

Medical School Application Template

Hello KP girlies! It's Lianna Villarreal, and I am altering this medical school application template to allow future pre-medical students to know exactly what will be asked for on the TMDAS application by Texas medical schools. My goal is for pre-meds to use this template and fill it out as they go through college to avoid forgetting certain experiences when it comes time to apply. Areas highlighted in pink are where you are expected to fill it out. Feel free to write in bullet points for the 300/500 character descriptions for now with the intention of polishing it up when it is actually time to apply. Be as detailed as you can with your description providing numbers and figures to help your reader understand the magnitude of your activities.

Pro-tip: Click the three lines on the top-left to see all the sections (document outline)

Application

TMDAS will begin to process your application once the application has been submitted and your application fee has been received. They do not wait on supporting documents (letters, transcripts, or test scores). They will update the schools with these materials as they are received.

Application opens May 1

Suggestion: Apply by June/early July because interviews can start as early as July or August

Submission Deadline October 1

Task	Deadline
Ex. Complete demographic section	Ex. May 20

Letters of Evaluation

Letters must contain

1. Date
2. Official letterhead
3. Evaluator's signature
4. Evaluator's contact info (email and phone number)
5. Applicant's name
6. TMDAS ID

Three individual letters of evaluation OR one Health Professions Committee Letter/Packet; one evaluation letter must come from a physician. Option to submit 1 extra letter

If you indicate that you are submitting an extra letter, many schools will not consider your file complete until both the required letters and extra letter are received.

Strong preference for letters written after May 1, 2023.

It's typically suggested to have 1 science professor, 1 physician, and 1 professor from your major. Hence, it's important to try to take the same science professors for multiple classes and get close to a particular physician.

Physician	Name
Science Professor	Name
Major Professor	Name
Optional Letter	Name

Give letter writers a document outlining the letter requirements, goals of the letter, your CV, instructions on how to submit the letter, and a breakdown of your experience with that individual.

In terms of submitting your letter, you can upload it directly to TMDSAS if it's after May 1st or you can use Interfolio to store letters if it's before May 1st and then transfer them to TMDSAS after May 1st. Ensure you select your letters to be confidential on Interfolio if you use this method. Note you will pay \$48 to transfer your letters from Interfolio to TMDSAS.

MCAT

The MCAT must be taken within the last five years.

Most KP members take their MCAT either the summer after their sophomore year or winter of their junior year.

Popular prep materials are UWorld, Anki, Kaplan/The Princeton Review, and the AAMC Bundle.

MCAT Scheduled Date:

Transcripts

Copy of transcript from every college attended to complete the College Coursework section.

GPA/Courses

Any Math course that is not Developmental, Calculus or Statistics, should be coded as "MATH-Mathematics" in the application.

Social Science courses are Non-Science

Grades become standardized as they are entered - the application system will convert the grade to a TMDSAS Grade. The TMDSAS grading system standardizes the grades to be used in the GPA calculation and to be reported to the medical schools.

TMDSAS Grades include: A, B, C, D, F, Credit, Pass, Quit, Withdrew (W), Failed, Incomplete and Not Yet Reported (for future or planned coursework).

All of UT's A or A- grades go in as an A. Thus, if you make A- for every class totaling to a 3.8 UT GPA, it'd actually be a 4.0 for TMDSAS

TMDSAS calculates the following GPA's:

Overall GPA	Comprised of all coursework (undergraduate and graduate level).
Overall Biology-Chemistry-Physics-Math (BCPM*)	Comprised of all biology, chemistry, physics and math based coursework.
Overall Non-BCPM GPA	Comprised of all other coursework not included in BCPM GPA.
Undergraduate GPA	Comprised of all undergraduate coursework.
Undergraduate BCPM* GPA	Comprised of all undergraduate biology, chemistry, physics and math coursework.
Undergraduate Non-BCPM GPA	Comprised of all other undergraduate coursework not included in BCPM GPA.
Graduate GPA	Comprised of all graduate coursework.
Graduate BCPM* GPA	Comprised of all graduate biology, chemistry, physics and math coursework.
Graduate Non-BCPM GPA	Comprised of all other graduate coursework not included in BCPM GPA.

A 4.0 scale shall be used in computing the GPA. (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0)

The GPA shall be computed by multiplying each grade point (see 4 and 5) by the semester or quarter credit hours earned per course and totaling the products. The semester or quarter hours of courses undertaken shall then be totaled. The total of the products shall be divided by the total semester or quarter hours. The result is to be calculated to the hundredth place, giving the official cumulative GPA.

Overall GPA:

Overall BCPM GPA:

Overall Non-BCPM GPA:

Undergraduate GPA:

Undergraduate BCPM* GPA:

Undergraduate Non-BCPM GPA:

Activities

This Chronology must account for all time between high school graduation and August 2024, and not include any gaps longer than 3 months.

Current Activities = any activity - completed, ongoing, or not yet started - that will take place by October 2024. List any cumulative hours up to Oct. 1, 2024.

Planned Activities = any activity that will take place after October 2024. This includes new activities and those that carry over from previously entered current activities. List projected hours from Oct. 1, 2024 until activity completion.

Planned Activities – Indicate future activities you plan on participating in between October 2024 and August 2025. This should include any future employment as well as any future research, healthcare, community service, or extracurricular activities. Indicate the Activity Type,

start date, planned end date, city, total projected hours, country, state and a brief description of the activity. Do not include activities past the point of matriculation.

Academic Recognition

List academic honors, awards and other recognitions received since beginning college to the present. Indicate the Award Title, date received, city, country, state and a brief description of the award. Note the 300-character description includes spaces.

Award Title	Date Received	City, State, Country	300-character description
Ex. University Honors	May 2024	Austin, TX, USA	Mention what you had to do to earn this distinction.
Ex. Kappa Rho Pre-Medical Honors Society	September 2023	Austin, TX, USA	Mention what you had to do to earn this distinction.

Non-Academic Recognition

List non-academic honors, awards and other recognitions received since beginning college to the present. Indicate the Award Title, date received, city, country, state and a brief description of the award.

Award Title	Date Received	City, State, Country	300-character description
Ex. Kappa Rho Pre-Medical Honors Society Member of the Month	April 2024	Austin, TX, USA	Mention what you had to do to earn this distinction.

Leadership

List any leadership roles or positions of responsibility held since beginning college to the present. Examples may include leadership roles in clubs/organizations, supervisory roles, etc. • Indicate the Role Title, start date, end date, city, country, state and a brief description of the position. Activities since beginning high school may be listed here.

Role Title	Start Date – End Date	City, State, Country	300-character description
Ex. Kappa Rho Pre-Medical Honors Society Outreach Coordinator	August 2023 - May 2024	Austin, TX, USA	What did I accomplish and learn through this position

Employment

List all jobs (paid work experience) held since graduating from high school to the present, including military service. Paid healthcare activities may be listed here in addition to the healthcare activities section. • Indicate the employer, job title, when the job was held, start date, end date, city, hours worked per week, country, state and a brief description of the job. • If you held a job every summer, enter each time period as a separate record. • Additionally, if you held this job for consecutive terms, select “Other” for the question “When did you hold this job?” You will be able to provide more details if you wish. • Additional records can be added by clicking the [Add an Employment Activity] link

Employer	Job Title	Start-End	City, State, Country	Hours Per Week	300-character description
Ex. Mathnasium of Converse	Advanced Mathematics Instructor	September 2021 - May 2023	Converse, TX, USA	12	What were my duties and what did I learn from this role

Research Activities

List any significant research activities (paid or volunteer) you have participated in since beginning college to the present • Include any publications (submitted as well as published), abstracts and posters. Indicate the Research Activity Name, start date, end date, city, approximate hours worked per week, total cumulative hours, country, state and a brief description of the research. Click on [Submit] to save the record. •If research culminated in any publications, abstracts, or posters, do NOT list the end product and the research separately. Create one entry that describes both the research itself and whatever was produced as a result.

Activity Name	Start-End	City, State, Country	Hours Per Week	Total Hours	300-character description
Ex. BioProspecting 2.0 Freshman Research Initiative	January 2022-December 2022	Austin, TX, USA	6	180	What was your role in the research

If you were published, created a poster, or presented your research, you get an additional 300 characters to describe the details of the presentation.

Healthcare Activities

List all direct healthcare related activities, for example: shadowing, scribing, clinical research, serving or working as a patient care tech, a nurse, and any direct observation or participation in patient care in a clinic, hospital, or with a physician, dentist, or veterinarian. • Reminder: both paid and unpaid healthcare activities can be listed here. • Multiple doctors, same location: If you shadowed multiple doctors at the same location, DO NOT create multiple entries – instead,

create ONE entry per location and list each doctor in the description. If each doctor you shadowed had a different specialty, you may make a separate entry per specialty. • Indicate the Activity Name, start date, end date, city, hours worked per week, total cumulative hours, country, state and a brief description of the activity.

Activity Name	Start-End	City, State, Country	Hours Per Week	Total Hours	300-character description
Ex. Orthopedic Surgery Shadowing	May 2023 - July 2023	San Antonio, TX, USA	8	48	Mention who you shadowed, what you observed, and how it fascinated you
Ex. Dell Children's Medical Center Volunteer	January 2022 - May 2023	Austin, TX, USA	6	300	Mention what you observed and how it fascinated you

Community Service

List any non-healthcare related community service or volunteer activities you have participated in since beginning college to the present. Indicate the Activity Name, start date, end date, city, approximate hours per week, total cumulative hours, country, state and a brief description of the activity.

Activity Name	Start-End	City, State, Country	Hours Per Week	Total Hours	300-character description
Ex. UT Microfarm	May 2023 - May 2024	Austin, TX, USA	2	48	What did you do and how did it impact you

Be **intentional** with your volunteering. Medical schools like to see long-term volunteering with a few programs rather than sporadic volunteering through a number of events. Find a population that speaks to you like the homeless, low-income, special needs, immigrants, etc. and seek out volunteering opportunities helping that group

Extracurricular and Leisure Activities

List any **significant** extracurricular, leisure activities or hobbies you have participated in since beginning college to the present. Indicate the Type of Activity, start date, end date, city, approximate hours per month, total cumulative hours, country, state and a brief description of the activity.

Prioritize things you were committed to and did continuously over your undergraduate career.

Activity	Start – End	City, State, Country	Hours Per Month	Total Hours	300-character description
Ex. Jewelry Creation	May 2022 - May 2024	Cibolo, TX, USA	16	240	Describe what you did

Top 3 Meaningful Activities

Here you will talk about which of your previously listed activities were most meaningful and why. You are required to identify the most meaningful activity and may list up to three. These should only be activities that have been completed or are ongoing. Do not include activities with a future start date. 500 character limit, each entry

Flip through the entire application and write down my experiences I could expand on that pick which ones to discuss in which essays

Note, when flipping through your application you should get a sense of the following traits shown through your activities

https://cns.utexas.edu/images/CNS/Health_Professions/PDFs/PSStrengths159.pdf

Planned Activities

Indicate future activities through October 2024-August 2025.

This should include any future employment as well as any future research, healthcare, community service, or extracurricular activities.

Activity	Activity Type	Start – End	City, State, Country	Total Projected Hours	500-character description
Ex. Kappa Rho Pre-Medical Honors Society Vice President	Leadership Role	October 2024-August 2025	Austin, TX, USA	40	What will you do and what impact will it have

Essays

Personal Statement

The personal essay asks you to explain your motivation to seek a career in medicine. You are asked to discuss your philosophy of the medical profession and indicate your goals relevant to the profession. The essay is limited to 5000 characters, including spaces.

Personal Characteristics

Learning from others is enhanced in educational settings that include individuals from diverse backgrounds and experiences. Please describe your personal characteristics (background, talents, skills, etc.) or experiences that would add to the educational experience of others. The personal characteristics essay is limited to 2500 characters, including spaces.

Optional Essay

Briefly discuss any unique circumstances or life experiences that are relevant to your application that have not previously been presented. Optional Essay is limited to 2500 characters, including spaces. Although this essay is optional, it is highly recommended that you take advantage of this space.

Once Submitted

Send updated transcripts at the end of each term completed:

Be sure to submit an official transcript reflecting new grades between the application deadline and planned entry date – Summer 2024. All new grades will be verified and new TMDSAS GPAs will be computed and made available to your designated schools.

Monitor the status of your TMDSAS application:

Checking the status of your application online allows you to follow the progress of your application and the supporting documents and test scores received on your behalf.

Complete Secondary Applications:

Links to the secondary applications are available on the TMDSAS website. Secondary applications should be completed as soon as you submit your TMDSAS application. Any questions relating to a secondary application should be directed to the school. Any secondary application required documents and/or fees should be sent directly to the school and NOT to TMDSAS.