



WESTERN UNIVERSITY OF HEALTH SCIENCES

DOCTOR OF PODIATRIC MEDICINE PROGRAM

APPLICATION PROCESS CHECKLIST

2019 Entering Class

This checklist is provided to assist you in submitting all the required materials. Qualified candidates will be invited for interview on a rolling basis throughout the admissions cycle. Decisions will also be made on a rolling basis. **While the final application deadline is June 30, 2019, you are encouraged to apply early in the process.**

SUBMIT APPLICATION THROUGH AACPMAS

RELEASE MCAT SCORES TO AACPMAS

- It is very important that you include your AAMC ID number on your AACPMAS application so your scores will match up once they are released.
- It is also very important that you release your scores to AACPMAS.
- Scores are valid three years from the start of each application cycle. Scores from January 2016 or newer are valid for the 2019 entering class.

LETTERS OF RECOMMENDATION

- Required: One recommendation letter of recommendation from a podiatric physician.
- Optional: One letter of recommendation from a Pre-Health Professions Committee or two letters of recommendation from Science professors.
- Letter Submission Options:
 - Letters by Liaison Portal: This is a new option available in the application portal this year. ***This is the preferred way to submit letters.***
 - Electronic: Letters can be electronically submitted by the recommender to services such as Interfolio or Virtual Evals.
 - Paper: Letter must be typed on official letterhead and must be signed by the recommender. Letter must be submitted in a sealed envelope that is signed over the seal by the recommender. A form is available on our *Apply Now* web page.
 - Email: Letters may be submitted by email, directly from the recommender, to eds@westernu.edu. The recommender's email address should be a business or school email address.

PREREQUISITE COURSEWORK

- All applicants must complete the required coursework as listed on our website.
- All prerequisite coursework must be completed with a grade of "C" or better (*a grade of "C-" or below is not acceptable*).
 - If you learn that you received a grade of "C-" or below in a prerequisite course, it is your responsibility to notify us right away to discuss how this affects your application/admissions status.
- Prerequisite courses may be in progress during the year prior to matriculation but must be completed by the end of the spring 2019 term. Summer courses just prior to matriculation are not allowed.
- If your plans change, and you are unable to enroll in a prerequisite course you listed as planned, you must notify us of the replacement course(s) so we can confirm that the new course(s) will meet our requirement.
 - If you do not provide us with the new course information, you risk enrolling in a course that does not meet our requirements which could ultimately affect your admission to our program.

❑ TRANSCRIPTS

- Please send one complete set of official transcripts from all colleges, universities, and professional schools attended directly to AACPMAS.

❑ COURSEWORK COMPLETED OUTSIDE THE UNITED STATES

- Any coursework taken from non-U.S. institutions (including Canada) must be submitted to one of the below approved services for evaluation. Further details can be found on our website.
 - World Education Services (212-966-6311)
 - Josef Silny & Associates (305-273-1616)

❑ RE-APPLICANTS

- You will need to submit a new set of official transcripts directly to AACPMAS.
- Please submit the required letters of recommendation as described above. You can carry forward any letters of recommendation submitted with your previous application but **you will need to submit at least one new letter.**
- If you have re-taken the MCAT since your last application, be sure to release your new scores to AACPMAS.

❑ OFFICIAL TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)-*If applicable*

- The TOEFL is required for all non-U.S. citizen applicants submitting coursework from foreign schools.
- EXCEPTION: The TOEFL exam will be waived for permanent and temporary residents of the United States who have completed the English prerequisite from an accredited institution in the United States.
- English courses taken from foreign countries whose native language is English will be accepted (e.g., Canada, Australia, Great Britain, New Zealand and the British West Indies).
- Please submit test scores directly to the Admissions Office at the address listed below.

We will notify you via email once we receive your AACPMAS application. We are happy to answer your questions as you navigate through the application process, so please do not hesitate to contact us if we can help.

STANDARDS OF ACADEMIC AND PROFESSIONAL CONDUCT

WesternU and the College of Podiatric Medicine expect all students to adhere to the standards of academic and professional conduct as published in the University Catalog. Violations may result in the suspension of application and/or other actions, including rescission of your admission to podiatry school, or the possibility of dismissal from the College of Podiatric Medicine, if enrolled.

WESTERN UNIVERSITY OF HEALTH SCIENCES
ATTN: COLLEGE OF PODIATRIC MEDICINE ADMISSIONS
309 E. Second Street • Pomona, CA 91766-1854
Admissions Contact Number: (909) 469-5335