



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 70.02, **Student Application Process**

PURPOSE: The purpose of this School of Medicine (SOM) Policy and Procedure is to outline and describe the processes for application to the TTUHSC SOM.

REVIEW: This SOM Policy and Procedure shall be reviewed within each fiscal year by the Admissions Committee. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. **General.** This policy outline activities managed by the SOM Admissions Screening Subcommittee and the SOM Office of Admissions.
2. **Application to the MD Program**
 - a. Each applicant to TTUHSC SOM is required to complete the “Primary Application” through the [Texas Medical and Dental Student Application Service \(TMDSAS\)](#).
 - b. Upon receipt of the TMDSAS application, TTUHSC SOM will extend an invitation by email to individual applicants advising the completion of the [TTUHSC SOM “Secondary Application”](#).
 - c. Following successful completion of the TMDSAS Primary Application and the TTUHSC SOM Secondary Application, applications and supporting documents are made available for evaluation by the Admissions Screening Subcommittee.
3. **Application Screening Process**
 - a. Completed applications are assigned to a member of the subcommittee for evaluation.
 - b. Members review applications in their entirety, including the Letters of Evaluation/Recommendation and other supporting documents. After initial submission of the TMDSAS and/or TTUHSC SOM Secondary Application, an applicant may submit updates to the application including completed course grades, awards, leadership, volunteering, healthcare experiences, and employment.
 - c. Members score each applicant with a rubric developed by the Admissions Screening Subcommittee.. Evaluations are finalized with one of the following recommendations:
 - 1) Interview
 - 2) No interview
 - 3) Hold- MCAT
 - 4) Hold - Special
 - 5) Second Screen Needed
 - d. If a second screen is needed, one of the Office of Admissions Administrative Team (Director of Admissions, Senior Director of Admissions, or the Associate Dean of Admissions) reviews the application using the same rubric developed by the subcommittee and determines if applicant will be invited for an interview or not.

4. **Interview Invitation.** If an applicant is selected for interview, an e-mail extending an invitation for an interview date is sent to the e-mail address provided in the application. Each applicant is given a deadline by which an online acceptance must be made. If the interview date provided is not feasible for an applicant, the applicant is instructed to contact the Office of Admissions to arrange for an alternate interview date. Once an applicant has set an interview date, a confirmation e-mail with instructions and details regarding the interview day is sent.