

## **F. Edward Hébert School of Medicine “America’s Medical School”**

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# Medical School Admission Requirements and Application Procedures

The F. Edward Hébert School of Medicine—“America’s Medical School”—subscribes fully to the policy of equal educational opportunity. There are no quotas by race, sex, religion, marital status, national origin, socioeconomic background, or state of residence. There are no congressional quotas or appointments. All applicants are judged on personal merit in terms of demonstrated aptitude, potential, and motivation for the study and practice of military medicine. Only the best-qualified, most promising candidates are selected.

Both civilian and uniformed services personnel are eligible for admission. The term “uniformed services personnel” means individuals who currently are on (or on orders for) active duty or reservist for a period of 90 days or more in any of the seven components making up the uniformed services: U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, U.S. Coast Guard, Commissioned Corps of the U.S. Public Health Service, and Commissioned Corps of the National Oceanic and Atmospheric Administration.

Individuals who are in military service must have approval from their military departments or sponsoring components as part of their application (including service academies, scholarship and non-scholarship ROTC, advanced ROTC, and reservists). Each military department has established regulations governing procedures for initiating and processing requests for approval. **The School of Medicine does not take final action on the application of any individual who is in the service or who is in a sponsored training program until receipt of an official “Letter of Approval to Apply.”** Applicants should know the procedures involved in applying to a medical school. An excellent source for such information is *Medical School Admission Requirements*, published annually by the Association of American Medical Colleges (AAMC). The website for information on this handbook is <http://www.aamc.org/publications>. This book contains information on college academic course planning, application procedures for medical school, the medical school admissions process, and medical school requirements

## General Requirements

Applicants to the School of Medicine must meet the following requirements:

- Be citizens of the United States
- Be at least 18 years old at the time of matriculation but no older than 36 as of June 30 in the year of admission. Applicants older than 36 years of age may apply to the School of Medicine. If they are recommended for a position by the admissions committee and approved by the dean, an age waiver is requested from the Office of the Secretary of Defense (Health Affairs) prior to extending an offer.
- Meet the requirements for holding a commission in the uniformed services (See the section Physical Standards)
- Be of sound moral character
- Be motivated for a medical career in the uniformed services
- Meet the academic, intellectual, and personal qualifications of the School

The age limits for entrance parallel those governing appointment in the regular medical corps of the armed forces (Section 532, Title 10, United States Code).

## Academic Requirements

Military medicine needs individuals with a variety of interests and talents; thus, the School welcomes applications from individuals with diverse educational backgrounds. Intellectual maturity, however, is an

important consideration in admissions decisions. Applicants should be well-informed, knowledgeable individuals who have demonstrated competence in scholastic pursuits. They should be adept in organizing, analyzing, and synthesizing factual information. Mathematical ability and a background in the sciences—natural, physical, and social—are expected. Prior to matriculation, applicants must have achieved the following:

- Attained a baccalaureate degree as of June 1 of the year of planned matriculation from an accredited academic institution in the United States, Canada, or Puerto Rico. An accredited institution is any college, university, or institution that is accredited by an accrediting agency or association recognized for such purpose by the U.S. Commissioner of Education. Included within this definition are those institutions that are in the process of seeking accreditation and currently have provisional or conditional accreditation, or candidacy status for accreditation, based solely on the newness of the institution.
- Completed the following academic coursework:
  - One academic year of general or inorganic chemistry including laboratory
  - One academic year of organic chemistry including laboratory. Biochemistry may be substituted for the second semester of organic chemistry.
  - One semester of calculus or statistics
  - One academic year of general physics including laboratory (courses in astronomy are not acceptable)
  - One academic year of biology including laboratory (botany courses are not acceptable)
  - One academic year of writing intensive humanities, social science, language or psychology courses. Any combination of two semesters or three quarters' worth of classes is acceptable for this requirement.

An academic year of coursework consists of studies extending over a two-semester or three-quarter period, carrying total credits of between 8 semester or 12 quarter hours. Persons who have not taken all required courses or who are not in the process of completing the last 8 semester hours (or 12 quarter hours) of these courses at the time of application are ineligible for admission.

Applicants must take all prerequisites under a letter grade system. Grades of D or D+ are unacceptable and do not satisfy the minimum requirements. Advanced Placement (AP) will be accepted for Calculus, Biology, General Chemistry, Physics and English provided that you were granted credit by your undergraduate institution and have completed upper level science courses as well. AP courses must be listed on your AMCAS application. Also, all prerequisites must be taken in a traditional classroom setting with a letter grade. **Online or Internet courses will not be accepted for the prerequisites.**

The quality of an applicant's work at the preprofessional level is of major interest to the School and is important in admissions decisions. Although grades are not the only criterion used in making decisions, college achievements are scrutinized very carefully since academic performance speaks to achievement potential, interest, motivation, and self-discipline. Applicants are encouraged to take college courses in the humanities and social sciences. Courses in history, philosophy, literature, political science, psychology, economics, sociology, and foreign languages are relevant and valuable; and the School believes they enhance a student's preparation for medical studies.

The admissions committee strongly encourages applicants to pursue some form of clinical work (e.g., emergency room, emergency medical technician, shadowing a physician) because applicants are seldom accepted without clinical experience. While extracurricular activities, community service, employment, graduate study, military service, and personal accomplishments are considered in evaluating the applicant as a total individual, these factors cannot substitute for a poor academic undergraduate record.

## Test Requirements

Applicants to the School must take the Medical College Admission Test (MCAT), a national standardized examination designed to measure general and specific aptitude for medical studies. Applicants must provide scores from tests that have been taken within three years of desired matriculation. Applicants must

make their own arrangements for taking the MCAT. Administered by the American College Testing Program (ACTP), the test is given at various locations in the United States and abroad. The website to obtain information regarding the web-based application for the test (including examination dates, testing locations, sample questions, score reports, and deadlines) is <http://www.aamc.org/students/mcat/start.htm>.

Applicants should not send personal MCAT score reports to the School. Arrangements should be made to have the ACTP furnish official reports. The ACTP designator code for USU is 821. The September MCAT is the latest testing date considered by the admissions committee from those students applying to the School of Medicine for admission the following summer. Applicants cannot take the MCAT and enter the School in the same year.

## Physical Standards

Requirements for a military commission include medical standards of fitness. The medical standards are contained within the Department of Defense Instruction 6130.03 (April 28, 2010, Incorporating Change 1, September 13, 2011) and are used by the Department of Defense Medical Examination Review Board (DODMERB)—the agency responsible for scheduling and evaluating physical examinations. This scrutiny ensures that an applicant does not have a physical or mental condition that would preclude or be aggravated by his or her participation in the academic and military duties encountered during training at the university or that would be an impediment to shipboard or field duty after graduation.



The webpage for major medical considerations is listed below so that an applicant can consult with his or her physician and dentist to see whether basic physical requirements for admission to USU are met. This is not a comprehensive listing of all disqualifying conditions, but rather provides a brief and general guide to help students determine medical eligibility. Each applicant's medical history is reviewed for information on illnesses, injuries, surgical procedures, congenital or familial diseases, or other factors that could affect current or

future physical status. Applicants may be asked to provide additional reports and/or records from a physician or hospital. A potential applicant with a remediable medical or dental condition should have planned corrections completed prior to his or her DODMERB examination. Individuals should not, however, undergo any elective or expensive procedure for the sole purpose of correcting a potentially disqualifying defect without first contacting the USU Admissions Office to discuss whether they are otherwise competitive applicants.

## Waivers

Some medical requirements can be waived for applicants who are otherwise highly qualified. If an applicant is notified by DODMERB that they Do Not Meet The Medical Standards (DNMMS) but would still like to be considered for admission, he or she may request a waiver of the DNMMS condition by contacting the Commissioning Coordinator at (301-295-3088).

If application records support the individual’s competitive status, the Commissioning Coordinator will prepare a waiver request package. The applicant may be asked to provide amplifying information on the condition in question or to submit a more comprehensive evaluation by a medical specialist. DoDMERB will act as the applicant’s conduit to request and receive the requested information/evaluation and provide it to the waiver authority. The request is then forwarded to the Assistant Secretary of Defense (Health Affairs) for granting or rejection of the waiver. The Commissioning Coordinator is available to assist applicants with questions concerning the administrative processing of physical examinations and the waiver process.

## Height and Weight Standards

Tables 9 and 10 show standards of weight according to height. Minimum and maximum height for men and women, measured to the nearest quarter inch with- out shoes, are 60 to 80 and 58 to 80 inches, respectively. Applicants exceeding the maximum allowable weight are qualified or disqualified based on their percentage of body fat, which is calculated in accordance with service-specific regulations. The determination of qualified and disqualified, based on height and weight standards, is accomplished by the USU Military Personnel Office. It is a requirement of the university to meet height and weight body fat standards for matriculation and graduation.

**Table 9. Height and Weight Standards  
According to Age, Gender, and Service for Admission to USU**

Males: Ages 21–27				
Height in Inches	Minimum Weight Regardless of Age	Maximum Weight		
		U.S. Army	U.S. Navy	U.S. Air Force
58	98	-	-	-
59	99	-	-	-
60	100	136	-	153
61	102	140	161	155
62	103	144	164	158
63	104	149	167	160
64	105	154	170	164
65	106	159	174	169
66	107	163	178	174
67	111	169	181	179
68	115	174	185	184
69	119	179	188	189
70	123	185	192	194
71	127	189	196	199
72	131	195	200	205
73	135	200	205	211
74	139	206	210	218
75	143	212	215	224
76	147	217	-	230
77	151	223	-	236
78	153	229	-	242
79	157	235	-	248
80	161	240	-	254

**Table 10. Height and Weight Standards  
According to Age, Gender, and Service for Admission to USU**

Females: Ages 21–27				
Height in Inches	Minimum Weight Regardless of Age	Maximum Weight		
		U.S. Army	U.S. Navy	U.S. Air Force
58	88	112	139	126
59	90	116	141	128
60	92	120	144	130
61	95	124	147	132
62	97	129	151	134
63	100	133	155	136
64	103	137	160	139
65	106	141	164	144
66	108	146	168	148
67	111	149	172	152
68	114	154	176	156
69	117	158	179	161
70	119	163	183	165
71	122	167	187	169
72	125	172	-	172
73	128	177	-	179
74	130	183	-	185
75	133	188	-	190
76	136	194	-	196
77	139	199	-	201
78	141	204	-	206
79	144	209	-	-
80	147	214	-	-

### Disqualifying Medical Conditions

The following webpage provides a comprehensive list of medical conditions of concern to the medical reviewers: <http://www.dtic.mil/whs/directives/corres/pdf/613003p.pdf>.

Subsequent to commissioning and arrival at the officer basic course (OBC), unconditional acceptees need to take and pass a test for HIV, blood alcohol, and urine. NOTE: These tests are not part of the DoDMERB examination. Those individuals (i.e., active and prior service officers) not attending the officer basic course will complete the same testing upon arrival at the university. A confirmed positive result is disqualifying without the possibility of a waiver.

### Miscellanea

The Department of Defense Instruction 6130.03 (April 28, 2010, Incorporating Change 1, September 13, 2011) contains a listing of all disqualifying conditions; however, the disqualifying conditions listed are not always permanently disqualifying. After evaluation by a senior military physician, waivers maybe possible if the condition is not so severe as to interfere with an individual’s daily participation in rigorous physical training or the wearing of military equipment; nor should it detract from a smart military bearing and appearance.

USU graduates must be able to perform their professional medical and military duties without functional  
*USU Bulletin 2015 (Admission Requirements)*

limitations in both a field environment and aboard ship. USU produces military physicians, not just physicians who happen to wear a military uniform. Physical fitness and ability to function without professional, military, or geographic restrictions are essential.

## National Security Requirements

All applicants who accept an invitation to interview at the School of Medicine must complete forms to undergo a security investigation, which is a criterion for entrance to the School. This requirement applies to all commissioned officers entering the uniformed services and ensures that the military denies admission to individuals who might compromise national security. Individuals who enter the medical school but fail to meet security standards are disenrolled. Although security standards are rigorous, applicants should not be unduly intimidated by them.

Only in rare cases have the standards presented an obstacle for individuals who were otherwise qualified for entry to the School of Medicine. Once applicants are scheduled for an interview at the School, they receive instructions via email for downloading and completing the electronic personnel security questionnaire. The applicant must complete the forms as instructed and submit them to the security office after arriving on campus for interview day. Service members on active duty who have current security clearances must provide verification. When an applicant matriculates at the School, the security questionnaire is sent electronically to the Office of Personnel Management (OPM) to begin the investigation.

Dual citizenship is important issue that must be resolved on applicant interview day. A dual citizen is one who has citizenship with both the United States and a foreign country. An individual is not eligible for a United States security clearance unless they renounce their dual citizenship, in writing, and sign a statement that they will be willing to destroy their foreign passport, if any.

A potential student who fails (or refuses) to complete the security questionnaire in its entirety, intentionally fails (or refuses) to sign it, makes entries on it that provide reason to believe that his or her acceptance might not be in the best interest of national security, refuses to renounce their dual citizenship, or otherwise fails (or refuses) to answer any pertinent questions in the course of the official investigation is denied admission.

## Profile of the Entering 2014 Class (Class of 2018)

Entrance to the F. Edward Hébert School of Medicine is on a competitive basis. For the class that entered in 2014, 2,740 applicants competed for 172 places. Of those applicants, 576 were interviewed. Students who were accepted to the class had a mean college GPA and a mean science GPA of 3.6. The mean score on the MCAT has been averaging an overall score of 31.7. The applicant-to-position ratio was 16 to 1, and the student acceptance rate was 61 percent.

All of the students have received baccalaureate degrees. Twenty-three hold master's degrees, two have been awarded a Juris Doctorate and one a Doctorate in Epidemiology and one a Doctor of Physical Therapy. Biology was the most-represented undergraduate major of matriculants (26 percent), followed by chemistry at 9 percent and biochemistry at 8 percent. Other majors for the members of the Class of 2018 were: history, mathematics, neuroscience, finance, nursing, engineering, and theatre arts.

Fifty-nine percent of the entrants had no military experience. The 41 percent of entrants previously associated with the military included active duty officer and enlisted service members, prior officer and enlisted service members, service academy graduates, and graduates of ROTC programs.

Women comprised 34 percent of the class. Forty-five students in the entering class were from minority groups, including 18 from groups classified as underrepresented in U.S. medicine.

## Application Procedures

The School of Medicine participates in the American Medical College Application Service (AMCAS), a nonprofit organization founded to provide centralized processing of applicants to U.S. medical schools. Accordingly, applicants to the School must apply electronically through AMCAS by completing the web application.

This application is available only online through the AMCAS website at <http://www.aamc.org>. Click on the “AMCAS” link for instruction materials and the application. The designation code assigned to the School of Medicine by AMCAS is 821. Applicants must not send application materials directly to the School of Medicine unless they are specifically requested to do so by the USU admissions committee. Application materials must be properly routed through AMCAS.

Following completion of the web application, students must submit official transcripts to AMCAS from all the colleges or universities attended for verification of academic records. Failure to complete this step in a timely manner can delay the processing of an individual’s application.

Individuals with a current application on file with AMCAS need not complete another application to apply to the School of Medicine. For the original application materials to be forwarded, however, the applicant must submit a new school-designation form and the appropriate fee to AMCAS.

The earliest date for submitting an AMCAS application for admission to the School of Medicine’s first-year class is June 1. The deadline for having all required credentials into AMCAS is November 15. This is the receipt date, not a postmark date. The cutoff date is firm; therefore, applicants should submit materials well in advance of the deadline. The School of Medicine does not grant deadline extensions due to the early date of matriculation. Because USU has a rolling admissions procedure, in which the admissions committee begins processing applications as soon as they are received, applicants are advised to apply during June and July, even if taking one of the fall MCAT exams.

Once AMCAS receives an individual’s electronic application, the data are verified for completeness and accuracy. If no irregularities are encountered, AMCAS forwards the candidate’s application to the School of Medicine and notifies the applicant.

Once an individual’s basic application is received at AMCAS; the medical school’s Admissions Office notifies the applicant by e-mail that he or she can download the secondary application materials from the USU website. All applicants receive secondary materials. This step involves submission of a personal statement, a premedical committee letter (or three letters of recommendation from academia) and an evaluation from the supervisor of your clinical experience. A two- by two-inch passport-type photograph should also be affixed to your statement.

The admissions committee requires a premedical committee letter from the program attended by the applicant. If unable to obtain one, a letter from the applicant should be enclosed with the supplemental application materials stating the reason a composite premedical committee reference letter was not available. If a premedical committee letter is not enclosed, three individual faculty recommendation letters are required. In addition, one letter of recommendation must be from a clinical supervisor. If an applicant is unable to provide a letter from a clinical supervisor, a letter of explanation should be sent with the applicant’s supplemental materials stating why. Letters from an applicant’s relative, regardless of that relative’s profession or status, do not satisfy the reference requirement.

Writers of recommendations should provide in-depth information on the character, personality, and attributes of the candidate and elaborate on any relevant major events and/or achievements. The School of Medicine asks for substantive letters because recommendations are extremely important in the selection

process. USU does participate in the AMCAS letter service. Recommendation letters should be sent to AMCAS. If the recommender is unable to do so, they can be sent directly to the F. Edward Hébert School of Medicine, USU Admissions Office, Room A1041, 4301 Jones Bridge Road, Bethesda, MD 20814-4799.

Applicants are responsible for requesting required letters of reference and for submitting supplemental application materials. Applicants who fail to submit these materials by the deadline are not considered. All application materials submitted to the School of Medicine become the property of the university and are not returned.

Once all supplemental application materials are received, the admissions committee begins review of an individual's file. Applicants who merit further consideration on the basis of academic, intellectual, and personal qualifications are invited for a personal interview. Those not selected for an interview are notified once that decision is made.

### Personal Interviews

Candidates selected for an interview are notified via e-mail. All appointments are scheduled through the medical school's Admissions Office. Once applicants are invited to interview, physical examinations are arranged with the services (see Physical Examinations section). Interviews are conducted at the university, in Bethesda, Maryland. Those accepting the invitation spend a day at the medical school. On interview day, applicants are briefed by the Associate Dean for Recruitment and Admissions, Associate Dean for Student Affairs, Assistant Dean for Clinical Sciences, the Commandant, and campus representatives of the uniformed services. Applicants are given a campus tour by USU students, a tour of the National Capital Area Medical Simulation Center, and if they choose, can stay at a student's home the night before.

During this time, two representatives of the medical school interview applicants. Interviewers evaluate each applicant's motivation and potential as a future military physician by observing the candidate's maturity, stability, personality, and other pertinent qualities.

### Final Screening and Acceptance Status

Once interviews are completed, the USU admissions committee reviews all files and makes decisions about each application. Final decisions are based on the collective evaluations of committee members. Possible actions are (1) conditional acceptance, (2) designation as an alternate, or (4) rejection.

The School of Medicine does not participate in the Association of American Medical College's (AAMC) Uniform Acceptance Dates Program or in the AAMC Early Decision Plan. Applicants who are conditionally accepted or designated as alternates receive written notification of their status following the admissions committee decisions. Applicants not selected are also advised.

Applicants offered a conditional acceptance have two weeks to acknowledge their intent to enroll. This acceptance must be in writing. Applicants failing to meet the deadline automatically forfeit their place in the class. No deposit is required to hold a class space.

Those applicants who are selected as alternates may be offered conditional acceptances at any time prior to the start of classes whenever a vacancy arises.

### Service Assignments

Conditional acceptance letters specify the branch of service (U.S. Army, U.S. Navy, U.S. Air Force, U.S. Public Health Service) in which the conditional selectee has been nominated to serve. The particular service assignment is dependent on the preference indicated on an applicant's service preference

statement, a form that is completed on interview day, and on the projected needs of each service component.

An individual can accept appointment in the branch stipulated or decline the offer to matriculate. The school does not guarantee that service nominations are compatible with applicant preferences but it makes every effort to accommodate individual choices. Applicants on active duty are tendered a position in the same service unless they requested transfer to another branch of service. Such a request should have been included in the “Letter of Approval to Apply.” Service academy and ROTC students are commissioned in the service in which they have been commissioned.

Service preference statements have no bearing on admissions decisions. Applicants compete for places in the class rather than for specific service assignments. The decision to nominate an individual for a given service component is purely administrative and is not a selection factor for the medical school.

The School’s determination of service nominations is based on the total preferences expressed for each service by all conditional applicants, individual backgrounds and desires, and service quotas established by the U.S. Secretary of Defense.

## Physical Examinations

As soon as individuals accept interview invitations, they are referred to the Department of Defense Medical Examination Review Board (DODMERB) for physical examinations and are required to complete the necessary paperwork for background investigations. (See the National Security Requirements section.)

Physical examinations for potential entrants are performed without charge at the medical facility closest to his or her place of residence. The cost of travel to and from the examination site is each applicant’s responsibility and is not reimbursable by the government or the medical school. Individuals with a conditional acceptance who pass both the physical exam and the security check receive unconditional (final) acceptance to the School of Medicine. Individuals who do not meet commissioning standards are ineligible for matriculation.

Applicants offered unconditional acceptances must maintain an acceptable level of performance in pending academic work. Those who fail to achieve an acceptable level of performance or who fail to complete baccalaureate degree requirements by June 1 are denied admission and, if already enrolled, are considered for disenrollment.

## Reapplication

Any applicant who reapplies in a subsequent year is evaluated and reviewed along with the entire applicant pool for that particular cycle of application and admission. Reapplicants are advised to enhance their competitive status by demonstrating to the admissions committee continued scholarly activity and clinical motivation. Such evidence includes any or all of the following: completion of additional academic coursework, repeat of the MCAT exam, expanded clinical exposure, improved communication or interview skills, and additional contemporary letters of recommendation. **Please note that reapplicants must rewrite their AMCAS and USUHS personal statements.** Simply resubmitting a previous application is unlikely to increase one’s competitive standing in a new application cycle.

## Advanced Standing and Transfer

The School of Medicine does not have an advanced standing program and admits students only to the first-year class.