

9/28/2009

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

Please read the following instructions carefully.

APPLICATION INSTRUCTIONS FOR APPLICANTS WHO APPLIED TO THE IMS PROGRAM DURING THE 2008-2009 APPLICATION CYCLE WHO DO NOT HAVE A PROCESSED & VERIFIED AMCAS APPLICATION WITHIN THE PAST YEAR.

Hand written applications will not be accepted.

The latest MCAT we will accept is September 12th, 2009!

APPLICATION DEADLINE: March 1, 2010 (postmarked)

NOTIFICATION OF ACCEPTANCE: April 16, 2010

IMS PROGRAM BEGINS: June 2010

You are required to complete 3 applications:

1. **USF College of Medicine, Office of Graduate School and Post-doctoral Affairs Secondary Application** – download form:
<http://health.usf.edu/NR/rdonlyres/BC9B939F-E21D-4189-B946-92833328DC39/0/DepartmentalApplication.doc>
 - a. DO NOT turn in this form if you do not have an MCAT score. Complete this form only after you have received an official MCAT SCORE: **WARNING: "Pending" results are not acceptable. Incomplete files will be discarded.***
2. **Office of Student Diversity and Enrichment Masters in Medical Science with a Concentration in Interdisciplinary Medical Science Student Electronic Application Form.** Submit electronically at
<http://hscm2.hsc.usf.edu/checkbox/Survey.aspx?surveyid=4090>
(may need to cut and paste into a new browser)
3. **Complete the 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 to download this form.
 - a. Be sure to include experiences since last applying to the IMS program.

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.
2. **Submit an IMS Disadvantaged Status essay.** Essay instructions can be found at www.hsc.usf.edu/medicine/osde/msms.

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3. **Submit 2 Science Faculty Recommendation Letters.** You may opt to use the same letters you used during the 2008-2009 application cycle. To do so, email Seema at srampers@health.usf.edu and she will release two of your letters.
4. **Submit the Science GPA calculator form.** The form can be found at www.hsc.usf.edu/medicine/osde/msms.

Your IMS application **will NOT** be considered complete if the application materials are not postmarked by the Monday, March 1, 2010 deadline.

If you still have questions after reading these instructions, email the Office Academic Specialist at srampers@health.usf.edu. **Phone inquiries will not be responded to.**

CHECKLIST

- _____ Official University/College Transcript: mailed to the USF Graduate School – **ONLY IF YOU COMPLETED ADDITIONAL COURSEWORK SINCE LAST APPLYING TO THE PROGRAM**
- _____ Official MCAT test score: mailed to the USF Graduate School – **ONLY IF YOU RETOOK THE MCAT SINCE LAST APPLYING TO THE PROGRAM**
- _____ 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. – **If you ARE requesting that your letters from the 2008-2009 application cycle be used, email Ms. Rampersad at srampers@health.usf.edu.**

The following items must be sent in ONE packet and postmarked by the March 1, 2010 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

- _____ Office of Graduate School and Post-doctoral Affairs Secondary Application
- _____ Masters in Medical Science with a Concentration in Interdisciplinary Medical Science Experience Application Form

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_____ IMS Essay

_____ IMS Disadvantaged Essay

_____ Science GPA calculator form

_____ Unofficial copy of your most recent MCAT score – **ONLY IF YOU RETOOK THE MCAT SINCE LAST APPLYING TO THE PROGRAM**

_____ Unofficial copy of your transcripts - **ONLY IF YOU REGISTERED FOR ADDITIONAL COURSEWORK SINCE LAST APPLYING TO THE PROGRAM**

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 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 October 26th, 2009.**

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

IMS Selection Committee will begin reviewing applications after the March 1, 2010 deadline. Students will be notified no sooner than April 16th, 2010.

If you still have questions after reading these instructions, email the Office Academic Specialist at srampers@health.usf.edu. **Phone inquiries will not be responded to.**

Thank you.