

**UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
F. EDWARD HÉBERT SCHOOL OF MEDICINE
OFFICE OF ADMISSIONS
4301 Jones Bridge Road
Bethesda, Maryland 20814-4799**

1-800-772-1743

COMM 301 295-3101

DSN 295-3101

8:00-3:30 Eastern Time

- A. Secondary Materials must be completed and returned within **THREE WEEKS of the date on the emailed notification. DO NOT WAIT FOR LETTERS OF RECOMMENDATION TO RETURN THE SECONDARY MATERIALS.** When filling out your forms **USE THE SAME NAME** that was used on your AMCAS Application.

If you have in questions regarding your Secondary Material, you may contact your Admissions Counselor:
Last Names Beginning With:

A – E	Ms. Mayo	-	constance.mayo@usuhs.edu	301 295-9347
F – L	Ms. Romero	-	diana.romero@usuhs.edu	301 295-1361
M – R	Ms. Baker	-	larhonda.baker@usuhs.edu	301 295-3102
S – Z	Ms. Ferrell	-	sheena.ferrell@usuhs.edu	301 295-9348

- B. Photograph: All potential students must submit a digital photograph to their admissions counselor. Photographs may be submitted in JPG (**preferred**), PNG, BMP, GIF, or TIF format. Your picture should show you in professional dress and should focus on your head and shoulders against a neutral background (like a passport photo). Professional photographs are not required. A "selfie" type photo is acceptable as long as the photograph is clear. Please do not take a picture of a picture—they do not turn out very well. Make sure your picture has enough resolution to clearly identify you, but please limit the size of your picture to no more than 1 MB (1024 KB). Label your picture file as follows: "Lastname.Firstname.AMCAS ID.Photograph." When you email your picture to us, please put "Lastname.Firstname.AMCAS ID.Photograph" in the subject line.

Photographs emails may not be opened immediately. Do not request confirmations or any other questions in your photograph email. Confirmations must be sent in a separate email in the format described below.

- C. The Office of Admissions **does not** automatically send receipt confirmations. If you would like to confirm that your materials have been received, you may send a request for verification to the email address of your above listed admissions counselor. Please address your message with the subject heading "CONFIRMATION REQUESTED."
- D. Letters of Recommendation (LOR): LORs need to be submitted as soon as possible, but are **NOT** included in the Supplemental Application material deadline.

TIP: At a minimum you need a clinical letter and a pre-medical committee letter (if available) or two science academic letters and one non-science academic letter. You do not have to list additional letters, although you are welcome to submit more if you wish.

1. Academic:

A Premedical Committee letter is required by the Admissions Committee if your school provides this service. A compilation packet from your University's letter service will be accepted in lieu of a premedical committee packet. If you are unable to provide a committee recommendation, please include a brief explanation on a separate statement with your secondary application. Three individual recommendations are required from academia if a premedical letter, or compilation packet, are not sent, (a minimum of two from recent science professors). Even if you have been out of school for an extended period of time, you must still attempt to submit academic letters of recommendation.

Clinical:

Each candidate must submit a clinical letter of recommendation. This letter must describe some traditional clinical activity with patients and/or health care professionals or paraprofessionals and may be submitted by a physician, nurse, EMT, physician assistant, or a program administrator/coordinator. **If you were unable to complete any clinical activity, please submit a thorough explanation as to why you were unable to do so.** If there is a clinical letter in your premedical packet, you do not need to send a separate clinical letter of recommendation. List the name of the recommender on your Checklist. Your packet will not be reviewed without this information.

Current Academy Students:

Those academy students who have participated in the summer internship need not submit a clinical letter of recommendation.

Military Applicants:

If you are a current or prior service member, you may submit a letter of recommendation from your supervisor (or another superior officer) attesting to your responsibility, dependability, maturity, and loyalty.

*Recommendations from high-ranking officials who have never interacted with you will not aid your application. Quality letters of recommendation will come from people with whom you have a relationship. These should be substantial letters that speak directly to your character and abilities. **Do not submit letters written by family members!**

2. Make sure your full name and AAMC ID number appear in the letter(s).
3. Include recommender's signature and phone number.
4. **Notify your Admissions Counselor by email when you receive notification from AMCAS that the service has received an LOR on your behalf.**
5. All letters of recommendation will be considered confidential.

TIP: When asking for a letter of recommendation, consider providing the letter writer with a copy of the AAMC "Guideline for Writing a Letter of Evaluation for a Medical School Applicant," available here:
<https://www.aamc.org/initiatives/admissionsinitiative/letters/332572/lettersofevaluationguidelines.html>

- E. APPLICANTS MUST REPORT ADDRESS/PHONE CHANGES TO AMCAS AND USUHS. (Changes may be submitted to USUHS via email to your Admissions Counselor).
- F. APPLICANTS MUST NOTIFY THE ADMISSIONS OFFICE BY EMAIL IF A LETTER FROM A LISTED RECOMMENDER WILL NO LONGER BE RECEIVED.
- G. USUHS has an M.D./Ph.D. program available for highly motivated students interested in academic medicine. For further information on our graduate programs, see the website at <http://www.usuhs.edu/graded/>.

**UNIFORMED SERVICES UNIVERSITY
OF THE HEALTH SCIENCES
Privacy Act Statement**

The information solicited in all Uniformed Services University of the Health Sciences application materials is governed by the Privacy Act. The following information is provided for your guidance:

1. The collecting of information about applicants is authorized by Title 5, U.S. Code 301; Public Law 92-426; and Executive Order 9397.
2. The purpose of applicant records is to provide information upon which to base USUHS admissions decisions. Social Security Account Numbers are used to identify records and as a safeguard against error in compiling individual applicants' records.
3. Routine uses of this information will include, in addition to admissions decisions, related research and statistical endeavors designed to improve the admissions process and dissemination to other Department of Defense agencies for use in health Professions Scholarship recruiting.
4. The submission of information is voluntary on the part of applicants. However, potential applicants should be aware that failure to supply requested information may delay processing and/or increase the probability of accidental mishandling of applications.
5. Information about applicants will not be provided to friends or relatives without the applicant's prior written authorization.