



EASTERN VIRGINIA MEDICAL SCHOOL
OFFICE OF ADMISSIONS
700 W. OLNEY ROAD
NORFOLK, VIRGINIA 23507-1607

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General Information and Instructions for Completing the Supplementary M.D. Application

Only completed applications will be reviewed by our Admissions Committee. Your application will be considered complete when the supplemental application (all four pages), residency form, and all required letters of recommendation have been received. **It is the responsibility of the applicant to be sure that the application is complete.**

Photographs

Two photographs of yourself are required for identification and recall purposes. Please sign the back of each photograph and affix both to the upper left hand corner of the first page of the supplemental application.

Application Fee

The application fee will be waived only if you were granted an AMCAS fee waiver. Enclose a copy of the fee waiver notification with your application.

A fee of \$95 must accompany the supplemental application unless an AMCAS fee waiver was granted. This fee is **not** refundable. A charge of \$25 is assessed for all returned checks.

MCAT Scores

All applicants must take the Medical College Admission Test, preferably in the Spring one year prior to the intended date of matriculation. Scores earned on MCAT exams taken before 2003 will not be considered.

Required Coursework

Applicants must have completed at least 100 semester hours at an accredited American or Canadian college prior to matriculation at EVMS. All applicants are encouraged to complete their degree requirements.

One full year of each of the following courses (including laboratory) is required: General Biology, General Chemistry, Organic Chemistry, and General Physics. All coursework must have been completed with a grade of "C" or better. Pass/fail, advanced placement and CLEP courses may be acceptable.

Letters of Recommendation

Letters of recommendation must be mailed directly to our office by the authors. ***It is the responsibility of the applicant to see that their letters are received by the Admissions Office.*** If your school has a premedical advisory committee, we strongly urge you to have a letter sent by that

committee. Otherwise, individual letters from two science and one non-science faculty are required. **Evaluation forms can be printed from our Web site.**

If you are enrolled in a master's or doctoral program, a letter from your program advisor is also required.

Any number of supplemental letters of recommendation may be submitted; however, letters from relatives, friends of the family, casual acquaintances or elected officials are generally discouraged.

Reapplicants

Previous applications are retained for **ONLY** one year. Letters of recommendation can be merged with the current application only with a written request from the applicant. In addition, one current letter of recommendation must be submitted.

Residency

Applicants who wish to be considered Virginia residents must complete the in-state tuition rate determination form. **ALL** supporting documents (driver's license, car registration, voter registration, Virginia state income tax form) **MUST** be forwarded with the application. You will be considered as an out-of-state applicant without these supporting documents.

Deadlines

It is **YOUR** responsibility to complete the application process. Your application and all supportive materials should be received by the Admissions Office 30 days from receipt of the letter you received from the Associate Dean for Admissions inviting you to complete a supplementary application. Incomplete applications will **not** be reviewed by our admissions committee.

Communication between Applicants and the Admissions Office

The Admissions Office will notify you when your application is complete.

Please keep us and AMCAS informed if your address, telephone number, email address, or name should change.

Health History

Applicants who are accepted for admission will be required to provide an up-to-date health history, including immunizations. A form will be distributed to all accepted applicants which must be completed by their physician and returned to the admissions office prior to matriculation.

Transcripts

Transcripts from **all** post-secondary schools will be required from all matriculating students prior to registration. AMCAS does **not** forward transcripts you submitted with your application to EVMS.

Honor Code

An explanation of the Honor System is forwarded to all accepted applicants for review. Matriculating students must agree to abide by the honor code and sign a copy on Registration day.

If you have any questions contact the Office of Admissions, Eastern Virginia Medical School, 700 W. Olney Road Norfolk, VA 23507-1607, (757) 446-5812.