

**University of Wisconsin School of Medicine and Public Health  
MD Degree Program  
Secondary Application Instructions for 2010**

These instructions are intended to brief you about how our application process occurs. After we have received and reviewed your AMCAS application ([www.aamc.org](http://www.aamc.org)), you may be invited to submit a secondary application to the University of Wisconsin School of Medicine and Public Health, MD degree program. The AMCAS application supplies part of the information needed by our Admissions Committee. The secondary application seeks supplemental information in order to complete your application. Applicants who are invited to submit a secondary application receive an email notice inviting them to do so. The email notice tells how to proceed with the electronic secondary application. Subsequent communication is electronic.

THE DEADLINE FOR RECEIPT OF THE REQUIRED ITEMS IS DECEMBER 1, of each year. ALTHOUGH THE DEADLINE IS DECEMBER 1, EARLY COMPLETION OF THE ENTIRE APPLICATION IS ADVISED. WHEN THE CLASS IS FILLED, ADDITIONAL APPLICATIONS WILL BE REVIEWED ONLY FOR POSSIBLE ALTERNATE POSITIONS.

**We will continue to communicate with you via email using the email address listed in the preferred contact section of your AMCAS application. Please screen your email carefully and keep your preferred contact information up to date.**

The forms in the secondary application will correspond to the items listed below.

1. Data Sheet and Record of Residence
2. Life Activities
3. The Optional Essay
4. Reapplicants Essay
5. Letters of Recommendation
6. Disciplinary/Legal Action
7. Attestation Statement
8. Application Processing Fee

Specific instructions for the items are:

1. Data Sheet and Record of Residence  
Proceed through each page and provide the requested information.
2. Life Activities  
Provide a chronological history of your life activities from the time you completed high school to the present, i.e. undergraduate studies, jobs, service and volunteer work, research, participation in music, sports, clubs, etc., graduate study, family responsibilities, et al.
3. The Optional Essay  
This is an opportunity to share additional information as directed on the form, if you choose to do so.

#### 4. Reapplicant Essay

Individuals who are reapplying are required to submit a statement indicating what has changed since the previous application (e.g., additional academic work, new letters of recommendation, work or volunteer experience, etc.). Reapplicants may also complete the optional essay as directed.

#### 5. Letters of Recommendation

*Note: Beginning with 2010 applications, the UW School of Medicine and Public Health will only receive letters via the American Medical College Application Service. Further details follow.*

##### Letters needed for University of Wisconsin MD application:

- ❖ One Committee Letter and one individual letter from a nonacademic source (someone other than a faculty or family member or personal friend), or
  - ❖ One Letter Packet: This packet should include letters from three faculty members and a letter from a nonacademic source (someone other than a faculty or family member or personal friend), or
  - ❖ Individual Letters (four): three academic letters of recommendation from faculty members and a fourth nonacademic letter from someone other than a faculty or family member or personal friend.
- NOTE: Academic letters may be from science and/or non-science faculty members in any combination.

##### Types of letters (as defined by AMCAS and adopted by UW SMPH):

- ❖ Committee Letter: 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.
- ❖ Letter Packet: A packet or set of letters assembled and distributed by your institution, often by the institution's career center.
- ❖ Individual Letter: An individual letter refers only to a letter authored by, and representing, a single letter writer. **If you have already included an individual letter within either a committee letter or letter packet, you do not need to add a separate (AMCAS letter request) entry for the individual letter.**

##### Content of letters:

- ❖ The letters should address one or more of the following: character, integrity, motivation for medicine, ability to relate and communicate with others, personality, emotional stability, intellectual abilities.
- ❖ Instructions to Letter Writer forms are within the secondary application and may further assist letter writers regarding the desired content of the letters. Forms are also found at <http://www.med.wisc.edu/education/md/admissions/letters-of-recommendation-instructions-for-2010/1003> and opening "Instructions for Writers of Recommendation Letters".

##### Designating letter writers:

- ❖ The Admissions Committee gives serious consideration to letters of recommendation submitted by individuals who know the applicant well. Applicants should solicit letters from individuals who are in a position to

provide informed and objective information regarding the applicant's activities, employment, service, and/or health related experiences.

Means of submitting letters:

- ❖ All letters must be submitted to AMCAS by December 1.
- ❖ Letters must be submitted directly to AMCAS per AMCAS instructions. You must create an entry for each letter of evaluation being sent to AMCAS. Up to 6 letter entries may be created for UW SMPH.
- ❖ You may also use letter services such as Interfolio and Virtual Evals that in turn make your letters available to AMCAS Letters.

For more information about letters see the AMCAS 2010 Instruction Book via <http://www.aamc.org/students/amcas/start.htm>.

Waiver forms:

Applicants must complete a waiver form relating to their right to review the letter of recommendation. Waiver forms provided by letter services may be used. A waiver form is available within our secondary application for use as needed and is a part of the Instructions to Letter Writers form at

<http://www.med.wisc.edu/education/md/admissions/letters-of-recommendation-instructions-for-2010/1003>

Reapplicants:

If you are **reapplying** to the University of Wisconsin MD degree program, all letters must be submitted via AMCAS. It is recommended that two new letters of recommendation be submitted (one academic and one non-academic). Other letters may be resubmitted and/or updated and resubmitted. If you wish you may submit all new letters. The Admissions Committee requests a total of four letters per applicant. **No letters from previous applications will be accessible for the 2010 application.**

6. Disciplinary/Legal Action

Follow the directions on the form.

7. Attestation Statement

The next step in submitting your secondary application is to attest to the fact that the information you have provided is true, correct, and complete.

Submission of the application is attesting to the statement.

8. Application Fee

Electronic payment of the \$56 application fee is available within the secondary application. Please see the instructions about paying electronically or by check within the secondary application.

*NOTES: The secondary application should be submitted as soon as it is completed. Letters of recommendation may be received after the secondary application has been submitted. Preliminary review of applications and subsequent interview invitations are based upon date of submission of the secondary application.*

*Once the secondary application is submitted by the applicant, changes cannot be made by the applicant. You are advised to print a copy of your secondary application for your records at the point of submission.*