

Please review this information prior to submitting your health professional application to AMCAS, TMDSAS, AACOMAS, AADSAS, VMCAS. Click on the contents to jump to the section.

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## HPP Resources

- FAQ's: [https://www.dartmouth.edu/prehealth/applying/amcas/faqs\\_2122.pdf](https://www.dartmouth.edu/prehealth/applying/amcas/faqs_2122.pdf)
- Live webinar recordings from May 2021
- Additional video instructions:  
[https://www.dartmouth.edu/prehealth/applying/amcas/primary\\_app.html](https://www.dartmouth.edu/prehealth/applying/amcas/primary_app.html)

## Corrections and Clarification

- Dartmouth is on a quarter system for all applications.
- Conversions for each unit/credit:  
<http://dartmouth.smartcatalogiq.com/current/orc/Regulations/Undergraduate-Study/Requirements-for-the-Degree-of-Bachelor-of-Arts/Statement-of-Credits>

	Lecture only	Lecture + Lab
<b>Semester conversion</b>	3.5 credits	4.5 credits
<b>Quarter conversion</b>	5 hours	6.7 hours

- AMCAS: list as it appears on transcript, with 1 or 0 units. AMCAS will do the conversions for you after you submit your application.
- You must enter the conversions yourself for all other application systems including AACOMAS, TMDSAS, AADSAS, etc.
- **Course Number and Course Name**-From the AMCAS Applicant Guide, 2022 (pg. 28):  
In the designated fields, enter the course name in English and the course number exactly as it appears on the official transcript (excluding symbols or any style formatting). If the exact course name does not fit, enter a logical abbreviation. The course name and number are critical for AMCAS's verification of each course on the official transcript and for the medical school's or schools' evaluation of your application.
- AP Credit:
  - "Special Course Type:" **Select "Exemption," NOT "Advanced Placement."** From the AMCAS Applicant Guide, (pg. 38):

“Unless credit has been granted by a U.S. or Canadian postsecondary institution or university for an AP course or an AP exam, you should not include such information on the application.”

- List EX or CR, depending on what shows up on your transcript for grades.
- Citations: Please do NOT list the star at the end of the grade in any of the application systems
- First-Year Seminars and Writing 5 should always be classified as English regardless of the department that taught the course
- FlexMed and Geisel EAP: If you applied to these programs, you do not need to say you are a re-applicant in AMCAS. For FlexMed, you will indicate that you had applied for the program in the secondary.
- Penn State’s 3+ Program application is on the secondary
- Preferred address in AMCAS: This is one of few sections that you can update after submitting. Please keep it up to date as the cycle progresses
- Research credits: labeling this (lecture, lab, etc) is up to your discretion. It is not verified by AMCAS.
- AB/BE 5-year program: Please enter Dartmouth twice, changing the name on the second one to include Thayer. Request the corresponding transcripts for each, and list courses under each as indicated by your official transcripts. Do not double-list courses.
- TMDAS no longer requires transcripts until applicants have been accepted to at least one program.

## Notes on Timelines

- Consult with Alicia or Sarah if confused/concerned about your timeline for submission. It depends on the individual’s unique circumstances.
- AMCAS:
  - May 27, first day to submit.
  - June 25: first day verified applications are transmitted to medical schools.
  - Track verification on Twitter [@AMCASinfo](#)
- AADSAS: Depends on how many secondaries are included in your primary application. Typically, most are not ready to submit until mid-late July.
- AACOMAS: a few schools have added secondaries to the primary application this year. Please check the “Program Materials” section thoroughly.

## CASPer: 2 new sections added

Please feel free to contact our office with your questions! You should not need to pay for prep.

Below is the information we received on the two new pieces added to CASPer this year.

A good time to consider taking CASPer would be between the time you submit, and prior to verification. It takes about 4 weeks for scores to get transmitted to medical schools.

### **How will applicants know which assessments to complete?**

Once an applicant sets up an account at [TakeAltus.com](#) and registers for the Casper test, they will then be able to confirm which assessments they need to complete. The required assessments for the program(s) they are applying to will appear on their account home page. If a particular assessment is not required for that testing category, then it will not appear on their account home page. Of course, applicants can still check the individual program’s website to see which assessments they require and

how they use them. We'd also like to note that Casper scores will still be delivered to the programs on schedule even if the applicant does not complete Snapshot and/or Duet.

### **When do applicants need to complete the assessments?**

Applicants can complete Snapshot and Duet any time after reserving their Casper test date and up until 10 days after completing the Casper test. The precise expiry time for Snapshot and Duet is listed on the account home page in the applicant's timezone. Although Snapshot and Duet each only take about 15 minutes to complete, giving this window of time to complete the assessments is meant to give applicants the flexibility they need to accommodate these assessments in their schedules.

### **How can applicants prepare?**

Please feel free to contact our office with your questions! You should not need to pay for prep. All preparatory information for each assessment is provided on the [Test Prep](#) page on the TakeAltus website. Key things to note include:

- Applicants will only be able to record their Snapshot responses after completing a practice session. This ensures all their audio and video equipment is functioning and that applicants are familiar and comfortable with the interview format.
- Additional tips on completing Snapshot are available [here](#).
- As Duet is simply a measure of one's own personal values and preferences, no preparation is required. Applicants are encouraged to go with their gut when answering the questions.
- We recently hosted a webinar for applicants on each of the assessments. Please feel free to share the [recording](#) with your students.
- Most questions we receive from programs and applicants are available on our [FAQ](#) page, which is broken down by assessment type. If you feel anything else is missing and should be added to the page, please do let us know.

## AAMC SJT

This is a brand-new exam in its pilot stages. At the moment, only Morehouse School of Medicine and University of Alabama Birmingham School of Medicine are requiring it. However, UC-Davis is strongly recommending it, along with Geisinger Commonwealth, University of Minnesota (Twin Cities), and Des Moines University.

We urge you to do your best, and to remember that they are currently still in data-gathering stages for this test. All resources on the SJT can be found here: <https://students-residents.aamc.org/aamc-situational-judgment-test/aamc-situational-judgment-test>

## Fee Assistance

Qualifying for the AMCAS FAP includes fee waivers for up to 20 schools and often reduces secondary application fees as well. Don't hesitate to ask if they don't automatically offer.

For more information, go to <https://www.aamc.org/students/applying/fap/>

Fees will sometimes change from year to year. For the 2020 application year:

- AMCAS charges an application processing fee of \$170 for one medical school designation and \$41 for each designation thereafter.

- TMDSAS (Texas common application for health professional programs including MD and dental) charges a flat fee of \$185 regardless of the number of schools you apply to. No fee waivers are available for this.
- [AACOMAS \(DO\)](#) starts at \$196 and \$46 per school after that. There are fee waivers available.
- [AADSAS \(dental\)](#) starts at \$251 and \$108 per school after that. Fee assistance is available.

## Composite Letter of Evaluation

Please view the composite letter timeline for the “Release to Composite” Form and for your next steps: [https://www.dartmouth.edu/prehealth/applying/21-22\\_composite\\_timeline.pdf](https://www.dartmouth.edu/prehealth/applying/21-22_composite_timeline.pdf)

Reminder: you can submit in all application systems without your letters.

- If you are using a composite letter, you should choose “Committee Letter” in this section. Dartmouth uses a composite letter, which is a type of committee letter.
- Alumni from Dartmouth that are collecting letters through Dartmouth’s Privatefolio account but are not getting a composite letter should choose “Letter Packet.” This option is for alumni that have typically been graduates for 3 or more years. If you have not notified HPP, please contact us for help with creating your letter packet before you attempt to send it to AMCAS.
- Alumni who choose to submit individual letters when AMCAS opens should select the option for individual letters.

If you are considering sending an additional letter after your composite letter or letter packet has already been sent to AMCAS, please contact HPP ASAP to discuss it.

Enter the information below into AMCAS.

What schools are providing this letter? Dartmouth (if you are using PrivateFolio to transmit your letters)

Letter Title: Dartmouth Composite Letter of Evaluation

Institution: Dartmouth College

Primary Contact/Author's Prefix: Ms.

Primary Contact/Author's First Name: Rae

Primary Contact/Author's Middle Name: L

Primary Contact/Author's Last Name: Stokes

Primary Contact/Author's Title: Health Professions Program Coordinator

Primary Contact/Author's Email: Rae.L.Stokes@Dartmouth.edu

Primary Contact/Author's Phone: 603-646-3377

Organization Name: Dartmouth College

Address: 6147 Parker House - Room 101, Hanover, NH 03755 USA