GUIDE FOUR

The Ongoing Application Process

Johns Hopkins University

Office of Pre-Professional Programs and Advising
http://studentaffairs.jhu.edu/preprofadvising/
Preface

The guidelines presented in this document provide important details for Johns Hopkins undergraduates or recent graduates who are applying to allopathic (MD), osteopathic (DO), and dental (DDS, DMD) school, all of which utilize the Committee Letter produced by the Johns Hopkins University Health Professions Committee.

References to “medical school” in this Guide refer to allopathic (MD), osteopathic (DO), and dental (DDS, DMD) programs.

Focus of Guide Four

*Guide Four: The Ongoing Application Process* addresses the questions and challenges commonly faced by applicants following submission of their primary medical or dental school application. The ongoing medical school application process is complicated and requires endurance, attention to detail, organization, and professionalism. In *Guide Four*, we have chosen to present information in a Q&A format, under specific categories. We hope this Guide answers many of your questions. First, a few terms to keep in mind as you review this document:

**Some Definitions**

- **Committee Process**: Students eligible for a Johns Hopkins Committee Letter participate in a Committee Process that begins with the completion of our internal application for a Committee Letter – the Health Professions Committee Application (HPCA) – and continues through the formal application process. There are many steps involved in the Committee Process, so please make sure you fully understand the procedures and deadlines prior to beginning the process. For an overview of the many steps involved in the Committee Process, click here: [https://studentaffairs.jhu.edu/preprofadvising/pre-medhealth/applicants/committee-process/](https://studentaffairs.jhu.edu/preprofadvising/pre-medhealth/applicants/committee-process/).

- **Committee Letter**: The Committee Letter is generally two to three single-spaced pages, evaluating your readiness for health professional programs. Sections of the JHU Committee Letter include: *Candidate Overview, Academics, Research and Inquiry, Clinically-Related Experience, Community and Public Service (non-clinical), and Additional Experience*. To review the eligibility requirements for obtaining a Committee Letter, click here: [https://studentaffairs.jhu.edu/preprofadvising/pre-medhealth/applicants/eligibility-for-a-committee-letter/](https://studentaffairs.jhu.edu/preprofadvising/pre-medhealth/applicants/eligibility-for-a-committee-letter/).

- **Committee Letter Packet**: As defined by the AAMC, “A Committee Letter is a letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A Committee Letter may or may not include additional letters written in support of your application.” At Johns Hopkins the Committee Letter Packet includes your Committee Letter **AND** your individual letters of evaluation (also known as letters of recommendation).
• **Quiver**: The group of individual letters of evaluation assembled in veCollect that will accompany your Committee Letter to medical/dental schools. veCollect is open to upperclassmen and alumni, and you can begin to store letters in veCollect as early as your junior year. Remember that you must add letters to your quiver, label your quiver for the appropriate application year, **lock your quiver**, and submit the veCollect Locked Quiver form to Blackboard before your letters will be forwarded to medical/dental schools. Please review **Guide Two: Letters of Rec. and the veCollect Letter System** for instructions on creating and locking your quiver.

**Professionalism**

It is critical that you remain professional throughout this process, particularly in how you approach, provide information to, and express appreciation for the efforts of the Pre-Professional staff and medical school admissions staff involved in the application process. Be mindful of your verbal and non-verbal communication, including eye contact, handshake, interview attire, and courtesy. Remember that you are representing yourself as well as Johns Hopkins University, and that professionalism is a key ingredient of a successful applicant and successful career!

**The Committee Letter and Letters of Evaluation**

**Q. When will my Committee Letter be submitted to medical or dental schools?**
A. First, please know that submission of your Committee Letter does not affect the submission of your primary application or the verification process. Your Committee Letter is submitted through a completely different process and follows a different timeline than the AMCAS, ACOMAS, TMDSAS, or AADSAS applications. The vast majority of Johns Hopkins Committee Letters are sent starting in mid-July and extending into August.

**Q. How will I know when my Committee Letter has been uploaded to medical or dental schools?**
A. You will receive an email confirmation from the relevant application service(s) once your Committee Letter has been uploaded. You can log into the application service or individual websites of medical or dental schools to view the status of your application materials.

**Q. If I am applying to both MD and MD-PhD programs, do I create different quivers?**
A. In the case of medical schools that participate in AMCAS, the answer is no. If you apply to a combination of MD and MD-PhD programs, you will create only one quiver, therefore only one set of evaluation letters and one Committee Letter will be uploaded to the medical schools.
Q. If I am applying to both MD and DO programs, do I create different quivers?
A. Yes. If you are applying to both MD and DO schools, you will need to create two quivers in veCollect: one for MD schools and the other for DO schools, and label them appropriately. As is the case with allopathic schools, we cannot send your Committee Letter to osteopathic schools until you have provided us with an electronic copy of your AACOMAS application. The AACOMAS application ensures that we indicate your correct AACOMAS ID number on your Committee Letter.

Q. If I am applying to both AMCAS and TMDSAS, do I create different quivers?
A. No. If you are applying through the Texas application service (TMDSAS), you will use the same quiver that will accompany your Committee Letter to AMCAS. Please note that applicants who are NOT legal residents of Texas rarely apply to Texas medical or dental schools, as residents take precedence over non-residents in the application process.

Q. Can I customize the letters of evaluation that are sent medical/dental schools?
A. If you use the Committee Process, the same Committee Letter and letters of evaluation will be sent to all of the allopathic, osteopathic, and dental schools to which you apply. In other words, you cannot customize sets of letters for individual schools. However, supplementary letters of evaluation are accepted by many schools. In the case of schools participating in AMCAS, the AMCAS Letter Service allows you to upload additional letters of evaluation, which can be made available to all of your medical and dental schools, a designated group, or a single school. PLEASE NOTE: Additional evaluation letters sent to schools after the uploading of the Committee Letter are not sent via the Pre-Professional Office (using veCollect). They must be uploaded directly through the AMCAS Letter Service.

Q. Some medical and dental schools ask for a certain number of letters of evaluation. What do I do?
A. Don’t worry. These specifications are not an issue for undergraduate institutions that provide a Committee Letter (such as JHU).

Q. What do I do if I receive an email from a medical school indicating a deadline for the receipt of my letters of evaluation?
A. This situation does not apply to applicants using the JHU Committee Process. Medical schools have indicated that they understand and support the Johns Hopkins Committee Process and our timeline will not adversely affect your applications. Please do not email your pre-professional advisor if you receive this reminder email from a medical school. Rest assured that we will make sure that your materials are submitted to programs within an appropriate timeframe.

Q. How do I respond on an application when asked, “Type of letters of recommendation” used by JHU?
A. The options listed are:
   (1) Committee Letter
   (2) Letter Packet
   (3) Individual Letter
The correct answer for JHU is #1. **Committee Letter.** [As defined by the AAMC, “A Committee Letter is a letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A Committee Letter may or may not include additional letters written in support of your application.”] Please note: we sometimes informally refer to a Committee Letter packet, which includes your Committee Letter AND your individual letters of evaluation.

**Q. Do additional letters of evaluation have any impact on an application?**
A. As a general rule, additional letters of evaluation have limited impact on a candidate’s application. It typically makes the most sense to introduce an additional evaluation at a secondary stage in the application process, meaning post-interview, or when placed on a waitlist. To add an additional letter (following the initial submission of your Committee Letter Packet), you must use the AMCAS Letter Service.

### Designating and Making Changes to My Application Status

**Q. What if I decide to delay my application to a later cycle?**
A. Please send an email to preprofessional@jhu.edu to formally notify us of your decision to postpone your application. It is also appreciated if you send an email to your pre-professional advisor.

**Q. If I changed my fall course selections from what I originally indicated on my AMCAS application, do I need to notify the medical schools?**
A. No. This is not an issue. Typically, medical schools only pay attention to future coursework if the applicant is missing a premedical requirement or is enrolled in a masters or post-bac program.

**Q. What do I do if I am not taking a course this fall that I indicated on my AMCAS I would be taking?**
A. This is typically not a problem; you do not need to contact the schools about the change in your schedule. However, this may be a problem if it pertains to a premedical requirement.

**Q. The completion of my master’s degree has just been posted to my transcript. How do I notify my schools?**
A. The AMCAS Applicant Guide outlines very specific directions for making an “Academic Change Request.” If you wish to notify medical schools about a change that is not accepted by AMCAS, you will need to submit the information in an “update letter” later in the application cycle. Please check the AMCAS Applicant Guide or contact AMCAS directly for more information.

**Q. What if my plans during my gap/bridge year were not finalized when I submitted my application? Should I send the med schools an update?**
A. Many medical schools will ask about your gap/bridge year in their secondary applications. You can also discuss it during an interview or in an “update letter” to be submitted later in the application cycle.
Q. Do I have to do anything special to forward my MCAT scores to the medical schools?
A. No. MCAT scores are automatically uploaded to your AMCAS application and are available to all of your medical schools.

How Should I Approach Secondary Application Questions?

Q. How much time should I spend on secondary essays?
A. Considerable. Within reason, the secondary essays should be on par with the quality of your personal statement. You should rely on peers, family, or others you can trust to review your secondary essays. While many schools will ask similar questions in their secondary applications, do not make the mistake of racing through the secondaries by using the “cut and paste” method. Tailor your essay answers to each school to show them you are serious about being a member of their incoming class. Always proofread (and proofread again!) to ensure you do not have obvious spelling and grammar errors and that you do not mistakenly mention the wrong school in another school’s essay.

Q. Many of the secondary applications have optional essays. How should I approach answering these?
A. In general, it is best to answer every essay question.
   • In terms of questions regarding “why [that particular school],” it is obviously important that you research the institution and be able to identify aspects of the culture, curriculum, etc., that are particularly well-suited to your interests and goals.
   • The “diversity” question requires careful consideration. Although you may not consider yourself “diverse” based on race or ethnicity, it is important that you acknowledge an appreciation for the importance of diversity and what you’ve learned from exposure to diverse cultures, experiences, etc.
   • Finally, you have great latitude in answering open-ended “additional comments.” Beyond all you have shared elsewhere in your application, you must dig deep to share other aspects of your background, interests, life goals, etc., that you are comfortable sharing. It is not so much the actual answer, but rather how you express yourself that is important.

Ongoing Contact with Schools

Q. Do grades matter for this semester?
A. Yes! Grades always “matter.” If you do not get interviews by December, you’ll want to submit/upload unofficial mid-year transcripts to the medical schools to demonstrate your continued academic success. In addition, once accepted, some schools may also want final transcripts before you matriculate.

Q. What should I do if a school asks me to complete a “Dean’s Form”?
A. Typically, Dean’s Forms are sent to verify the academic and/or behavioral standing of an applicant. If you receive a “Dean’s Form” that requires “Certification by Current Dean of Students or Comparable Administrative Official” to verify academic and/or behavioral standing, please complete your section of the form (include your electronic signature and date), and send it directly
by email to Mrs. Krause (last names A-L, ckrause@jhu.edu) or Mrs. Sanders (last names M-Z, ladytee@jhu.edu).

Q. Can I have a letter of evaluation uploaded at a later point in the process?
A. The Pre-Professional Office uploads your Committee Letter and individual letters of evaluation (from veCollect) to medical or dental schools once in a given cycle. Additional letters must be submitted through the AMCAS Letter Service (or other primary application service), independent of veCollect (our office does not upload additional letters). If you would like an additional letter uploaded to either all of your schools, a subset, or a single school, you will request the letter through the AMCAS Letter Service. This is fully explained in the AMCAS Applicant Guide.

Q. If I request an additional letter of evaluation after my Committee Letter has been uploaded, will it hold up the processing of my application?
A. If you request additional letters to be uploaded through the AMCAS Letter Service and medical schools have not yet reviewed your application, the schools will wait for those letters to be uploaded and, therefore, may postpone the review of your application. This is the reason why it makes more sense to submit an additional letter later in the process, perhaps if you are not getting interview invitations or are waitlisted at a school.

Q. What if I decide to apply to additional medical schools?
A. This is not a problem.
   • If you are applying to additional allopathic medical schools, please follow the instructions as outlined in the AMCAS Applicant Guide, Medical Schools section (page 51).
   • If you are applying to additional osteopathic medical schools, please follow the instructions as outlined on the ACOMAS Website.
   • If you are applying to additional schools through TMDSAS or AADSAS, please follow the directions outlined in each application service website.
   • There is NO NEED to notify the Pre-Professional Office that you are applying to additional medical schools.

Q. I interviewed at a medical school without rolling admissions that does not announce acceptances until March. Is there anything I can do to improve my chances?
A. It is perfectly fine to send a letter of interest that indicates your continued interest in the school and why you are a “good fit” for them. However, do not do this if the school clearly instructs applicants not to send updates, additional information, or additional recommendation letters.
Q. What if a school told me that I would hear within four weeks and it is now six weeks since I interviewed. What should I do?
A. Be patient. Sometimes schools do not meet their stated timeline for notifying an applicant. The fact you have not heard does not necessarily mean bad news. It is fairly common that applicants are put in the position of having to wait during this very arduous process.

Q. Is it ever appropriate to notify another medical school in a city you have been invited to interview that you will be in the area interviewing?
A. In general, it only makes sense to make this request if you will be traveling an unusually long distance, like across the country; however, schools will vary in their response. Make it clear that you are grateful for their consideration and the opportunity to interview whenever the opportunity may occur. It cannot hurt your candidacy to make the request. It is best to make the request by email.

Q. What does it mean to be “on hold” prior to being invited for an interview?
A. This typically means that the admissions committee wants to review more candidates before they make further admissions decisions. By late February/early March, most “on hold” applicants have either been invited for interviews or rejected.

Sending Letters of Interest/Intent or Other Updates

Q. When is it appropriate to send a “letter of interest?”
A. A “letter of interest” is most appropriate to send if you are placed on a waitlist following an interview. It may also be appropriate if you have received an official notification from a school (i.e., you are notified your application is “on hold.”) In writing this letter, it is most important to reiterate and/or elaborate on why you believe you are a good fit for a given school and how you will contribute to the incoming class if you were accepted. Don’t forget to include your AAMC, AACOMAS, TMDSAS or AADSAS ID number in your correspondence. Follow the instructions the school provides to add additional materials to your file. Some schools say they discourage the submission of additional information and, if so, please honor that request. Any letter you send should be concise, focused, and no more than a few paragraphs.

Q. What about updating schools on new activities, undertakings, and/or accomplishments?
A. It is rare that introducing new information about your experiences will influence interview decisions at a medical or dental school. It may be appropriate, however, to update a school on a new activity or accomplishment within a “letter of interest.” As stated, a “letter of interest” is most appropriate to send if you are placed in a waitlist status following an interview. Regarding updates, however, you should realize that it is very common for a candidate to be placed on a waitlist and not have any “updates” to share. It is perfectly fine in this circumstance (if on a waitlist) to send occasional letters of interest. This varies considerably based on the stated preferences of individual medical or dental schools.

Q. When is it appropriate to send a “letter of intent?”
A. Generally speaking, we only recommend sending a “letter of intent” if you are on the waitlist of your top choice school. The intent letter is only appropriate if you truly intend to matriculate to
that school, so you must be sure of your intentions. The letter is not appropriate to send to schools where you have not received an interview invitation.

**Plan vs. Commit to Enroll**

AMCAS has established Application and Acceptance Protocols that outline deadlines, policies, and responsibilities. Here are the important dates and terms to know:

**April 15**: Applicants who have been accepted to multiple schools are expected to narrow their acceptances to three (3) by this date. Applicants may remain on waitlists; you are not yet required to narrow your choice to one school, and you may stay on multiple waitlists.

**April 30**: This is the last date that an admitted student may hold multiple acceptances. Admitted students have two options at this point:
- Plan to Enroll: must move to holding just one admissions offer but students may still remain on waitlists
- Commit to Enroll: Student confirms they will attend a given medical school and removes self from any other waitlists

Specific guidelines will be provided by each medical school; please be mindful of their deadlines and policies.

**Q. Will I be notified of financial aid packages by April 30?**
A. It is the responsibility of medical schools to provide financial aid information to accepted applicants in a timely fashion. Since applicants holding multiple acceptances must narrow down their options to a single school by April 30, medical schools typically provide financial information to accepted applicants well in advance of this date.

**On the Waitlist?**

**Q. What does it mean to be on a waitlist following an interview?**
A. Being waitlisted typically occurs following an interview and simply means the medical school hasn’t yet accepted you, but it also is not ready to reject you. In other words, the school didn’t say no to your application, but they didn’t say yes, either. Notification of a waitlist status is a good time to send a follow-up letter of interest to express your continued interest in the school. Being on the waitlist means that you have a chance of being accepted and you should not lose hope! You can stay on waitlists well into summer, even if you’re accepted to other schools.
Q. How do schools use their waitlists?
A. Medical schools use waitlists to ensure that their incoming class is full by the beginning of their academic year. Since they know a certain percentage of the applicants they admit will choose other schools, medical schools routinely accept more students than the number of seats available in a class. If a higher number of students decline admission than the medical school anticipated, seats will open up and schools will accept applicants from the waitlist. The number of waitlisted students who are accepted varies greatly from year to year and school to school.

Q. If I am on a waitlist, when might I be admitted?
A. You will only be admitted when a seat opens up. This typically can happen any time between May and the start of fall semester classes. Most schools report that they accept the highest number of waitlisted students during May and June, but sometimes spots will become available the week or even the day before the program begins. You cannot accept an offer of admission from another school after you have started orientation at a school.

Q. Are waitlists ranked? Will a school tell me what number I am on their waitlist?
A. Some schools rank their waitlist and others do not. It is most important to remember that if you have been waitlisted, you have been deemed qualified for admission. When accepted applicants withdraw from an incoming class, the medical school will look to admit waitlisted candidates who would best balance the composition of the class.

Q. How should I respond to a waitlist notification?
A. This is an excellent opportunity to express your strong interest in the school. Send a letter to the school that restates your strong interest in their programs, expresses appreciation for your ongoing consideration, and highlights the unique contribution you would make to the incoming class. The letter should be concise, focused, and no more than a few paragraphs. If you have any questions or would like to discuss your letter, please schedule an appointment with a pre-professional advisor. If you are accepted off a waitlist and choose to attend, it is assumed you will notify any other schools where you are waitlisted that you have accepted an offer of admission from another school.

Getting Accepted

Q. I just received an acceptance letter. What do I do?
A. Congratulations! Your first step is to celebrate your success! If you receive and hold multiple acceptances, you have until April 30 to narrow them down to one school; after that point, you are in danger of having offers rescinded. Once you decide on your school, follow their instructions about submitting a deposit and any other steps they require to hold your seat. Also, continue to investigate ways to fund your medical school education.
Q. Are there advantages to interviewing at schools after I’ve been admitted to my top choice?
A. No. If you continue to interview after being admitted to your top school, you are taking up valuable interview slots for candidates who may be interested in and seriously considering that medical school. If you have been admitted to a school and you plan to enroll, you have an ethical obligation to notify the remaining schools that you have accepted an invitation to attend elsewhere.

Q. I am thinking about deferring admission for a year. Can I do that?
A. Each medical school has its own deferral policy. Some will only allow students to defer if they have received a significant opportunity, whereas others will allow you to defer no questions asked. Check with the individual medical school regarding their policy. In general, however, it is not advised to apply to medical or dental school if your intention is to defer your admission.

Q. What do I do about schools that require a deposit? Will I get that money back if I choose not to matriculate?
A. Most MD medical schools have deposits of $100 or greater. The deposits are usually refundable before April 30 or will be applied toward your tuition if you ultimately attend the school. For many DO schools, the deposits are between $500 and $1,500 and are typically not refundable.

Q. What if I am accepted but my preference is to attend a school where I am waitlisted?
A. You can stay on a school’s waitlist up to the point when classes start. But in the meantime, you should give a deposit to a school where you have been accepted. At some point in late spring or early summer, you should move forward with plans to attend the school where you have been accepted because you will need time to find a roommate, secure housing, etc.

It Seems Like I Won’t be Accepted. Now what?

Q. If I am not successful in gaining acceptance, should I make alternative plans for next year and/or consider reapplying?
A. This is a difficult decision that involves weighing how long to remain available for a medical school to accept you, versus making alternative plans for the fall and beyond. Reapplying right away is not always the best strategy. You want to make sure that your application is as strong as possible, which may mean you need to address areas of weakness in your background before applying again. Your second application should feature new and different experiences. These can range from additional coursework to volunteer work to research and more. Developing a new personal statement is also necessary as it helps demonstrate the additional experience and maturity you have gained since the last time you applied. While waiting before applying again may be frustrating, it often means the difference between being accepted and being unsuccessful for a second time. Commit to spending the time between applications to become the most competitive candidate possible and speak with a Pre-Prof advisor about your plans for moving forward.
Miscellaneous Questions

Q. When medical school deans hold information sessions at Johns Hopkins, is it appropriate to introduce myself and let them know I have applied/will apply?
A. Sure! If the medical school to which you are applying is on campus, you should introduce yourself after the information session, particularly if you have been invited to or attended an interview. It shows an added level of interest in the school and allows you to network with the admissions office.

Q. What if a medical school asks for my first semester grades to be uncovered?
A. U.S. medical schools accept the Johns Hopkins covered grade policy. If, by chance, a school makes a specific request for your grades to be uncovered, we are able to accommodate the request. The requesting school must send an official letter (email is fine) stating that you are precluded from consideration or your candidacy is critically harmed because the first semester grades are covered. Please contact preprofessional@jhu.edu in this situation; do not contact the Registrar’s Office about uncovering first semester grades.

Q. When is the appropriate time to meet with the Pre-Professional staff if I’m not hearing from the medical schools where I applied?
A. You are advised to keep in touch with the Pre-Professional Office throughout the process; however, if you have not received interviews by December, you should contact an advisor. Likewise, if you are on waitlists or are on-hold in May, you should speak to an advisor.

In Closing

Navigating your way through pre-health requirements is a challenge that takes careful planning and great patience. If you intend to apply to medical or dental programs, the process requires precision, adaptability, and flexibility. Each student’s academic path is unique; you should take into account your science acumen, academic performance, co-curricular activities, and operate on a timeline that makes sense given your level of preparedness. We encourage you to seek input from pre-professional advisors to devise a plan that is appropriate for your academic and professional goals.

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