Polish and Present: Application Process

➔ **Before** opening of the application, attend PPAC's "Completing your Application" workshop

➔ **If possible**, create an account with the application service you will use
  ◆ Caution***: be sure you know what YEAR/application cycle you are applying to; do not fill out the wrong one!

➔ **Research** and understand application opening date, submission date, and deadlines
  ◆ If applying Early Decision Process, make sure to understand amended deadlines

➔ **Have** your basic bio/demo information accessible (not sure what this is? Download the application's instruction manual for more information!)

➔ **From** your *official* transcripts, input all courses on application
  ◆ You can either do this manually or pay for the transcript entry process offered by some application services
  ◆ Extremely important to have the instruction manual downloaded and open so you understand how to classify courses, etc.

➔ **Order** official transcripts to be sent to application service
  ◆ Download and print, or send electronic, transcript request to all institutions attended

➔ **Complete** experiences/activities section, identifying "most meaningful" when applicable

➔ **Type** your personal statement or prompt responses *directly* into the application.
  ◆ We don't advise "copy/paste", as application services use plain text.
  ◆ OT: You're the exception! You "upload" your document!

➔ **Ensure** all LOR writers' information is correct (especially their email!) and enter in to application
  ◆ Personally send them an email when you put in their information so they know to expect the request
    ● The official request email will either come from Letters by Liaison or directly from AMCAS
  ◆ If you used Interfolio, secure the transmission of your LOR's to your application service

➔ **Complete** any supplemental or program specific questions
  ◆ For each school, you may have supplemental information you need to upload (ex: Resume) or questions you need to answer
  ◆ Some schools may also ask in this section for you to "match" their required prerequisites to the courses you took that fulfill them

➔ **Take** a day away once you have it completed your application and do one last check with "fresh eyes".

➔ **Hit** submit! Congratulations!