Make sure that you fully understand the instructions and remember to reach out to us if you need assistance.

Take your Understanding to the Next Level - Glossary and Policy Index
In addition to the instructions and tips you'll find throughout the handbook, you'll also need to spend time familiarizing yourself with the items at the back of the publication. There you will find an index of our policies, including an outline of your responsibilities as an applicant and a glossary of terms to aid your understanding as you work through the application.

What Else Should You Look for?
- **App Tips**: Helpful tips that, based on our experience, keep you on track, help you avoid common pitfalls, and connect you with our digital media.
- **Icons**: Images that help you to navigate the application, and to know what sections pertain to you. (See next page.)
- **@TMDSASSupport**: Encouraging and timely reminders that TMDSAS is here with you every step of the way.

Legend

Save Reminder

Inside Health Education Podcast Ep.

Website

Section Applies to:

Veterinary

Medical

Dental

Apply Magazine

Communication

Info

App Tip

Warning

Section Locked After Submitting

Getting Started – Creating an Account
1. Click on the [Applicant Login] tab in the upper left-hand corner of the TMDSAS homepage.
2. Click on the [New User? Register Here] link.
3. Fill in the required information and click [Register] to have your account created.
4. The application will come up and you can begin filling it out.

Do not have letters of evaluation or test scores sent to TMDSAS until you have completed the corresponding sections within the application. Placeholders for these items are created when you complete those sections and will be updated as your documents are received and processed. **Regarding transcripts:** TMDSAS will reach out to you when it is time to send in your transcripts; be sure to wait until then to have them sent!

Are You Ready for the First Section? - Let's go!

Now that you are more familiar with what to expect from this handbook, it's time to get you prepared to start the application.

The following section - *First Steps: Before You Begin the Application* - will help you get the ball rolling by outlining the knowledge and tools you will need before you actually begin to fill out the application.

Section I: First Steps
Before You Begin the Application

Putting Your Best Foot Forward

We like you, and we know that together, we're going to be great! But before we can go on we need you to do a few things for us:

- 1 of 3: Read Applicant User Agreement: This first page of the application contains crucial guidelines to ensure success as an applicant. You must read and agree to these guidelines BEFORE you are able to begin working on the application. Find a copy of this user agreement here in our handbook as Appendix A.

- 2 of 3: Learn Applicant Responsibilities. It is vital that you read and understand our policies regarding applicant responsibilities. This ensures transparency in our organization and will help you know what to expect during each phase of the process. Additionally, it will help you understand what TMDSAS expects from *you* so that we are able to perform our duties as defined in our mission - to get your application to the school(s) of your choice expeditiously and free of error.

So before we move on, STOP. Go read the Applicant User Agreement and the General Guidelines & Applicant Responsibilities found in the *TMDSAS Policies* (at the end of this handbook) starting on page x. When you're done, come on back and we'll move on to the Application Checklist.

> **Questions?**
> Reach out to our office if you have any questions or concerns about the applicant responsibilities.

WELCOME BACK!
You've read the applicant user agreement and our policies regarding applicant responsibilities? Great! Now let's keep going.

> **Want more info?**
> Check out podcast Episode 6: 10 Things You Need To Start Your TMDSAS Application

- 3 of 3: Review Application Checklist: At the back of this section you'll find a checklist (feel free to print this page out) of important items that will need to be submitted to us at various points throughout the process. Some things will need to be submitted only once, like the application fee, but others may need to be sent in more than once, i.e. coursework updates. Keep this sheet handy and refer to it often to keep yourself on track!

Next up, information for *re-applicants* + some final things to keep in mind **before** you begin the application.

RE-APPLICANTS

Re-applicant Definition: You are considered a re-applicant if you have previously *submitted* an application that was *transmitted* to any TMDSAS medical, dental, or veterinary school. If your application was withdrawn while in the status "TMDSAS processing," then you are not considered a re-applicant. However, if you withdrew *after* your application was transmitted, you are considered a re-applicant.

• No need to re-register: If you have registered for an account or if you applied since 2010, it is not necessary to go through the registration process again. Use the same email address and password that you used for the previous application.
• If your email address has changed: Sign in with the old email address. Once you have logged in, you can update your email address via the [My Account] link in the upper-right hand corner of the application.
• Remember to check each page: The majority of the information entered into the previous year's application will "roll-over" to the current application. It is however, still necessary to go to each section, review the information for accuracy, make corrections where necessary, and then **SAVE** the page!
• ****Failure to complete this section could result in an application irregularity! Don't skip it!****

These sections will need to be completed again. After you have saved each section of the application, go to the [Certification and Payment] sections to complete your application.

Information entered in the following sections will NOT roll over:

❌ App History
❌ Select Schools
❌ Demographic
❌ Family Info
❌ Financial Info
❌ Essays
❌ Letters of Evaluation
❌ Proof of Residency
❌ Planned Enrollment
❌ Chronology of Activities
❌ Certification Statement

⚠️ **Don't forget!**
Test scores must be re-released and new transcripts must be submitted upon request. You may re-use Letters of Evaluation from the previous cycle if they were written after May 1. (See p. 47 for full details)

Things To Keep In Mind

1. **How the TMDSAS GPA is Calculated**
   Information regarding the GPA Calculation Rules per the Texas Higher Education Coordinating Board (THECB) can be found in the Policies section. Additionally, the different types of GPA calculations made by TMDSAS are found in the Glossary of the handbook.

2. **Making Changes After You Submit**
   You will be required to provide updates (as applicable) to various portions of the application post submission. Read *Section III: Stay Engaged - Life After Submitting Your TMDSAS Application* for detailed instructions. Refer to Appendix C for TMDSAS' policy regarding changes to the application sections, post submission.

3. **Spring Grades Required (if applicable)**
   Only submit your TMDSAS application once spring 2020 coursework (or winter if on a quarter system) and grades have been entered. Not doing so will cause major delays with the processing of your application. See Appendix A, *Applicant User Agreement* for exceptions. While your spring grades *are* required at the time of submission, your transcript is not. TMDSAS will reach out to you when it is time to send in your transcripts.

4. **Planned Coursework**
   If you plan on taking courses beyond spring 2020, these terms and courses must be entered prior to submission. Your application will not be processed without this information. *Unsure about what you'll be taking?* Enter placeholders, which can be updated at a later date.

5. **Reviewing Prior to Submission**
   As mentioned in number two, Appendix C provides a thorough list of sections that can and cannot be updated after submission. Sections like Essays or Activities will not be changed, so it's very important that you perform a thorough review of your entire application prior to paying and submitting. The best way to do this is by downloading and reviewing the application PDF from the homepage. For an even more in-depth review, print it out.

WE'RE GETTING CLOSER…

Before we wrap up this section of the handbook and move into the meat and potatoes of the application, we need you to review two additional items that we think you'll want to print out, frame, and place lovingly on your nightstand:

- **Key Deadlines**: Visit our website for a timeline of key deadlines and action items that extend beyond the application window. While it is possible that not all of these action items will apply to you, many of them will, so keep this information close by and refer to it frequently. You'll also want to review the application timeline, see that here. Remember that the application and supporting documents deadlines can vary based on the type of program you're applying to, so refer to these pages regularly!

- **App Tips**: The second is a collection of general tips that - based on our experience - we believe will truly help you to adopt the best mindset for completing the application like a winner. We'll still ensure relevant info and tips are sprinkled throughout the handbook, but keep these in mind as you ready yourself to start filling out the application.

Now pass the gravy because it's time to dig in! Up next, *Section II: Be Thorough - Completing the Application.*

Entry Year 2021 - Application Checklist

Reviewed prior to submitting?

☐ Download and review the PDF of your application prior to submitting.
☐ For a closer inspection, PRINT IT OUT! And check for...
    ☐ All sections complete
    ☐ Accurate chronology
    ☐ Capitalization/punctuation
    ☐ Spelling/grammar errors
    ☐ Placeholders

Application Fee ($185)

☐ Application fee can be paid online by credit card only.
☐ Payment section must be completed in order to submit your application by the deadline.
☐ Deadline to submit payment is Oct. 30

Letters of Evaluation

☐ Do not have letters of evaluation delivered to TMDSAS until you have completed the [Letters of Evaluation] section of the application.
☐ Letters **must** be written in English, on official letterhead, and contain applicant's name, evaluator's signature, date, and contact info or they will **not** be accepted.
☐ Veterinary Medicine Applicant Evaluation forms must be submitted directly to TMDSAS.

Test Scores

☐ **To release MCAT scores:** from the MCAT Testing History (THx) System, select [Send All of My Scores], then select [Texas Medical & Dental Schools Application Service].
☐ **To release DAT scores:** request that all of your DAT scores be released to one of the Texas dental schools to which you are applying. All DAT scores released to one of the Texas dental schools will automatically be sent to TMDSAS.
☐ **Veterinary applicants:** release GRE scores directly to the TMDSAS veterinary schools.

Additional Info

☐ TMDSAS will begin to process your application once the application has been submitted and your application fee has been received. **We do not wait on supporting documents** (letters, transcripts, or test scores). We will update the schools with these materials as they are received.
☐ Spring 2020 grades (winter 2020 if on quarter system) and any planned coursework must be entered prior to submitting your application.

Section II: Be Thorough

App Tips

Getting through the TMDSAS Application Like a Champ!

1

What's the best way to make sure you get everything done on time? Start early!

Do not wait until the last minute to submit the TMDSAS Application. Develop a timeline in advance that takes into account deadlines, plus your unique set of circumstances. Then use your time wisely to complete your application and submit it in a timely manner.

2

Be Prepared

The application is lengthy and requires planning to ensure you submit one that best conveys who you are. Having the following items ready to go before you start the application will ensure you submit the best application possible:
- Copy of transcript from every college attended to complete the [College Coursework] section.
- Dates and hours of employment, community service, research, leadership, and health-care activities.
- Dates that DAT/MCAT/GRE exams were taken or will be taken.
- Contact information for your evaluators.

3

Quality Matters

Although you may be tempted to rush through the application process, remember that the quality of the items you submit will make a difference. During review, the schools consider every factor that has contributed to your academic and personal achievements. Every item entered on the application will be considered and compared to others in that same group. Therefore, the quality of your application may be the thing that makes you stand out from the crowd and that results in getting the decision you're looking for.

4

Tech Tip

Do not use the "back" button while completing the application.
Using the navigation buttons and features of your browser will likely cause errors and other unpredictable behavior. Instead, use the application's internal navigational features to move from section to section. Also, avoid losing data by saving each section of the application. It is especially important to do this frequently when completing the lengthy sections on the application, as the app can time out.

5

Deadlines

Do not be tardy for the party! Submit your Letters of Evaluation and Test Scores as soon as possible to avoid delaying the review of your application by the schools.

During peak periods, TMDSAS can receive hundreds of supporting documents by mail each day. We process these documents as they arrive, but it may take several days for an item to be processed, uploaded into the system, and appear on your [Status] page.

Be patient and check your [Status] page regularly. Given the number of applications TMDSAS receives, we cannot verify the receipt of supporting documents by phone or email.

Completing the Application: A Step-by-Step Overview

Together we'll review the application section-by-section. As noted in the *App Tips* page, it is advisable to read each section thoroughly for understanding, and just as importantly, to take your time when completing them. Many portions of the application will be locked after you submit it and you will be unable to make edits or other changes. Additionally, the application will time out after long periods, so save frequently! Let's start with the basics.

<div style="background:#E8602C;color:white;text-align:center;padding:1em;">

SELECT SCHOOLS AND APPLICATION HISTORY

</div>

SELECT SCHOOLS

Special Assured: In this section, you will first indicate if you are applying through any special/assured admission program such as JAMP or the Texas A&M COM Partnership in Primary Care Program.

Early Decision Programs: Indicate if you are applying to an Early Decision Program (EDP). These programs have specific deadlines, so be sure to check out our website to ensure you are on track.

Select Schools: Check the box of each school to which you wish to apply. If you have already submitted your application and want to add/remove any TMDSAS schools, send us a message through the portal with your request.

Dual Degree Programs: Indicate if you plan to apply to any of the dual degree programs offered at each school (e.g. DO/PhD, DDS/PhD, MBA/MD, FMAT, JD/MD), check the box of each dual degree program to which you wish to apply.

AMCAS: Next, you will indicate if you are applying to any MD/PhD programs through AMCAS.

Non-TMDSAS Schools: You will also indicate if you intend to apply to any non-TMDSAS schools for the current application cycle.

⏰ 🔒 APPLICATION HISTORY

Previous TMDSAS Applicant? In this section, you must indicate if you have previously applied to medical, dental or veterinary school. Answer YES to this question only if your application was transmitted. If your application was withdrawn while in the status "TMDSAS Processing," then you are not considered a re-applicant.

<p style="text-align:center;color:#E8602C;">Be sure to answer the two short answer questions here.</p>

<p style="text-align:center;color:#E8602C;">Note: If you started an application but never submitted it, you would NOT be considered a re-applicant.</p>

You will indicate the school(s) applied to, the entry year you applied for, if you were accepted, and if you are currently enrolled. If you were accepted, indicate if you were ever dismissed or withdrawn from medical, dental, or vet school.

> **Important**: if you are a re-applicant, do not forget to update this section. Your answers from the previous application cycle will roll forward and do not reflect that you have previously applied. Therefore, the information must be updated and saved.

CONTACT INFO

Legal Name: Enter your first, middle and last names. All names must be written with proper capitalization. You will also enter any salutations or prefixes associated with your name.

> ⚠ Be sure to review the spelling and capitalization of your name prior to submission so that supporting documentation can be easily matched.

Other Names: If you prefer to be addressed by a **different** first name other than your legal first name, you will indicate that information in this section. Also, if there are any other last names listed on your academic records than what you have already entered, **you must indicate each additional last name** then click the [Add Name] button. Examples include maiden names or hyphenated last names. If your last name changes, update TMDSAS and provide documentation.

Email/Phone: Indicate your email address. If you need to change your email address, do so through the [My Account] link in the upper right-hand corner of the application. Note that notifications of new messages from TMDSAS will be sent to the email address on file. **Provide the cell phone number where TMDSAS and/or admissions officers can contact you.** You will also provide your work phone number - if applicable. ***Only enter domestic phone numbers, the application does not recognize foreign numbers.**

> **Don't Miss Out on Important Emails!**
> To avoid missing imprtant TMDSAS emails, turn the "spam" or "junk" email filters off during the application cycle. Periodically check your spam/junk email file for TMDSAS or school related messages.
>
> Also, email addresses from Hotmail have proven to be problematic for applicants. It is highly recommended that you DO NOT use a Hotmail account as your preferred email.

Mailing Address: Enter all fields of the mailing and permanent address sections.
   Address 1 - Enter your current mailing address. TMDSAS and the schools you apply to may use this address to send you any correspondence.
   Address 2 - If needed, enter an apartment number or additional address information in this field. If not, leave this field blank.
   City - Type the name of your city.
   Country – Select your country from the pull down menu.
   State - Select your state from the pull down menu.
   County – Select the U.S. County of your mailing address from the drop-down menu – if applicable.
   Zip Code or Postal Code - Enter your zip or postal code.
   Phone number - Provide the phone number where TMDSAS and/or admissions officers can contact you.

Permanent Address: Enter your Permanent Address information if different from your Mailing Address. If your Permanent Address is the same as your Mailing Address, answer "Yes" to the question "Is your Mailing Address also your Permanent Address?" and the information will pre-populate from what you entered under Mailing Address.

🔒 DEMOGRAPHIC INFO

Birth Information: Enter the following information.
    Date of Birth – enter your date of birth in the following format: (mm/dd/yyyy).
    City – Enter the city where you were born.
    Country – Select the country where you were born from the drop-down menu.
    State/Possession/Canadian Province – Select the state, possession or province where you were born.
    County – Select the U.S. County where you were born from the drop-down menu – if applicable.

Hometown: The following questions refer to what you consider your "hometown".
    City – Enter the city name of your hometown.
    Country – Select the country from the drop-down menu.
    State/Possession/Canadian Province – Select the state, possession or province from the drop-down menu.
    County – Select the U.S. County of your hometown from the drop-down menu – if applicable.
    Approximate population – Select the approximate population range from the drop-down menu.
    Describe the area – Select: Rural, Urban, Inner City, Suburban, Military or Government Installation or Other. (See glossary for definitions.)
    Primary language spoken at home - Select from the drop-down menu the primary language spoken.

Sex/Ethnicity/Race   ▸ Revised Section

Sex: In this section you will indicate your sex, current gender identity, and preferred pronouns.

The following two questions about Ethnicity and Race are voluntary, and applicants will not be at a disadvantage in the admissions process if they are not completed. Additionally, Ethnicity and Race questions are asked for federal and/or state reporting purposes.

Ethnicity: Indicate whether you are:
    a. Hispanic or Latino
    b. Not Hispanic or Latino

Race: Select one or more of the displayed racial categories that best describe you. For a detailed description of the racial categories, see page vi in glossary.
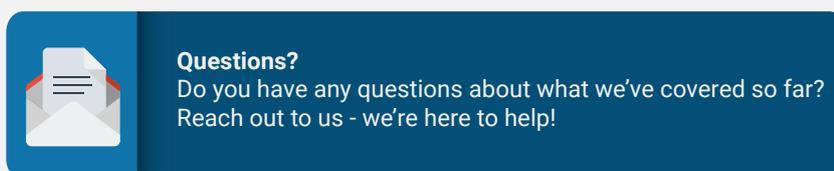   a. American Indian
    b. Asian
    c. Black/African-American
    d. Native Hawaiian or Other Pacific Islander
    e. White/Caucasian

🔒 SOCIOECONOMIC INFO

Socioeconomic Questions: You will respond to questions regarding your socioeconomic background. Refer to p.iii of the glossary for definitions as needed.

> Unsure about first generation? Answer "No" if either parent attended college (including community college), even if they didn't graduate.

Household Info from Birth to Age 18: You will also be asked several questions that pertain to the household in which you were raised or spent the majority of your life from birth to age 18. If you moved frequently during this time period, enter the information for the location you spent the majority of your childhood.

> **Questions?**
> Do you have any questions about what we've covered so far?
> Reach out to us - we're here to help!

🔒 MILITARY SERVICE (OPTIONAL SECTION)

You will answer questions concerning whether or not you have served in the United States Military and provide details about your service. Both commissioned and non-commissioned officers may choose to complete this section.

Additionally, you will have the option to answer the following short essay and upload a Military transcript. If you have multiple Military transcripts, please combine them into one PDF:

"Describe how your military experience prepared you for a career as a healthcare provider."
1000 character limit

FAMILY   `Revised Section`

Father: You will enter information regarding your biological father.
Mother: You will enter information regarding your biological mother.
Siblings: You will indicate how many siblings you have. You may include step-siblings if you choose. You will then indicate the following for each of your siblings:
- Age
- Relationship – brother, sister, step-brother, step-sister
- If they have ever attended college

🦷 *Dental Applicants Only – Relatives in Dentistry*
The purpose of these questions is to demonstrate to admissions committees the extent of your knowledge, background, and experiences with the dental profession. List any relatives who are dentists, are in dental school, or who have studied or are studying Dental Hygiene, Dental Assisting, Dental Laboratory Technology or related dental fields.

🩺 *Medical Applicants Only – Parent Physician*
You will list any parent who is a physician (MD, DO, MBBS) or who is in medical school.

SIGNIFICANT PERSON `Revised Section`

Did someone other than your biological parent(s) play a significant role in your life? You'll have the opportunitiy to speak about them here. Examples might include: step, foster, or adoptive parents, or any adult who had a significant impact in your life.

🔒 FINANCIAL INFO

College Funding Sources: You will enter the percentage of your college expenses provided by family, spouse, academic scholarships, financial need-based scholarships, loans, employment, or other sources. The total percentage must add up to 100%.

Pell Grant: Indicate whether or not you are/were a Pell Grant recipient.

Post-Graduate Living Expenses: If you have graduated college, you will also be asked to indicate the percentage of your living expenses provided by family, spouse, employment, or other sources. The total percentage must add up to 100%.

FELONIES AND MISDEMEANORS `Revised Section`

You will be asked questions regarding any past or current felonies or misdemeanors. Specifically, you will be asked if you have ever been arrested or charged with any violation of the law regardless of outcome.

Unless the offense involved alcohol or drugs, you may exclude:
1. Traffic tickets, and
2. Violations with fines of $250 or less

If you answer yes, you will have 600 characters to provide details. Remember, that unless the offense fits one of the above exceptions, it must be reported to TMDSAS. If you have doubts about whether or not to report something, it is best to err on the side of full and honest disclosure.

> **TMDSAS Policy: Applicant Responsibility to Disclose Changes to Felony/Misdemeanor - Post Submission**
>
> After the date of submission of your TMDSAS application and prior to matriculation, if you are charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime, you must inform TMDSAS as well as the admissions office of each school to which you have applied. You must notify TMDSAS and each school within ten (10) business days of the occurrence of the criminal charge or conviction.
>
> **Failure to disclose this information is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment or rescission of any degrees granted.**

We're making great progress - how are you doing so far?

We've completed the sections of the application regarding Personal Information and now we're ready to answer some questions about your education.

This is a pretty dense portion of the application, so pace yourself. Read all the questions and instructions thoroughly.

Remember to **SAVE** your work! And as always, call or use the internal message feature if you have questions or need clarification.

YOUR EDUCATION HISTORY

🔒 HIGH SCHOOL

Indicate how you completed your high school education: High School, GED, or Homeschooled.

High School Graduated: Enter the Country and State, if applicable, in which your high school is located. Enter part of the high school name and then click [Search] to search for your high school.

The less you type in the [High School Name] field, the more results you will get back. Try entering words that are unique to your high school's name.

For example, if you attended The Woodlands High School, simply enter "Woodlands" not "The Woodlands". Below are the results you will receive.

From the search results, click on [Add School] next to the correct listing – doing so will pre-populate the following information:

- High School Name
- City
- Zip Code
- State
- County

Next, enter your high school graduation month, graduation year, class size and class rank, if applicable, in the designated fields.

GED: For applicants who have received their GED certificate, please list the city, zip code, country, and state where the certificate was awarded. Enter the graduation month and graduation year the certificate was received.

Homeschooled: For applicants who were homeschooled, please list the city, zip code, country, and state where you were homeschooled (or received your diploma). Enter the graduation month and graduation year.

SAT or ACT Results: If you have taken either the SAT or ACT, you **must** enter your score(s). If you took the SAT/ACT multiple times, you can choose which attempt to report on your application, but you cannot superscore the results. Contact your college admissions office, your high school, College Board, or ACT if you don't remember your score.

COLLEGES ATTENDED

App Tip
For this section, you'll need official transcripts from every college you've attended, including dual credit courses.

Enter all colleges you attended in accordance with the following guidelines:

List All Institutions: Include all undergraduate, graduate, and professional schools you have received college credit from, including colleges where you completed dual credit coursework. You must also enter information about ALL schools you plan on attending between now and the completion of summer 2021. Your dates of attendance must end with the last term you plan on attending.

Include Future Coursework: If you will be taking coursework in the future, you should list your end date as that future term. For example, if you will be taking courses through spring 2021, your attendance dates would be: fall 2017 - spring 2021. *You may make revisions to this section any time during the application process. You will be able to add new colleges/universities as well as newly completed coursework.*

Note: your application will not be processed if future coursework is indicated but not entered.

Include Foreign Colleges: You do **not** need to list a foreign college if it was part of an official study abroad program through your home institution and the coursework appears on the official transcript listed in specific courses, grades, and hours. If the sponsoring school is different than your home institution, such as Arcadia University, University of Minnesota Danish Institutes of Study Abroad, or International Studies Abroad (IES), you must list the sponsoring school. *Refer to Appendix F*.

Regarding Multiple Degrees (Not Majors), Same Institution: List each school once for each type of degree, even if there was a break in attendance. For example, if you attended Houston Community College in the summer of 2010 and 2012, you would list the school once with attendance dates as: summer 2010 – summer 2012. If you attended the same school for undergraduate and graduate/professional programs, list each degree program separately.

> **Avoid Processing Delays!**
> For best results, follow these instructions to the letter when entering your colleges attended. Failure to list all colleges and universities may delay processing of your application and may be considered a violation of your application certification statement.

How to Enter a College Attended

Step 1: Click on the [Add College or University] button.
- ☐ Enter the country, state and a distinctive part of the college or university name and a list of matching institutions will appear. **Keep in mind that the less you type in the [College Name] field, the more results you will get back. Try just entering words that are unique to your college name.** For example, if searching for The University of Texas at Austin, just enter Austin. Click the [Search] button to obtain your search results.
- ☐ Select the correct institution and click [Select] to add the school to your list of Colleges Attended. This will fill in the required [Institution Information] fields for the college listing.

> **College Not Found**: If your college was not found in the search, you will need to add the college manually. (This is very uncommon for US institutions.)

Step 2: Enter attendance dates and degree information. Remember, these must include FUTURE coursework dates too, if applicable!
- ☐ Majors and minors are listed alphabetically. If your major/minor is not listed, select "Other" and enter your major/minor in the designated field. Next, indicate if you were enrolled in an honors program at this school. For *certificates* earned, along with other academic achievements, list these in the [Academic Recognition] section of the application.

Step 3: Click [Add College Attended] on the bottom left corner of the screen.
- ☐ Continue to enter additional colleges and universities attended by clicking on the [Add College or University] link.

Step 4: Complete and save this section.
- ☐ Once you have entered all schools, check the box that states: "*Click the checkbox if you have no more colleges to enter at this time*". Your colleges will not be saved until you have checked this box and clicked [Save] or [Save and Continue]. Note: Your major will not appear until you complete AND save the [Colleges Attended Questions] section.

🔒 COLLEGES ATTENDED QUESTIONS

You will provide answers to four questions regarding your college career.

Fresh Start: Have you ever enrolled in any undergraduate institution in Texas under the Academic Fresh Start Provision? Note: Academic Fresh Start is different than enrolling in college for the first time or as a freshman. (*See page i in the glossary for definition.*)

Fresh start applicants will need to provide ALL transcripts and fresh start documentation at the time of submission.

> **Need more info about Academic Fresh Start?**
> For more information, including an episode of the TMDSAS Podcast, visit our website.

Primary Undergraduate: Select your primary undergraduate institution. This is the institution from which you received or plan to receive your bachelor's degree. If no degree is planned, select the school from which you earned the majority of your credit.

Primary Graduate: Select your primary graduate or professional institution. This is the institution from which you received or plan to receive a masters, doctoral, or other professional degree. As with your undergraduate, if no degree is planned, select the school from which you earned the majority of your credit.

Release of Information: You will also be asked if you want to release your information to the Health Professions Advisor at the school(s) you indicated. Read the following before answering:
- ☐ Checking [Yes] permits your advisor to view information about the status of your application.
- ☐ Checking [No] will prohibit an advisor from uploading your HP packet to TMDSAS.
- ☐ TMDSAS strongly encourages you to give permission to release selected information about the status of your application to your health professions advisor.
- ☐ Having this information helps your advisor provide services to you and informs the advisor about the success of students from your college/university in being admitted into medical/dental/veterinary schools.
- ☐ Your application will not be adversely impacted if you do not agree to have your information released to your health professions advisor. We will process your application regardless of how you answer this question.

> **Before Moving to the Next Section...**
> Have transcript in hand and download the course listing for your institution from the TMDSAS website.
>
> Request an official transcript from each college/university you have attended to use as a reference for completing the [College Coursework] section. This helps ensure that your data is complete and accurate.

TERMS ATTENDED

Don't Miss This Step!
This section must be completed before you attempt to enter your coursework. Enter all terms during which you have taken coursework at each school listed in the [Colleges Attended] section as well as any future terms you plan to take coursework. (i.e. summer 2020, fall 2020, spring 2021). The terms listed in this section must match the attendance dates in the [Colleges Attended] section.

How to Enter a Term Attended

Step 1: Adding a term.
- To add a term, click on the [Add Term] button next to the institution for which you wish to add a new term.
- From the drop-down menu, select the year, term and whether or not the credits are reported in semester or quarter hours.
- Click [Add This Term] to save.

Step 2: Repeat previous step for each term you attended.
- For example, if you attended UT San Antonio from fall 2016-spring 2020, and only attended fall and spring semesters, you would have a total of eight terms entered.

Step 3: Continue for all institutions.
- Repeat steps 1-2 for **each** institution where you completed college coursework, including where you plan to complete coursework.

Step 4: Remember to save!
- Once you have entered all terms for all institutions, you MUST click [Save] before continuing to the [Cousework] section or your information will be lost.

Winter Terms:
TMDSAS defines the winter terms by the year in which the coursework is completed. Although this may be different from your institution's academic schedule, refer to the order below when entering winter terms/courses: *fall 2017 > winter 2018 > spring 2018*

Things are moving along swimmingly! Now that you've completed the [Colleges Attended] and [Terms Attended] sections, you are ready to begin adding coursework in the [College Coursework] section. Woo-hoo!

Read on for important step-by-step instructions.

COLLEGE COURSEWORK

Before beginning the next section, remember three things:

1. **Using Your Transcript(s), Be Prepared to List All Courses**: It is helpful if you enter courses in the same order in which they are listed on your official transcript (see exception regarding winter terms on previous page). You will list all for-credit courses you ever enrolled in at every college you have attended and have listed in the [Colleges Attended] section. This includes:

☐ College-level courses taken while in high school (i.e. dual credit courses), even if they did not count toward a degree at any college.

☐ Colleges at which you took a course, even if transfer credit was later accepted by another school.

☐ List courses under the granting institution, even if you received transfer credit elsewhere. For example: if your university transcript shows transfer credit from a community college (or other institution), do NOT enter these as transfer credits under your university. Instead, list the community college as a separate [College Attended] and list any corresponding coursework at this institution only. (Study abroad and Foreign Transfer coursework are exceptions to this rule. Please refer to Appendix F.)

☐ Omit zero-hour and Continuing Education courses, which typically grant CUs rather than credit hours.

2. **Include Future/Planned Coursework**: Be sure to include future/planned coursework.
Terms reflecting future/planned coursework should already be listed in [Terms Attended].

☐ In the [College Coursework] section list the courses you plan on taking. You will indicate "Not Yet Reported" for the grade.

☐ If you are unsure of the courses you plan on taking, list at least one placeholder course. (See image on p.29.)

☐ Always answer "YES" to Last Time Taken for future coursework.

☐ Your application will not be processed if planned enrollment is indicated but coursework is not listed.

3. **If in Doubt About a Course**: All courses that appear on your official transcript(s), and for which a grade and credit were ever assigned, will be included in the TMDSAS GPA calculations, even if they are not included in the GPA calculations of the transcript-issuing school. This includes, but is not limited to:

☐ Courses that have been repeated

☐ Courses that you failed or withdrew from, regardless of whether they have been repeated*

☐ Courses you took in high school for college credit that appear on a college transcript

☐ Courses taken at American colleges overseas

Withdrawn courses, with the exception of Withdrawn Fail (WF) courses, will not be included in the GPA calculation.

4. **Refer to the Course Listings pages on the TMDSAS website**. Applicants are required to use the available Course Listings for their institutions to ensure courses are coded correctly. If you do not see a listing for your school, use your best judgement when coding. TMDSAS will review coursework during processing and make corrections as needed.

TMDSAS Policy: Entering Coursework
TMDSAS validates your self-reported grades against your official transcript(s) and will report any discrepancies to your selected institutions. TMDSAS does not enter courses for you. TMDSAS will contact you for corrections or explanations if it identifies a significant number of course discrepancies or omissions. Failure to properly enter all course information and to make corrections as requested may result in processing delays and may jeopardize your chances for admission.

Important note for spring 2020 coursework:
Courses that originally began as in-person, and were transitioned to an online format due to Covid-19, should be classified as regular courses (RC) rather than as distance learning (DL).

🕐 **Time to Begin Entering Coursework!**

Follow these step-by-step instructions for entering your coursework into the [College Coursework] section of the application.

Step 1: Select Term
Select the term from the institution you wish to enter coursework for by clicking on the [Add Course] button

Step 2: Academic Status (See *Glossary* for definitions.)
Indicate your academic status for the term. Status options include: PF: Pre-Freshman, FR: Freshman, SO: Sophomore, JR: Junior, SR: Senior, PB: Post-Baccalaureate, GR: Graduate

Step 3: Course Type (See *Glossary* for definitions.)
Indicate course type for the course you are entering. Course types are:

- › Regular Class
- › Distance Learning/Online Course
- › Honors
- › Study Abroad
- › Advanced Placement/CLEP
- › Foreign Transfer

- › International Baccalaureate
- › Credit by Institutional/Departmental Exam
- › Audit
- › Developmental
- › Dual Credit

Step 4: Prefix
- › Enter the departmental prefix for the course as it appears on the official transcript. For example, CHEM, BIOL, PSYC, ENGL, etc.

Step 5: Course Number
- › Enter the course number as it appears on the official transcript. Do not enter the section number.

Step 6: Course Name
- › Enter the course name.
- › Simply capitalize the first letters of all words, even if it appears in all CAPS on the transcript.
- › Use your best judgement - only abbreviate where necessary.

Step 7: Course Area
- › Download the Course Listing for your institution to assist in coding your courses.
- › Indicate the course area for each course.
- › Select course area classification based on the primary content of the course.
- › Refer to the course listing guide associated with your institution.
- › For courses that are not listed, use your judgement and refer to the Prescribed Coursework Definitions – TMDSAS will determine the correct course area during processing. Refer to *Appealing Course Coding Decisions Made in Processing*, accessible via the Policy Library on page x.
- › Any Math course that is not Developmental, Calculus or Statistics, should be coded as "MATH-Mathematics" in the application.
- › Except Canadian coursework, foreign coursework, including FT (Foreign Transfer) courses will not meet pre-requisites; code these ONLY as Other Science or Non-Science.
- › Social Science courses are Non-Science.

⚠️ **AP/CLEP/IB Credit – Where to enter?**

It is your responsibility to include AP credit. However, AP credit will only be accepted if it is broken down on your transcript. It will not be accepted by TMDSAS if it is listed as lump sum by your institution! A letter from your Registrar detailing AP coursework may be sent to TMDSAS to verify AP credit.

No assigned term: If test credit was awarded by your institution and appears on your transcript, but not in a specific term, list these courses in your first undergraduate term. For most applicants, this will be the fall of their freshman year.

Specific term: If test credit is awarded under specific terms, include them with your regular coursework for those terms.

How to enter: In either case, the Academic Status that you enter should be PF (Pre-Freshman) and the grade should be CR (credit).

For more information about how to enter AP credit, click here!

Coursework With No Defined Prefix/Number?

Department = Prefix
Use the department prefix. For example: PHYS for Physics or MATH for Calculus, etc.

Academic Status= Number
Use the numbers 1-5 to correspond with your academic status (FR, SO, JR, SR, PB/GR) as the first number followed by 00 or 000, depending on how your institution numbers courses, either in the hundreds or thousands.

Detailed Course Name
Provide as descriptive a course name as possible.
Example: PHYS 2000 - College Physics for Science Majors, would be understood as a Physics course undertaken during someone's Sophomore year.

Use your best judgement!
Follow these guidelines; TMDSAS will closely review your courses and will adjust if necessary.

Step 8: Transcript Grade

› Enter the grade exactly as it appears on the official transcript. If you earned an A, select A. Do NOT include plus or minus (+/-), unless indicated on your transcript.

› If narrative evaluations are used in your system in lieu of grades, list "Pass" if pass credit was awarded. Copies of narrative evaluations will be forwarded to your designated colleges.

› Grades become standardized as they are entered - the application system will convert the grade to a TMDSAS Grade. The TMDSAS grading system standardizes the grades to be used in the GPA calculation and to be reported to the medical, dental or veterinary schools. This means (+/-) will not be factored into the GPA, but should be recorded, again *only* if indicated on the official transcript.

› TMDSAS Grades include: A, B, C, D, F, Credit, Pass, Quit, Withdrew (W), Failed, Incomplete and Not Yet Reported (for future or planned coursework).

› For Audited Courses enter a grade of CR if the grade listed on your transcript does not correlate with any other TMDSAS grade.

Step 9: Credit Hours

› Enter the credit hours according to transcript. You can enter hours up to one decimal place (00.0). Be careful not to confuse this with GPA hours; credit hours typically range from 1-5 credit hours per course.

› Enter in semester or quarter hours only. You will indicate whether your school operates on a semester or quarter system when adding the terms in the [Terms Attended] section.

› Only list courses worth credit. Do not list any course where 0 credit hours were earned, for example, chapel, orientation, etc. If you withdrew from a course, list the number of hours you would have earned had you completed the course.

What about courses that cover multiple terms?

For example, *ANSI 3543E - Principles of Animal Nutrition*, is a one-year correspondence course from Oklahoma State University. This course covers multiple terms, however, an applicant would list this course only under the term in which it will be completed and credit will be earned. So if the course was started in the summer 2020 term, but won't be completed until the end of the fall 2020 term, this course would be listed under the fall term.

Credits Listed as Units: Some institutions grant credits as course units. If your grades are reported as units, you will need to convert them to either semester or quarter hours. The back of your transcript should have the conversion. If not, contact your Registrar for the conversion. However, this is uncommon. If most of your lecture hours are between 3-5 hours, your school likely does not use conversions and you can enter the hours as they appear on your transcript.

Note: <u>Most</u> Texas schools report credit in semester hours.

Common Conversion Examples:

Austin College: 1 unit = 4 semester hours
Duke University: 1 unit = 4 semester hours
Northwestern University: 1 unit = 4 quarter hours

Step 10: Last Time Taken

Answer "Yes" if:
- › You took this course only once and do not plan to retake it.
- › The course was repeated for additional credit but not for a better grade. Common examples include: Physical Education, Chorus, Band, or Research/Thesis.
- › This is a future or planned course.

- › **Answer "No" if:**
  - › You withdrew from the course and re-took or plan to retake the course.
    - › Answer "No" for the first time and "Yes" when taken for the last time.
  - › You retook or plan to retake the course for a better letter grade.
    - › Answer "No" for the first time and "Yes" when taken for the last time.

Add a Course

Academic Status:	SR - Senior
Course Type:	RC - Regular Class
Prefix:	BIO
Course Number:	xxx
Course Name:	Course to be determined
Course Area:	OthSci - Other Science
Transcript Grade:	Not yet reported
Credit Hours (format ##.#):	3
Was Last Time Taken:	● Yes ○ No

[Add Course] [Cancel]

More questions about entering your coursework?
Check out Episode 50 of the *Inside Health Education Podcast*

Step 11: Add Course
You've entered all the necessary information for this course, and it's time to finish this step!
› Click the [Add Course] button.

Course Work

College/University Attended					Year	Term	Hours Type
The University of Texas at Austin					2015	Spring	Semester

	Status	Type	Prefix	Number	Name	Area	Hours	Grade	TMD Grade	Last Taken	
	SO	RC	BIO	365R	Vertebrate Physiology I	OthSci	3	A+	A	Yes	

[Add Another Course For This Term] [Done For This Term]

Steps 12-15: Input Additional Courses as Applicable
› **Continue** to add courses for the selected term by clicking [Add Another Course for this Term].
› **Once finished** with all courses for the selected term, click on the [Done for this Term] button.
› **Select the next term** to enter coursework from the [College Coursework] page.
› **Save and continue** once you have finished adding all courses for all terms listed, by clicking on the [Save] button. Then click the [Continue to Next Section] button to continue with the application.

Please click the Add Course button to add a course to the specific term. All coursework must be added to every term for this section to be considered complete.
Terms & Related Course Work

View All Coursework

College/University Attended	Year	Term	Hours Type
Lamar State College Port Arthur	2012	Spring	Semester
[Add Course] 0 courses found for this term.			
Texas Tech University	2013	Summer	Semester
[Add Course] 0 courses found for this term.			
Texas Tech University	2014	Spring	Semester
[Add Course] 0 courses found for this term.			
The University of Texas at Austin	2014	Fall	Semester
[Add Course] 0 courses found for this term.			
The University of Texas at Austin	2015	Spring	Semester
[Add Course] Hide 1 course found for this term.			

	Status	Type	Prefix	Number	Name	Area	Hours	Grade	TMD Grade	Last Taken	
	SO	RC	BIO	365R	Vertebrate Physiology I	OthSci	3	A+	A	Yes	[edit]

College/University Attended	Year	Term	Hours Type
The University of Texas at Austin	2015	Summer	Semester
[Add Course] 0 courses found for this term.			
The University of Texas at Austin	2015	Fall	Semester
[Add Course] 0 courses found for this term.			
The University of Texas at Austin	2016	Spring	Semester
[Add Course] 0 courses found for this term.			
The University of Texas at Austin	2017	Spring	Semester
[Add Course] 0 courses found for this term.			
The University of Texas at Austin	2017	Fall	Semester
[Add Course] 0 courses found for this term.			

[Save]   [Continue to Next Section]

🔒 PLANNED ENROLLMENT

Indicate if you plan to take any future coursework between the time of application and summer 2021. You will indicate the college, term, and year for all future coursework. You will still need to list future terms in the [Terms Attended] section AND the planned courses in the [College Coursework] section.

⚠️ If planned enrollment is indicated, planned coursework or placeholders must be listed; you will receive an ERROR message if these terms have not been added into [Terms Attended]. Make sure your Colleges Attended dates and terms are all included!

⏱️🔒 EDUCATION AND TRAINING HISTORY

You will answer questions regarding:

1. Self-identification as a non-traditional applicant. If you indicate that you consider yourself a non-traditional applicant, the following essay prompt will appear: "Describe the factors that have defined you as a non-traditional candidate and how they impact your application." 1000 character limit.*

2. Interruptions to your education or vocation.

3. Any Disciplinary Action

Answer each question truthfully and provide details where applicable.

Note: This essay is required of any applicant who self-identifies as non-traditional. Participating institutions are interested in getting a better sense about how your own experiences have contributed to a formation of non-traditional identity. This information also aids in data collection for TMDSAS to help us improve advising resources for non-traditional applicants.

TMDSAS Policy: Your Responsibility to Notify TMDSAS of Changes to Disciplinary Action

If you become the subject of an institutional action or state licensure board action after the date of original application submission you must notify TMDSAS as well as the admissions office at each school at which you have applied. This communication must occur within ten (10) business days of the occurrence of the institutional action. **Failure to disclose this information is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment or rescission of any degrees granted.**

Kudos are in order!

You really are doing a stellar job! You have just worked through a HUGE section of the application. We hope that you are finding the process manageable and the resources helpful. We also hope that you are reaching out to us if you need additional support.

If you need to take a break or have a step away from the application for a bit, go right ahead - we'll be here for you when you get back. Just remember to **SAVE** whatever section you were previously working on.

Now lets keep moving!

DEVELOPING YOUR CHRONOLOGY OF ACTIVITIES

It is important to note that your [Chronology of Activities] will be automatically built from the information you enter in all other sections of the application. **Your chronology MUST account for all time between high school graduation and August 2021**; therefore, you must account for this time period in all the subsections of the [Employment & Activities] section. **Note: Veterinary applicants will only list activities up to the point of application, fall 2020.**

Building Your Chronology of Activities

Built From Your Application
Your chronology of activities will be automatically built from the information you enter in all other sections of the application.

From High School Graduation to August 2021
This Chronology must acount for all time between high school graduation and August 2021, and not include any gaps longer than 3 months.

Formatting Your Chronology
This page only imports the first 50 characters of activity descriptions. Be sure to edit accordingly (see note below).

Changes to Your Chronology
The compilation of this data will be done only once - if you delete or change items after the Chronology is compiled, you will have to re-enter that information in your Chronology.

Reviewing Your Chronology
You will have the opportunity to review your Chronology of Activities prior to submitting your application.

A Note about the Chronology of Activities:
The Chronology of Activities page serves as a summary of all of the activities you entered in the application. This summary only shows the first 50 characters of the description as it was entered by you. Therefore, you may consider adjusting the first 50 characters of each activity description with this in mind. Know however, that the schools will still be able to view the entire description.

Until now, there haven't been many differences with completing the application among the three tracks: medical, dental, veterinary.

At this point, some of what you are required to input, and how you are to input it, may vary based on your type of application.

With that in mind, read the instructions closely and pay particular attention to any notes or additional tips, AND use these icons to know what applies to you.

Note: Sections without these icons apply to ALL applicants.

ENTERING YOUR ACTIVITIES

All Applicants: Please select one category that best describes each of your experiences. Healthcare and employment activities may be listed in both categories if the experience was a paid position; otherwise, do not list experiences in more than one section below. The character count is limited to 300 (including spaces) for all activities descriptions. Note: for all current activities, you will only be able to add activities through the application deadline. Any activities beyond this range, must be entered again in the [Planned Activities] section.

Veterinary Applicants: List activities up to the point of **application**, not matriculation, do not enter planned activities. Also, do not list the same activities in more than one section.

When Activities *Might* Qualify for More Than One Section: We understand that it may be difficult to decide under which category to list your activities if, for example, you participated in any activity where you also held a leadership position. In this kind of situation, you would have to choose the section that you feel best represents your experience. However, it is perfectly acceptable to make mention of the unlisted activity (or leadership role) in the description of the other entry. The same can be applied to activities that also led to Academic or Non-Academic recognitions, or any activity that you think might qualify to be entered in more than one section.

> Example: *You participated in Student Council sophomore through senior year. You also held a leadership position for Student Council your junior and senior years. How might you list this?*

Option 1: List as an activity under Extra-Curricular. If you decide to list this as an activity, you have the ability to enter the number of hours you participated in the council, and in the description, you can also talk about your leadership roles and experiences.
Option 2: List under Leadership. If you choose to list under Leadership, you can still talk about the total hours of participation in the activity description.

Unable to make changes: As the padlock on the previous page indicates, no changes to the Personal Biography section (including planned or completed activities) will be allowed after the application has been submitted. Refer to Appendix C for additional information about what can change after submission.

What to do if your activities change? TMDSAS recommends creating an addendum to your application that accounts for any changes/edits to your activities, and can be taken with you during interviews.

Academic Recognition
☐ List academic honors, awards and other recognitions received since beginning college to the present (veterinary applicants should list activities since beginning high school to the present).
  ☐ Indicate the Award Title, date received, city, country, state, and a brief description of the award (300 characers). Click on [Submit] to save the record. Additional records can be added by clicking the [Add An Award] link.

Non-Academic Recognition
☐ List non-academic honors, awards and other recognitions received since beginning college to the present (veterinary applicants should list activities since beginning high school to the present).
  ☐ Indicate the Award Title, date received, city, country, state, and a brief description of the award (300 characters). Click on [Submit] to save the record. Additional records can be added by clicking the [Add An Award] link.

Leadership
☐ List any leadership roles or positions of responsibility held since beginning college to the present (veterinary applicants should list activities since beginning high school to the present). Examples may include leadership roles in clubs/organizations, supervisory roles, etc.
  ☐ Indicate the Role Title, start date, end date, city, country, state, and a brief description of the position (300 characters). Click on [Submit] to save the record.
  ☐ Additional records can be added by clicking the [Add a Leadership Role] link.

Employment
☐ List all jobs (paid work experience) held since graduating from high school to the present, including military service. Paid healthcare activities may be listed here in addition to the healthcare activities section.
  › Indicate the employer, job title, when the job was held, start date, end date, city, hours worked per week, country, state, and a brief description of the job (300 characters). Click on [Submit] to save the record.
  › If you held a job every summer, enter each time period as a separate record.
  › Additionally, if you held this job for consecutive terms, select "Other" for the question "When did you hold this job?" You will be able to provide more details if you wish.
  › Additional records can be added by clicking the [Add an Employment Activity] link.

🐾 Veterinary Applicants: Do not include any experience that you listed in Veterinary, Animal, or Research experience. This should be non-animal care employment. Activities since beginning high school may be listed here.

Research Activities
☐ List any significant research activities (paid or volunteer) you have participated in since graduating high school to the present (veterinary applicants should list activities since beginning high school to the present).
  › Include any publications (submitted as well as published), abstracts, presentations, and posters.
  › Indicate the Research Activity Name, start date, end date, city, approximate hours worked per week, total cumulative hours, country, state, and a brief description of the research. Click on [Submit] to save the record.
  › If research culminated in any publications, abstracts, presentations, or posters, you will have the opportunity to provide details. (500 characters)
  › Additional records can be added by clicking the [Add a Research Activity] link.

Healthcare Activities

List all direct healthcare related activities you have participated in since graduating high school. These may include, for example: shadowing, scribing, clinical research, serving or working as a patient care tech, a nurse, and any direct observation or participation in patient care in a clinic, hospital, or with a physician, dentist, or veterinarian.

- Reminder: both paid and unpaid healthcare activities can be listed here.
- Multiple doctors, same location: If you shadowed multiple doctors at the same location, DO NOT create multiple entries – instead, create ONE entry per location and list each doctor in the description. If each doctor you shadowed had a different specialty, you may make a separate entry per specialty.
- Indicate the Activity Name, start date, end date, city, hours worked per week, total cumulative hours, country, state, and a brief description of the activity (300 characters). Click on [Submit] to save the record.
- Additional records can be added by clicking the [Add a Healthcare Activity] link.

Veterinary Applicants: include *only* human healthcare related activities. You may list activities since beginning high school.

VETERINARY SUPERVISED EXPERIENCE – VETERINARY APPLICANTS ONLY

☐ List all experiences where >50% of your time was spent interacting with or under the direct supervision of a veterinarian. Qualifying employment goes here.
› Veterinary experiences should relate to veterinary clinical, agribusiness, or health science experiences that you have had with veterinarians. Include all relevant experiences, whether they are voluntary, paid, or academic experiences.
› The experiences reported in this section should be different from those entered for Animal and Employment experience. Experiences gained in high school may be included. Do NOT include future expected hours of experience.
› Indicate the Activity Name, whether it is volunteer experience or paid experience, location, veterinarian name, start date, end date, city, total cumulative hours worked, country, state, and a brief description of the experience (300 characters). Click on [Submit] to save the record.
› Additional records can be added by clicking the [Add a Veterinary Supervised Activity] link.

ANIMAL EXPERIENCE – VETERINARY APPLICANTS ONLY

☐ List any animal experiences not supervised by a veterinarian or any other general animal experiences.
› Include all relevant experiences, whether they are voluntary, paid, or academic experiences. Only 100 hours of pet ownership per species (with a maximum of 2 species) will count towards overall animal experience.
› Include farm and ranch experiences, 4-H membership, animal training, agility, working in a boarding kennel or other similar activities, and only if NOT under the supervision of a veterinarian.
› The experiences you report in this section should be different from those entered for Veterinary and Employment experience. Experiences gained in high school may be included. Do NOT include future hours.
› Indicate the Activity Name, whether it is volunteer experience or paid experience, location, supervisor name, start date, end date, city, total cumulative hours worked, country, state, and a brief description of the experience (300 characters). Click on [Submit] to save the record.
› Additional records can be added by clicking the [Add an Animal Experience Activity] link.

Community Service

☐ List any non-healthcare related community service or volunteer activities you have participated in since beginning college to the present (veterinary applicants should list activities since beginning high school to the present).
   › Indicate the Activity Name, start date, end date, city, approximate hours per week, total cumulative hours, country, state, and a brief description of the activity (300 characters). Click on [Submit] to save the record.
   › Additional records can be added by clicking the [Add a Community Service Activity] link.

Extracurricular and Leisure Activities

☐ List any significant extracurricular, leisure activities or hobbies you have participated in since beginning college to the present (veterinary applicants should list activities since beginning high school to the present).
   › Indicate the Type of Activity, start date, end date, city, approximate hours per month, total cumulative hours, country, state, and a brief description of the activity (300 characters). Click on [Submit] to save the record.
   › Additional records can be added by clicking the [Add an Extracurricular/Leisure Activity] link.

Identifying Top Meaningful Activities

Here you will talk about which of your previously listed activities (from each of the [Activities] sections) were most meaningful and why. You are required to identify the most meaningful activity and may list up to three.

These should only be activities that have been completed or are on-going. Do not include activities with a *future* start date.

500 character limit, each entry.

Planned Activities – Dental/Medical Applicants Only

☐ Indicate future activities you plan on participating in between the application deadline and August 2021. This should include any future employment as well as any future research, healthcare, community service, or extracurricular activities.
☐ Indicate the Activity Type, start date, planned end date, city, total projected hours, country, state, and a brief description of the activity (300 characters). Click on [Submit] to save the record.
☐ Additional records can be added by clicking the [Add a Planned Activity] link. Do not include activities past the point of matriculation.

🕐🔒 Essays

Not sure what to include in your Personal Statement?
Check out the 2018 edition of APPLY magazine article Writing Your Personal Statement.

The time has come for you to complete the essay portion of the application. This is your opportunity to shine in a way that is less driven by data, and more driven by your personal experiences and your unique perspective.

4 Things To Remember About Essays
1. Timing - the application can time out on you, especially when filling out this lengthy portion. Avoid losing your essays or other data by saving frequently!
2. Spacing - Watch your spacing! Remember that the character count includes spaces.
3. Abbreviations - Spell out all words. Do not use shorthand or abbreviations.
4. Formatting - Avoid formatting issues by typing your essay directly into the TMDSAS application rather than cutting and pasting your essay from other software. Copying formatted text into the application may result in formatting issues that cannot be edited once your application has been submitted.

🦷 Dental Applicant Personal Statement
The personal essay asks you to explain your motivation to seek a career in dentistry. You are asked to discuss your philosophy of the dental profession and indicate your goals relevant to the profession.

The essay is limited to 5000 characters, including spaces.

🩺 Medical Applicant Personal Statement
The personal essay asks you to explain your motivation to seek a career in medicine. You are asked to include the value of your experiences that prepare you to be a physician.

The essay is limited to 5000 characters, including spaces.

🐾 Veterinary Applicant Personal Statement

Revised Section

The personal essay asks you to describe opportunities and challenges (veterinary-related and non-veterinary-related) you have experienced and how these have helped to prepare you to enter the veterinary profession.

The essay is limited to 5000 characters, including spaces.

Take your time with this part and make sure your responses are thoughtfully crafted, and accurately reflect what you intend.

Be sure to proofread carefully and to save your work frequently as no changes to your essay(s) will be permitted after the application has been submitted.

Check out this episode of the TMDSAS Podcast!
In Episode 10, Dr. Scott Wright talks about how applicants should market themselves to make schools want to meet in an interview.

Personal Characteristics - Required of All Applicants

Learning from others is enhanced in educational settings that include individuals from diverse backgrounds and experiences. Please describe your personal characteristics (background, talents, skills, etc.) or experiences that would add to the educational experience of others.

The personal characteristics essay is limited to 2500 characters, including spaces.

Optional Essay – There is One Optional Essay Available for All Applicants

The optional essay is an opportunity to provide the admissions committee(s) with a broader picture of who you are as an applicant. The essay is optional, however, you are strongly encouraged to take advantage of this opportunity.

Attention Veterinary Applicants! While traditionally the third essay has been optional, all three essays are now required and will be read and scored by the review committee. Therefore, take advantage of the unique opportunity essay #3 provides by presenting the review committee with a more complete picture of who you are and what you can bring to the veterinary program.

Optional Essay:

Briefly discuss any unique circumstances or life experiences that are relevant to your application which have not previously been presented. Optional Essay is limited to 2500 characters, including spaces.

> **Optional Essay**
> This is not an area to continue your essay or reiterate what you have previously stated; this area is provided for you to address any issues that have not previously been covered.

Additional Essays
DO/PhD & MD/PhD Program Essays

1. Explain your motivation to seek a MD/PhD or DO/PhD dual degree. Discuss your research interests and career goals as an applicant to a dual degree program.
2. Describe your significant research experiences. Include the name and title of your research mentor as well as your contributions to the project. List any publications that have resulted from your work.

Each essay is limited to 5000 characters, including spaces.

DDS/PhD Program Essays

1. Explain your motivation to seek a DDS/PhD dual degree.
2. Describe your significant research experiences, research interests and career goals as approporate for an applcant to the DDS/PhD dual degree program.

Each essay is limited to 5000 characters, including spaces.

🔒 Proof of Residency

This section contains questions regarding your citizenship, state of legal residence, etc. These questions will determine whether you are classified as a Texas resident or a non-resident. Let's discuss the process for determining residency and what information is required of you in order to do so.

Texas Residency Rules and Regulations
Texas residency rules and regulations: http://tmdsas.com/Pre-Submission/Residency.html

Bases For Claims of Texas Residency
Texas high school graduation:
1. Graduated from a Texas high school or received a GED in Texas; and
2. Lived in Texas for the 36 months immediately before high school graduation; and
3. Lived in Texas continuously for the 12 months immediately preceding the application deadline.

Establishing Domicile.
To establish domicile, you or your parent(s) must meet the following criteria:
1. Live in Texas for 12 consecutive months by the application deadline; and
2. Establish and maintain domicile for 12 consecutive months prior to the application deadline, by doing one of the following:
    • Be gainfully employed in Texas
    • Sole or joint marital ownership of residential real property in Texas by the person seeking to enroll or the dependent's parent, having established and maintained a domicile at the residence
    • Own and operate a business in Texas
    • Be married for one year to a person who has established domicile in Texas

Supporting Documents Required
Significant Gainful Employment - An employer's statement of dates of employment in Texas (beginning and current or ending dates) that encompass at least 12 consecutive months prior to the census date (i.e. application deadline) of the term in which the person enrolls and also indicates an average of at least 20 hours per week or pay stubs for 12 consecutive months prior to the census date indicating the hours worked per week, reflecting significant gainful employment in Texas, or proof of other earned income such as pensions, veterans' benefits, social security, and savings from previous earnings for 12 consecutive months prior to the census date. However, employment conditioned on student status, such as work study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment for the purposes of this subchapter.

Property Ownership - Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title to residential real property in Texas.

Ownership of a Business Entity - Documents that evidence the organization of the business in Texas that reflect the ownership interest of the person or dependent's parent, and the customary management of the business by the person or dependent's parent without the intention of liquidation for the foreseeable future.

Marriage to a Texas Resident - Texas Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile in Texas for 12 consecutive months prior to the census date of the term in which the person enrolls.

Residency Determination Process

1. **Initial System Determination:** The application generates an initial determination when the residency section of the application is complete based on your responses. This determination is automatic and computer generated. Important to note: this determination is not final.

2. **During Processing, Application Reviewed:** While processing your application, TMDSAS staff will review the initial determination along with an in-depth review of all components of your application. If more information is needed to substantiate a claim of residency, you will be required to provide them in a timely manner.

> **Reduce Processing Time**
> Gather residency documents ahead of time to have on hand if requested by TMDSAS!

3. **Residency Specialist Review**: The TMDSAS Residency Specialist will review the submitted documents and make an official determination accordingly.

4. **Residency Appeals**: If you are determined by the TMDSAS Residency Specialist to be a non-Texas resident, you have the option to appeal. Please refer to our policies for information regarding the Residency Appeals Process. To initiate the process, go here.

For Permanent Residents or Visa Holders:

Applicants who are not U.S citizens MUST provide TMDSAS with a copy of their Permanent Resident card or Visa stamp in their passport. An application will NOT be processed without documentation.

The documentation can be uploaded directly to the application. A non-U.S citizen must indicate their country of citizenship and complete the required information regarding their Visa. If your Permanent Resident card has no expiration date, enter the expiration date as ten years from the issue date.

Foreign national applicants whose application for Permanent Resident Status has been pre-liminarily reviewed should have received a fee/filing receipt or Notice of Action (I-797) from USCIS indicating the I-485 has been reviewed and has not been rejected. These applicants must submit a copy of the fee/filing receipt or Notice of Approval to TMDSAS. This documentation can be uploaded directly to the application.

Deferred Action Childhood Arrivals (DACA): If you have Deferred Action for Childhood Arrivals (DACA) status, you should select "None" when selecting your visa type/residency status. You will then indicate in the [Optional Question] at the end of the section that you have DACA status. You must also complete the Residency Affidavit, see that here.

> **Questions about Residency?**
> Check out TMDSAS Podcast Episode 02: *On Texas Residency and Other Applicant Concerns with TMDSAS Director, Mr. Meeks*.

Upload Photo

As part of your application, you are required to upload a digital photo of yourself. It must be smaller than 100KB and be in one of the following file formats: jpg, gif, png or bmp.

Want more details about the application photo?
Check out APPLY article: The Photo and Your Application! (ed. 2020)

Good news! There is no rush on your supporting documents.*

We will process your application and send it to schools, even if you have not yet submitted your supporting documents. Just be sure to have them in by the deadline!

*Supporting docs include: Test Scores, Transcripts, and Letters of Evaluation

Test Scores

Report any change to planned test dates. Any change in planned test dates MUST be immediately reported to TMDSAS. You can update this information by logging into your application. Failure to do so will cause your application to be incomplete which could affect your evaluation at one or more of the participating schools.

🦷 DAT Scores - Dental Applicants Only

The Dental Admission Test, DAT, is required for admission to dental school. The DAT must be taken within the last five years. A test score from a DAT taken before 2016 will not be considered for the 2021 entry year application.

› The DAT must be taken for the first time before December 1 of the application year to be considered for the current application cycle. Dental schools begin making offers of admission December 1st; therefore, waiting to take the DAT until that late date will delay any consideration for admission until after your test scores are released. It is recommended that you take the DAT in the spring or summer prior to applying.

› Must Release Scores. Applicants are required to request their DAT scores be released to at least one of the dental schools they are applying to. All DAT scores released to any of the four Texas dental schools will automatically be sent to TMDSAS. See here.

Warning! Supporting docs
Do NOT send TMDSAS your supporting documents until you have completed the corresponding sections in the application.
These correlate to: Test Scores, Colleges Attended, and Letters of Evaluation. Completing these sections creates the placeholders needed to upload your documents to your application.

1. **DENT PIN** – Enter your DENT PIN given to you by the ADA.

> **A Note About Your DENT PIN**
> The DENT PIN is a unique identifier for applicants and students involved with the U.S. dental education system and standardized testing programs.
> You must register to retrieve a DENT PIN from the ADA site and use it to proceed with your application. If you do not know your DENT PIN, please go to the ADA website and follow instructions there to create or retrieve it.

2. **DATs Taken** – Enter all dates you have taken the DAT.
3. **DATs Planned** – Enter all dates you plan to take the DAT between the time of application and December 1, 2020.

MCAT Scores – Medical Applicants Only

All admission test score(s) MUST be reported directly to TMDSAS by AAMC. Scores submitted from your personal score report will not be accepted.

- **The MCAT is required for admission to medical school.** The exam must have been taken no earlier than 2016 and no later than September of the year preceding enrollment into medical school (e.g. if you are applying for entry year 2021, September 12, 2020 is the last date you can take the MCAT).

  No score from a test taken within the year of enrollment will be accepted. MCAT scores can be no more than five years old.

- **Must Release Scores.** Applicants MUST release their MCAT scores to TMDSAS by using the MCAT Testing History (THx) Report System. Applicants must request the release of their scores to TMDSAS as soon as they become available to the applicant.

  See next page for step-by-step instructions on how to release your scores.

Applicants MUST request that the scores of ALL tests taken be released to TMDSAS.

> **Timing your MCAT**
> While the applications are transmitted even while supporting documents are pending, we enourage taking the MCAT at the earliest opportunity - and when you feel most prepared - so that your application will be completed and in the pool for the start of the interview season. The interview season generally begins at the end of July or early August.
>
> Keep in mind, that while TMDSAS will not delay the processing of your application without test scores, you may find action on your application from the schools delayed until later in the admission season when interview spots are limited. For specific information regarding the MCAT and Covid-19, see here.

1. **AAMC ID** – Enter your AAMC ID given to you by the AAMC. This is the 8-digit number assigned to you by AAMC for all correspondence.

2. **MCATs Taken** – Enter all dates you have taken the MCAT. (You do not need to list test dates if you had the score voided)

3. **MCATs Planned** – Enter all dates you plan to take the MCAT between the time of application and September 12, 2020.

> **MCAT and Mismatched DOB**
> It is critical that you enter your AAMC ID, test dates, and DOB correctly. Your MCAT score(s) will match to your application based on this information.
>
> If the information is entered incorrectly your MCAT score(s) will not match your application. You should also verify that AAMC has the correct data on file.

How to Release your MCAT Score to TMDSAS:
1. To release your score(s), go to the [MCAT Homepage](#).
2. From the **My Reports** drop-down menu, select **Send Scores Electronically**.
3. Begin typing [Texas Medical and Dental Schools Application Service] in the search box
   › Select the **Confirm and Send Scores** link
4. Select confirmation checkboxes and select **Send Scores**.
5. Select the **X** to close the **success** box to complete the process.
6. To confirm that your request has been submitted:
   › From the **My Reports** drop-down menu, select the **Scores Sent to Instituitions**.

TMDSAS will receive your scores **36 hours** from the time you request the release.

GRE Scores – Veterinary Applicants Only
The Graduate Record Exam, GRE, is required for admission to veterinary school. Texas A&M University considers scores on the verbal, quantitative, and analytical writing sections. Applicants must release scores for all GRE tests taken.

- **Valid Test Dates.** Applicants must have taken the GRE between August 1, 2016 and September 30, 2020 to be considered for the entering class of 2021.

- **Must Release Scores.** Scores must be submitted directly to Texas A&M University College of Veterinary Medicine using the institution code #6812. Failure to do so will result in disqualification of the applicant's file.
  1. GREs Taken – Enter all dates you have taken the GRE.
  2. GREs Planned – Enter all dates you plan to take the GRE between time of application and September 30, 2020.

Letters of Evaluation
Read on to determine how many letters are required based on what type of applicant you are – dental, medical, or veterinary.

Choosing an Evaluator
Evaluators should know an applicant well enough to evaluate them both academically and personally. It is recommended that at least one of your evaluators be current/former professors that can speak to your academic ability in the sciences.

Dental School Applicants:
- Three individual letters of evaluation OR one Health Professions Committee Letter/Packet; one evaluation letter must come from a dentist
- Option to submit 1 additional letter

Medical School Applicants:
- Three individual letters of evaluation OR one Health Professions Committee Letter/Packet
- Option to submit 1 additional letter

Veterinary School Applicants:
- Three individual **Veterinary Medicine Applicant Evaluation Forms** submitted directly to TMDSAS.
- At least one evaluation must be completed by a veterinarian.
- Only the Veterinary Medicine Applicant Evaluation Form will be accepted. Letters of evaluation will **not** be accepted.

🦷🩺 Letters of Evaluation must include:

☐ Official Letterhead - personal or professional letterhead is accepted
☐ Contact information of evaluator – telephone number and/or email address
☐ Applicant name
☐ Signature of evaluator
☐ Date
☐ Letter must be written in English

Be sure to inform evaluators of letter requirements as letters missing any of this information will be rejected!

What is a Health Professions Committee Packet? - Medical/Dental Applicants Only

Many institutions utilize a Health Professions Committee Packet for their professional school applicants. These packets come in three basic formats:

1. Committee letter with supporting letters attached.
2. Committee letter that is composed and uses quotes from various evaluators but may or may not have supporting letters attached.
3. Collection of individual evaluation letters which may also include a cover letter from an advising office or school letter service. The advising office or school letter service serves as a central collection service for the applicant, but does not make additional assessments of the candidate.

All three types of HP Committee Packets are acceptable to TMDSAS, regardless of the number of evaluations that may be contained within the document. TMDSAS respects the varying philosophies of colleges and universities as to how best to provide an HP Committee Packet and therefore does not limit the number of evaluations included. If you are having an HP Committee Packet submitted on your behalf, indicate the name of the school that will be submitting the packet.

Don't Miss These Two Steps!
1. You must have answered "Yes" to the following questions in the [Colleges Attended Questions] section: "Would you like to release your information to the health professions advisors at any school(s)?" and indicate the school that will be uploading your committee packet.
2. You must select the institution that will provide your HP Committee Packet. To do this, you must have first completed the [Colleges Attended] section.

🦷🩺 How to Submit your HP Committee Packet to TMDSAS

One important note: Unlike with individual letters, automatic email notifications are not sent out to advisors regarding HP Packets. Make sure that you contact your advisor after you've completed this section of the application.

Your HP office can deliver your committee packet several ways:

Method 1: They can upload the packet directly to your application using the TMDSAS Advisor Portal.
Method 2: They can deliver the packet to us electronically using either Virtual Evals or Interfolio.
Method 3: They can mail the packet to TMDSAS.

🦷🩺 If Submitting Individual Letters of Evaluation

If you are submitting individual letters, placeholders for the required letters will be shown. Click the edit button to fill out and complete a letter placeholder.

Salutation: Indicate the appropriate salutation of your evaluator (e.g. Dr., Mr., Mrs., Ms., etc.).
First Name: Enter the first name of your evaluator.
Last Name: Enter the last name of your evaluator.
Suffix: (if applicable) Indicate the appropriate suffix of your evaluator (e.g. I, II, Jr, Sr, MD, DDS, DVM, etc.).
Relationship to you: Indicate the evaluator's relationship to you (e.g. Academic Advisor, HP Advisor, Professor, Supervisor, Business Associate, etc.).
Indicate how your evaluator will send your letter to TMDSAS:
- Upload directly to TMDSAS via Evaluator Portal (preferred method)
- Send through Interfolio
- Send through regular mail

Evaluator's Email: Enter the email address of the evaluator (only if uploading letter directly to TMDSAS). Contact the evaluator for the correct email address.
Waiver: Indicate whether you will or will not waive your right of access to the letters of evaluation sent on your behalf.

If you need to change evaluators after you've submitted your application, provide this complete information in your request to TMDSAS.

> **Saving the Section**
> You will not be able to save this section until you have completed every REQUIRED letter placeholder.

🩺🦷 Delivering Individual Letters to TMDSAS
There are three ways individual letters can be submitted to TMDSAS.

Method 1: Evaluator can upload the letter directly to TMDSAS via TMDSAS Evaluator Portal:
› Applicant provides evaluator's name and email address in the [Letters of Evaluation] section.
› Once evaluator's name and email are provided, the evaluator receives an email from TMDSAS directing him or her to the TMDSAS Evaluator Portal.
› Contact your evaluator to ensure that he/she received the email from TMDSAS.
› Evaluator will follow instructions provided for submitting the letter of evaluation.
› A confirmation email will be sent once the letter has been successfully uploaded.

Method 2: You may deliver letters electronically through Interfolio:
› Applicant contacts evaluator and requests that he or she upload their letter of evaluation to applicant's Interfolio account. Make sure your name and TMDSAS ID are on your letter(s) so that they are matched to your application properly.
› Applicant enters evaluator name in [Letters of Evaluation] section.
› Applicant initiates letter delivery from Interfolio to TMDSAS.
› NOTE: Letters submitted through Interfolio are not automatically uploaded into the TMDSAS portal. Please allow 7-10 business days for letters to be processed and approved; expect longer wait time during peak season.
› Review Interfolio's help page on sending your letters to TMDSAS.

Method 3: Evaluator can mail the letter to TMDSAS through regular mail:
› Applicant enters evaluator name in [Letters of Evaluation] section.
› Applicant notifies evaluator to mail in letter to TMDSAS. *Make sure your name and TMDSAS ID are on you letter(s) so that they are matched to your application properly.*

🔧🦷 Re-using Letters

Re-applicants are welcome to resubmit letters or HPACs from the previous cycle, given that they were written after May 1. Applicants must still re-enter evaluator information and ensure letters/HPACs are resubmitted on time.

Important: TMDSAS will not automatically upload or roll letters over from the previous cycle.

> **With Regard to Processing Times:**
> Remember the processing times laid out in the Applicant User Agreement before making an inquiry about your letters, test scores, or transcripts.
> For updates on your documents, log into the application and check out the [Status] page.

🐾 Delivering the Veterinary Medicine Applicant Evaluation Forms to TMDSAS

Your evaluators must deliver your Veterinary Medicine Applicant Evaluation form electronically:

How to: Evaluators complete the evaluation online via the TMDSAS Evaluator Portal:
› Applicant provides evaluator's name in the [Letters of Evaluation] section.
› Select **Upload Directly** as response to "**Indicate how your evaluator will send your letter to TMDSAS**".
› Enter a valid email for the evaluator.
› Once evaluator's name and email are provided, the evaluator will receive an email from TMDSAS with the evaluation form directing him or her to the TMDSAS Evaluator Portal.
› Contact your evaluator to ensure that he/she received the email from TMDSAS.
› Evaluator will follow instructions provided for completing and submitting the evaluation form and uploading it to the TMDSAS Evaluator Portal.

Transcripts

Only send transcripts when prompted to do so by TMDSAS. Remember, transcripts are not due at the time you submit your application. In fact, if you send in your transcripts prior to our request, they will remain unprocessed until the fall. Save time and money by sending in transcripts only when requested by TMDSAS! Once transcripts are requested, be prepared to submit them for all insitutions you've attended.

For more information regarding transcripts and how to deliver them to TMDSAS, see next page.

Complete the [Colleges Attended] section first. You <u>must</u> complete the [Colleges Attended] section prior to sending us your transcripts. Completing this section creates the necessary placeholders that allow us to upload your transcripts once received.

Have transcripts sent to us. You must arrange for an official electronic transcript (preferred) or a sealed, official physical transcript to be sent directly to TMDSAS. We strongly recommend that the transcript be accompanied by a TMDSAS Transcript Request Form. One official transcript is required from every regionally accredited U.S., U.S. Territorial or Canadian college attended. This includes:

- Colleges at which you took a course, even if transfer credit was later accepted by another school
- College-level courses taken while in high school, even if they did not count toward a degree at any college

You can also send it yourself. TMDSAS will accept a transcript sent by an applicant as long as it is in the official sealed envelope from the Registrar. Transcripts submitted by applicants cannot be more than a year old.

Check status. It is your responsibility to verify and ensure that TMDSAS has received all of your official transcripts. You will receive a notification when a transcript has been received. Additionally, you may check the status of your transcripts regularly by logging into your application and viewing the [Status] page. Scroll down towards the bottom of the page until you reach the [Supporting Documents] heading.
If a document has been received, the receive date will appear next to the document name. Remember that transcripts can take 21 days to be received and processed. Keep this in mind when contacting TMDSAS.

Transcript Request Form

1. Print/attach the Transcript Request Form from the TMDSAS website or from the [Colleges Attended] section of the application.
2. Fill out the Transcript Request Form.
3. Submit to the Registrar's office of every accredited U.S. and Canadian college/university you have attended.
4. Be sure to advise the Registrar's office to enclose the Transcript Request Form (or TMDSAS ID# if requesting electronically) with your official sealed transcript and mail it directly to TMDSAS. Transcripts that are not accompanied by the Transcript Request Form can result in a delay in processing the document.

Sending Your Transcripts with Recorded Spring Grades
If you have completed coursework in the Spring term (or Winter if on a quarter system), these grades must be recorded on your transcript. Remember that <u>your transcript is not required at the time of submission</u>, but if you choose to send it to us early, make sure these grades are present.

Other types of transcripts. TMDSAS accepts all official transcripts, including the following types: Canadian transcripts, International transcripts, Military transcripts, Study Abroad transcripts, transcripts from Overseas U.S. Institutions, and Electronic transcripts. See glossary for a full description of each. *Refer to Appendix F for detailed information regarding study abroad and foreign coursework.*

🔒 Chronology of Activities

Your Chronology of Activities MUST account for all time between high school graduation and August 2021. Veterinary applicants will include information from the beginning of high school up to the point of application, fall 2020.

Your Chronology of Activities will be automatically built from the information you enter in all other sections of the application. This is done for your convenience; therefore, it is to your advantage to complete all other sections before completing this section.

The compiling of this data will be done only once – if you delete or change items in other sections after your Chronology is compiled, you will have to retype that information in your Chronology – you cannot re-import the data. You can edit or delete items from the Chronology – doing so will not change what you have entered elsewhere in the application.

Once the import of your data has been done, a [Show Activities Calendar] link appears. Click on the link to see a calendar displaying any gaps in your chronology. Gaps will be indicated by a blank box on the calendar. All gaps greater than 3 months must have a record. You will be able to add records to fill any gaps in time.

NOTE: this page only imports the first 50 characters of previously entered descriptions. If you do not want your description to be truncated, be sure to edit your activity descriptions appropriately after import to fit within 50 characters. The schools will see the full description within each [Employment & Activities] section.

Payment and Submission

Print and Review Your Application Before You Submit Application Certification

TMDSAS Policy: Application Certification

In order to submit your application, you must certify the statements as listed on the Certification Page which can be found in the *Policies* section of this handbook. Your certification of this takes the place of your legal signature and is binding. By electronically signing these statements, you signify that you have read this information as well as all other instructions throughout the application.

Payment

At the time of submission, you must provide $185 payment for the application - **fee payable by credit card only.**

Application fee is not refundable under any circumstances. Note: Once your payment is complete, your application is submitted.

TMDSAS considers your application complete and begins processing after the following are received:
1. Complete TMDSAS application that has been submitted online.
2. Application fee.
3. Copy of Visa or Permanent Resident card (if applicable).

Section III: Stay Engaged

Life After Submitting Your TMDSAS Application

Six Critical Next Steps

Congratulations! You have succesfully completed AND submitted your application! You're probably wondering...now what?

Stay with us as we explore the final section of the handbook. This part is designed to keep you informed and on track with what to expect and what to do now that your TMDSAS application is on its way to the school(s) of your choice.

The following are things an applicant must do in order to keep themselves informed and ensure adherence to TMDSAS guidelines following the transmission of the application.

1. Read and respond to any messages from your Applicant Liaison: Once TMDSAS begins processing your application, an Applicant Liaison will be assigned to work with you. This person will assist you throughout the "post-submission" phase. They will reach out to you via the application message portal as soon as your application has been transmitted with important next steps. They might also reach out to you with an urgent request for information or documentation in order to be able to transmit your application. If they do request documents or information, be sure to provide this as soon as possible so as not to delay the processing of your application.

> Welcome John Doe
> **Your TMDSAS ID 123456**
> My Account
> Send message to TMDSAS -
> Unread messages (0)
>
> Logout
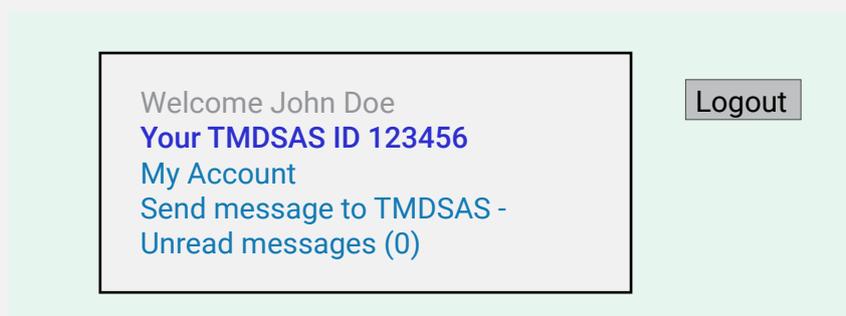
2. Review Prescribed Coursework (PCR): Upon transmission of your application to the designated school(s), your Applicant Liaison will notify you via message, prompting you to review the PCR determinations made by TMDSAS. This is an important step that allows you to catch and resolve any prescribed coursework deficiencies early on. For a full description of the PCR, see our glossary here.

PCR Appeal? If you disagree with the way a course or courses have been coded, you have the option to appeal. Go here to start the process.

3. Monitor the status of your TMDSAS application: Checking the status of your application online allows you to follow the progress of your application and the letters of evaluation, test scores, and transcripts received on your behalf.

To check your status:
    Step 1: Sign in to your application.
    Step 2: Click on the [Status] link from the menu on the right-hand side of the application.
    Step 3: You will see the date each section of the application was completed under [Section Status]

Step 4: To see the status of your supporting documents, scroll down towards the bottom of the page until you reach the [Supporting Documents] heading. If a document has been received, the receive date will appear next to the document name. For a detailed status of your letter after it has been submitted, check the [Letters] section of your application.

SUPPORTING DOCUMENTS:
All items listed below are required for your application to be considered complete. However, TMDSAS does not wait for these materials in order to process and transmit your application. Supporting documents will be sent to the schools as they are received. Please notify TMDSAS immediately if you find a discrepancy.

LETTERS OF EVALUATION:

Letter Writer	Letter Type	Letter Relation	Date Received
Prof Jane Doe	Required	Academic Advisor	3/26/2019
Prof John Doe	Required	Current or Former Professor	3/26/2019
Prof Jane Quinn	Required	Current or Former Professor	NOT RECEIVED

OFFICIAL TRANSCRIPTS:

This section will not be considered complete until TMDSAS has received all transcripts from each institution you attended. Spring 2018 grades (or Winter 2018 for those on a quarter system) MUST be recorded on your transcript before it is delivered to TMDSAS. Transcripts for planned/future coursework do not need to be received until coursework is completed and grades have been reported.

Keep in mind that if you have interviewed with any school, you must send UPDATED transcripts to TMDSAS at the end of each semester/quarter in which you've completed coursework between the time you submit your application and the time you matriculate in professional school.

College Name	Transcript Through	Date Received
University of Texas Rio Grande Valley	Fall 2023	5/15/2018 2:49:32 PM
Palo Alto College (Alamo Community College District)		NOT RECEIVED

Received by TMDSAS

TEST SCORES:
You must officially request that AAMC or ADA release your test scores to TMDSAS. This does not happen automatically. For instructions on how to release scores, please visit:

MCAT Score Release

DAT Score Release

MCAT Note:
MCAT scores for exams taken prior to 2014 will not be considered for the 2019 entry year application. Therefore, any score for a test date prior to 2014 will show as "Not Received".

MCAT Dates You Entered

Test Type	Test Date	Date Received
MCAT	8/4/2018	NOT RECEIVED
MCAT	3/24/2018	NOT RECEIVED

Keep login info. Be sure to keep track of your username and password. You won't be able to access your application or status without them. Also keep track of your TMDSAS ID. You will need this when contacting TMDSAS.

4. Check your messages regularly: The internal messaging system is the official mode of communication with TMDSAS and important messages will be sent to you directly through this feature of the application. If you have questions that cannot be answered by reading the TMDSAS website or by monitoring your application status online, you can contact TMDSAS by sending a message through the application or by phone.

5. Update grades at the end of each term completed: Be sure to update us with your new grades/ changes to planned coursework between the application deadline and planned entry date – summer 2021. All new grades will be verified and new TMDSAS GPAs will be computed and made available to your designated schools. To do so, simply log back into the application and update the [College Coursework] section.

6. Complete Secondary Applications: Links to the secondary applications and information on CASPer are available on the TMDSAS website. Secondary applications should be completed as soon as you submit your TMDSAS application. Any questions relating to a secondary application or CASPer test should be directed to the school. Any secondary application required documents and/or fees should be sent directly to the school and NOT to TMDSAS. The following schools require a secondary:
    UT Southwestern Medical Center in Dallas
    UT Austin Dell Medical School
    UT Rio Grande Valley School of Medicine
    UTMB at Galveston
    McGovern Medical School
    Texas A&M University College of Medicine
    Texas Tech University HSC School of Medicine
    The University of North Texas HSC – Texas College of Osteopathic Medicine
    Texas Tech University HSC El Paso Paul L. Foster SOM
    Sam Houston State University, College of Osteopathic Medicine
    University of Houston College of Medicine
    Texas A&M University College of Dentistry
    Texas A&M University College of Veterinary Medicine

So you've submitted your application, now what should you do? Keep yourself in the loop! TMDSAS makes it easy to stay informed about what's going on with your application. Use the tools we provide to monitor your status, to make updates as needed, and to send and receive vital communication.

How long to process? As soon as possible!

Feeling anxious? This is an exciting moment, and it is understandable that you will be highly anxious to have your application transmitted to the school(s) of your choice a soon as possible. We truly understand.

Your patience is appreciated. TMDSAS' mission is to get your complete application to the schools expeditiously and free of error. This entails a thorough review of each section of your application as well as the processing of your letters of evaluation and test scores.

Expect a few weeks. During peak season, this process can take up to 30 days. This timeline can become even longer when an application is not completed according to the guidelines provided and thus causes a delay. Therefore, following directions pre- and post-submission, and keeping lines of communication open are vital to ensuring the process runs as smoothly as possible.

When do we being processing? TMDSAS will begin to process your application once the online application has been submitted and the following items have been received:

1. **Application Fee** (payable by credit card only)
2. **Copy of Permanent Resident card or Visa** (if applicable)
3. **Spring (or winter) 2020 grades recorded** (if applicable)

Did you know?
TMDSAS and the Texas Health Education Service have worked together to create an abundance of additional resources for applicants. If you're still looking for more, we welcome you to visit our resource page!

We won't wait to begin processing. You may submit your application before your letters of evaluations or test scores have been received. Applications will be processed and transmitted to schools without these supporting documents. Schools will be updated with these materials as they are received. Remember that transcripts are not required until the fall, and TMDSAS will prompt you when it's time to send them in.

If you're feeling anxious or overwhelmed, call us!

Glossary, Policies, and Appendices

Glossary

A

Academic Fresh Start:
Under the provisions of the Texas Education Code, the Academic Fresh Start program allows a Texas resident to apply for admission (or re-admission) to a Texas public undergraduate institution and elect to have all academic coursework earned 10 or more years prior to the requested enrollment date ignored for admission purposes. Note: this is not the same as enrolling in college as a Freshman, or attending college for the first time. (For full description, see information at College For All Texans or at TMDSAS).

Academic Status:
Refers to the applicant's school classification. See chart below.

PF: Pre-Freshman	Any college coursework undertaken BEFORE high school graduation. Examples include: AP, IB, Dual Credit or CLEP credits.
FR: Freshman	Status during first approximate 0-30 semester hours of college AFTER high school graduation. This is your status, even if you earned 30+ credit hours of Pre-Freshman coursework.
SO: Sophomore	Approximately 31 - 60 semester hours completed.
JR: Junior	Approximately 61 - 90 semester hours completed.
SR: Senior	Approximately 91 - completion of undergraduate degree.
PB: Post-baccalaureate	Courses taken after completion of the Bachelor's degree, including those for a subsequent Bachelor's degree, Does not include graduate-level coursework.
GR: Graduate	Courses taken while enrolled in a graduate degree program, or any courses taken at the graduate level; course numbers typically 500/5000 and greater.

Accredited:
A label applied to an educational institution by an official agency, association or ministry of education recognizing it for maintaining standards that qualify graduates for consideration for admission to higher or more specialized institutions.

ACT:
An examination used by the university to assist in determining admissibility of undergraduate students.

Advanced Placement/CLEP:
Credit reported on transcript for successful completion of Advanced Placement or CLEP examinations. AP/CLEP credit is accepted only if the school granting the credit lists the specific course(s) and number of units granted per course on an official transcript. Lump sum credit is not accepted. If these do not appear on the transcript, an official letter from the registrar is required. List AP credit only once, even if more than one institution granted credit.

AP credit appearing on the transcript without subject or course names will be classified as non-science unless official documentation is received. If a letter grade is shown on the official transcript, the letter grade should be listed in the Grade column and will be included in your GPA calculations. If a letter grade is not given on the official transcript or the course is indicated as being passed, then enter the semester hours and, under Grade column, select CR – credit.

Audit:
Any course you attended without attempting to earn credit. These courses will not be included in your TMDSAS GPA.

B

BCPM (Science) GPA:
Courses taken in the Biology, Chemistry, Physics, or Math (including Stats) departments are included in the BCPM GPA. This includes courses coded as prerequisites as well as those coded "Other Science", if they were determined to meet the criteria for BCPM inclusion by TMDSAS during application review.
(See *Appendix E* for more information.)

C

Census Date:
October 1 of the application year

Credit by Institutional/Departmental Exam:
Credits reported on transcript for successful completion of an institutional or departmental examination.

D

DDS/PhD Essay:
1. Explain your motivation to seek a dual degree (DDS/PhD). (5000 max)
2. Describe your significant research experiences, research interests and career goals as appropriate for an applicant to dual degree program (DDS/PhD). (5000 max)

Deferred Action Childhood Arrivals (DACA):
If you have Deferred Action for Childhood Arrivals (DACA) status, you should select "None" when selecting your visa type/residency status. You will then indicate in the [Optional Question] at the end of the section that you have DACA status.

Degree-Seeking Student:
A student actively seeking a bachelor's, masters or doctoral degree.

Dependent Student:
For purposes of Texas residency determination, a person who: (a) is younger than 18 years of age and has not been emancipated by marriage or court order; or (b) is eligible to be claimed as a dependent of a parent for purposes of determining the parent's income tax liability under the IRS Code of 1986.

Developmental:
These are remedial courses or courses that prepare students for college-level coursework. Generally, courses with course numbers starting with a zero or numbers less than 100 are considered developmental courses. Developmental courses will not count towards the GPA nor will they be calculated into the overall hours.

Distance Learning/Online Course:
Indicate if the course was completed via on-line, correspondence or other form of remote learning.

DO/PhD Essay:
DO/PhD program applicants will have the following Essay Prompts. Each essay is limited to 5000 characters, including spaces.
1. Explain your motivation to seek a MD/PhD or DO/PhD dual degree. Discuss your research interests and career goals as an applicant to a dual degree program.
2. Describe your significant research experiences. Include the name and title of your research mentor as well as
your contributions to the project. List any publications that have resulted from your work.

Domicile:
A person's principal, permanent residence to which the person intends to return after any temporary absence.

Dual Credit:
College credit earned when a high school student is taking a college course for both high school and college credit. If you took college courses while in high school and received both high school and college credit, you should indicate this Course Type as "Dual Credit". The credit must appear on an official transcript from the college. Courses may be taken at the high school or at the college, but need to be listed on the application under the name of the college.

E

Essay:
The section of the application in which you have an opportunity to express yourself in up to 5000 characters. The following are the Essay topics:
Personal Characteristics (Required) - See 'Personal Characteristics' in Glossary to review full prompt.
Personal Statement (Required) - See 'Personal Statement' in Glossary to review full prompt.
Optional Essay (Not Required, but encouraged) - See 'Optional Essay' in Glossary to review full prompt.
DDS/PhD Essay: (Required if you are applying to a DDS/PhD program) - See Glossary for full prompt.

Establishing Domicile in Texas:
Physically residing in Texas with the intent to maintain domicile in Texas for at least the 12 consecutive months immediately preceding the census date of the term of enrollment, allowing for documented temporary absences.

F

First generation-Graduate:
A student with neither parent having any education beyond an undergraduate degree (includes education outside the U.S.). A student with a parent that completed any graduate-level work, even if it did not result in a graduate degree, would not be considered first-generation.

First Generation-Undergraduate:
A student with neither parent having any education beyond high school (includes education outside the US). A student with a parent that attended a college or university, even if the parent did not graduate with a four-year degree, would not be considered first-generation.

Foreign Transfer:
Foreign Transfer (course type FT) are courses taken at a foreign institution that were accepted as transfer credit at a US institution. If these courses appear as FT credit on an official transcript from a U.S. institution, they should be entered in the [College Coursework] section of the application. These courses will count towards the 90 hour requirement, but will not count towards meeting pre-requisites.

Full Time:
Enrollment for a minimum of twelve semester credit hours for undergraduate students or nine semester credit hours for graduate students each semester in the long session (fall and spring).

G

Gainful Employment:
Employment intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care) that is sufficient to provide at least one-half of the individual's tuition and living expenses or that represents an average of at least twenty hours of employment per week. A person who is self-employed, employed as a homemaker or who is living off his/her earnings may be considered gainfully employed for tuition purposes, as may a person whose primary support is public assistance. Employment conditioned on student status, such as work study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment.

Graduate Records Examination (GRE):
The General Test of the GRE is an examination used by the university to assist in determining admissibility of graduate applicants.

Graduate Study:
The educational sequence immediately following completion of the bachelor's degree, typically leading to a master's or doctoral degree.

H

Honors:
A course taken as part of an undergraduate honors program, not a course for which you may have received academic honors.

I

Independent Student:
For purposes of Texas residency determination, a student 18 years of age or older or an emancipated minor who is not claimed by a parent or legal guardian as a dependent for federal income tax purposes during the tax year.

International Baccalaureate:
An intensive pre-college curriculum sponsored by the International Baccalaureate Organization.

International Student:
Individuals from countries other than the United States who are not U.S. citizens or permanent residents of this country.

L

Legal Guardian:
A person who is appointed guardian under the Texas Probate Code, Chapter 693, or a temporary or successor guardian.

M

MD/PhD Essay:
1. Explain your motivation to seek a dual degree (MD/PhD). (5000 max)
2. Describe your significant research experiences, research interests and career goals as appropriate for an applicant to dual degree program (MD/PhD). (5000 max)

Maintain Domicile:
To physically reside in Texas with the intent to always return to the state after a temporary absence. The maintenance of domicile is not interrupted by a temporary absence from the state.

Military or Government Installation:
A facility directly owned and operated by or for the military or one of its branches that shelters military equipment and personnel, and facilitates training and operations.

O

Optional Essay: (Not Required, but encouraged)
Briefly discuss any unique circumstances or life experiences that are relevant to your application which have not previously been presented. This is not an area to continue your essay or reiterate what you have previously stated: this area is provided for you to address any issues that have not previously been addressed. Optional Essay is limited to 2500 characters, including spaces. *Note: all three essays are required of Vet applicants.*

Other:
A housing type that does not fall into any of the other prescribed definitions (rural, urban, suburban, military or government installation).

P

Parent:
A natural or adoptive parent, managing or possessory conservator, or court appointed legal guardian of a person. The term does not include a step-parent.

Personal Characteristics: (Required Essay)
Learning from others is enhanced in educational settings that include individuals from diverse backgrounds and experiences. Please describe your personal characteristics (background, talents, skills, etc.) or experiences that would add to the educational experience of others. The personal characteristics essay is limited to 2500 characters, including spaces.

Personal Statement: (Required Essay)
One of the prompts in the Essay section. Depending on which field you are interested in, your specific prompt will change. Each essay is limited to 5000 characters, including spaces.

Dental Applicant: The personal essay asks you to explain your motivation to seek a career in dentistry. You are asked to discuss your philosophy of the dental profession and indicate your goals relevant to the profession.

Medical Applicant: The personal essay asks you to explain your motivation to seek a career in medicine. You are asked to include the value of your experiences that prepare you to be a physician.

Veterinary Applicant: The personal essay asks you to discuss your personal understanding of the roles of a veterinarian as it relates to your career goals. What do you have to offer the profession?

Prescribed Coursework Review (PCR):
Process by which TMDSAS reviews the coursework as coded by the applicant and compares with the approved Course Listing for each institution. TMDSAS may make changes to the course coding entered by the applicant during processing to ensure courses are coded in accordance with the approved Course Listing.

A PDF of the PCR is available for applicants to review upon application transmission. **Note: the PCR lists only the courses coded as prerequisites. All other courses can be viewed in the [College Coursework] section of the application.** (See Policy *Appealing Course Coding Decisions Made in Processing* for more information.)

Property Ownership:
Sole or joint marital ownership of residential real property in Texas by the person seeking to enroll or the dependent's parent, having established and maintained domicile at that residence. Owning a timeshare, renting a residence or owning a cemetery plot does not constitute property ownership.

Race or Ethnic Group Descriptions:
Ethnicity and Race questions are asked for federal and/or state reporting purposes. These questions are voluntary, and applicants will not be at a disadvantage in the admissions process if they are not completed.

Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Black/African American	A person having origins in any of the black racial groups of Africa.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Applicants may be expected to provide official documentation/certification of active affiliation with a recognized tribe or reservation community.
White/Caucasian	A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Re-applicant:
You are considered a re-applicant if you have previously submitted an application that was transmitted to any TMDSAS medical, dental or veterinary schools. If your application was withdrawn while in the status "TMDSAS Processing," then you are not considered a re-applicant.

Regular Class:
A regular class taken in the classroom – no special designation.

Research Activities:
Comprise the Employment and Activities section. List any significant research activities. Include any publications (submitted as well as published). Other examples may include participation in a research project through class, employment, or volunteer experience.

Residence:
A person's home or other dwelling place.

Rural:
Of or relating to the country, country people or life, or agriculture.

SAT:
An examination used to assist in determining admissibility of undergraduate students.

Secondary Applications:
A supplemental application required by one or more of the medical, dental or veterinary schools. These applications are not handled by TMDSAS and any questions related to the secondary applications should be directed to the individual school. (See TMDSAS website for more information: http://tmdsas.com/Post-Submission/SecondaryApplications.html)

Secondary School/High School:
Generally refers to the 9th, 10th, 11th and 12th years of formal education, preceding entry into a college or university.

Semester Credit Hours:
A quantitative measure of coursework. Generally, a student earns three semester hours of credit upon successful completion of a course meeting three hours a week during one long-semester (fall or spring). [See also quarter hours.]

Study Abroad:
Courses undertaken at a foreign university as part of a Study Abroad program, and received credit for those courses on a U.S. or Canadian school transcript. (Courses completed overseas that are not part of a Study Abroad program should be treated as foreign coursework and will not be included in the TMDSAS GPA computation.)

Suburban:
The residential area on the outskirts of a city or large town.

T

Temporary Absence:
Absence from the state of Texas with the intention to return, generally for a period of less than five years. For example, the temporary absence of a person or a dependent's parent from the state for the purpose of service in the U.S. Armed Forces, U.S. Public Health Service, U.S. Department of Defense or U.S. Department of State as a result of an employment assignment or for educational purposes, shall not affect a person's ability to continue to claim that Texas is his or her domicile.

TMDSAS GPA:
TMDSAS calculates the following GPA's:

Overall GPA	Comprised of all coursework (undergraduate and graduate level).
Overall Biology-Chemistry-Physics-Math (BCPM*) GPA	Comprised of all biology, chemistry, physics and math based coursework.
Overall Non-BCPM GPA	Comprised of all other coursework not included in BCPM GPA.
Undergraduate GPA	Comprised of all undergraduate coursework.
Undergraduate BCPM* GPA	Comprised of all undergraduate biology, chemistry, physics and math coursework.
Undergraduate Non-BCPM GPA	Comprised of all other undergraduate coursework not included in BCPM GPA.
Graduate GPA	Comprised of all graduate coursework.
Graduate BCPM* GPA	Comprised of all graduate biology, chemistry, physics and math coursework.
Graduate Non-BCPM GPA	Comprised of all other graduate coursework not included in BCPM GPA.

Transcript:
A mark sheet; a complete record of academic work, i.e., all subjects taken and grades or marks secured in each subject, including failures, if any. TMDSAS accepts all official transcripts, including the following types: Canadian transcripts, International transcripts, Military transcripts, Study Abroad transcripts, transcripts from Overseas U.S. Institutions, and Electronic transcripts. See below for a full description of each.

Canadian Transcripts
Follow steps on above to have your English-language Canadian transcripts sent to TMDSAS.

International Transcripts
Enter coursework taken at all international colleges/universities in the [College Coursework] section. Although TMDSAS permits you to list foreign coursework in your application, TMDSAS does not verify this coursework for authenticity and does not use grades from international transcripts in computing TMDSAS GPAs.
You are required to submit one transcript from every international college/university you have attended. TMDSAS also encourages international applicants to submit a copy of any evaluation of international coursework that has been completed by an official credential evaluation service. TMDSAS will forward a photocopy of your international transcript and evaluation to your designated medical/dental/veterinary schools.
If you have difficulty obtaining an official transcript from your foreign institution, TMDSAS will accept a copy from your personal records.

Military Credit & Transcripts
Individuals in the U.S. Armed Services frequently receive credit for special courses that they have taken while in service. These courses are considered post-secondary, but do not appear on a college transcript. In other situations, information about these courses may be posted to a Joint Services Transcript. **TMDSAS does not consider these courses to be college courses and they should not be added to the application.**

In certain situations, colleges/universities may award academic credit for these same military courses, or for experiences gained during military service. Such credit is usually considered "life experience credit" and is awarded as credit hours towards the completion of a degree. In situations such as this, the applicant should indicate the credit hours on the TMDSAS application, under the college/university granting the credit. Only the credit hours actually awarded by the college/university should be included in the TMDSAS application.

You have the option to upload your military transcript directly in the MIlitary Service Section of the application.

Study Abroad Transcripts
If you participated in a Study Abroad program under the sponsorship of a U.S. or Canadian institution and the international coursework appears on the U.S./Canadian transcript as regular itemized credit, only list the U.S. or Canadian institution on your TMDSAS application. DO NOT list the foreign institution. If the sponsoring school is different than your home institution, such as Arcadia University, University of Minnesota Danish Institutes of Study Abroad, or International Studies Abroad (IES), you must list the sponsoring school. *Refer to [Appendix F](#).*

Arrange for only the U.S. or Canadian transcript to be sent to TMDSAS. TMDSAS processes study-abroad coursework in the same manner as U.S. and Canadian coursework.

Transcripts from Overseas U.S. Institutions Overseas U.S. institutions are:
1. Located outside U.S. borders
2. Accredited by a regional institutional accrediting agency recognized by the U.S. Department of Education
3. Use English as the primary language of instruction and documentation
If you attended an overseas U.S. institution, report it to TMDSAS in the same manner as your U.S. and (English- speaking) Canadian institutions and arrange for an official transcript to be forwarded to TMDSAS. List all coursework on your TMDSAS application. U.S. institutions with campuses overseas are also considered U.S. colleges for which transcripts are required and all coursework must be listed.

Electronic Transcripts
TMDSAS accepts electronic transcripts from Credential Solutions (formerly eScrip-Safe), National Student Clearinghouse, Parchment, and Greenlight Locker (Dallas CCCD). For more information about the institutions they serve and how to arrange delivery of your electronic transcript, see here:
Credentials Solutions: https://www.credentialssolutions.net/
National Student Clearinghouse: https://www.studentclearinghouse.org/
Parchment: https://www.parchment.com/order/my-credentials/
Greenlight Locker: https://www.dcccd.edu/services/onlineservices/transcripts/pages/electronic.aspx

Transferable Credit:
Undergraduate academic coursework completed at an accredited post-secondary institution that is recognized by the university as being commensurate with its educational expectations.

U

Undergraduate Study:
The educational sequence immediately following completion of secondary school and leading to a bachelor's degree.

Urban:
Of, relating to, characteristic of, or constituting a city.

TMDSAS Policies

Read These Policies To Avoid Application Processing Delays

TMDSAS Policy Library

Just as this handbook was designed to guide you through each step of the application, TMDSAS has policies in place to guide you through each phase of the application cycle. These policies not only ensure transparency in our organization, but also are meant to serve as an additional support for you! Remember, if you have any questions, policy-related or otherwise, do not hesitate to contact us.

Policy Documents

Refer to these policy documents as you progress through the application cycle.

I. General Guidelines for Applicants – Here you'll find general policies associated with applying to professional school through TMDSAS.

II. Applicant Responsibilities for Processing – This is where you'll learn specific policies related to successful submission of a TMDSAS application.

III. Applicant Responsibilities Post-Submission – To navigate the application cycle successfully, there are things you'll need to keep in mind, even after you submit that application. Be sure to learn those policies here.

Addenda

These addenda provide additional clarity and guidance. Refer to these in conjunction with our other policy documents.

A-1 Applicant User Agreement – These are the imperative actions an applicant must agree to follow before proceeding with the application.

B-1 Application Certification Statement – Applicants must review and agree to these statements in order to submit their application.

C-1 Approved Application Changes Post-Submission – This outlines the changes that can/cannot be made to an application after it has been submitted.

D-1 Pre-Requisite Course Definitions – This document provides examples of the types of course topics that might be coded as prerequisite coursework. It is recommended that you use the Course Listing for your institution (if available); this page provides more general guidelines.

E-1 Requirements for BCPM Inclusion – Be sure to use the Course Listings pages when coding your courses and learn more about courses that might be included the Biology, Chemistry, Physics, & Math (BCPM) GPA.

Appendix

Applicant User Agreement

Applicants will review and agree to the following before proceeding with the application:

On Policies and Procedures Disclosures

☐ I have read and agree to the TMDSAS policies and procedures.
☐ I understand it is my responsibility to observe important deadlines.
☐ I have accessed the TMDSAS Application Handbook and will use it to complete my application.

On Communicating with TMDSAS

☐ I am responsible for reviewing and responding to messages sent through the application system portal, as this is the official mode of communication with TMDSAS.

On Technical Considerations

☐ I understand that **once the application fee has been paid, my application will be submitted to TMDSAS**
☐ I understand that each page will time out after 60 minutes and it is my responsibility to review that each section has been completed to my satisfaction prior to submitting
☐ I understand that TMDSAS recommends I print my application and review it in its entirety for completeness prior to paying and submitting in order to avoid having an incomplete application

On Letters of Evaluation & Test Scores

☐ I understand that letters of evaluation can take 7-10 days for receipt and processing, and I will keep this in mind before contacting TMDSAS
☐ I understand that letters of evaluation and test scores are not required for processing, as my application will be transmitted to my select schools without them. However, I also understand many schools may not process my application until these items have been received

On Transcripts

☐ I understand that unless I fall into one of the following categories, my spring 2020 grades must be entered before I can submit my application:
  • I am a graduate student who will not receive grades until after June 1st
  • I attend a school that follows the quarter system (most recent winter grades then required)
  • I am taking Study Abroad coursework and grades will not be available until after June 1st
☐ I understand that transcripts should not be submitted until they have been requested by TMDSAS via email. Transcripts sent prior to request will not be processed until August 1, 2020
  • **EXCEPTION**: If I am an applicant to a special program with an expedited deadline (Early decision program, JAMP, etc.), or elected the Academic Fresh Start Provision, or have complete foreign coursework I will send transcripts to TMDSAS once my Spring 2020 grades are available

On Entering Coursework

☐ I will utilize the Course Listings page on the TMDSAS website when coding and completing the college coursework section of my application, if available for my institution.
☐ I will review the College Coursework section of my application after transmission for changes made to coding during processing. *Please review policy Appealing Course Coding Decisions Made in Processing for more information on the appeals process*
☐ I will enter my coursework exactly as it appears on the institution's transcript from which I initially received the credit
☐ I understand that once my coursework has been validated to my transcripts, there may be additional changes to my PCR

Addendum B-1

Application Certification Statements

Applicants will review and agree to the following before submitting their application:

1) I certify that the information in this application and all attachments are complete and correct to the best of my knowledge and belief. I authorize TMDSAS and any medical, dental, or veterinary school to which I am applying to verify the information I have provided.

2) I further understand that this information will be relied upon by TMDSAS and officials of the medical, dental, and veterinary schools in determining my residence status for admission and later for tuition purposes and that submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

3) I certify that I will report to TMDSAS any event which occurs subsequent to filing this application but prior to matriculation that would alter any answer provided on my application. I understand that failure to do so is grounds for rejection of my application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

4) I further certify that all written passages, such as the personal statement, optional essays, essays required of dual-degree applicants, and descriptions of employment/ activities, are my own and have not been written, in part or in whole, by a third party. Quotations are permitted if the source is cited.

5) I have read, understand and agree to comply with TMDSAS Instructions, including the statements that I am responsible for monitoring and ensuring the progress of my application process, by frequently checking the [Status] page of my application. I also understand that I am responsible for knowing and understanding the admissions requirements for each school to which I am applying, and that I am not eligible for a refund of TMDSAS fees if I do not meet the admissions requirements of the schools.

SCHOOL ADMISSION ACTIONS

6) I understand that all actions on admission to a professional program are the prerogative of each individual professional school.

APPLICATION IRREGULARITIES

7) I understand that application irregularities are documented by The Texas Medical and Dental School Application Service (TMDSAS) and member schools and are reported to the Association of American Medical Colleges, American Dental Education Association, American Association of Osteopathic Medicine, Association of American Veterinary Medical Colleges, and other appropriate professional organizations.

CRIMINAL BACKGROUND CHECKS

8) I understand that, in accordance with the individual school's policy, some or all TMDSAS participating schools require a criminal background check on applicants as a condition of admission or matriculation.

SUBSEQUENT LEGAL OR INSTITUTIONAL ACTIONS

9) I understand that I am required to notify TMDSAS and the Admissions Office of each school to which I apply if I am charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime after the date of my original application submission. I understand that this notification must be in writing and occur within ten (10) business days of the occurrence of the criminal charge or conviction. Failure to do so is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

10) I understand that I am required to notify TMDSAS and the Admissions Office of each school to which

I apply if I become the subject of an institutional action or state licensure board action after the date of my original application submission. I understand that this notification must be in writing and occur within ten (10) business days of the occurrence of the institutional action. Failure to do so is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

OCCUPATIONAL LICENSE STATEMENT

11) Texas state law requires entities providing education programs that lead to an initial occupational license to notify each applicant or enrollee: (1) that an individual who has been convicted of certain criminal offenses may potentially render that person ineligible for issuance of an occupational license upon completion of their educational program; (2) of the current guidelines by an applicable licensing agency regarding an individual's ability to be licensed; (3) of any other state or local restriction or guideline used by a licensing authority to determine eligibility of an individual who has been convicted of an offense to be licensed; and (4) of the right to request a criminal history evaluation letter from the applicable licensing agency. If an applicant or enrollee is accepted to an educational program, that individual should contact that institution should he/she need additional information or guidance.

TECHNICAL STANDARDS

12) Texas public dental and medical institutions are required to develop and publish technical standards for the admission, retention, and graduation of students, in accordance with legal requirements.
I have reviewed and am aware of the technical standards for each institution to which I have included in my [Select Schools] page; furthermore, I understand that, in the event that I am unable to meet the requirements, with or without reasonable accommodations, I may be unable to meet the requirements of the degree.

RELEASE OF INFORMATION

13) Any information published by TMDSAS that is related to medical, dental and/or veterinary school applications is done so with aggregate statistics. TMDSAS may also share personally identifiable data with peer not-for-profit organizations, certifying boards, licensing bodies, and other organizations involved in health education for research, eligibility determination, verification, and credentialing purposes.
You must agree to these statements in order to submit your application.

14) If I am accepted to one of the TMDSAS member schools, I hereby authorize the release of information contained within or related to my application for admission to private entities or individuals who award scholarships or other financial aid to students attending that institution.
I understand that by selecting 'Yes' and submitting this page that I am providing my electronic signature to release the information in this application for scholarship and financial aid purposes. I understand that NOT checking the box below will prevent the release of this information for scholarship or funding purposes.

MENINGITIS ACKNOWLEDGEMENT

15) The Texas Legislature requires all public institutions of higher education in Texas to notify all new students about bacterial meningitis. Below is a link to the required information that you must review and certify that you have received. http://www.thecb.state.tx.us/index.cfm?objectid=A641CD0D-E56A-A36A-1BCB39 FF80781178

AAMC RELEASE

16) I understand that any medical school in which I enroll may release my relevant student records to the AAMC for inclusion in the AAMC Student Records System (SRS), a secure, centralized enrollment database on the national medical student population. Access to SRS is limited to medical school administrators and select AAMC staff. The student records released to the AAMC may include information about my enroll-ment status, attendance, degree program, graduation plans, and demographic and contact information. Released student records will not include information about my academic performance, such as course-work grades or test scores. The AAMC uses SRS data for accreditation purposes, data services, outcomes studies, program evaluations, research projects, and other data activities in support of the medical educa-tion community and may release the data to a limited number of third parties. All AAMC uses and release of data will be consistent with the AAMC's privacy policies https://www.aamc.org/44866/privacy.html. I have read and agree to the AAMC Release statement.

SELECTIVE SERVICE

17) Federal law requires that most male U.S. citizens (regardless of where they live), age 18-25, register with the Selective Service. Generally, any man who is required to register with Selective Service must do so to receive federal student aid., and numerous institutions require Selective Service registration to enroll publicly-funded institutions, or to qualify for state or institutional financial aid. The Veterans Health Admin-istration requires Selective Service registration as an application requirement for males. While this require-ment is not new, it is being rigorously enforced in VA Hospitals, so students who do not meet this require-ment cannot participate in rotations at VA Hospitals.
I understand that by checking this box that I am providing my electronic signature to certify that I have received notification about the importance of Selective Service registration.

C

Approved Application Changes Post-Submission

Application Section	Specific Areas	Changes: Yes/No/Update
1. Account Information	Creating or activating an account	Yes
2. Application History	Add TMDSAS app history if not included; correct TMDSAS schools applied to Remove Application History	Yes No
3. Application Status	Withdraw Application following applicant request.	Yes
4. Colleges Attended Questions	Fresh Start Information Fresh Start Coursework Deletion Release of Information	Yes Yes Yes
5. College Coursework	Coursework -Grades/Hours -Academic Status -Courses/Course Coding -Last Time Taken -Edit Terms Attended	 Yes Yes Yes Yes Yes
6. Colleges Attended	-Add/Remove school -Adjust dates attended -Fix graduation date/status -Add minor -Non-degree seeking?	Yes Yes Yes Yes Yes
7. Community Service	Activities	No
8. Contact Info	Adding a previous last name Correcting a misspelled name Legal name change Capitalization of names	Yes Yes Yes No
9. Demographic	D.O.B. Place of Birth	Yes Update
10. Education/Training History	Non-traditional identification Interruptions to education/vocation Disciplinary Action	No Update Update
11. Employment	Activities	No
12. Essays	Personal Essay Personal Characteristics Optional Essay	No No No
13. Extra-curricular	Activities	No

Application Section	Specific Areas	Changes: Yes/No/Update
14. Tests: DAT/MCAT/GRE	ID numbers Test dates	Yes Yes
15. Family	Family contact information Parent Doctor Designation Parent Physician Question: name, relationship, medical school, degree type and date of graduation	Yes Yes Yes
16. Felonies & Misdemeanors	Question: Are you currently under charge or have you ever been convicted of a felony or misdemeanor, or have you ever received a felony or misdemeanor deferred adjudication?	Update
17. Financial Information	Sources of college expense funding Receipt of Pell Grant Full time student status	No No No
18. Healthcare Activities	Activities	No
19. High School	Graduation date ACT/SAT dates or courses	Update Update
20. Leadership	Activities	No
21. Letters of EValuation	Individual letter writer information (email address) Change to or from committee packet Add/delete an extra letter	Yes Yes Yes
22. Military Service	Entrance/Discharge Dates	Update
23. Planned ACtivities	Activities	No
24. Proof of Residency	Correcting VISA information Residency Status	Yes Yes
25. Research	Activities	No
26. Residency Documents	Add/Remove/Edit residency documents provided by an applicant	Yes
27. Select Schools	-Add/remove TMDSAS schools to apply to, based on applicant request -Add/remove non-TMDSAS schools	Yes No
28. Socioeconomic Info	Socioeconomic questions	Update
29. Transcripts	Add/Remove Change dates attended	Yes Yes
30. Upload Photo	Upload photo	Yes: *only by request of TMDSAS when current photo is missing or does not meet requirements*

Update: no changes in application; will provide an update uploaded to 'Other Docs'.
Yes: TMDSAS will make the change. **No**: TMDSAS will not make any changes.

Last updated 03/01/20

Prescribed Coursework Definitions

Biology

Includes all biological science courses applied toward a baccalaureate degree in traditional science fields. This includes courses where the following subject matter is the main point of focus:

Anatomy & Physiology	Genetics	Neurobiology
Bacteriology	General Biology	Neuroscience
Biophysics	Histology	Parasitology
Cellular Biology	Immunology	Pathophysiology
Cellular Physiology	Microbiology	Virology
Ecology	Molecular Biology	Zoology

If courses are taught in departments other than the Biology/Microbiology department, further review will need to be done to determine whether they fulfill the requirement.

Chemistry

Includes all General Chemistry courses applied toward a Baccalaureate degree in traditional science fields. The following courses will count towards the pre-requisite if taught in the Chemistry department:

Analytical Chemistry	Physical Chemistry
General Chemistry	Qualitative Chemistry
Inorganic Chemistry	Quantitative Chemistry

If courses are taught in a department other than Chemistry, further review will need to be done to determine whether they fulfill the requirement.

Organic Chemistry

Includes all Organic Chemistry courses applied toward a Baccalaureate degree in traditional science fields. The following courses will count towards the pre-requisite if taught in the Chemistry department:

Organic Chemistry	Bio-Organic Chemistry

If courses are taught in a department other than Chemistry, further review will need to be done to determine whether they fulfill the requirement.

Biochemistry

Must be a course that is applied toward a baccalaureate degree in any traditional science field. Cannot be an introductory course. The course may be taught in the Biology, Biochemistry or Chemistry department. The following topics must be covered by the course in order for it to be approved:

Carbohydrate metabolism	pH
Amino acid metabolism	Amino acid structure
One-carbon metabolism	Protein structure
Lipid structures and metabolism	Enzyme kinetics and metabolism
Nucleic acid synthesis	DNA replication
RNA transcription	

In general, an appropriate organic chemistry course/sequence should be required as a prerequisite/co-requisite for the acceptable biochemistry course.

Physics

Includes all physics courses applied toward a baccalaureate degree in any traditional science field. Can be algebra-based or calculus- based Physics. If courses are taught in a department other that Physics, further review will need to be done to determine whether they fulfill the requirement.

Statistics

Most acceptable statistics courses are taught in the Statistics or Math department of your institution. More important than the department it is taught in, are the contents of the course. The following topics must be covered:

<u>Inferential Statistics</u>

Statistics modeling theory and assumptions (parametric and non-parametric)
Population and sampling methods
Inference and Probability
Confidence intervals
Chi-square probability
General linear models (t-test, analysis of variance [ANOVA], Analysis of Covariance [ANCOVA], regression analysis and other multivariate methods)

<u>Descriptive Statistics</u>

Measures of central tendency
Measures of variability or dispersion
Kurtosis and skewness
Univariate analysis of data
Bivariate analysis of data Correlation and covariance

If courses are taught in a department other that Math or Statistics, further review will need to be done to determine whether they fulfill the requirement.

English

Any course accredited by the English Department that fulfills a general education English requirement of a baccalaureate degree will be accepted. Remedial or developmental courses or "English As a Second Language" courses are not accepted.

Other Science

Courses coded as Other Science typically fall into these categories. This is not a complete list, and depending on the department or subject matter covered, it may classify as something else. Please refer to the document 'Requirement for BCPM Inclusion' to further understand which of these courses will be included in the BCPM GPA.

Animal Science	Math	Physical Geography
Agricultural Science	Medical Technology	Physical Science
Astronomy	Meteorology	Physical Therapy
Chiropractic	Nursing	Physician Assistant
Computer Science	Nutrition	Radiology
Dental Hygiene	Occupational Therapy	Research Seminars
Electronics	Oceanography	Respiratory Therapy
Engineering	Pharmacy	
Geology	Physical Anthropology	

Non-Science

Courses coded as Non-Science can include but are not limited to these topics/subject matter.

Acting	First Aid	Medical Terminology
Archeology	Foreign Language	Military Science
Art	Forestry	Music
Astrology	Geography	Philosophy
Behavioral Science	Government Health	Physical Education
Bioethics	Personal Hygiene	Political Science
Business Communications	History	Psychology
Cultural Geography	Humanities	Public Health
Economics	Kinesiology	Public Speaking
Education	Law	Religion
Emergency Med-Tech	Logic	Social Ethics
Ethics		

Requirements for BCPM Inclusion

Biology
Courses taught in the departments of an undergraduate institutions typically regarded as biological in nature. Depending on the institution, these departments might include the following:

<div align="center">

Biology   Genetics
Biochemistry   Microbiology
Botany   Physiology
Cellular and Molecular Biology   Zoology
Ecology

</div>

In addition, certain courses from other departments may be considered for the BCPM GPA if the course content is essentially biological in nature and more than 50% of the course covers such content. Examples of this may include:

<div align="center">

Biomedical Engineering
Kinesiology
Neuroscience
Psychology

</div>

Consideration of courses not in traditional biological departments will be made on an individual basis by TMDSAS staff. Outside content experts may be consulted in some cases.

Chemistry
Courses taught in the chemistry and/or organic chemistry departments of an undergraduate institution. Depending on the institution, other departments where applicable courses might be taught include the following:

<div align="center">

Biochemistry
Chemical Engineering

</div>

Consideration of courses not in traditional chemistry departments will be made on an individual basis by TMDSAS staff. Outside content experts may be consulted in some cases.

Physics
Courses taught in the physics and/or physical science departments of an undergraduate institution. In addition, certain courses from other departments may be considered for the BCPM GPA if the course content is essentially Physics in nature and more than 50% of the course covers such content. Examples of this may include:

<div align="center">

Engineering
Mechanical Engineering

</div>

Consideration of courses not in traditional physics departments will be made on an individual basis by TMDSAS staff. Outside content experts may be consulted in some cases.

Mathematics
Courses taught in the mathematics and/or statistics departments of an undergraduate institution.

Consideration of courses not in traditional mathematics/statistics departments will be made on an individual basis by TMDSAS staff. Outside content experts may be consulted in some cases.

Entering Study Abroad Coursework in the TMDSAS Application

Definition of a "Study Abroad" experience:
You are a student at a U.S. college/university and you go abroad to study at a foreign institution for a period of time (summer, one semester, or an entire academic year). Typically, study abroad experiences do not result in the awarding of a degree from the foreign institution. Study abroad experiences can be sponsored by your primary college/university, another college/university in the U.S., or by a commercial study abroad company (such as ISA – International Study Abroad, Inc.).

Identify which of the following scenarios best matches your situation and follow the directions listed in RED when completing the TMDSAS online application.

SCENARIO 1
The individual coursework from your study abroad experience is listed on the transcript of <u>your primary U.S. college/university</u>.

Example: You are a student at the University of Texas at Austin and the individual coursework from your study abroad experience is listed on the UT Austin transcript with course designations and credit hours awarded.

In this case, you will enter the courses indicated on your UT Austin transcript as courses from UT Austin for the semester in which they are listed. Enter the courses exactly as they appear on the UT Austin transcript into the TMDSAS application. TMDSAS must receive an official transcript from UT Austin but will NOT need a transcript from the foreign institution.

SCENARIO 2
The individual coursework from your study abroad experience is listed on the transcript of a <u>different U.S. college/university</u> (one other than your primary institution).

Example: You are a student at Baylor University but the courses from your study abroad experience are not listed on the Baylor transcript but were credited through the University of Nebraska and are listed on a transcript from that school. Alternatively, the credits may appear on the Baylor transcript as transfer credit from the University of Nebraska.

In this case, you will enter the University of Nebraska as one of your colleges/universities attended and enter the courses included on the U of N transcript into the TMDSAS application just as they are listed on that transcript. TMDSAS will need an official transcript from the University of Nebraska but will NOT need a transcript from the foreign institution.

SCENARIO 3
The individual coursework from your study abroad experience is <u>NOT</u> listed at all on any U.S. college/university transcript but only on a transcript from the foreign institution you attended.

Example: You are a student at Lamar University and you went to France to study culinary arts during the summer of 2016. The courses you took in France did not transfer to Lamar and therefore are not on that transcript nor are they on any U.S. college/university transcript.

In this case, you will NOT enter the individual courses into the TMDSAS application at all since they were only credited by a non-U.S. institution. TMDSAS will NOT need a transcript from the foreign institution. The study abroad experience with details on the courses you took can be entered in various places in the TMDSAS application depending on the type of courses and experiences you had during the program.

SCENARIO 4
The coursework from your study abroad experience is <u>ONLY</u> listed on your U.S. institutional transcript as LUMP SUM credit with no individual course designations, credit hours awarded, or grades.

Example: You are a student at Austin College and you participated in a study abroad experience during your junior fall semester. The AC transcript simply lists "Study Abroad at Beijing University" with a total of 14 credit hours awarded/transferred but with no course titles or grade designations.

In this case, you will NOT enter the coursework into the TMDSAS application at all since they were only credited by a non-U.S. institution. TMDSAS will NOT need a transcript from the foreign institution. The study abroad experience with details on the courses you took can be entered in various places in the TMDSAS application depending on the type of courses and experiences you had during the program.

IMPORTANT NOTE ON FOREIGN COURSEWORK:

"Study Abroad" experiences typically do NOT include attending a foreign institution for the purposes of completing an academic program at THAT college/university. If you attended a foreign college/university (non-U.S. or Canadian) as a student at that school with the intention of completing an academic program for which a certificate and/or degree will be awarded, you should indicate such on your TMDSAS application by entering the institution, semesters attended, all courses taken, and submitting a transcript (official or unofficial).

Example: You are a graduate of the University of North Texas with a degree in biology. After graduating, you went to Norway to complete a one-year certificate program in Northern European Cultural and Language Studies. You did not seek to transfer these courses to a U.S. institution nor are they listed on ANY U.S. college/university transcript.

If you have additional questions about study abroad issues please forward them in an email to info@tmdsas.com with the subject line "Study Abroad Question".