

Dear Applicant,

We have been notified that you intend to submit an application for admission to Tulane University School of Medicine's class of 2006. We are pleased that you are interested in our program and would like to ensure that your application process proceeds as orderly and conveniently as possible.

I am sure you are aware that problems have arisen within the AMCAS application process and these problems have made this a very difficult year for both medical school candidates and medical schools. Therefore, we are taking the following steps to facilitate the application process for candidates. **The first step is for you to complete the on-line AMCAS application.** If you have not already done so, you should make every attempt to submit this application to AMCAS immediately. It is not necessary that you receive confirmation of receipt of your application by AMCAS before proceeding with the following steps; you may proceed immediately.

Print the application you submitted to AMCAS for your personal records. You should make a copy of the application and forward that copy to this office.

**Tulane University School of Medicine
Office of Admissions SL67
1430 Tulane Avenue
New Orleans, LA 70112-2699**

Until such time as AMCAS forwards us the official application, we will use this copy to begin the processing of your application.

Please note, with the copy of your application, **you must also include a letter stating the scores you attained on your most recent MCAT exam.** If you have taken the MCAT more than once, please include the results of the last two times you took the exam. In addition to the test scores, indicate whether the MCAT was taken in April or August and the year(s) in which the scores were recorded. Be sure to include all four MCAT scores, i.e., verbal reasoning, physical sciences, biological sciences, and writing sample, for each MCAT reported.

You should also send to this office a copy of your Tulane Addendum, or Secondary application. The Addendum, with instructions for its completion, may be accessed on line:

<http://www.som.tulane.edu/admissions/application.pdf>

After you complete the Addendum online, print it and make a copy. Send the copy, with a check or money order to cover the \$95 application fee, to this office. The instructions for completing the addendum also indicate Tulane's requirements in regard to letters of support. You should have these letters sent directly to this office by the writers.

We will begin processing your application as soon as the copy of the application, the Tulane Addendum, your MCAT score letter, the check to cover the application fee, and the letters of support have been received. We anticipate that AMCAS will confirm your MCAT scores and course grades, as they have done in the past. At this time, therefore, we are not requesting an official transcript or MCAT score report. In the event, however, AMCAS is unable to perform these functions, we may, at a future date, request you to secure these items for your file.

No applicant will be invited to visit our campus for the purpose of an interview until an application file has been completed. A completed file includes all of the below listed items:

**AMCAS APPLICATION
TULANE SECONDARY APPLICATION AND APPLICATION FEE
MCAT SCORES
LETTERS OF SUPPORT**

We anticipate beginning the interview process during the second week of September. Therefore, it will be to your advantage to complete the above steps as quickly as possible. If you are applying to Tulane through the Early Decision Process, it is mandatory that the above items be in your file no later than September 15, which represents a two-week extension from our normal deadline date of September 1.

If there is any information in the above that is not clear, please feel free to telephone, (504-588-5187) this office for further clarification or for additional information.