



NEW YORK MEDICAL COLLEGE

A MEMBER OF THE Touro College and University System

School of Medicine

2017-18

Secondary Application Instructions

General Information

The NYMC secondary application process includes the following steps:

1. Submit required letters of evaluation and any additional information requested by the NYMC Office of Admissions
2. Provide alumni, faculty, relative or NYMC employee information, if applicable
3. Pay non-refundable \$120 application fee either by credit card, personal check or money order. NYMC provides a fee-waiver for applicants approved for the AAMC-sponsored Fee Assistance program (FAP).
4. Register and complete [CASPer™ Assessment Tool](#).

Additional information about the NYMC application process:

- ◆ Apply and complete early. The earlier your application is complete, the earlier we can review your file.
- ◆ Register and complete CASPer™ as early as possible. ALL applicants (including re-applicants to NYMC) are required to complete a 2017-18 CASPer™ exam. Click [here](#) for 2017-18 CASPer™ test dates.
- ◆ You are still eligible to move through our review process so long as you have registered to take CASPer™ or your test score is pending.
- ◆ Upon review of your application, you may be invited for an on-campus interview anytime during our interview season which runs from late September through early April. Applications are reviewed continually throughout the application cycle. Note: We do not conduct Skype interviews.
- ◆ Click [here](#) to check the status of your application anytime. You will need your assigned login name and password that was sent to you in your NYMC secondary application email. Please use this online tool rather than call the Office of Admissions to inquire about your status. It is the most efficient way to find out this information.
- ◆ Please report any change in your name, mailing address or e-mail address directly to AMCAS. If you think there may be confusion about the name used on your letters of evaluation, you can alert us by sending us an email at mdadmit@nymc.edu, but any official name change must be reported through AMCAS.
- ◆ **Individuals who previously matriculated to any medical school and for any reason either withdrew or were dismissed are ineligible to apply.**

A few reminders about MCAT and pre-requisite coursework requirements:

- ◆ NYMC will only accept MCAT scores from January 2015 to September 2017. (This includes scores from the January 2015 “old” MCAT test administration.) No MCAT scores prior to January 2015 will be considered. In fairness to all applicants, there are no exceptions to these MCAT test date requirements.
- ◆ All courses offered in satisfaction of the requirements for admission must be taken at, or accepted as transfer credits by, an accredited college in the United States or Canada and must be acceptable to that institution toward a baccalaureate degree in the arts or sciences. (This includes advanced placement courses taken in high school.)
- ◆ Please be sure you have successfully completed the following course requirements, or have them in progress:
 - General Biology with lab, 2 semesters (or equivalent)
 - General Chemistry with lab, 2 semesters (or equivalent)
 - Organic Chemistry with lab, 1 semester (or equivalent)
 - Physics, 2 semesters with lab (or equivalent)
 - English, 2 semesters (or equivalent or successful completion of the English requirements of your undergraduate institution)
 - Biochemistry, 1 semester with or without lab (or equivalent)

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Secondary Application Instructions

This section outlines the specific steps of the NYMC secondary application:

- ◆ If you are not prepared to complete the secondary application at this time, you may begin it now and complete it at a later time.
- ◆ You may begin the secondary application without having registered for or completed CASPer™.
- ◆ Please be sure to use the exact name you submitted to AMCAS at all times and that all other submitted information is accurate.
- ◆ All required documents must be submitted by midnight (EST) January 31, 2018.

Step 1: Letters of Evaluation

- ◆ Required letters of evaluation must be received through the AMCAS Letter Service. Optional letters may be sent through the AMCAS Letter Service, or via PDF attachment to the NYMC Office of Admissions email address (mdadmit@nymc.edu). We do not accept hard-copy letters of evaluation sent through the US Postal Service.
- ◆ All letters must be on official letterhead and signed by the letter writer. (Electronic signatures are accepted.)
- ◆ Please request your AMCAS ID # be included on each of your letters.
- ◆ Please be sure the same name used on your AMCAS application is used for letters submitted on your behalf
- ◆ Re-applicants must re-submit letters of evaluation.
- ◆ If you graduated prior to 2015 (this does not include 2015), and are unable to obtain letters of evaluation from your undergraduate or graduate school, we will accept other academically oriented letters. However keep in mind providing us with the requested letters will strengthen your application.

Required Undergraduate School Letters of Evaluation

- **Pre-medical Advisory Committee Letter Instructions**
 - If you are submitting a committee letter from your undergraduate school, please check the appropriate box and enter the name of the college you attend(ed).
 - A single letter of evaluation from the committee is preferred and will fulfill all undergraduate letters of evaluation requirements.
 - A committee letter does not require the names of individual letter writers but it must be signed by at least one of its members.

- **Individual Letter Instructions**

- If your college does not have a premedical committee, a total of three (3) letters of evaluation from undergraduate faculty are required. The names of the individual letters writers must be listed on your AMCAS application.
- Two (2) letters must be from science faculty who either taught you in a class or supervised independent research for which you received credit toward your science GPA. Acceptable science courses for purposes of letters of evaluation include: biology, chemistry, physics, bio-medical engineering, or bio-engineering, etc. (Math is not considered a science course for purposes of letters of evaluation.)
- The third required letter of evaluation must be from a non-science course.
- One (1) of your three letters of evaluation must be from the department in which you majored as identified on your AMCAS application - whether science or non-science.
- For each letter please enter the name and title of the letter writer, the course name and number, the name of your undergraduate or graduate college where you took the course, and the number of credit hours earned. It is very important you check the appropriate box to indicate which letter(s) is from your undergraduate major.

Required Graduate School Letters of Evaluation

If you have completed or are currently pursuing a graduate degree, in addition to the undergraduate letters outlined above the following graduate premedical advisory committee OR individual graduate letters of evaluation are required:

- **Premedical Advisory Committee Letter Instructions**

- If you are submitting a committee letter from your graduate school, please check the appropriate box and enter the name of the graduate school you attend(ed).
- One (1) letter of evaluation is required from the Premedical Advisory Committee of your graduate program.
- A single letter of evaluation from the committee is preferred and will fulfill all graduate letters of evaluation requirements.
- A committee letter does not require the names of individual letter writers but must be signed by at least one of its members.

- **Individual Letter Instructions**

- One (1) letter from a faculty member in your graduate department is required who has either taught you in a graduate class or supervised independent research for which you received graduate credit.
- A letter from a graduate science faculty member can substitute for one (1) undergraduate science letter.

- If you have just begun a graduate program in Summer/Fall 2017, one (1) letter of evaluation from faculty in your graduate department is required upon completion of your first semester. This requirement also applies if you are enrolled in non-degree granting graduate program. This letter may be submitted via the AMCAS Letter Service – or – the letter writer may submit it directly via email to mdadmit@nymc.edu.
- In order for you to proceed with the completion of the secondary application, information pertaining to this expected graduate letter of evaluation should be entered on the on-line secondary as follows:

<u>Field</u>	<u>Enter</u>
Evaluator Name	TBD
Evaluator Title	TBD
Course Number	99
College Name	Name of Graduate School
Course Name	TBD
Credits Earned	99

Optional Letters of Evaluation

- ◆ Letters of evaluation are strongly recommended from employers, research mentors, and/or volunteer clinical or community service experiences where you have spent a significant amount of time.
- ◆ Employment and/or volunteer clinical or community service work references do not substitute for academic references. They are considered supplemental to the required letters of evaluation.
- ◆ ALL submitted optional letters of evaluation are placed in your file. However, only the names of two (2) optional letter writers will appear in the “letters tab” on your on-line application status page.
- ◆ If you are submitting an optional letter of evaluation from an employer, research mentor or volunteer clinical or community service activity, it should be entered on the on-line secondary as follows:

<u>Field</u>	<u>Enter</u>
Evaluator Name	Evaluator Name
Evaluator Title	Evaluator Title
Course Name	N/A
College Name	N/A
Course Number	0
Credit Hours Earned	0

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Step 2: Provide Alumni Faculty, Relative or NYMC Employee Information (if applicable)

- ◆ If you are listing NYMC faculty, employee or relative information (parent, grandparent or sibling only) please enter the name of the person, hospital name, department, and the position or title of this individual. (Use the arrow button to access the drop down menu to indicate your relationship to this person.)
- ◆ If you are listing NYMC School of Medicine alumni relatives (parent, grandparent or sibling only), please enter their name and graduation year. (Use the arrow button to access the drop down menu to indicate your relationship to the NYMC alumnus.)

Step 3: Pay Application Fee -OR- Provide FAP Documentation for NYMC Fee Waiver

- ◆ A \$120 non-refundable application fee is required in order to process your application.
- ◆ Payments may be made via credit card, AMCAS FAP-Fee Waiver, check or money order.
- ◆ Payments made by credit card or AMCAS FAP-Fee Waiver are processed electronically and allow us to complete your application more quickly.
- ◆ Checks or money orders should be made payable to **New York Medical College** and should include your **AMCAS ID#**.

Please send to:

New York Medical College
School of Medicine - Office of Admissions
Administration Building – Suite 147
40 Sunshine Cottage Road
Valhalla, NY 10595

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STEP 4: Register and Complete CASPer™

- ◆ Register and complete CASPer™ as early as possible. Go to www.takecasper.com for registration and test date information.
- ◆ ALL applicants (including re-applicants to NYMC) are required to complete a 2017-18 CASPer™ exam. Multiple test dates are offered starting June 28, 2017 through January 9, 2018.
- ◆ You are still eligible to move through our review process so long as you have registered to take CASPer™ – OR – your test score is pending.

What is CASPer™? (Computer-based Assessment for Sampling Personal Characteristics)

CASPer™ is a computer-based situational judgment test designed to evaluate core personal characteristics considered essential for students to be successful in medical school and ultimately, as practicing physicians. Some of these include professionalism, ethical grounding, empathy, compassion, and cultural sensitivity. **CASPer™ can be taken anywhere you can access a computer with audio capabilities and a reliable Internet connection in a quiet location.**

CASPer™ consists of a series of hypothetical everyday situations presented through video or text format. Each situation relates to one or more personal characteristics. Examinees are asked to provide brief typed responses to a series of questions asked about each situation. **You are rated on the content of your responses only; you are not rated on spelling, grammar or sentence-structure.**

CASPer™ results are considered a reliable and predictive tool for an admissions committee to broadly assess the personal attributes of an applicant. **It also may help applicants prepare for the Multiple Mini-Interview (MMI) format as many of these same attributes are evaluated in the MMI process.**

Why has NYMC incorporated CASPer™ into our secondary application?

NYMC places a high value on personal characteristics which we believe are essential to become a capable and compassionate physician. CASPer™ is considered an objective tool to evaluate an applicant's personal attributes. **We believe using CASPer™ makes the application review process fairer for the applicant.**

The incorporation of CASPer™ into our holistic review process represents the commitment of New York Medical College to evaluate each applicant as an individual – **weighing personal attributes in equal measure with academic metrics and foundational experiences.**

What do I need to do to take CASPer™?

Advanced registration is required. CASPer™ is administered by an external testing company – Altus Assessments. There is a test fee associated with CASPer™ which is not part of the NYMC application fee. This fee is paid directly to the testing company upon registration and consists of a \$10 test fee + a \$10 distribution fee for each school you designate to receive your CASPer score. These fees are waived for applicants eligible for the AAMC-FAP. You will need to confirm your FAP approval upon registration for CASPer.

Although no studying is required to take CASPer™, it is recommended you familiarize yourself with the test by viewing sample questions on the www.takeCASPer.com website.

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Advanced registration is required to take CASPer™

www.takeCASPer.com

2017-18 CASPer™ Test Dates & Times

Eastern Daylight Time (EDT) July – October

Eastern Savings Time (EST) November – January

TEST DATES		TEST TIMES			
		2 pm	5 pm	6 pm	8 pm
June 28	Wed			×	
July 9	Sun	×		×	
July 26	Wed		×		×
August 10	Thurs		×		×
August 30	Wed		×		×
September 17	Sun		×		
October 19	Thurs				×
November 19	Sun			×	
December 14	Thurs				×
January 9	Tues				×

- ◆ Test times are either Eastern Daylight Time (EDT) or Eastern Standard Time (EST).
- ◆ Before scheduling your test time, be sure to consider the time zone in which you live as well as your anticipated class or work schedule on your test day.
- ◆ The test is 90-minutes in length.
- ◆ Test scores are not shared with the applicant. They are confidential and only released to the school(s) designated by the applicant.

Final Secondary Application Instructions Continued On Next Page

Final Instructions

Please remember.....

- ◆ The earlier you submit all requested information on the NYMC secondary application, the earlier your application will be reviewed for consideration of an interview invitation.
- ◆ You are still eligible to move through our review process so long as you have registered to take CASPer™ **OR** you have taken the test and your scores are pending.
- ◆ Please be sure you have used the exact name you submitted to AMCAS on the secondary and all submitted information is accurate.
- ◆ If you have any questions about completing the NYMC secondary application, the best way to communicate with us is via email: mdadmit@nymc.edu

We sincerely thank you for your interest in New York Medical College and look forward to moving your application through our review process.

Office of Admissions
School of Medicine
New York Medical College
www.nymc.edu
mdadmit@nymc.edu

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