



**UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
F. EDWARD HÉBERT SCHOOL OF MEDICINE
OFFICE OF ADMISSIONS
4301 Jones Bridge Road
Bethesda, Maryland 20814-4799**

1-800-772-1743 COMM 301-295-3101 DSN 295-3101 8:00-3:30 Eastern Time

- A. **Supplementary Materials must be completed and returned within THREE WEEKS. DO NOT WAIT FOR LETTERS OF RECOMMENDATION TO MAIL THE SUPPLEMENTARY MATERIALS. A grace period has been allowed for the return of your secondary materials; therefore, it is not necessary to express mail them. If you still want to expedite, please use the services of the U.S. Post Office, as Federal Express will not deliver directly to the Admissions Office. Please keep a copy of all your materials.**
- B. Check this list to be sure all materials are enclosed. Please complete and return the bolded items in a 9x12 envelope.
- 1. Basic Application Addendum Form**
 - 2. Personal Statement Form (include a passport-sized photo)**
 - 3. Student Disclosure Form**
 4. Notice to Military Applicants (Discard if not applicable)
 5. School of Medicine Bulletin Excerpt
 - 6. Checklist for Letters of Recommendation**

If you would like to confirm that your supplementary materials have been received, you **must** provide and enclose a self-addressed, stamped postcard for each item in your Supplemental Application Packet. You may also send a request for verification via e-mail to admissions@usuhs.mil. Please address your message with the subject heading "LOR".

- C. **Read directions on all forms.**
- SIGN Basic Application Addendum and Student Disclosure Form
 - DOUBLE-SPACE USUHS Personal Statement and include passport-size photo
- D. Letter of Recommendation
- Academic:
A Premedical Committee letter is required by the Admissions Committee. A compilation packet from your University's letter service will be accepted in lieu of a premedical committee packet. If you are unable to provide a committee recommendation, please include a brief explanation on a separate statement with your secondary application. Three individual recommendations are required from academia if a premedical letter, or compilation packet, are not sent, (a minimum of two from recent science professors). Even if you have been out of school for an extended period of time, you must still attempt to submit academic letters of recommendation.
- Clinical:
Each candidate that is advanced to the secondary stage must submit a clinical letter of recommendation. This letter must describe some traditional clinical activity with patients and/or health care professionals or paraprofessionals and may be submitted by a physician, nurse, EMT, physician assistant, or a program administrator/coordinator. If you were unable to complete any clinical activity, please submit a brief but thorough explanation as to why this could not take place. If there is a clinical letter in your premedical packet, you do not need to send a separate clinical letter of recommendation. Your packet will not be reviewed without this information.
- Current Academy Students:
Those academy students who have participated in the summer internship need not submit a clinical letter or recommendation.

Active Duty Military:

If you are a current or prior service member, you may submit a letter of recommendation from your supervisor (or another superior officer) attesting to your responsibility, dependability, maturity, and loyalty.

*Recommendations from high-ranking officials who have never interacted with you will not aid your application. Quality letters of recommendation will come from people with whom you have a relationship. These should be substantial letters that speak directly to your character and abilities. Do not submit letters written by family members!

2. Make sure your full name and AAMC ID number appear in the letter(s).
 3. Include recommender's signature and phone number.
 4. All letters will be considered confidential.
- E. If you took the MCAT under non-standard conditions, provide with your secondary materials an explanation of the conditions under which you took the test.
- F. APPLICANTS MUST REPORT ADDRESS/PHONE CHANGES TO AMCAS AND USUHS
- G. USUHS has an M.D./Ph.D. program available for highly motivated students interested in academic medicine. For further information on our graduate program, see http://www.usuhs.mil/geo/gradpgm_index.html.

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Privacy Act Statement

The information solicited in all Uniformed Services University of the Health Sciences application materials is governed by the Privacy Act. The following information is provided for your guidance:

1. The collecting of information about applicants is authorized by Title 5. U.S. Code 301; Public Law 92-426; and Executive Order 9397.
2. The purpose of applicant records is to provide information upon which to base USUHS admissions decisions. Social Security Account Numbers are used to identify records and as a safeguard against error in compiling individual applicants' records.
3. Routine uses of this information will include, in addition to admissions decisions, related research and statistical endeavors designed to improve the admissions process and dissemination to other Department of Defense agencies for use in health Professions Scholarship recruiting.
4. The submission of information is voluntary on the part of applicants. However, potential applicants should be aware that failure to supply requested information may delay processing and/or increase the probability of accidental mishandling of applications.
5. Information about applicants will not be provided to friends or relatives without the applicant's prior written authorization.