

Pre-Professional School Checklist

NOTE! The deadline for submitting the online "**Notice of Intent**" is the first week in May.

The deadline for submitting your written evaluation request and all forms to the pre-medical advisor is the week after finals week in the spring.

If you are planning to go on a vacation right after finals it is crucial that you submit your application before you leave!

Please do not submit an incomplete form. Check this list!

The following documents should be in the folder you submit to the pre-medical advisor (Dr. Stiller, Room 303 Biology Building) and you should send electronic copies as an email attachment to vsstiller@selu.edu:

- ❑ **Evaluation Request** with your personal information (Word file).
- ❑ **Personal Fact Sheet** (Word file).
- ❑ **MEC Evaluation Worksheet** (Excel file).
- ❑ **MEC Course List** (Excel file).
List all science courses (Biology, Chemistry, Physics, and Math only) that you have taken at Southeastern and list your grades and credit hours for these courses. List all courses you have repeated twice (or as many times that you took them).
- ❑ A copy of your complete and up-to-date **Transcript** (attach as Word or PDF file).
The unofficial version from LeoNet is ok - but remember, you need an official transcript for your application later.
- ❑ Your one-to-two page **Personal Statement** (Word file).
This will be really important for the interview – work on it over an extended period of time. It is what sets you apart from all other applicants.
List any extenuating circumstances that may have affected your academic performance.
List all extracurricular activities and unusual talents. Emphasize any experience you have in the medical field.
- ❑ Your **AMCAS or AADSAS Letter** including your AMCAS ID# (medical school applicants) or your ADEA – AADSAS ID# (dental school applicants) that names Dr. Stiller as your “Committee Letter Writer” (attach as PDF file).
- ❑ A recent **Professional Photo** (no need to attach to your email).
- ❑ This **Checklist** – with all items checked off (no need to attach to your email).

You will be invited by a member of the Medical School Evaluation Committee for a brief one-on-one interview followed by a personal interview in front of the whole committee. Be available for those interviews.