



USU

Uniformed Services University



Enlisted to Medical Degree Preparatory Program (EMDP2) Application Guide 2021 Matriculating Class

Uniformed Services University
of the Health Sciences
F. Edward Hébert School of Medicine
Bethesda, Maryland,
20814

Welcome to the Enlisted to Medical Degree Preparatory Program (EMDP2) Application Guide

You are about to embark on an important and exciting process of applying to the only full-time program in the Department of Defense that provides enlisted service members a pathway to medical school. This publication should be used to assist military members who are applying for matriculation to the EMDP2 in the 2021 admission cycle.

To avoid delays in processing your application, it's important that you read the instructions in this publication thoroughly and submit all materials in a timely manner.

Contents

EMDP2 Submission and Deadlines	5
Application Processing	5
Verification	6
Grades and GPA Calculations	6
Check to See if You Qualify	8
Monitoring Your Application’s Progress	8
Certification Statements	10
Overview of the Application Form	10
Important Notes	10
Biographic Information	11
Identifying Information	11
Contact Information	11
Military Service	12
Languages	12
Childhood Information	12
Parents and Guardians	13
Siblings	13
Disadvantaged Status	13
Additional Application Information	13
Education	15
High School	16
Colleges	16
American Colleges Overseas/Other Schools	16
Degrees	16
Transcripts	16
Military Education Transcripts	18
American Colleges Overseas/Other Schools	19
Coursework Details	21
Unusual Circumstances	29
Military Credit	33
USAFI/DANTES Credit	34
Personal Statement	34
Personal Statement Essay	35

Experience (Work/Activities)	35
Adding Experiences	36
Letters of Recommendation	37
Submitting Letters	38
Acceptance of Conditions	39
Changes After Submission	39
Monitoring Your Application Status	40
Medical Examination	40
Waiver Processing	40
Privacy Statement	40
Appendix A Glossary and Acronyms	42
Appendix B Application Statuses	45

What Is the EMDP2?

The EMDP2 is a partnership between the Uniformed Services University (USU) of the Health Sciences and the Uniformed Services. The 24-month program enables qualified enlisted members to complete the preparatory coursework for application to medical school while maintaining an active duty status. Program components includes full-time pre-medical coursework (in the Washington, D.C. area), structured pre-health advising, formal Medical College Admission Test (MCAT) preparation, dedicated faculty and peer mentoring at USU, and integrated clinical exposure. Successful graduates are commissioned upon completion and matriculation to medical school.

How Does the Application Process Work?

The new application standardizes the process across the military services while still allowing for individual service requirements to be met. Admission decisions will be made by a selection board at USU.

The application form must be downloaded from the EMDP2 webpage at usuhs.edu/emdp2. Before beginning the application, potential applicants should review and complete Part I of the checklist on page 9 of this document. The checklist is also available on the EMDP2 webpage. If “No” is checked in any of the boxes in Part I of the checklist, with “No waivers” in the description, then you do not qualify and should not complete the application this year.

Getting Answers to Your Application Questions

This publication is intended to provide a comprehensive overview of the application process. Please review it as you may find answers to most of your questions here. If you have additional questions, resources are available at the following areas.

Online | usuhs.edu/emdp2

Answers to most questions are available on our website: usuhs.edu/emdp2. **We will also post the dates of our online information sessions (including application tutorials) on our website.**

Social Media | Facebook

Follow EMDP2 on Facebook at www.facebook.com/USUEMDP2. We will post updates and announcements on Facebook

Phone | 302-319-0590

USU personnel are available Monday through Friday from 8 a.m. to 4 p.m. Eastern Time to answer questions from military applicants. Please refrain from calling if you are not a military member or an employee of a military/DoD education service office. This program is available only to enlisted members of the military services without exception. Military officers and qualified civilians may apply directly to the F. Edward Hébert School of Medicine at the Uniformed Services University. For more information visit <https://www.usuhs.edu/medschool/admissions>.

Email | EMDP2@usuhs.edu

You can also send your questions to EMDP2@usuhs.edu. To ensure a timely response, please be sure to include the subject of your inquiry in the subject line of your email.

EMDP2 Submission and Deadlines

The deadline for EMDP2 applications for admission to the 2021 class is **30 November 2020**. Applications must be submitted no later than 2359 (11:59 PM Eastern Time).

Degree requirements must be completed no later than **30 September 2020**.

Deadline for Letters of Recommendation (LORs), Standardized Test (SAT and/or ACT) results, and transcripts is **15 December 2020**.

Ensure you request your official transcripts in a timely manner to avoid processing delays and missed deadlines. **Your EMDP2 application may be submitted before or after we receive your official transcripts and letters of recommendation at EMDP2-Application@usuhs.edu**. Keep in mind: You will not be able to edit your application once you submit it. Once the deadline arrives we will verify your application as long as we have the letter from your O-5/O-6 commander. Additional letters are not required for USU to verify your application.

Application Processing

These are some common issues that may prevent your application from being processed in a timely manner:

- Failure to list coursework in chronological order
- Failure to include original grades and credit hours for repeated courses
- Failure to list 10 or more courses that appear on an official transcript.

Only EMDP2 applications that we return may be corrected or changed. Be sure to review your application carefully before submitting it to EMDP2-Application@usuhs.edu. You will not be able to update or correct information such as the Coursework section unless the EMDP2 Office returns the application to you and specifically requests corrected information.

The standard application process involves the following steps:

- Acknowledgment of application receipt will be sent to you via email. You may also verify receipt by email or phone. The acknowledgment indicates only that your EMDP2 application has been received; it does not indicate that your materials are complete or that you have met the deadline requirements.
- The EMDP2 Office determines if all official transcripts have been received. If they have not, your application will be held until all transcripts are received, up to the 15 December deadline.
- Once your application and all transcripts are on file, the EMDP2 Office will verify your coursework against your official transcripts.

- After your application has been verified, it will be reviewed to determine if you are among the best qualified candidates for an interview. Interviews will be done in a face-to-face on-line format (Zoom, Google Meet, etc.) to the greatest extent possible.
- Medical qualification examinations and waivers will be scheduled and processed concurrently for all candidates who are invited to interview.
- An Admissions Committee will conduct a final review to determine the final selections. The number of selectees will be based on quality as well as the number of training seats committed by each military service.

Verification

During verification, the EMDP2 Office performs a line-by-line comparison of the information you entered in the Coursework section of the application with the information on your official transcript(s). We recommend that you request a copy of your official transcript(s) to help guide you in completing the Coursework section, so the information entered is identical to your official transcript(s). EMDP2 also calculates your EMDP2 GPAs during verification, which often differ from the GPAs shown on your official transcript(s).

Grades and GPA Calculations

The EMDP2 GPAs are standardized GPAs that medical schools may use for more fairly comparing applicants' academic records when applicants have attended undergraduate and graduate institutions that use different academic calendars and grading systems. Your EMDP2 GPAs are calculated during verification and will be listed on your printable application once EMDP2 processing is complete. EMDP2 GPAs may differ from those calculated by the school(s) you have attended. Therefore, EMDP2 does not in any way attempt to compare EMDP2 GPAs with those that appear on your official transcripts.

Grades Included in EMDP2 GPAs

- Any course with credit hours and a letter grade is calculated into the EMDP2 GPAs, regardless of whether the credit is counted toward a degree or has been counted toward a school-calculated GPA.
- If you enter grades on your application that are not listed on your official transcript at the time of verification, they will not be included in your EMDP2 GPAs. Conversely, if you do not enter grades on your application that appear on your official transcript on file with EMDP2, they will be included in your EMDP2 GPA during the verification process.
- Most courses with the EMDP2 Course Type listed below are not included in EMDP2 GPA calculations. Instead, the total hours for each of these categories are reported to medical schools under the heading Supplemental Hours.
 - Pass/Fail-Pass
 - Pass/Fail-Fail
 - Advanced Placement (AP) Credit
 - College Level Examination Program (CLEP)
 - Other Test Credit

- Any courses with the following Course Type on your official transcript have no value or weight in your EMDP2 GPA.

Symbol	Meaning
AU	Audited courses
CC	Courses that you are currently taking or that you expect to take
DG	Multiterm courses (incomplete series)
EX	Exempt courses
NR	Courses for which there is no recorded grade because of school error
W	Courses from which you have officially withdrawn or you have dropped

Grades Factored Into EMDP2 GPA Calculations

- Grades and credit hours are factored into the EMDP2 GPA calculations as they were assigned by the school where you took the given course(s). The only exceptions pertain to foreign coursework transferred to a U.S. or Canadian institution and coursework taken through an official study abroad program.
- EMDP2 counts all plus (+) and minus (–) grades, even if your school does not. For example, at some schools, a plus or minus counts as 0.3 or 0.7 (e.g., 3.3 or 3.7 GPA); at other schools, a plus or minus counts as 0.5 (e.g., 3.5 GPA). *Please note that EMDP2 assigns the same weight (4.0) to grades of A+ and A.*
- EMDP2 counts all attempts of a repeated course, even if your school does not.
- Depending on how your school considers them, grades of IF (incomplete failure) or unauthorized/unofficial/administrative withdrawal may be treated as F in your EMDP2 GPA.
- Grades and credit hours for all failed courses are included in your EMDP2 GPAs even if they are not included in the GPA calculations of the transcript-issuing institution.
- **Academic Forgiveness Policy:** If your school has an academic forgiveness policy and subsequently replaces the original grade received with a special transcript symbol, the original grade and attempted credits must be entered on your EMDP2 application, regardless of whether they appear on your official transcript.
- EMDP2 GPAs are reported for each Academic Status (HS [high school], FR [freshman], SO [sophomore], JR [junior], SR [senior], PB [postbaccalaureate], and GR [graduate]). In addition, two separate GPAs are calculated for coursework listed as BCPM (biology, chemistry, physics, and math) or AO (all other). Postbaccalaureate coursework is included in the Undergraduate Total GPA, as well as in a separate Postbaccalaureate GPA.
- The chart below shows how the information is reported for an applicant who completed undergraduate coursework in three years.

EMDP2 APPLICATION CHECKLIST

LAST, FIRST

SSN LAST DIGITS

Part I - Prerequisites

Yes	No	
		Enlisted, with bachelor's degree from accredited U.S. academic institution (completed 30 September 2020 or earlier). No waivers.
		Less than 34 years old on 1 July 2021. Waivers considered
		Grade E-4 or higher, between 3 and ten years of service by 30 September 2020. Waivers considered for time in service. No waivers for grade.
		Eligible for appointment as a commissioned officer (citizenship, character, clearance, UCMJ, medical). No waivers.
		Not in initial entry training or attending specialty training resulting from an approved reclassification or reenlistment contract. No waivers.
Yes	No	Part II - Application
		Basic application.
		Career Data Brief (Air Force), Soldier Record Brief (Army), Member Data Summary (Navy), or service equivalent.
		Conditional letter of release (or other release document) from career management branch or service.
		Letter of Approval signed by unit commander.
		Memorandum from unit security officer verifying security clearance, or eligibility for clearance.
		Physical Fitness Record.
		Military evaluation reports and active professional certifications.
		SAT or ACT scoresheet (or documentation of scheduled test).
		SAT score 1200 or higher with at least 600 in each category.
		ACT score 26 or higher.
		Letter of Recommendation from O-5/O-6 commander.
		Up to four additional letters of recommendation.
		Official transcripts for all undergraduate and graduate courses (requested).
		Cumulative GPA is 3.20 or higher.
		Coursework includes one year (6 credits or 3 quarters) English or writing-intensive Humanities and one semester Algebra/higher level Math or Stats.
		Memo for each waiver based on responses in Part I (do not check if N/A).

Certification Statements

To complete and submit your application, you must certify the following statements:

- I certify that the information in this application and associated materials is current, complete, and accurate to the best of my knowledge.
- I certify that all written passages, such as the personal statement, and descriptions of work/activities, are my own and have not been written, in part or in whole, by a third party. Quotations are permitted if the source is cited.
- I have read, understand, and agree to comply with the *EMDP2 Applicant Guide*, including the provisions noting that I am responsible for monitoring and ensuring the progress of my application.
- I understand that I am responsible for reviewing my application after EMDP2 processing is complete. I am responsible for notifying the EMDP2 Office of any discrepancies resulting from the verification process.
- I understand and agree to comply with the guidelines for ethical conduct during the application process.
- I understand that I am required to inform the EMDP2 Office if I am convicted of, or plead guilty or no contest to, a misdemeanor or felony crime, or if I am subject to UCMJ action, or otherwise flagged from receiving favorable personal actions prior to matriculation.
- I understand that this communication must be in writing and must occur within 10 business days of the occurrence of the conviction.
- I understand that I am required to inform the EMDP2 Office if I become the subject of an institutional action after the date of original application submission and prior to EMDP2 matriculation.
- I understand that this communication must be in writing and must occur within 10 business days of the occurrence of the institutional action.

Overview of the Application Form

The application form is a fillable PDF. You must download the PDF and “Enable all Features” to activate the fillable fields. There are six main sections on the form:

- Identifying Information
- Family Information
- Academic Record
- Personal Statement
- Experiences
- List of Recommenders

Important Notes

- You will need multiple copies of some of the pages to be able to fit all of your information. Pages that you will need to copy are the Academic Record where

you list your college coursework chronologically, and well as Experiences, where you describe your life and work experience.

- Ensure you enter your name on all pages of your application in the space provided.
- Number all pages of your application with the page number and total number of pages.
- To maintain consistency, your entries will be in a plain text, which means that formatting options (such as bullets, bold/italic fonts) are not available on the form. Please do not change the settings on the form.
- Most text boxes are limited to a certain numbers of characters. You do not have the option to increase the set character limits.

Biographic Information

The Biographic Information section allows you to enter personal information regarding contact information, citizenship, legal residence, language proficiency, self-identified ethnicity and race, parent(s) or guardian(s), siblings, and any criminal convictions.

Identifying Information

The Identifying Information section of the application asks you to enter your legal name, any former names used (such as names that may appear on any of your official transcripts sent to the EMDP2 Office). You must also include your birth and gender information in this section.

Legal Name

This field is for your full legal name as it appears on legal, government-issued documents, to include full middle name.

Former Names Used

Former or alternate names are any variations of your name, such as a family (maiden) name or a nickname that may appear on any of your official transcripts sent to the EMDP2 Office. Completion of this field is optional, but we strongly encourage you to enter any names that may help us match relevant materials with your application to avoid any possible delays.

Birth, Gender, Race, and Ethnicity

Enter your birth and gender information in this section. Use the calendar to select your date of birth and drop-down box for citizenship. Enter city, state, and country of birth. Enter race and ethnicity if you self-identity with any of the listed groups. If none of the options apply to you, you may select *Other* and write in your response.

Contact Information

Unit Address

Your unit address is the official address of your military assignment. The email and phone are the official email (usually a .mil address) and official unit telephone number. The phone number cannot be your personal number.

Home Address

Your home address is the address where you actually reside or receive mail. The email address is your personal email address such as Gmail, Yahoo Mail, etc. (not your .mil mail). The phone number must be your personal phone number and not an official number.

Permanent Address

Your permanent address will be used only in the event that correspondence sent to your home or unit address is returned by the U.S. Postal Service. This address should be different than your unit and home addresses; it is usually your Home of Record.

Military Service

Enter your military service information in this section. Use the drop-down box to select your applicable military service. Enter your current military rank (not “E” grade), then enter the name of your military specialty, using the numerical then as much of the nomenclature of your military specialty as will fit. Use drop-down boxes to enter service type and dates.

Additional Information

Some of this information is optional. These questions are intended to provide additional information about the many ways in which an applicant could contribute to institutional diversity.

- Enter the number of people who are financially dependent on you (do not include yourself, but include your spouse if they are a civilian).
- The other areas are optional.

Languages

Use this section to add up to three languages that you speak, not including English. For each language, use the dropdown boxes to select your proficiency level (Basic, Fair, Good, Advanced, or Native/Functionally Native) and use in childhood home.

Childhood Information

In this subsection, you must answer questions related to your childhood, including questions about how you paid for college. To help you answer these questions, we have defined several important terms as follows:

Immediate family

The federal government broadly defines *immediate family* as “spouse, parent, child, sibling, mother- or father-in-law, son- or daughter-in-law, or sister- or brother-in-law, including step and adoptive relationships.” Use the drop-down boxes to complete this information.

Medically underserved

Based on your experiences or the experiences of immediate family and friends, you may believe that the area in which you grew up was “underserved” if there was an inadequate number of health care providers to meet the needs of the area; health care providers may include physicians, nurses, hospitals, clinics, and other health care services.

State and federal assistance programs

The programs are specifically defined as means-tested programs under which individual, family, or household income and assets must fall below specified thresholds. The sponsoring public agencies then provide cash and noncash assistance to eligible individuals, families, or households. Such programs include welfare benefit programs (federal, state, and local); Temporary Assistance for Needy Families (TANF); unemployment compensation; General Assistance (GA); Supplemental Nutrition Assistance Program (SNAP); Supplemental Security Income (SSI); Medicaid; and housing assistance.

Pell Grant

A Pell Grant is money the federal government provides to students who have, among other factors, demonstrated financial need. To determine whether you were ever a recipient, you may wish to review your past financial award letters or contact your graduating institution’s Financial Aid office.

Paid for Post-Secondary Education

Enter how you paid for your college education; ensure the percentages add to 100%.

Parents and Guardians

Please enter information about your parent(s) and/or guardian(s).

Siblings

If you have siblings, enter the number that are older than you, and the number that are younger. Enter “0” if you have no siblings.

Disadvantaged Status

This subsection asks you if you wish to be considered a disadvantaged applicant. You might consider yourself disadvantaged if you grew up in an area that was medically underserved or had insufficient access to social, economic, and educational opportunities. Use the drop-down boxes to select your response.

- If you answer Yes, you must enter an explanation. You will have 1,000 characters to explain why you consider yourself a disadvantaged applicant. Do not enter an explanation if your response is No.

Additional Application Information

This asks you for historical information including about your previous EMDP2, or legal actions.

Previous Matriculation

If you've previously officially enrolled and attended classes as a candidate in the EMDP2, you are considered a previous matriculant. You'll need to answer either **Yes** or **No**.

- If you select **Yes**, you must enter an explanation. You will have 500 characters to briefly explain your previous matriculation, and why you are reapplying to EMDP2 at this time.

Institutional Action

If you were ever the recipient of any institutional action by any college or university for unacceptable academic performance or conduct violation, you must answer **Yes**, even if such action did not interrupt your enrollment or require you to withdraw. Furthermore, select **Yes** even if the action does not appear on, or has been deleted or expunged from, your official transcripts as a consequence of institutional policy or personal petition.

- We require you to answer this question accurately and provide all relevant information. We understand that many individuals learn from the past and emerge stronger as a result. Full disclosure will enable the Admissions Committee to evaluate the information more effectively within the context of your application.
- If you answer **Yes**, you will have 500 characters to briefly explain your institutional action.
- If you become the subject of an institutional action after certifying and submitting the EMDP2 application, you **must** inform the EMDP2 Office within 10 business days of the date of the occurrence.

Felony

You must indicate if you have ever been convicted of, or pleaded guilty or no contest to, a felony crime, excluding (1) any offense for which you were adjudicated as a juvenile or (2) convictions that have been expunged or sealed by a court (in states where applicable).

- If you received a waiver to enlist in the military you must disclose it here by checking **Yes** and enter an explanation regardless of if any of the situations below apply.
- You need **not** disclose any instance in which you were:
 - Arrested but not charged.
 - Arrested and charged, with the charges dropped.
 - Arrested and charged but found not guilty by a judge or jury.
 - Arrested and found guilty by a judge or jury, with the conviction overturned on appeal.
- If you answer **Yes**, you will have 400 characters to explain the circumstances of your conviction, including the number of conviction(s), the nature of the offense(s) leading to conviction(s), the date(s) and location(s) of conviction(s), the sentence(s) imposed, and the type(s) of rehabilitation.

Misdemeanor

You must indicate if you have ever been convicted of, or pleaded guilty or no contest to, a misdemeanor crime, excluding (1) any offense for which you were adjudicated as a juvenile, (2) any convictions that have been expunged or sealed by a court, or (3) any misdemeanor convictions for which you completed any probation and for which the court dismissed the case (in states where applicable).

- If you received a waiver to enlist in the military you must disclose it here by checking **Yes** and enter an explanation regardless of if any of the situations below apply.
- You need **not** disclose any instance in which you were:
 - Arrested but not charged.
 - Arrested and charged, with the charges dropped.
 - Arrested and charged but found not guilty by a judge or jury.
 - Arrested and found guilty by a judge or jury, with the conviction overturned on appeal.
- If you answer **Yes**, you will have 500 characters to explain the circumstances of your conviction, including the number of conviction(s), the nature of the offense(s) leading to conviction(s), the date(s) and location(s) of conviction(s), the sentence(s) imposed, and the type(s) of rehabilitation.

You must inform the EMDP2 Office if you are convicted of, or plead guilty or no contest to, a misdemeanor or felony crime after the date of your original application and before EMDP2 matriculation. The communication must be in writing and must occur within 10 business days of the occurrence of the conviction.

UCMJ Actions/Courts Martial

You must indicate if you have ever been the subject of UJCJ action, to include charges by a military court, or under the provisions of Article 15 (non-judicial punishment) of the UCMJ.

- You need **not** disclose any instance in which you were:
 - Read your rights but not charged.
 - Charges were dismissed.
- If you answer **Yes**, you will have 500 characters to explain the circumstances of the UCMJ action.
- You must inform the EMDP2 Office if you are flagged, charged under the provisions of a court martial or Article 15, barred from further military service, or are pending any adverse personnel action during the application process.
- The communication must be in writing and must occur within 10 business days of the occurrence of the action.

Education

The Education section gathers your high school (from which you graduated) and postsecondary institution information (where you were enrolled for at least one course, even if credits were transferred or no credit was earned). In addition, you'll list any

degrees you earned or expect to earn while attending the school(s), as well as your major(s) and minor(s).

High School

- Enter the information for the high school from which you graduated. If you attended more than one high school, you need to include only the school from which you graduated.
- If you earned a high school equivalency diploma equivalency or General Educational Development (GED) certificate, enter “Earned Equivalent or GED” for the name of the school. Then list the state and county where the certificate was awarded and city where you took the test along with the year in which you received the certificate.
- If you were home schooled, please list the state and county where you were home schooled (or received your diploma) and your graduation year. Enter *Home School* for the name of the school.

Colleges

In this section, list every postsecondary institution where you were enrolled for at least one course, even if the credits were transferred, no credit was earned, or you withdrew.

- You have the option to enter an institution as *Summer School Only (SSO)* and/or *Study Abroad Program (SAP)*. Use the study abroad option only if you were involved in a program through a school that was not affiliated with a foreign school.
- If you were enrolled in more than one program at an institution (e.g., undergraduate and graduate), create a separate entry for each program. Please request separate transcripts for your undergraduate and graduate programs.
- Create a separate entry for any U.S.- or Canadian-sponsored study abroad program in which you participated.

American Colleges Overseas/Other Schools

Enter the school name to reflect the official transcript, if appropriate. Enter the city in which the school is located and program type, indicating your start and end dates.

Degrees

For each postsecondary institution, if you earned a degree, enter information. For Program Level, enter AA/AS, BA/BS, MA/MS, MBA, etc. Enter *Major* and *Minor* (if applicable), then month and year when you earned the degree.

Transcripts

Please review this section carefully.

We strongly recommend that you request copies of your official transcript(s) for your own use in completing the Coursework section of your application. Please review each transcript carefully to be certain that:

- All coursework to date is listed and accurate.

- Any narrative evaluations received instead of grades are attached to your record.
- All final grades are reported correctly.
- All final grade changes are clearly recorded.
- Any list of other institutions attended is correct and complete.

One official transcript is required from **each** U.S., U.S. territorial, or Canadian postsecondary institution at which you have attempted coursework, regardless of whether you earned credit. The transcript requirement applies but is not limited to:

- College-level courses attempted while in high school, even if the courses did not count toward a degree at any college.
- Colleges at which you originally attempted a course, even if the credit was subsequently transferred to and accepted by another school.
- Colleges where you registered but did not earn any credit (e.g., incompletes, withdrawals, failures, audits).
- Courses that did not count toward a degree, regardless of whether credit was earned or transferred.
- Extension programs through which you attempted courses, if a separate transcript is provided by the extension division.
- Correspondence and home study programs.
- Military education.
- American colleges overseas.

The EMDP2 Office does not accept any transcripts from international evaluation services.

Electronic/Paper Transcripts

EMDP2 accepts PDF eTranscripts only from approved senders who may submit electronic transcripts to EMDP2 by means of a secure file transfer. This is the preferred form of receipt.

- Contact your school's registrar's office to determine whether they can send an official PDF eTranscript to EMDP2 on your behalf.
 - Email address for PDF eTranscripts: EMDP2-Application@usuhs.edu
- The EMDP2 Office will also accept official paper transcripts from all institutions if required.
 - Mailing address for paper transcripts:
 Office of Recruitment and Admissions
 EMDP2 Application
 Uniformed Services University of the Health Sciences
 4301 Jones Bridge Road, Suite A-1041-G
 Bethesda, Maryland 20814-4712

If No Official Transcript Is Available

If the institution provides only a certificate of completion or does not provide an official transcript, the registrar of the institution must send the EMDP2 Office an official letter verifying that no official transcript is available.

If the Institution Closed

If an institution has closed, archived transcripts should be available. Ownership of the archived transcripts varies from state to state, but we suggest, in addition to a basic Internet search, the following list to start your search:

- State Department of Education.
- State Department of Commerce.
- Another campus, if the school was part of a multi-campus system.
- The National Student Clearinghouse.

Your application will not be processed without an official transcript or letter indicating that no transcript is available.

College-Level Courses Taken While in Middle and High School

Many students attempt college-level courses while still in middle and high school. The courses primarily fall into the following categories:

- **Advanced Placement (AP) Prep Courses/Exams**
 - Unless a U.S. or Canadian postsecondary institution has granted credit for an AP course or an AP exam, such information should not be listed on the application.
 - If credit has been granted, courses/exams should be listed according to the instructions regarding AP credit.
- **Other Courses**
 - Many students take other types of college-level courses either independently or through special programs offered by their school. Courses should be listed on your application under the name of the college, regardless of where the course was held.
 - Before completing your EMDP2 application, contact the relevant college to determine transcript availability. If a transcript from the college is available, you need to have it forwarded to the EMDP2 Office and make sure that the courses are listed in the Coursework section.
 - If a transcript is not available from the relevant college, the college's registrar should forward an official letter indicating that no transcript is available because of institutional policies. **Do not send middle or high school transcripts to the EMDP2 Office.**

Military Education Transcripts

In most cases, the education office at your current duty station will help you to obtain the available records for your military coursework. It is generally faster to obtain transcripts directly from the schools rather than from the central records office.

Transcripts are available from the following military institutions:

- Air Command and Staff College
- Air Force Institute of Technology
- Air University
- Armed Forces Staff College
- Army Command and General Staff College
- Army War College

- College of Naval Command and Staff
- Community College of the Air Force
- Defense Information School
- Defense Language Institute
- Industrial College of the Armed Forces
- Joint Military Intelligence College (formerly Defense Intelligence College)
- National Cryptologic School (in Ft. George G. Meade, Md.)
- National Defense University
- National War College
- Naval Postgraduate School
- Naval School of Health Science
- Naval War College
- Uniformed Services University of the Health Sciences
- Joint Services Transcript

The Joint Services Transcript (JST) documents the professional military education, training, and occupational experiences of service members and veterans. Enlisted members of all Army components and active-duty members and veterans of the Navy, Marine Corps, and Coast Guard — are eligible to obtain a JST. You may create a JST account and request transcripts at jst.doded.mil.

American Colleges Overseas/Other Schools

The schools listed below are **not** considered foreign institutions; therefore, the EMDP2 Office requires transcripts. Please note that the list is not exhaustive. In addition, U.S. institutions with campuses overseas (such as University of Maryland Global Campus/ University College) are considered U.S. colleges for which transcripts are required and for which all coursework must be listed. Courses should be entered into the Coursework section as with all other coursework.

American Colleges Overseas (not an exhaustive list)	
Abu Dhabi University	Franklin University
American College in Jerusalem (closed in 1976)	Fundacion Universidad de las Américas-Puebla
American College in Switzerland (closed in 1991)	Glion Institute of Higher Education
American College of Thessaloniki Guam Community College	H. Lavity Stoutt Community College Hellenic American University
American Intercontinental University (closed summer 2014)	Hult International Business School
American Samoa Community College American University in Beirut American University in Bulgaria American University in Cairo American University in Dubai (The)	Instituto Centroamericano de Administracion de Empresas
American University in Kosovo (campus of Rochester Institute of Technology, Rochester, NY)	Instituto Tecnológico y de Estudios Superiores de Monterrey
American University in Sharjah American University of Armenia American University of Paris	Irish American University (formerly American College Dublin)
American University of Ras Al Khaimah American University of Rome	John Cabot University
Anglo-American University	Lebanese American University
Ave Marie University (Latin American Campus of Keiser University since August 2013)	Les Roches International School of Hotel Management
Bermuda College	London Metropolitan University Ming Chuan University
Central European University College of Micronesia–FSM College of the Marshall Islands	Open University
Deree College, The American College of Greece École hôtelière de Lausanne	Palau Community College
	Richmond University, the American International University in London
	School for International Training (SIT Graduate Institute)*
	United States International University Universidad de las Americas Universidad de Monterrey Universidad Mayor University of Guam
	Zayed University

Coursework

EMDP2 recommends that you use a personal copy of your official transcript(s) as a reference while entering your coursework in the application. A readily available copy of your official transcript will help ensure that your coursework information is complete and accurate. Some information that appears on your official transcript may not appear on an unofficial transcript. **Entering incorrect information (e.g., omitting coursework, grades, and/or credits or supplying incorrect grades) may affect your EMDP2 GPAs and could result in delayed processing and even missed deadlines.**

When entering coursework, you must include information and corresponding grades for every course you have ever enrolled in at any U.S., U.S. territorial, or Canadian postsecondary institution, regardless of whether you earned credit.

Coursework includes, but is not limited to, the following:

- All attempts at courses that have been repeated, including any courses removed from your transcript or GPA as a result of academic bankruptcy or institutional forgiveness policies.
- Courses removed from your transcripts or GPA as a result of academic bankruptcy, forgiveness, or similar institutional policies.
- Courses from which you withdrew.
- Courses for which you received a grade of Incomplete and for which no final grade has been assigned.
- Courses that you failed, regardless of whether you repeated them.
- Remedial/developmental courses.
- College-level courses you took while in middle or high school even if no college counted them toward a degree.
- Courses taken at an American college overseas.
- Physical education and music courses.

Coursework Details

Under your respective postsecondary institutions, you must **enter courses in chronological** order exactly as they appear on the official transcript of the school where you originally attempted them. **This is especially important to remember if the credit for a course was transferred from one U.S. or Canadian school to another.**

- For example, suppose you primarily attended the University of Maryland and took Intro to Photography at your local community college over the summer. You would list the community college in the School Name section of the application (and request an official transcript for it) and add Intro to Photography as a course you took at the community college.
 - You would **not** list the course under the University of Maryland, even if the credits were transferred there. The following are the fields that pertain to each entered course.

Entering Course Details in Your Academic Record

Please follow the guidance below for entering your coursework in your academic record. It is important for you to transcribe the information as closely as possible from your official transcript so that we will be able to verify your application.

School Name

Enter the name of the school as listed on your transcript.

Status

Status shows your academic status while enrolled in courses. Enter FR (freshman), SO (sophomore), JR (junior), SR (senior), PB (post-baccalaureate), or GR (Graduate Level). Use the two-digit abbreviations.

The guidelines below will help you determine your Year in School. Each undergraduate status should consist of approximately 24 to 35 semester hours. If you are enrolled in an institution as a **full-time, continuous** undergraduate, you should usually change your Year in School after every two semesters, three to four quarters, or two to three trimesters.

- If you have been enrolled part-time or have had interrupted attendance, you should use the following ranges to determine your appropriate status for each term: **Many EMDP2 applicants will have part-time or interrupted attendance; this should not give cause for concern.**

High School (HS)	College-level coursework taken while in high school
Freshman (FR)	0 through 35 semester hours
Sophomore (SO)	36 through 65 semester hours
Junior (JR)	66 through 95 semester hours
Senior (SR)	96+ semester hours

If you have a significant number of AP or college-level coursework credits before entering college, you may list your entire first college year as FR status. In doing so, you will most likely exceed the 0 through 35 credit hour guideline for freshman year, but your EMDP2 GPAs will reflect your “true” first year in college; in these cases, EMDP2 will not change your academic status. However, if you would rather base your academic statuses on credit hours only, your application will be accepted and verified as such.

The following rules will help you determine the appropriate EMDP2 Year in School for all your coursework (including foreign coursework):

- Do not assign more than one status to an academic term.
- Assign HS status to college-level courses taken before the high school graduation date you entered in the Schools Attended section, regardless of the physical location of the college-level course. This does not include AP, Exempt, or CLEP credit.

- Assign FR status to AP, Exempt, or CLEP credit awarded when you first entered college.
- Once your undergraduate Year in School (FR, SO, JR, SR) has advanced, do not assign the previous status; continue to enter your completed coursework from that point.
- Junior/community college courses (e.g., associate's degree coursework) should usually be listed as FR or SO if you took the courses before you attended a four-year institution. For attendance longer than two years at the same school, refer to the Year in School section.
- Courses for a bachelor's degree earned in two years should be assigned statuses of FR and SR.
- Courses for a bachelor's degree earned in three years should be assigned statuses of FR, SO, and SR.
- Courses for a bachelor's degree earned in more than four years should be assigned statuses of FR, SO, JR, SR, etc.
- Assign Postbaccalaureate (PB) status to any undergraduate-level coursework you enrolled in:
 - After receipt of your initial BA/BS degree.
 - While enrolled in a graduate program, if coursework is not applied to a graduate degree.
- Assign Graduate (GR) status to any professional or graduate-level coursework that is not applied to an undergraduate

Academic Year and Term

The next columns show the Academic Year and Term during which you took a course.

- The EMDP2 year begins with summer and ends with spring. Courses taken in the summer should be entered with the next academic year, even if your institution considers them in the previous academic year. For example, if you took a course in the first summer session of 2016, you should enter it as the 2016-2017 academic year, even if your school considers it in the 2015-2016 academic year.
- Term options are SP (spring), SU (summer), FA (fall), and WI (winter). If your institution uses a Quarter system, enter instead Q1, Q2, Q3, Q4, etc.

Course Classification

Each course is assigned a course classification based strictly on the primary content of the course. You are responsible for selecting the correct course classification, but the EMDP2 reserves the right to change classifications if the assigned classification clearly does not apply to the undergraduate degree.

- In the event that you are unable to classify a course satisfactorily, we suggest that you refer to the description of the course on the relevant school's website.
- EMDP2 uses course classifications to calculate your GPAs. Classifications that are highlighted in the BCPM group indicate that such courses will be included in the calculation of your BCPM GPA, which comprises biology, chemistry, physics,

and math courses. Classifications not grouped in BCPM indicate courses that will be included in the calculation of your AO (all other) GPA.

- The department offering the course is typically not a factor in the course classification. For example, a course should be classified as biology if the primary content is biology, regardless of the department that offers the course.

Course Classification Guide

The guide on the following page provides examples of how courses are often categorized. Please select course classifications based on the primary content of the course. Biology, chemistry, physics, and mathematics grades are used to calculate the EMDP2 BCPM GPA. Please note: Natural and physical sciences courses are not included in the BCPM GPA. For interdisciplinary courses in which two or more subject matters are combined into one course, refer to the description of the course on your school's website or consult with your academic advisor to choose the most appropriate course classification.

Course Number, Course Name, and Semester Hours

In the designated fields, enter the course name in **English** and the course number **exactly as it appears on the official transcript**. If the exact course name does not fit, enter a logical abbreviation. The course name and number are critical for EMDP2's verification of each course on the official transcript.

- Course numbers should include all letters and numbers associated with the course (i.e., BIO 101).
- If a course number does not fit in the space provided, **include the last eight digits**. If decimal points are part of the course number on your official transcript, you need to include them when entering the course number.
- If no hours appear on your official transcript, leave the item blank unless the credits have been removed as a result of failure, repeat, academic bankruptcy, forgiveness, or similar institutional policy.

Transcript Grade

Enter the grade, symbol, or notation exactly as it appears on your official transcript from the institution where you attempted the course.

- If a grade appears on your transcript or you have earned a grade, you must enter it in the application.
- If no grade appears on your transcript and you have not received a grade, a grade entry is not required unless the course has been subsequently repeated or removed because of academic bankruptcy or similar institutional policies.
- For the initial attempt of a course that has been repeated or removed because of academic bankruptcy or similar institutional policies, enter the original grade earned before the course was repeated, regardless of whether it appears on the official transcript or is included in your GPA. **Failure to enter the original grade received for repeated courses can lead to returned applications or missed deadlines.**

<p>Biology (BIOL)</p> <hr/> <p>Anatomy Biology Biophysics Biotechnology Botany Cell Biology Ecology Entomology Genetics Histology Immunology Microbiology Molecular Biology Neuroscience Physiology Zoology</p> <p>Chemistry (CHEM)</p> <hr/> <p>Biochemistry Chemistry Physical Chemistry Thermodynamics</p> <p>Physics (PHYS)</p> <hr/> <p>Astronomy Physics</p> <p>Mathematics (MATH)</p> <hr/> <p>Applied Mathematics Biostatistics Mathematics Statistics</p>	<p>Business</p> <hr/> <p>(BUSI) Accounting Finance Human Resources Studies</p> <p>(NPSC) Management Marketing Organizational Studies</p> <p>Communications (COMM) Journalism</p> <p>Media Production and Studies TV, Video, and Audio</p> <p>Computer Science Natural Resources (____COMP) Computer Engineering Computer Science</p> <p>Information Systems Telecommunications</p> <p>Education (EDUC) Counseling and _____ All courses that do not fit appropriately into another classification, as well as Curriculum and Instruction</p>	<p>Fine Arts</p> <hr/> <p>(ARTS) Art Art History Dance</p> <p>Fine Arts Music Photography Theatre</p> <p>Foreign Languages, Linguistics, and Literature (FLAN) American Sign Language Comparative Literature Foreign Language(s) Linguistics</p> <p>Government, Political Science, and Law (GOVT) Criminology and Criminal Justice Government International Relations and Studies</p>	<p>History</p> <hr/> <p>(HIST) History</p> <p>Natural and Physical Sciences</p> <hr/> <p>Agriculture Animal and Avian Sciences Environmental Science and Policy Forestry Geography</p> <p>Geology Horticulture Landscape Architecture Meteorology and Literature</p> <p>Oceanography</p> <p>Other (OTHR) Architecture Library Science Military Science Personnel Services Law/Legal Studies</p>	
	<p>Behavioral and Social Sciences (BESS) Anthropology Economics Family Studies Psychology Sociology</p>	<p>Aerospace Engineering Biomedical Engineering Chemical Engineering Civil Engineering Electrical Engineering Environmental Engineering Nuclear Engineering</p> <p>English Language and Literature (ENGL) Composition and Rhetoric Creative Writing Literature</p>	<p>Hearing and Speech Studies Hospital Administration Kinesiology Nursing Nutrition Occupational Therapy Optometry Osteopathy Physical Therapy Physician Assistant Public Health Pharmacology and Pharmacy Sports Medicine Veterinary Medicine</p>	<p>(SSTU) Afro-American Studies American Studies Gender Studies</p>
	<p>Political Science Educational Policy Health Education</p>	<p>Educational Administration</p> <p>Public Affairs and Policy Urban Policy and Planning</p>	<p>Philosophy and Religion (PHIL)</p> <hr/> <p>Logic</p>	
	<p>Human Development Physical Education</p>	<p>Health Sciences (HEAL) Philosophy Allied Health</p>		

- The EMDP2 Office will automatically convert most standard undergraduate transcript grades to EMDP2 grades based on conversions provided by undergraduate institutions.
- Your EMDP2 GPAs may not be exactly the same as your GPA(s) on your official transcript(s). EMDP2 grades provide a standardized comparison for evaluating your academic career.

Advanced Placement (AP)

To claim AP credit, the credit hours must be listed on your transcript. AP courses should be entered under the term the college credit was initially granted for.

- If no term is designated, include the credits with freshman coursework (FR).
- If the transcript from the college awarding AP credit does not list course names, enter the subject area for which credit was earned (e.g., AP Credit: English) as the Course Name.
- If the following course types appear on your official transcript, they should be indicated as AP on the EMDP2 application even if they are not technically Advanced Placement.

ACE/ACT	Experimental Learning	Proficiency
Bypass Credit	French Baccalaureate	Exam
CEEB	Lebanese Baccalaureate	Retroactive
Credit by Exam	Life Experience	Credit
Departmental Exam	Placement Exam	Special Credit
Equivalency Exam	Prior Learning	Test Out
		Validation Credit

Special Course Types

There are special designations for some courses. If applicable, enter one or more special course types.

Audit (AU)

Audit refers to any course you attended without attempting to earn credit, either formally or informally. If you officially registered for the course, it is usually listed on the transcript with a special symbol or notation. No credit hours or EMDP2 grade will be assigned.

CLEP (CL)

You may earn CLEP credit by passing an examination offered by the College Level Examination Program (CLEP) or through USAFI/DANTES. To claim credit in the CLEP category, the credit hours must be listed on your transcript.

- You may list your CLEP credit only once, even though more than one institution may have awarded credit. The transferred credit may be credited to the institution granting the most CLEP credit.

Current/Future (CC)

Use the Current/Future designation for any courses you are currently taking or expect to take before matriculating to the EMDP2. Current/Future entries are not binding or

required but are intended to give medical schools an indication of what courses you expect to complete before matriculation.

- Current/Future courses do not have to appear on a transcript to be entered in Coursework. The EMDP2 Office will not add, remove, or modify Current/Future courses after your application is submitted.
- If Current/Future grades are entered on your application but not listed on your official transcript at the time of verification, they will not be included in your EMDP2 GPAs. Conversely, if you do not enter grades but grades are listed on your official transcript at the time of verification, they will be included in your EMDP2 GPAs.

Exempt (Ex)

Use Exempt to indicate courses that were completed but not awarded credit hours. No credit hours or EMDP2 grade will be assigned. Exempt courses may include any course you were not required to complete because you had:

- Previously completed courses
- Employment experience
- Passed a departmental exam.

Honors (H)

An Honors course refers to any course attempted through an honors program or section.

Incomplete (I)

A course is considered Incomplete if the work required for it was not completed within the appropriate time limit. If the Incomplete is unresolved, no EMDP2 grade will be assigned; however, if the Incomplete is resolved, an EMDP2 grade will be assigned. Select *Incomplete* even if:

- A grade has been ultimately assigned
- There is no notation indicating Incomplete on the official transcript

Many schools assign an IF or F grade if the coursework is not completed within a given time limit. If attempted credit hours are listed on the official transcript or can be determined by EMDP2, the F will be included in your EMDP2 GPAs.

International Baccalaureate (IB)

To claim IB credit, the credit hours must be listed on your transcript. Include IB credit courses only once (indicating IB under Special Course Types), even though IB credit for the same subject may have been awarded by more than one institution.

- IB courses may be assigned under the institution awarding the most credit.
- IB credit should be entered under the first term in which the college credit was initially granted.
- If no term is designated, include the credit with FR coursework.
- If the transcript from the college awarding IB credit does not list course names, enter the subject area for which credit has been earned (e.g., IB Credit: English) as the Course Name.

Military Credit (MC)

The Military Credit type should appear only for courses in which a non-alpha grade was received (that is, pass/fail grades or credit awarded) at a U.S., U.S. territorial, or Canadian military institution. ROTC courses are not considered military credit.

No Record (NR)

Assign No Record to any course for which no final grade is available because of an administrative problem or delay at the school. No EMDP2 grade will be assigned.

Pass/Fail (PF)

Pass/fail courses are those that are attempted under a pass/fail system that allows no more than two passing grades and one failing grade (e.g., credit/no credit, pass/fail, satisfactory/unsatisfactory, high pass/pass/fail).

- Pass/fail courses attempted under a pass/fail system that allows three or more passing grades (e.g., high pass/pass/low pass/fail) will be treated as a regular pass/fail course unless your school provides an alpha letter grade conversion (e.g., A, B, C).

Repeat (R)

This selection applies to **each completed attempt** for any course attempted more than once, unless the final grade initially received was Withdrawal or Incomplete.

- A course entry must be made for each completed attempt of a repeated course, even if any mention of enrollment in the course has been removed from the transcript.
- EMDP2 requires all attempts of repeated courses in GPA calculations (with original grades given for those attempts), even if they are not included in schools' GPA calculations.
 - If you take a college-level course for which you already have been granted AP credit by the same institution, EMDP2 considers the course a Repeat.
 - For example, if you received AP credit for your AP Psychology course and took an Introduction to Psychology course at the same undergraduate institution, you should list Introduction to Psychology as a Repeat.

Do not select Repeat for courses designed to be repeated (e.g., independent study, thesis, chorus). If your school has an academic forgiveness policy and subsequently replaces the original grade received with a special transcript symbol, the original grade and attempted credits must be entered on your EMDP2 application, regardless of whether they appear on your official transcript

Withdrawal (W)

A Withdrawal includes any course you officially withdrew from, regardless of whether you were passing or failing at the time. Such courses usually appear on the transcript as a "W" or equivalent symbol.

- No credit hours or EMDP2 grade will be assigned for Withdrawals, except in cases where the school includes the Withdrawal failing grade in the GPA as an “F.”
- A course entry should not be made if the course was dropped within the normal drop/add period and does not appear on your transcript.
- The courses from which you made unofficial or administrative withdrawals will be included in your EMDP2 GPAs if your school included them in its GPA.
- If you withdrew entirely from a school before completing courses for a specific term, you must still list each course for which you were registered that term, with Withdrawal as the Special Course Type.
 - If the school does not issue transcripts for students who withdraw entirely, you must ask the registrar’s office to forward an official letter indicating that no transcript is available because of institutional policies.

Unusual Circumstances

If you attempted graduate-level coursework while formally enrolled in an undergraduate program, credit for the graduate coursework is counted toward the undergraduate degree requirements:

- Do **not** assign GR status to any professional or graduate-level coursework applied to an undergraduate degree. The graduate-level coursework should be listed under the appropriate status (FR, SO, JR, SR, PB) at the time the courses were attempted.
- If you have attempted undergraduate-level coursework while formally enrolled in a graduate program and the undergraduate coursework does **not** count toward the graduate degree requirements:
 - If you previously earned a bachelor’s degree, you should list the undergraduate-level coursework under PB status and not under GR status.
 - If you have not previously earned a bachelor’s degree, the undergraduate-level coursework should be assigned to the appropriate undergraduate status (FR, SO, JR, SR).
- If you have enrolled simultaneously in undergraduate and graduate programs (e.g., bachelor’s/master’s dual degree):
 - The graduate-level coursework will count toward a graduate degree, and you should list it under graduate status at the time the courses were attempted. Assign the undergraduate-level coursework the appropriate undergraduate status (FR, SO, JR, SR).
- If you have enrolled in a dual-degree program and the graduate-level coursework will count toward both the graduate and undergraduate degrees:
 - List the graduate-level coursework under both the appropriate undergraduate and graduate academic statuses.
- If you have enrolled in a professional degree program (nursing, pharmacy, veterinary medicine, etc.) leading to a bachelor’s degree:
 - Assign the coursework FR, SO, JR, and SR statuses.

- Refer to your transcript or contact the school to confirm course level.

Clock Hours and Continuing Education Units (CEUs)

Clock Hours

Official transcripts are required from all U.S., U.S. territorial, and Canadian postsecondary institutions awarding clock hours. If the institution provides only a certificate of completion or if no official transcript is available, the registrar of the institution must send EMDP2 an official letter verifying that no official transcript is available.

Note: Your application will not be processed without an official transcript or letter.

Conversion to Semester Hours Provided by Institution

If the clock hour institution provides a conversion to semester hours:

- Include the clock hour institution in Schools Attended.
- If your official transcript does not clearly indicate the institution's recommended conversion, ask the registrar's office to attach a letter of explanation to your official transcript before it is sent to the EMDP2 Office.
- Enter all required course data, taking special care to enter the correct number of clock hours as credit hours.
- EMDP2 will verify the course data and will include the coursework in your EMDP2 GPAs.

Conversion to Semester Hours Not Provided, Credit Transferred

If the clock hour institution does not provide a conversion to semester or quarter hours and course credits have been transferred to a U.S. or Canadian institution by using a credit hour system convertible to semester hours:

- Include the clock hour institution **and** the U.S. or Canadian institution accepting transfer credit in Schools Attended.
- Request the required official transcript (or a letter from the registrar's office if a transcript is not available).
- List the courses under the clock hour institution at which they were attempted.
- If transfer credits are not assigned to individual courses, subdivide the credit hour total as appropriate and assign credit hours to each course.
- If the U.S. or Canadian institution awarding transfer credit provides letter grades (e.g., A, B, C) and credit hours convertible to semester hours for **each** course on your official transcript or in an official letter attached to your official transcript, enter all required course data. EMDP2 will include this coursework in your EMDP2 GPAs, regardless of institutional policies.
- If the U.S. or Canadian institution awarding transfer credit does not provide letter grades other than pass/fail:
 - Indicate Pass/Fail as the Special Course Type and provide all other required course data, entering the transcript grade exactly as it appears on your official transcript.
 - EMDP2 will include this coursework in your cumulative Pass/Fail-Pass and Pass/Fail-Fail credit hour totals and not in your EMDP2 GPAs.

Conversion to Semester Hours Not Provided, Credit Not Transferred

If the clock hour institution does not provide a conversion to semester hours and course credits have not been transferred to a U.S. or Canadian institution, you are not required to list the courses on your application. However, you must:

- Include the clock hour institution in Schools Attended.
- Ask for the transcript to be forwarded to EMDP2. If a transcript is not available, request a letter of explanation from the registrar (with a Transcript Request Form attached).
- If you include this coursework in the Coursework section of your application, provide all required course data except credit hours.
- EMDP2 will not verify the coursework and will not include it in your EMDP2 GPAs or cumulative credit hour totals.

Continuing Education Units

CEU credits are usually used in vocational, licensure, and certificate programs (e.g., emergency medical technician and nursing certifications). You are not required to list CEU courses on your application.

- CEUs may not be converted to semester hours. EMDP2 will not verify the coursework and will not include it in your EMDP2 GPAs or cumulative credit hour totals.

Courses Taken While in Middle or High School

For a variety of reasons, many students attempt college-level courses while in middle or high school. The courses primarily fall into the categories of AP Courses/Exams or Other.

AP Courses/Exams

Unless credit has been granted by a U.S. or Canadian postsecondary institution or university for an AP course or an AP exam, you should not include such information on the application.

If credit has been granted, you should list courses/exams according to the instructions for AP credit. Do not send high school transcripts or AP test score reports to the EMDP2 Office.

Other Courses

Many high school students take other types of college-level courses either independently or through special programs offered by their school. You should list these courses on your application under the name of the college, regardless of whether the course was held at the high school or college.

- Contact the college that offered the course to determine transcript availability before you complete your EMDP2 application. If a transcript from the college is available, you must ask for it to be forwarded to the EMDP2 Office, and you must list the course(s) in the Coursework section of your application.
- If letter grades and credit hours are listed on the college transcript, EMDP2 will include the grades and credit hours in its GPA calculations, even if they have not been transferred to the primary undergraduate school or used toward a degree.

- The courses do not require any Special Course Type, unless otherwise appropriate.
- The only available Year in School for courses taken before the High School graduation date you entered in the Schools Attended section is High School.
- If a transcript is not available from the college, the registrar's office of the college must forward an official letter indicating that no transcript is available because of institutional policies. You should not send high school transcripts to EMDP2.

Full-Year Courses

If your school uses a full-year course program, enter this on your course list. Do not divide classes by term or enter Deferred Grade (DG) as the course type.

Life Experience Credit

If a U.S. or Canadian institution has granted Life Experience credit (e.g., health or physical education course credits resulting from military service or military occupational specialty [MOS] codes held):

- Include the U.S. or Canadian institution granting the credit in Schools Attended.
- The official transcript from the school granting the credit must list Life Experience course credits for the information to be verified by the EMDP2 Office.
- Indicate Advanced Placement as the Special Course Type.

American Colleges Overseas

Some schools, although not physically located in the United States or Canada, have received accreditation from the Council for Higher Education Accreditation and are thus not considered foreign institutions; as a result, transcripts from these schools **are** required.

- Courses should be listed in EMDP2 materials in the same way that all other coursework is listed. U.S. institutions with campuses overseas (such as the University of Maryland at Munich) are considered U.S. colleges for which transcripts are required, and all coursework must be listed.
- See the American Colleges Overseas subsection under "Schools Attended" for more information.

International Baccalaureate (IB) Examination

If a U.S. or Canadian institution has granted credit for an IB examination, enter the exam with IB (International Baccalaureate) as the Special Course Type and enter the transcript grade as recorded on the official transcript of the U.S. or Canadian institution accepting the examination as transfer credit and credit hours.

- IB credit should be entered under the term in which the college credit was initially granted. If no term is designated, include the credit with FR coursework.
- EMDP2 will verify and include letter grades (e.g., A, B, C) in its EMDP2 GPA calculations only if such grades appear on the transcript of the U.S. or Canadian institution awarding the transfer credit.

- French Baccalaureate is not considered an International Baccalaureate examination.
- List French Baccalaureate examinations under the Advanced Placement course type.

Military Credit

See the Military Education Transcripts subsection of Schools Attended to determine if a transcript is available for courses taken at military institutions.

Transcript Available

If a transcript is available directly from the military school listing individual courses with letter grades (e.g., A, B, C) and credit hours are convertible to semester hours include the military school in Schools Attended and enter course information as it appears on the transcript. EMDP2 will include this coursework in your EMDP2 GPAs.

- If your transcript does not list individual courses with corresponding grades and semester hours (or course units convertible to semester hours) but the program attaches American Council on Education (ACE) credit recommendations to the transcript:
 - Enter course information as it appears on the ACE recommendations.
 - EMDP2 will include this coursework in your cumulative Pass/Fail-Pass and Pass/Fail-Fail credit hour totals, not in your EMDP2 GPAs.

JST Available

If a transcript is not available directly from the military school but a Joint Services Transcript is available:

- Enter coursework as it appears on the JST.
- Military experience should be listed under coursework only if a U.S. or Canadian institution has accepted the experience as transfer credit.
- Experience from Occupations Held should not be listed unless a U.S. or Canadian institution has accepted the experience as transfer credit.
- Do **not** use *Pass/Fail (PF) Special Course Type* for military courses. Instead, use *Military Credit (MC) Special Course Type* for these courses.
- EMDP2 will include this coursework in your year in school year-in-school status and in your cumulative Pass/Fail-Pass credit hour totals, but not your EMDP2 GPAs.

Additional information is available on the JST website at jst.doded.mil/smart/signIn.do.

Transfer Credit Awarded by Another School

Follow the instructions below if no transcript is available directly from the military school/program and if another institution awarded transfer credit.

- If a JST is not available from the military but another U.S. or Canadian institution has granted transfer credit for military coursework:
 - Include in Schools Attended the military program and the U.S. or Canadian institution accepting transfer credit.

- You must request a letter from JST stating that no transcript is available. Enter course information as it appears on the official transcript of the school accepting the transfer credit.
- If the U.S. or Canadian institution awarding the transfer credit provides letter grades (e.g., A, B, C) and credit hours are convertible to semester hours for each course on its transcript or in an official letter attached to its transcript, enter all required course information. EMDP2 will verify and include this coursework in your EMDP2 GPAs, regardless of institutional policies.
- If letter grades and/or credit hours are not listed for each course on the transcript of the school awarding the transfer credit, select *Military Credit* as the Special Course Type.

EMDP2 will include this coursework in your cumulative Pass/Fail-Pass credit hour totals, not in your EMDP2 GPAs.

No Transcript Available

If no military school transcript, JST, or transfer credit to another college is available, you are still encouraged to list military courses on the EMDP2 application, particularly if the courses were health related.

- Include the military school in Schools Attended.
- Request a letter from JST stating that no transcript is available. Enter all course information except credit hours. EMDP2 will not verify the coursework and will not include it in your EMDP2 GPAs.

USAFI/DANTES Credit

If USAFI/DANTES credit has been transferred to a U.S. or Canadian institution:

Include the U.S. or Canadian institution accepting USAFI/DANTES transfer credit in Schools Attended. Indicate New Jersey as the state, then enter *USAFI/DANTES*.

- **A transcript is not required from USAFI/DANTES.** Indicate CLEP as the Special Course Type and provide all other required course information.
- If transfer credits are not assigned to individual courses, subdivide the credit hour total as appropriate to determine the number of credits for each course.

If USAFI/DANTES credit has not been transferred to a U.S. or Canadian institution:

Include USAFI/DANTES in Schools Attended. Indicate New Jersey as the state, then enter *USAFI/DANTES*.

- **A transcript is required from USAFI/DANTES.**
- Indicate CLEP as the Special Course Type and provide all other required course information.

Personal Statement

You are required to submit an essay in the Personal Statement section.

Personal Statement Essay

Use the Personal Statement Essay as an opportunity to distinguish yourself from other applicants. Consider and write your Personal Statement Essay carefully; many admission committee members place significant weight on this section. While the following are suggestions and not requirements, here are some questions that you may want to consider while writing the essay:

- Why are you interested in the practice of medicine?
- What motivates you to learn more about medicine?
- Why are you motivated to apply to the EMDP2?
- What do you want the committee to know about you that hasn't been disclosed in other sections of the application?

In addition, you may wish to include information such as:

- Unique hardships, challenges, or obstacles that may have influenced your educational pursuits.
- Comments on significant fluctuations in your academic record that are not explained elsewhere in your application.

Formatting Your Essay

We will review your essay in plain text. Therefore, please do not use formatting options such as bulleted lists, indented paragraphs, and bold/italic fonts. You may want to include an extra space between paragraphs.

If you cut and paste your essay into the application, you should draft your essay(s) in a plain text format or word processing program such as Word.

Please keep the following in mind:

- **Proofread carefully! No changes (including corrections to grammatical or typographical errors) may be made after you submit your application to the EMDP2 Office.**
- Run a spell check before submitting. Use English (United States) characters; other characters may not be accurately recognized.
- Follow normal writing practices regarding case. You should avoid use of all uppercase or all lowercase letters for the text responses in your application.
- Plagiarism or misrepresentations will result in a negative outcome.
- It is not necessary to repeat information reported elsewhere on your application.
- The space allotted for the essay is 5,300 characters, or approximately one page. Spaces are counted as characters.

Experience (Work/Activities)

The Work/Activities section of the application is designed to give you the opportunity to highlight your work experience, extracurricular activities, awards, honors, or publications that you would like to bring to the attention of the Admissions Committee. You may enter a **maximum of 10 experiences**. **Ensure you copy up to five pages so have enough space to enter up to 10 experiences.**

Adding Experiences

Ensure you list your activities in chronological order. Occasionally, a longer period of activity may overlap with a significant activity of a shorter duration. For example: You describe a 24-month leadership assignment as a single activity. During that assignment you also had the additional or collateral duty of Unit Equal Opportunity Representative for a 12-month period. Although the dates will overlap, you may want to describe these as two separate experiences. In this case, you would use two of the ten experience blocks. Your entries will be in plain text and the space for your description is limited to 700 characters. Therefore, please do not use formatting options such as bulleted lists, indented paragraphs, and bold/italic fonts.

Your Activities

This section offers you the opportunity to discuss your day-to-day activities that may have impacted your journey to applying to this program. This is different than your personal statement that may describe your motivation for the EMDP2 and the study of medicine. You will choose from seven categories for each entry:

- Clinical/Medical Work
- Physician Shadowing/Clinical Observation
- Leadership
- Community/Volunteer Service – Medical/Clinical
- Community/Volunteer Service – Not Medical/Clinical
- Medical/Scientific Research
- Other (this includes non-medical work [such as collateral duties], sports, hobbies, etc.)

You only get to choose one category for each activity, so you'll want to choose wisely. You must complete at least two entries and all of the fields in each section are required to be filled in. You must also be succinct in describing each experience as you are limited to 700 characters for the description (including spaces). In addition to describing the activity, consider including the following in your description.

- Your responsibilities and accomplishments.
- The impact you made.
- The qualities you demonstrated.

Experience Type

From the drop-down list, select the Experience Type that best represents the experience you wish to include. Given that the information is self-identified, you must decide which option best fits each experience.

Experience Name

Enter the name of the experience or the title you held during the experience. If the experience has no explicit name, select a name that you feel best describes the experience.

Organization Name

Enter the name of the organization where the experience occurred.

Country and City

Select the country and state/province where the experience occurred, in addition to entering the name of the city in which the organization is located or where most of your time was spent during the experience.

Experience Dates

Include the start and end dates for each experience. Some Experience Types, such as *Awards, Presentations/Posters, and Publications*, require only one date.

- Given that we want information about experiences that began before application submission, your start date must be the current month or earlier.
- Similarly, we require the experience end date to coincide with the start of the EMDP2, therefore, the latest end date is June of the current application cycle.

Total Hours

Enter the total number of hours that you completed (or expect to complete) for the experience during the date range you indicated.

- If you have a nontraditional schedule, use the Experience Description field for any explanation.
- If you participated in a similar experience more than once, you may enter the date range for all of the experiences and the total number of hours you spent in the activities.
- You may enter zero (0) hours for publications for Honors/Awards/Recognitions entries.
- Use the description to provide more information about the nature of the award or the number of times you earned it.
- You may enter multiple awards in a single experience section. If entering multiple awards in a single section, use one award per line with a brief description for each award type.

Experience Description

You have the opportunity to describe or summarize each experience. The space allotted for each description is 700 characters. If you plan to cut and paste your experience description into the application, draft your information in plain text, in text-only or word processing software, then paste into the PDF.

Letters of Recommendation

The Letters of Recommendation (LOR) section gives you the opportunity to indicate who will be writing letters on your behalf. The recommender should assess your qualities, characteristics, and capabilities.

- The letter from your O-5/O-6 commander is a required part of your basic application.
- The additional letters are not required for you to submit, or for the EMDP2 Office to verify your application. You may submit your application **before** your additional LORs arrive at the EMDP2 Office.
- You may have up to 5 letter entries associated with your EMDP2 application.

- Your commander's LOR is included in the five-letter maximum.
- A clinical LOR is highly recommended but not required. The following individuals may submit clinical LORs: employer, clinical supervisor, physician, or other allied health professional where applicant engaged in healthcare related activities and/or shadowing.
- Your unit commander's Letter of Approval to apply is not counted as one of the five Letters of Recommendation. Conversely, it is not considered as the required LOR from your O-5/O-6 commander.

Submitting Letters

You must provide your letter author(s) with the following instructions to ensure your LORs are matched correctly to your application.

- LORs should be submitted electronically to the application portal using the last name of the applicant and last name of the recommender as the file name.
 - For example, a LOR from Green for applicant Ruiz should be submitted as: Ruiz LOR Green.
 - LORs must include the authors' signature.
- If after the initial submission of your EMDP2 application, designated LORs are being changed or deleted, please notify us in writing.

Saving Your Application

Please use the following naming convention for saving your application: LAST NAME (all caps), matriculation year, and last four digits of your social security number. For example; the file name of the basic application for Green, whose SSN ends in 1234 will have the file name GREEN2021-1234-Application. This allows us to be able to file and retrieve your application and match it up with your other materials.

Certification and Submission

To complete and submit your application, you must certify a set of statements, which serves the same purpose as your legal signature. Agreeing to the certification statements is binding. Once you submit your application to the EMDP2 Office, you can make only limited changes to it.

EMDP2 Application Certification

LAST, FIRST

SSN LAST DIGITS

Certification

Yes	
<input type="checkbox"/>	The information in this application and associated materials is current, complete, and accurate to the best of my knowledge.
<input type="checkbox"/>	Written passages, such as the personal statement, and descriptions of work/activities, are my own and have not been written, in part or in whole, by a third party.
<input type="checkbox"/>	I have read, understand, and agree to comply with the EMDP2 Applicant Guide, including the provisions noting that I am responsible for monitoring and ensuring the progress of my application.
<input type="checkbox"/>	I understand that I am responsible for reviewing my application after EMDP2 processing is complete. I am responsible for notifying EMDP2 of any discrepancies resulting from the verification process.
<input type="checkbox"/>	I understand agree to comply with the guidelines for ethical conduct during the application process.
<input type="checkbox"/>	I understand that I am required to inform the EMDP2 Office if I am convicted of, or plead guilty or no contest to, a misdemeanor or felony crime, or if I am subject to UCMJ action, or otherwise flagged from receiving favorable personal actions prior to matriculation.
<input type="checkbox"/>	I understand that this communication must be in writing and must occur within 10 business days of the occurrence of the conviction.
<input type="checkbox"/>	I understand that I am required to inform the EMDP2 Office if I become the subject of an institutional action after the date of original application submission and prior to EMDP2 matriculation.
<input type="checkbox"/>	I understand that this communication must be in writing and must occur within 10 business days of the occurrence of the institutional action.

Acceptance of Conditions

You may not change, correct, or update selected parts of your application after you submit it.

Changes After Submission

Before submitting your application, you should review it thoroughly. After you submit your application, you may make changes only to the following sections:

- Name, including Legal Name, Preferred Name, and Alternate Names.
- Contact Information, including Permanent and Preferred Mailing Addresses.
- Birth and Gender.
- Letters of Recommendation (notification of change or removal of a letter no longer to be sent).

Monitoring Your Application Status

The EMDP2 Office will make every attempt to process your application in a timely manner. You are responsible for checking the status of your application from the time you submit your application to EMDP2 after submission. It is important to verify the EMDP2 Office receives your application, official transcript(s), and other required documentation. Until we complete processing, do not assume that EMDP2 Office has received all required application information and transcripts.

Withdrawing Your Application

Withdrawing your application is **final**. Once you do so, you may no longer apply for the current application year. To withdraw your EMDP2 application from consideration, send an email to EMDP2-Application.

Medical Examinations

Candidates who are being invited for an interview will be required to undergo a medical certification examination by the Department of Defense Medical Evaluation Review Board. This is to ensure candidates meet the physical and medical standards for commissioning in the Armed Forces of the United States. The EMDP2 Office will provide additional instructions for those candidates during the application process.

Waiver Processing

Waiver requests should be submitted in memorandum format on plain paper, addressed to *EMDP2 Board President*. **A separate request is required for each waiver and each request must be signed by the applicant.**

- Details in the request should include the reason for the request and why the request should be approved. For example, a request for an age waiver may include whether the applicant is able to service 20 years as a commissioned officer before age 62.
- Applications for unqualified candidates that are submitted without waiver requests will be not be processed.

Background Checks

Candidates may be subject to additional background checks for personnel security purposes as deemed necessary.

USU Privacy Statement

AUTHORITY: 10 U.S.C. 2113, Administration of University; 10 U.S.C. 2114, Students: selection; status; obligation; DoD Directive 6010.7, Admission Policies for the Uniformed Services University of the Health Sciences (USUHS); DoD Instruction 6010.20, Admission Procedures for the Uniformed Services University of the Health Sciences; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To allow the Uniformed Services University of the Health Sciences to review admission applications and select students. Also used as a management tool for statistical analysis, tracking, reporting, evaluating program effectiveness and conducting research.

ROUTINE USES: Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974 as amended. The applicable Routine Uses are listed in the Systems of Records Notice, WUSU 04, Applicant Records System Records, located at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570617/wusu-04/>

DISCLOSURE: Voluntary; however, failure to provide the information may result in the inability to process an individual's application.

Appendix A Glossary and Acronyms

The following are common words you may find within the application and application instructions. The acronym list with definitions starts on page 45.

Term	Definition
AARTS	Credit granted for courses taken while serving in the U.S. Army. Appears on the Joint Services Transcript (JST).
Academic Status	A student's achieved educational level, e.g., freshman, sophomore, junior, or senior. The education-level assignment is based on the number of credit hours completed.
Advanced Placement (AP)	Advanced Placement courses taken while in high school or by passing an AP departmental exam. Students must earn college credit for all AP courses taken.
AO (All Other) GPA	The EMDP2 grade point average calculation for all courses except biology, chemistry, physics, and math.
Audit (AU)	Courses taken for experimentation without worry of grade or review. Credit hours do not count toward fulfillment of graduation requirements.
BCPM GPA	The EMDP2 grade point average calculation for courses classified as biology, chemistry, physics, and math.
Certification	Certification refers to your legal signature for an electronic application. Your certification, or electronic signature, indicates your agreement to the certification statements.
Clock Hours	Credits given for attending approved in-service programs. Sixty minutes of continuous in-service is equivalent to one clock hour.
College Level Examination Program (CLEP)	A nationally standardized examination administered by the College Level Examination Program (CLEP). Provides an opportunity for examinees to demonstrate and receive college credit for competency obtained through life experiences.
Continuing Education Units (CEUs)	A way to document noncredit work in activities specifically developed for adult learners in a variety of disciplines. One CEU is provided for every 10 hours engaged in a learning activity under responsible sponsorship, capable direction, and qualified instruction.
Course Classification	Course classification is based solely on the primary content of the course content rather than on course title or department through which it is offered. Consult your pre-professional health advisor or registrar to resolve any questions concerning classification.
Credit Hours	Hours received for courses taken at a college or university that appear on an official transcript. Some institutions may refer to credit hours as units.
Current/Future Courses (CCs)	All courses you are attempting at the time the EMDP2 application is submitted and all courses you plan to take before matriculating.
Term	Definition

Appendix A (continued)

Exempt (EX)	<p>An individual department may use any of the following criteria to determine a course exemption:</p> <ul style="list-style-type: none"> • Previous courses completed by the student at another institution • Employment experience • The student's score on an approved examination <p>If granted, course exemption allows the student to enroll in a higher-level course within the sequence.</p>
Honors (H)	Specialized college-level courses.
JST	The Joint Services Transcript, which has replaced the Coast Guard Institute Transcript, the Army/American Council on Education Registry Transcript System (AARTS), and the Sailor/Marine American Council on Education Registry Transcript (SMART). JST is an academically accepted document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations.
Letters of Recommendation	Letters provided by a commander or other clinician, counselor, prehealth advisor, premed committee, or other professional. Letter entries (maximum of 5) may be entered in the EMDP2 application after initial submission of your EMDP2 application. Letters are not required to be received before submitting the EMDP2 application or to review the EMDP2 application except for O-5/O-6 Commander's letter.
Official Transcript	An official document that contains all essential academic data such as dates of attendance, courses taken, grades and credits awarded, and degrees received. It may also contain information related to the student's current status at the institution.

Continued

Appendix A (continued)

Term	Definition
Postsubmission Changes	Limited changes to the EMDP2 application are permitted after initial submission.
SMART	Sailor/Marine Ace Registry Transcript (SMART) lists credit granted for courses taken while serving in the U.S. Navy or Marines. Appears on the Joint Services Transcript (JST).
Transcript Grade	Grades, symbols, and notations that appear on an official transcript issued by a college or institution at which a course has been completed.
Withdraw	Course for which a student has registered and subsequently chosen not to complete.

Acronym	Definition
ACT	American College Test
AO	All Other
AP	Advanced Placement
BCPM	Biology, Chemistry, Physics, Math
CEGEP	Canadian <i>collège d'enseignement général et professionnel</i>
CLEP	College Level Examination Program
EMDP2	Enlisted to Medical Degree Preparatory Program
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Examination
JST	Joint Services Transcript
LOA	Letter of Approval
LOR	Letter of Recommendation
OT	Official Transcript
SAT	Scholastic Aptitude Test
SMART	Sailor/Marine Ace Registry Transcript
THx	Testing History System

Appendix B Application Statuses

The EMDP2 Office uses these statuses to track your application.

Status	Definition
Submitted — Waiting for Transcripts	You have certified and submitted your EMDP2 application. However, your application is pending processing while EMDP2 waits for your transcripts.
Submitted — Processing Administrative Waiver	You have certified and submitted your EMDP2 application. An administrative waiver is being processed.
Submitted — Under Review	An EMDP2 verifier is currently reviewing your transcripts and coursework.
Submitted — Incorrect or Incomplete Documents	You have certified and submitted your EMDP2 application. However, your application is on hold due to incorrect coursework or documents in your application. Please contact EMDP2 Office for more information.
Review Complete – Not Invited to Interview	EMDP2 has completed your review and you are not being invited to an interview. Please contact EMDP2 Office for more information.
Review Complete - Invited to Interview	EMDP2 has completed your review and you are being invited to an interview. Please check your email and respond to the interview invitation.
Review Complete – Scheduled for Medical Examination	EMDP2 has completed your review and you need to be scheduled for a medical examination. Please check your email for instructions.
Application Disqualified	<p>Your application was disqualified for one or more of the following reasons:</p> <ul style="list-style-type: none"> • Received after deadline • Prerequisites not met • Missing or late documents to include transcripts



Uniformed Services University of the
Health Sciences, Bethesda, Maryland,
20814