



Application Procedure (MD)

I. Purpose

This Policy contains Albert Einstein College of Medicine's ("Einstein" or "College of Medicine") rules concerning credit for advance placement work.

II. Scope

This Policy applies to applicants for the Einstein MD Program.

III. Procedure

III.A. General

Einstein is a participant in the American Medical College Application Service (AMCAS) which is part of the Association of American Medical Colleges (AAMC). To be eligible for consideration to Einstein, applicants must complete the AMCAS application, which is web-based and available at <http://www.aamc.org/students/amcas>, by October 15 of the year that they make their application.

All supporting documentation must be received no later than December 1 (Applicants who have completed two prior applications to Einstein are ineligible for consideration.)

Each medical school is assigned an AMCAS school code. The Einstein School Code for AMCAS is 120.

Applicants will be assigned an AAMC identification number at the time of application. This number will be used throughout the years of undergraduate and graduate medical education.

Applicants should maintain their contact information with AMCAS directly. Mailing addresses, e-mail addresses and telephone numbers should be updated as needed.

Einstein will communicate with applicants via e-mail; the exception is a letter of acceptance. It is important therefore, that applicants be aware that if their e-mail provider is filtering multiple (bulk) mailings ("SPAM/JUNK MAIL"), settings need to be revised to receive all e-mails coming from an address with @einsteinmed.org.

For further information and guidance, applicants should visit the Association of American Medical Colleges' website at: <http://www.aamc.org/students/applying/start.htm>

III.B. Timing of Communication

AMCAS applications are verified by AMCAS and then downloaded to Einstein. That process can take up to 6 weeks, and applicants should stay in contact with AMCAS to make sure that all transcripts have been received.

After Einstein receives the AMCAS application, it can take up to an additional 6 weeks for us to complete, especially depending on the month AMCAS downloads the application. For instance, approximately half of our applications (4000) for the year are downloaded by July 15. The completion of files depends on a few things such as how early AMCAS applications are sent to us, when letters of recommendation are uploaded to the AMCAS Letter Writer Service, when the Supplemental application is completed, and when MCATs are taken.

Once files are completed by the Office of Admissions, they are released to the Admissions Committee for preliminary review. The Admissions Office sends interview invitations on average once a month beginning in August and ending in March. Scheduling of interviews is done via an auto-scheduler and applicants may choose their preferred date depending on availability. Preliminary rejection emails are sent beginning in March. Acceptance notifications are mailed beginning February 1.

IV. Definitions

None.

V. Effective Date

Effective as of: 27 July 2018

VI. Procedure Management and Responsibilities

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