



Albert Einstein College of Medicine

Secondary Application Policy and Procedure (MD)

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I. Purpose

This Policy details requirements and instructions for supplemental applications at Albert Einstein College of Medicine (“Einstein” or “College of Medicine”).

II. Scope

This Policy applies to students in the Einstein MD Program.

III. Policy

III.A. General

In addition to the AMCAS application for admission to the MD program, applicants need to complete the Einstein Supplemental Application. The Supplemental Application at Einstein is for MD and MSTP applicants who have not completed two prior applications. Requirements are as follows:

- All applicants (including DACA students) are invited to complete the supplemental application after receipt of the AMCAS application has been acknowledged via email by the Associate Dean for Admissions.
- Applicants who have completed two prior applications are ineligible to apply.
- Prior to submitting a supplemental application, all applicants should read and consider the [Home page for Admissions](#), [Class Profile](#) and the [Technical Standards](#) links found on the admissions website.
- All applicants, including M.D./Ph.D. applicants, MUST complete the Supplemental Application.

III.B. Procedure

- Applicants are sent a link, via WebAdMIT, to the supplemental application upon receipt of the AMCAS application. The Einstein AMCAS deadline is October 15. All secondary applications and supporting documentation must be received by December 1.
- Applicants who apply to the M.D./Ph.D. program (MSTP) who decide afterward that they would prefer the M.D. program only, must notify both the M.D. admissions office and the M.D./Ph.D. office, in writing. They then must be interviewed and evaluated by the M.D. admissions committee. This requirement applies also to accepted M.D./Ph. D. applicants.
- Please be certain that your application has been completed properly by checking it against the completion checklist below.
- When the application is complete, notification will be made via e-mail.

III.C. Instructions for the Supplemental Application

There are two questions on the supplemental application that require clarification. These are: "I plan to take off this year while I make application to medical school," and "I have not completed the competencies."

Regarding the first question, if you are not a matriculating student anywhere this year, please check the box and describe your activities. Also, if you are or were a graduate student and took time off in between undergraduate and graduate school, please describe your activities during that period.

As to the second question, if you are taking pre-medical course work either this fall, spring, or next summer, please check the box and indicate the courses. Course work taken this year is allowable, and your application will be considered prior to its completion.

III.D. Fee Waiver

Applicants may be eligible for an application fee waiver from AMCAS and for a fee reduction for the MCATs.

Please refer to AAMC.org. Only applicants who have been granted a fee waiver (FAP) by AMCAS will be granted a fee waiver by Einstein.

III.E. Application Fee

The secondary application fee is \$120.00

III.F. Completion Checklist

Here is a quick rundown of things you'll want to be sure you've done to complete your application to Albert Einstein College of Medicine:

- Review our [Technical Standards](#).
- Complete your [AMCAS](#) application.
- Make sure you have completed or will complete (by matriculation) the [competencies](#) for admissions.
- You must have letters from current or former professors.
- Be sure to take your [MCATs](#) no later than September preceding the year of matriculation; MCAT results may not be older than 3 years prior to the year of application. For instance, applications submitted in 2019 must include MCATs taken on or after 2016.
- Instruct all your references that their letters of recommendation must be submitting using [AMCAS Letter Writer Application Service](#).
- Make sure that all supporting documentation is postmarked no later than December 1.

Also, please remember to keep AMCAS up-to-date regarding any changes in your address, telephone, e-mail, fax or other contact information.

IV. Definitions

None.

V. Effective Date

Effective as of: 25 July 2018

VI. Policy Management and Responsibilities

Einstein's Office of Admissions for the MD Program is the Responsible Office under this Policy. Einstein's Executive Dean is the Responsible Executive for this Policy. Einstein's Associate Dean for Student Admissions for the MD Program is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)



Responsible Executive



Date