



Dear Applicant:

Thank you for your interest in the **Postbaccalaureate Premedical Program** at Tufts University. The following instructions provide information that will help you complete your application and ensure that it is processed in a timely manner.

Please note that:

- The Postbac Premed Program shares the online application with the Graduate School of Arts & Sciences and School of Engineering. As such, you may see references to or receive communication from “Graduate Admissions” or “Graduate School.” You may also see links to documents pertaining to graduate programs. Please follow the instructions and guidelines that pertain specifically to the Postbac Premed program, both in this document and throughout the application.
- All application materials should be submitted online, and there is no need to submit a duplicate hard copy.
- All required materials must be received before your application can be reviewed. The account you create should be used to check on the status of your application to ensure that outside materials (such as test scores and recommendations) have been received. The email address you use to create your account will also be the email we use to contact you with more information about admissions.
- Materials and supporting documents become the confidential property of Tufts University and cannot be returned to you or sent to anyone outside the university. Please be sure to retain a copy of your application for your records.

We appreciate your interest in Tufts University and look forward to receiving your application. If you have any questions about the process, please contact [PostbacPremedProgram@tufts.edu](mailto:PostbacPremedProgram@tufts.edu).

Sincerely,  
Health Professions Advising  
Undergraduate Education  
Tufts University

## APPLICATION CYCLES

We have three application cycles per year. We do not review applications on a rolling basis. You should choose the application cycle which best fits your schedule and goals. Our selection criteria are the same for each cycle; this should not be a factor in your decision about when to apply.

Students who wish to complete the program in approximately 15 months should plan to begin in the spring or summer term. Those completing their undergraduate education who will not be graduating until the spring should not apply for summer consideration. Fall is the earliest a new (spring) graduate will be accepted to start our program.

| Program Starting  | Application Deadline    | Submit No Sooner Than        | Decisions Mailed        |
|-------------------|-------------------------|------------------------------|-------------------------|
| Summer (mid-May)  | March 1                 | January 15                   | April 1                 |
| Fall (early-Sept) | March 1<br>Or<br>June 1 | January 15<br>Or<br>April 15 | April 1<br>Or<br>July 1 |
| Spring (mid-Jan)  | November 1              | September 15                 | December 1              |

We accept applications approximately 6 weeks before each of our 3 deadlines (see chart above). The online application for this program closes between each deadline and the time when we start accepting applications for the next deadline.

## APPLICATION REQUIREMENTS

All applicants must submit the following materials:

### 1.) Online Application for Admission

Be sure to choose the correct application type beginning with "PMBD" (e.g., PBMD Spring 2016) rather than the general Spring 2016 or Fall 2016 application types. If a PBMD application type is not listed, the application is not open.

### 2.) Application fee of \$85

The application fee is payable through the online application by credit card or e-check (drawn on a US bank). The application fee is not refundable. Your credit card or e-check statement is your receipt. Applications cannot be reviewed until this fee has been received. There are no fee waivers.

### 3.) Academic Records

Applicants will be required to upload a copy of transcripts received from each college or university attended. Transcripts for study abroad or transfer programs are not required if the course titles, grades, and credit hours are included on the transcript of the degree-granting institution. If the transcript

is in a language other than English, please provide an official translation. If you are offered admission, you will be required to submit official hard copies of transcripts from all of your institutions directly to Tufts.

#### **4.) Résumé/CV**

Your current, targeted résumé or CV that includes all relevant paid and volunteer health-related experience, as well as your professional experience to date, should be uploaded as part of your completed application.

#### **5.) SAT, ACT, or GRE Scores**

SAT or GRE scores are required, and ACT scores are optional, regardless of when the tests were taken. Please request official test scores using the following institution codes:

**7758** (SAT)

**3901** (GRE)

**9076** (ACT)

***Please do not use the general Tufts University code when ordering your SAT or ACT reports.***

#### **6.) Essay**

You are required to upload an essay describing your professional goals and what has influenced your decision to enter the health field you hope to pursue. Describe any extracurricular activities, employment, volunteer work, or other distinctions during or since college which you feel are **relevant** to your application. We are especially interested in any health-related experiences you have had. Please be sure that any experiences discussed in your essay also appear on your résumé. If you are applying to a joint program, please explain your interest in the program and why you believe you are a strong candidate for it. Please limit your essay to 1000 to 1500 words.

#### **7.) Letters of Recommendation**

Two letters of recommendation should be submitted through the online system. At least one letter should be an academic recommendation. If the letters cannot be submitted online, you may have your recommenders submit their letters on official letterhead to the *Postbac Premedical Program, Tufts University, Dowling Hall, Room 710, Medford, MA 02155.*

### **NOTIFICATION AND DECISIONS**

You will be given access to a secure website where you should track the receipt of your credentials. Only completed applications will be reviewed. Communications about the status of your application will be sent by email, so be sure to regularly check the email account on your application. When decisions are made, they will be available on the secure admissions website.

Decisions on admission are normally made in late March for Summer admission, late June for Fall admission, and late November for spring admission. Only offers of

admission made on Tufts letterhead and signed by the Health Professions Advising team are considered official.

An offer of admission for Postbac Premed study at Tufts is dependent on a student maintaining a high standard of academic achievement before enrolling. All matriculating students will be required to request final, official transcripts and academic records from their institutions prior to enrollment. Offers of admission are also dependent on a student's continued demonstration of character and high standards for personal conduct. Lapses in either area can be grounds for rescinding an offer of admission.

Postbac Premed students must take a minimum of six graded science courses at Tufts to complete the program and earn the certificate. You must take all of your remaining courses at Tufts. An offer of admission assumes that you have not taken any premed science courses since submitting your application. If this is not the case, we reserve the right to rescind this offer.

All students who intend to enroll will be required to send a deposit of \$200, which will be applied to the first semester's tuition. All deposits are non-refundable.

### **International Students**

Applicants who are not native speakers of English are required to take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). The Tufts International Center will issue the form I-20 or form IAP-66 to international students who need visa assistance. Please see this frequently asked question for more information about international students: <http://uss.tufts.edu/hpa/postbac/faqs.asp#international>

### **Retention of Materials**

If you are granted admission but decline the offer, or if you are not offered admission, your materials will be kept for one year. You can reactivate your application within that time by submitting a new application form and fee. Deferring your admission is not an option. Reapplication must occur by the deadline dates provided for new applicants. We encourage students to update their application with new materials when appropriate.

All materials submitted in support of an application become the property of Tufts University and neither originals nor copies of this material will be returned or sent to a third party. Credentials received without an application form and fee are retained for just three months from the date of receipt.