

**APPLYING TO THE MILLER SCHOOL OF MEDICINE AS AN  
HPM OR MSP STUDENT**

During your final year as an undergraduate student you will need to formally apply to medical school. Despite being a part of a combined-degree program, you **MUST** complete all parts of the application to be eligible to matriculate. Following this procedure will ensure your timely and complete application. If you are planning to DEFER your start of medical school to complete a fourth undergraduate year, please see deferment reminders below. The application process will be delayed by one year as well.

**ALL contact and correspondence (NOT SENT through AMCAS) should be directed to:**

**Miller School of Medicine Office of Admissions  
ATTN: HPM/MSP Program  
PO Box 016159 (R-159)  
Miami, FL 33101  
305-243-3234**

**[Ms. Agnes Murphy directs all matters related to HPM/MSP Admissions:  
agnes@miami.edu](mailto:agnes@miami.edu)**

**DEADLINES for starting med school in 2012:**

**NOVEMBER 1, 2011 – DEADLINE for completion of your AMCAS Application**

**JANUARY 17, 2012 – DEADLINE for completion of secondary application**

**FEBRUARY 6, 2012 – DEADLINE for request for 4<sup>th</sup> year deferment**

**To Start the Application Process:**

1. LOGIN to AMCAS (the Application service):  
<http://www.aamc.org/students/amcas/start.htm>
2. Right hand corner drop down menu, click on “2012 AMCAS SIGN IN”
3. Since you do not yet have a username, select below the login choice “REGISTER FOR AN AAMC ACCOUNT”
4. REGISTER
5. AMCAS will automatically issue you an AMCAS ID. This is a VERY IMPORTANT ID NUMBER that will be with you throughout the remainder of your application process
6. **STOP: do not continue with your application yet!!**
7. SEND and EMAIL to Agnes Murphy at Miller school of medicine, [agnes@miami.edu](mailto:agnes@miami.edu), identifying that you are an HPM/MSP student and that you are sending her your AMCAS number.
8. Include HPM/MSP AMCAS ID in the subject line
9. This step is IMPERATIVE. Without it, you will not be coded properly as a BS-MD student, and your application fee cannot be waived.
10. Agnes will designate in the system, that you are a combined degree student (BS-MD). She will email you directly confirming that:
  - a. Your AMCAS ID has been received, you have been coded as a BS-MD student, and that your application fee will automatically be waived
  - b. DO NOT PAY The AMCAS FEE. If there is a problem, contact Agnes first, before proceeding. If you PAY it may be difficult to be refunded, so do not delay in registering to make sure your fee is waived.
  - c. You NOW will continue to complete your AMCAS application

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- d. You will receive a link to the “secondary application” at a later date – this does not need to be completed right away.
  - e. You will also receive a CODE from Agnes to use to waive the fee on your SECONDARY application. Save this email and this code because you will need to enter it once you are ready to complete the secondary application that will be sent to you.
11. Go Back online to your AMCAS application and COMPLETE it –
  12. **DEADLINE FOR THIS IS NOVEMBER 1, 2011**
  13. You must list EVERY college or university at which you have EVER taken a course, even in HIGH SCHOOL. AMCAS will verify all of your transcripts. This is the step that takes the longest, and the step that holds up your application. Make sure that you complete your part no later than November 1, or your application will not be ready for medical school.
  14. NOTE about TRANSCRIPTS: When you prepare to enroll in medical school in the late summer 2012, you will be REQUIRED to this time have your transcripts sent directly to the Miller School of Medicine. So, as you are completing the transcript portion of AMCAS you have two options: while you request the transcripts to be sent to AMCAS, you can simultaneously request that the transcript ALSO be sent to Miller at the address above for the admissions office. Or, you can just ask for them to be sent to AMCAS, and then know that you WILL need to repeat this process again in the summer of 2012. If you decide to repeat this step at a later date for med school, I suggest that you at least keep the information about requesting the transcripts someplace you can refer back to. When you are ready to enroll in med school, you will also be required to submit transcripts from any new coursework you will have completed (i.e. Study Abroad, etc).
  15. Once your application is verified by AMCAS, you will receive an email from Miller confirming this verification. Then and ONLY then, is your AMCAS application complete. Without AMCAS verification, your application is not yet complete.
  16. You will receive a reminder link for your secondary application. When you are ready to work on and submit your secondary application, you will enter the CODE for waiving the secondary fee at that time.
  17. **DEADLINE for your SECONDARY APPLICATION and supporting materials is JANUARY 17, 2012.**
  18. The Office of Admissions at Miller will run a final grade report at the end of each semester to verify your academic progress once your application materials are already completed.

### **SCIENCE GPA**

1. AMCAS will calculate your science GPA including all BCPM classes. You will be listing your individual classes taken each semester. AMCAS **does** verify the content of courses in question: for example, at UM PSY 204 is a STATISTICS class, and is a MATH class. If you enter it as “statistics” it will count as Math. If you enter it as “psychology” it will NOT. Courses in question will be verified by AMCAS. **If you have questions about your science GPA requirements, please be sure to meet with your academic advisor, Dr. Michael Gaines.**

### **LETTERS OF RECOMMENDATION**

#### **HPM STUDENTS:**

1. Your requirements for Letters of Rec are DIFFERENT than those for regular applicants. You are required to submit THREE letters of recommendation; we would *prefer* TWO from NON-SCIENCE professors and ONE from a SCIENCE professor. This is reverse of what is required for regular applicants. These letters will be submitted **directly to AMCAS**, and follow the **online** directions to submit them as detailed on the AMCAS site. Cover sheets and ALL instructions can be found there. Do NOT send the letters of recommendation directly to the Miller Office of Admission.

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2. You do NOT need to submit a letter from the Premedical Advising Committee, or have a file with the Premedical Office

### **MSP STUDENTS:**

1. Your letters that were sent at the time of your initial application are on file. You are required to submit ONE NEW ADDITIONAL letter preferably from a NON-SCIENCE professor.
2. This additional letter will be submitted directly to AMCAS, and follow the online directions to submit it.

### **PREVIOUS APPLICANTS**

1. If you had already applied to Miller via AMCAS in a prior year, and are currently deferred, you will need to update portions of your application. Log on to AMCAS and complete any necessary updates for 2012. If you are not sure of your status, please email or call Agnes Murphy at Miller, contact info above, to verify that your deferred status is up to date.

### **COMBINED TRACKS**

All of you are eligible to be considered for both the **MD/MPH** track as well as the **MD/PHD** program. Information for both of these programs is available on the Miller Admissions website:

[http://www6.miami.edu/UMH/CDA/UMH\\_Main/0,1770,66825-1;66827-2,00.html](http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,66825-1;66827-2,00.html)

If you are interested in applying to either program, you WILL be considered for an interview like all other applicants. You will indicate your interest in these programs on your secondary application. If you have additional questions, please email or call Agnes Murphy.

### **MCAT**

**The latest time to TAKE the MCAT and be eligible for matriculation to medical school in 2012 is April 2012, though earlier is advisable. If you sit for the MCAT in April and do NOT meet the minimum score requirement for your class, you will NOT be eligible to start medical school in August. Please plan accordingly.**

### **SCHOLARSHIPS (more financial aid questions answered in attached FAQ document about financial aid)**

Each year a limited amount of scholarship funds are available and awarded to our HPM/MSP students based on merit achievements. The scholarship committee reviews the academic credentials of the entire incoming class. If you scored very well on the MCAT (*usually* in the 35+ range) AND you have achieved a superb GPA (usually in the 3.9 range), you *may* be eligible for merit-based scholarship awards and you will be notified accordingly. The merit-based awards are not something you can apply for.

The scholarship committee starts reviewing HPM/MSP applications after the due date for secondary applications, January 17. Final decisions are not made until May. However, if you would like to be considered for a scholarship based on **NEED** or **DIVERSITY**, please visit the website [www.miami.edu/medical-admissions/scholarshipform](http://www.miami.edu/medical-admissions/scholarshipform) and fill out the scholarship application form.

## **DEFERMENT REQUESTS:**

HPM/MSP students may REQUEST to lengthen their 3-year undergraduate experience to 4 years. This request, including a reason for the request and the plans for the additional year, must be submitted *in writing* to the HPM Program Director, Dr. Hilit Mechaber, by February 6, 2012, during the third year. Students are encouraged to discuss this option with their advisors and mentors, and consider using the additional year to pursue additional educational experiences.

Any student considering pursuit of such activities **must** present the request *in writing* and await approval by the Program Director and the Chair of the HPM/MSP Selection and Monitoring Committee. Deferment requests should be sent via email to:

Dr. Hilit Mechaber, Program Director  
[Hmechaber@miami.edu](mailto:Hmechaber@miami.edu)

Letter must include student's name, local mailing address and reasons for deferment request as described above.

## **REQUIREMENT/ELIGIBILITY REVIEW**

Please review your requirements and eligibility for matriculation to medical school, including academic and professionalism requirements. The original documents that describe all requirements for HPM and MSP students can be viewed on the College of Arts & Sciences website, Honors Programs page, at :

<http://www.as.miami.edu/undergraduate/honors>

Under Honors Program in Medicine you will find the original descriptions that apply to each incoming class. Be sure to review the appropriate class document. This "Applying to Medical School" document will also be posted there.

**If you have any questions about your compliance with program requirements, please discuss them with your academic advisor, Dr. Michael Gaines, as soon as possible.**