

01/28/12

UNIVERSITY OF SOUTH FLORIDA  
COLLEGE OF MEDICINE  
OFFICE OF STUDENT DIVERSITY AND ENRICHMENT

**Please read the following instructions carefully.**

**APPLICATION INSTRUCTIONS FOR FIRST TIME APPLICANTS WHO DO NOT HAVE A PROCESSED & VERIFIED AMCAS IN THE PAST YEAR.**

*Hand written applications will not be accepted.*

**The latest MCAT we will accept is January 28, 2012**

APPLICATION DEADLINE: March 2, 2012 (postmarked)

NOTIFICATION OF ACCEPTANCE: April 16, 2012

IMS PROGRAM BEGINS: June 2012

You are required to complete 4 applications:

1. **USF Graduate School application** – complete the application online at <https://secure.vzcollegeapp.com/usf/>
  - a. When completing this application you will be asked to select the Graduate Program you are applying to. Please select **Medical Sciences, M.S.M.S** and then type in **IMS** next to it.
  - b. Where it asks you for your GRE score, SKIP this question. The USF Graduate School is aware that we only accept the MCAT. You may receive a letter advising you that your application is incomplete. To complete your application, be sure to submit an official copy of your MCAT score to the Office of Student Diversity and Enrichment, see address below.
  - c. Be sure to submit **official copies** of your transcript and MCAT score to the Office of Student Diversity and Enrichment, see address below.
  - d. USF Graduate School – for questions about this application visit <http://www.grad.usf.edu/contact.asp>
2. **USF College of Medicine, Office of Graduate School and Post-doctoral Affairs Secondary Application** –
  - a. Complete this form, print it and mail it to the Office of Student Diversity and Enrichment. <http://health.usf.edu/medicine/osde/forms.htm>
  - b. Complete this form ONLY after you have received an official MCAT SCORE: **WARNING: "Pending" results are not acceptable. Incomplete files will be discarded.\***
3. **Office of Student Diversity and Enrichment Masters in Medical Science with a Concentration in Interdisciplinary Medical Science Student Electronic Application Form** at <http://hscm2.hsc.usf.edu/checkbox/Survey.aspx?surveyid=6380> may need to cut and paste into a new browser)

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4. **Office of Student Diversity and Enrichment Masters in Medical Science with a Concentration in Interdisciplinary Medical Science Experience Application Form.** Visit [www.hsc.usf.edu/medicine/osde/msms](http://www.hsc.usf.edu/medicine/osde/msms) to download this form.
  - a. Complete and mail form to the Office of Student Diversity and Enrichment.

In addition to the 3 applications listed above you must also:

1. **Submit an IMS personal statement.** Essay instructions can be found at [www.hsc.usf.edu/medicine/osde/msms](http://www.hsc.usf.edu/medicine/osde/msms). Mail statement to the Office of Student Diversity and Enrichment.
2. **Submit 2 Science Faculty Recommendation Letters.**
3. **Submit the Science GPA calculator form.** The form can be found at [www.hsc.usf.edu/medicine/osde/msms](http://www.hsc.usf.edu/medicine/osde/msms)

Your IMS application **will NOT** be considered complete if the application materials are not postmarked by the **March 2, 2012 deadline**.

### CHECKLIST

- \_\_\_\_\_ Completed USF Graduate School Application (submitted online)
- \_\_\_\_\_ Official University/College Transcript: mailed to the Office of Student Diversity and Enrichment
- \_\_\_\_\_ Official MCAT test score: mailed to the Office of Student Diversity and Enrichment
- \_\_\_\_\_ Masters in Medical Science with a Concentration in Interdisciplinary Medical Science Student Electronic Application Form (submitted online)
- \_\_\_\_\_ Two Faculty Recommendations Letters; faculty members can mail their letters directly to the Office of Student Diversity and Enrichment.

The following items must be sent in ONE packet and postmarked by the March 2, 2012 deadline. **Items mailed separately will not be accepted.** Mail the packet to the Office of Student Diversity and Enrichment.

University of South Florida College of Medicine  
Office of Student Diversity and Enrichment  
IMS Application  
12901 Bruce B Downs Blvd. MDC 24  
Tampa, FL 33612

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- \_\_\_\_\_ Office of Graduate School and Post-doctoral Affairs Secondary Application
- \_\_\_\_\_ Masters in Medical Science with a Concentration in Interdisciplinary Medical Science Experience Application form (submitted online)
- \_\_\_\_\_ IMS Essay
- \_\_\_\_\_ Science GPA calculator form
- \_\_\_\_\_ Official copy of your most recent MCAT score
- \_\_\_\_\_ Unofficial copy of your transcripts

**IMPORTANT:**

Upon receipt of your materials you will be assigned an IMS application ID number via email. To view what materials have been received by the Office of Student Diversity and Enrichment, visit [www.health.usf.edu/medicine/msms](http://www.health.usf.edu/medicine/msms) and select IMS Application Materials Status Check. An EXCEL spreadsheet will pop up, locate your IMS application ID number and view what materials have been received. **This spreadsheet will be updated every two weeks beginning November 16<sup>th</sup> 2011.**

**Phone and email inquires regarding application material status updates will not be accepted.**

IMS Selection Committee will begin reviewing applications after the March 2, 2012 deadline. Students will be notified no sooner than April 16<sup>th</sup>, 2012.

If you still have questions after reading these instructions, email the Shirley Smith at [ssmith27@health.usf.edu](mailto:ssmith27@health.usf.edu). **Phone inquiries will not be responded to.**

Thank you.