



NEW YORK MEDICAL COLLEGE

A MEMBER OF THE Touro College and University System

School of Medicine

2021-22

Supplemental Application Instructions

General Information

The NYMC supplemental application process includes the following steps:

1. Submit required letters of evaluation and any additional information requested by the NYMC Office of Admissions
2. Register and complete [CASPer™ Assessment Tool](#).
3. Pay non-refundable \$130 application fee either by credit card, personal check or money order. NYMC provides an application fee-waiver for applicants approved for the AAMC-sponsored Fee Assistance program (FAP).

Steps 1, 2 & 3 must be completed by midnight (EST) January 31, 2022

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. ([CASPer™ Assessment Tool](#)) ALL applicants (including re-applicants to NYMC) are required to complete a 2021-22 CASPer™ exam. Please note – NYMC only requires completion of the CASPer™ test from the Altus Suite as a part of the application process. Click [here](#) for the currently available 2021-22 test dates.
- ◆ You are strongly encouraged to take CASPer™ as early as possible. However, you are still eligible to move through our review process so long as you have registered to take the test or if your test score is pending.
- ◆ Upon review of your application, you may be invited for an interview anytime during our interview season, which runs from mid-September through March. Applications are reviewed continually throughout the application cycle.
- ◆ 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Individuals currently enrolled in any medical school or have previously withdrawn or been dismissed from any medical school for any reason are ineligible to apply to the NYMC School of Medicine.

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

- ◆ NYMC will only accept MCAT scores from January 2019 to September 2021. No MCAT scores prior to January 2019 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)

 - **We will accept Pass/Fail and online labs for coursework completed for the Winter & Spring of 2020. For Fall 2020 through Spring 2022, this will be reviewed case by case and should inquire with NYMC**

Continue to Next Page

Supplemental Application Instructions

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 2019 (this does not include 2019), 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 Requirement (If Applicable)**
 - An undergraduate committee packet is preferred and will fulfill the undergraduate letters of evaluation requirement.
 - 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 Requirements (If Applicable)**
 - If your college does not have a premedical committee, a total of three (3) letters of evaluation 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 an academically oriented letter. Acceptable letters include a non-science course letter of evaluation, a third science letter of evaluation, a letter from supervised independent research, a clinically related volunteer letter, an evaluation from work experience, etc.
 - 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.

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 Requirements (If Applicable)**

- One (1) letter from your Premedical Advisory Committee from your graduate program will satisfy the letters of evaluations requirement.
- 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 Requirements (If Applicable)**

- 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 2021, 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.

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 and reviewed by the committee.

Continue to Next Page

Step 2: Pay Application Fee -OR- Provide FAP Documentation for NYMC Fee Waiver

- ◆ A \$130 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

Continue to Next Page for CASPer™ Information and Instructions

STEP 3: Register and Complete CASPer™

- ◆ Register and complete CASPer™ as early as possible. Go to <https://takealtus.com/> for registration and test date information. *You will register for Altus Suite for Medicine (UME) (CSP-10111 - U.S. Medicine)* Please note – NYMC only requires completion of the CASPer™ test from the Altus Suite as a part of the application process.
- ◆ ALL applicants (including re-applicants to NYMC) are required to complete a 2021-22 CASPer™ exam. Multiple test dates are offered starting May 4, 2021.
- ◆ 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 \$12 test fee + a \$12 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 <https://takealtus.com/> website.

Continue to Next Page for CASPer™ Test Date & Registration Information

Advanced registration is required to take CASPer™

<https://takealtus.com/>

2021-22 CASPer™ Test Dates & Times

Eastern Daylight Time (EDT) May – October

Eastern Standard Time (EST) November – January

TEST DATES		TEST TIMES			
		1 pm	4 pm	5 pm	8 pm
May 4	Thurs			✘	
May 20	Wed			✘	
June 3	Thurs			✘	
June 17	Tues			✘	
June 29	Sun			✘	✘
July 8	Tues			✘	✘
July 18	Sun	✘	✘		
July 29	Thurs			✘	✘
August 10	Tues			✘	✘
August 22	Sun	✘	✘		
September 9	Thurs			✘	✘
September 23	Wed				✘
October 14	Wed			✘	
October 28	Thurs			✘	
November 16	Tues				✘
December 7	Tues			✘	
January 6	Thurs				✘

- ◆ 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 Supplemental 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