



ACPHS Request for MSAC Consideration

Student Checklist

1. **Request for Composite Letter**

Make sure to check off whether you waive or do not waive your right to view the individual reference letters and sign the document before submission.

2. **Official Transcript from EVERY institution of Higher Education attended**

This includes ALL classes transferred into ACPHS. Please have these mailed to:

*Luke Schmonsky, Albany College of Pharmacy and Health Sciences,
106 New Scotland Avenue, LIB 310D Albany, NY 12208*

3. **ACPHS Transcript**

An unofficial transcript from CAMS for ACPHS is acceptable.

4. **CV**

A rough draft for consideration. Document should include any or all of the following: Objective Statement, Education, employment experiences, rotations/internships/practicums, any volunteer experiences or leadership experience, presentations, research, publications, licenses and certifications, professional organizations, and honors and awards. For assistance in writing your resume or CV, review the ACPHS Resume and CV Guide on the intranet site, and/or contact Luke Schmonsky at luke.schmonsky@acphs.edu to make an appointment to review your resume or CV.

5. **Personal Statement**

A rough draft for consideration. Maximum of 5300 characters (includes spaces). Information about personal statements can be found here: <http://owl.english.purdue.edu/owl/resource/642/01/>. For assistance in writing your personal statement, review the ACPHS Guide to Writing Letters of Application on the intranet site, and/or contact Luke Schmonsky at luke.schmonsky@acphs.edu to make an appointment to review your personal statement.

6. **List of Medical Schools Under Consideration**

To aid the Committee in its evaluation of your candidacy to medical school please provide a list of medical schools (M.D. and/or D.O.) that you are considering applying to. Along with this list please rank the schools based on interest (definitely will apply to, may apply to, etc.) and briefly indicate why you are interested in applying to those schools. This list is not intended to be a final list; applicants selected for MSAC support are free to update their list of schools up until the composite letter has been finalized.

7. **Credentialing File Documents**

Available under the 'Forms and Documents' section on the intranet site. This single document includes the three following worksheets: Application Profile Self-Assessment, Assessing your Health Professions Application Profile, and Credentials Review Worksheet. (Please note: applicants are **strongly encouraged** to contact all recommenders listed in their Credentials Review Worksheet to ensure that each individual agrees to submit a letter on the applicant's behalf. It is the responsibility of the applicant to ensure that solicited letters of recommendation are received by the posted deadline for receipt of letters.)