Welcome to TMDSAS

Dear Applicant,

On behalf of the TMDSAS Staff, welcome! We are so excited that you chose us to be part of your journey into healthcare. We understand that so much went into your decision to take this crucial next step towards following your dreams - but we also understand that the process of applying to professional school can be daunting. So at TMDSAS we aim to make the process as seamless as possible, to guide you each step of the way, to answer each of your questions and to serve as the bridge that connects you to your future!

TMDSAS is the centralized application processing service for applicants to the first-year entering classes at all public medical, dental and veterinary schools in the State of Texas. We simplify the application process for both the applicants and the participating schools by providing ONE standardized application. The participating schools design the questions on the application and therefore receive uniform information on all applicants. The applicants benefit by completing one application at an affordable, flat-rate price. Think: win-win.

This Application Handbook was created by the Texas Medical & Dental Schools Application Service (TMDSAS) to assist applicants in understanding and completing the application for the 2019 entering class. Reading the advice and instructions in the handbook will give you the edge you seek in putting forward the final application that best represents you. We cannot stress enough how essential it is to read this handbook cover-to-cover and to familiarize yourself with its contents. It is in your best interest to read, understand and follow all TMDSAS policies and procedures during each phase of the application process.

Remember, you are not alone. While we do our best to provide you with the tools for success in this handbook, we know that you will have questions. Our mission at TMDSAS is to support you in this process and we can only do that if we know what you need. So use to the fullest the various platforms we make available to all applicants - call, email, send a message and connect with us on social media. Our team is dedicated to providing you with the assistance you need in a timely and friendly manner and in delivering a world-class experience with TMDSAS.

In keeping with that, we welcome you to give us your feedback about the various facets of our organization. Do you think something is missing from our website? Let us know! Is there a part of the application that simply befuddles you? We’re listening!

The bottom line is this: TMDSAS exists to serve you and in large part exists because of you. We are constantly refining our practices to provide you with the best possible experience from start to finish, and together, we can make that happen.

From all of us at TMDSAS, we’re here for you and we wish you the absolute best!
TMDSAS PARTICIPATING INSTITUTIONS

Medical
❖ The University of Texas Southwestern Medical Center
❖ The University of Texas Medical Branch at Galveston
❖ McGovern Medical School (formerly UT Health Science Center at Houston Medical School)
❖ Long School of Medicine
❖ Texas A&M Health Science Center, College of Medicine
❖ Texas Tech University Health Sciences Center School of Medicine in Lubbock
❖ University of North Texas—Texas College of Osteopathic Medicine
❖ Texas Tech University Health Sciences Center El Paso Paul L. Foster School of Medicine
❖ The University of Texas at Austin, Dell Medical School
❖ The University of Texas Rio Grande Valley School of Medicine

Dental
❖ Texas A&M University College of Dentistry
❖ The University of Texas School of Dentistry at Houston
❖ The University of Texas School of Dentistry at San Antonio

Veterinary
❖ Texas A&M University College of Veterinary Medicine

CONTACT TMDSAS

If you have questions and need to speak with a TMDSAS staff member, contact us at the number below or by email.

Customer Service Contact Information:
Hours: Monday-Friday (8:00 a.m. – 5:00 p.m. Central Standard Time), except Federal holidays
Phone: 512-499-4785
Email: info@tmdsas.com
➢ Include TMDSAS ID number and full name.
➢ For a faster response, use the following subject lines when emailing TMDSAS:
   o Residency | Prescribed Coursework | App Support

Website: www.tmdsas.com
Facebook: www.facebook.com/tmdsas
Twitter: www.twitter.com/tmdsas
www.twitter.com/tmdsassupport
Online Communities:
   TMDSAS Hub
   TMDSAS Non-Traditional Applicants

Have peace of mind
TMDSAS will only discuss an application with the applicant and the applicant’s designated schools. Due to the Family Educational Rights and Privacy Act of 1974, FERPA, TMDSAS will not discuss an application with parents, spouses, relatives, friends or employers.
# Contents

**Welcome to TMDSAS** .......................................................... 1  
 **TMDSAS Participating Institutions** ......................................... 2  
 **Contact TMDSAS** .................................................................. 2  

**Allow Me to Introduce Myself** ................................................. 5  
 **The Breakdown** ........................................................................ 5  
 What’s in this Handbook and How Do You Use It? ........................................................................ 5  

**Section I: First Steps- Before You Begin the Application** .......................................................... 7  
 Putting Your Best Foot Forward .......................................................... 7  
 Welcome back! ............................................................................. 7  
 For Re-applicants ........................................................................ 8  
 Things to Keep in Mind ..................................................................... 9  
 We’re Getting Closer........................................................................ 9  
 Entry Year 2019 - Application Checklist ........................................ 10  
 EY 2019 - App Tips ....................................................................... 11  

**Section II: Be Thorough - Completing the Application** .................................................................. 12  

**A Step-by-Step Overview** .................................................................. 12  
 **Select Schools and Application History** ........................................ 12  
 Select Schools ............................................................................. 12  
 Application History ....................................................................... 12  
 **Personal Information** .................................................................. 13  
 Contact Info .................................................................................. 13  
 Demographic Info .......................................................................... 14  
 Socioeconomic Info ......................................................................... 15  
 Military Service ............................................................................... 15  
 Family ........................................................................................... 15  
 Financial Info .................................................................................. 16  
 Felonies and Misdemeanors .............................................................. 16  
 **Your Education History** ............................................................... 17  
 High School ................................................................................. 17  
 Colleges Attended .......................................................................... 18  
 Colleges Attended Questions .......................................................... 19  
 Transcripts ..................................................................................... 21  
 College Coursework ......................................................................... 23  
 Planned Enrollment .......................................................................... 28  
 Disciplinary Action .......................................................................... 29  
 **Employment & Activities** ........................................................... 30  
 Developing your Chronology of Activities ...................................... 30  
 Entering Your Activities ................................................................ 31  

Academic Recognition ________________________________________________________________ 32
Non-Academic Recognition __________________________________________________________ 32
Leadership ______________________________________________________________________ 32
Employment ______________________________________________________________________ 32
Research Activities __________________________________________________________________ 32
Healthcare Activities __________________________________________________________________ 33
 Veterinary Supervised Experience – Veterinary Applicants Only ______________________________________ 33
Community Service __________________________________________________________________ 34
Extracurricular and Leisure Activities ______________________________________________________________________ 34
 Veterinary Applicant Personal Narrative __________________________________________________________ 35
Personal Characteristics – Required of all applicants ___________________________________________________ 36
Optional Essay – There is one optional essay available to all applicants ___________________________ 36
DO/PhD Program Essays _______________________________________________________________ 36

Proof of Residency _________________________________________________________________ 37
Texas Residency Rules and Regulations ___________________________________________________________ 37
Bases for Claims of Texas Residency ___________________________________________________________ 37

Supporting Documents ______________________________________________________________ 39
 Photo _______________________________________________________________________________ 39
Test Scores ___________________________________________________________________________ 39
 DAT ________________________________________________________________________________ 40
 MCAT _______________________________________________________________________________ 41
 GRE ________________________________________________________________________________ 41
Letters of Evaluation ______________________________________________________________________ 41
Medical and Dental ______________________________________________________________________ 41
Veterinary _____________________________________________________________________________ 44

Chronology of Activities ______________________________________________________________ 45
Payment and Submission _______________________________________________________________ 45
 Application Certification ________________________________________________________________ 45
Payment ___________________________________________________________ 45

Section III: Stay Engaged- Life After Submitting Your TMDSAS Application _________________ 46
Six Critical Next Steps _________________________________________________________________ 46
FAQs: Application Processing ___________________________________________________________ 48
 How Long to Process? __________________________________________________________________ 48
When do we Begin Processing? ______________________________________________________________________ 48

Glossary ___________________________________________________________________________ i

TMDSAS Policies ______________________________________________________________________ x
 Applicant Responsibilities ______________________________________________________________ x
 GPA Calculation Rules_______________________________________________________________ xiii
PCR Determination and Appeals Process _________________________________________________ xiii
Residency Determination and Appeals Process ______________________________________________ xiv
TMDSAS Application Certification ______________________________________________________ xiv

TMDSAS | EY19 Application Handbook 4
Allow Me to Introduce Myself

THE BREAKDOWN

What’s in this Handbook and How Do You Use It?
Here are the three sections of the handbook:

Section I: First Steps
Before you Begin the Application
Let’s work together to get you prepared to begin working on the application.
We’ll talk about important dates, technical aspects of the application, and other special considerations.

Section II: Be Thorough
Completing the Application
Here we will provide an in-depth review of each section of the application.

Section III: Stay Engaged
After Submitting the Application
This section discusses important next steps to take after you submit your TMDSAS application.

We’re Very Detail-Oriented
Each section will in turn contain multiple subsections that explain what to expect in each phase of the process. You will also find step-by-step instructions for what to do and how to do it. Take your time. Make sure that you fully understand the instructions and remember to reach out to us if you need assistance.

Take your Understanding to the Next Level - Glossary and Policy Index
In addition to the instructions and tips you’ll find throughout the handbook, you’ll also need to spend time familiarizing yourself with the items at the back of the publication. There you will find an index of our policies, including an outline of your responsibilities as an applicant and a glossary of terms to aid your understanding as you work through the application.

What Else Should You Look for?
- **App Tips:** Helpful tips, that based on our experience, keep you on track, help you avoid common pitfalls and connect you with our digital media.
- **Icons:** Images that help you to navigate the application, and to know what sections pertain to you. (See next page.)
- **@TMDSASSupport:** Encouraging and timely reminders that TMDSAS is here with you every step of the way.
Are You Ready for the First Section? - Let’s go!
Now that you are more familiar with what to expect from this handbook, it’s time to get you prepared to start the application. The following section – *First Steps: Before You Begin the Application* - will help you get the ball rolling by outlining the knowledge and tools you will need *before* you actually begin to fill out the application.
Section I: First Steps- Before You Begin the Application

PUTTING YOUR BEST FOOT FORWARD

We like you, and we know that together, we’re going to be great! But before we can go on we need you to do two things for us:

1. 1 of 2: Read Applicant Responsibilities. It is vital that you read and understand our policies regarding applicant responsibilities. This ensures transparency in our organization and will help you know what to expect during each phase of the process. Additionally, it will help you understand what TMDSAS expects from you so that we are able to perform our duties as defined in our mission - to get your application to the school(s) of your choice expeditiously and free of error.

So before we move on, stop. Go read the Applicant Responsibilities section found in the TMDSAS Policies (at the end of this handbook) on page x-xii. When you're done, come on back and we’ll move on to the Application Checklist.

Welcome back!

You’ve read our policies regarding applicant responsibilities? Great! Now let’s keep going.

2. 2 of 2: Review Application Checklist. At the back of this section you’ll find a checklist (feel free to print this page out) of important items that will need to be submitted to us at various points throughout the process. Some things will need to be submitted only once, like the application fee, but others may need to be sent in more than once, i.e. transcripts. Keep this sheet handy and refer to it often to keep yourself on track!

Next up, information for reapplicants + some final things to keep in mind before you begin the application.
FOR RE-APPLICANTS

Re-applicant Definition: You are considered a re-applicant if you have previously submitted an application to medical, dental or veterinary school through TMDSAS and paid your application fee.

➢ No need to re-register: If you have registered for an account or if you applied since 2010, it is not necessary to go through the registration process again. Use the same email address and password that you used for the previous application.

➢ If your email address has changed: Sign in with the old email address. Once you have logged in, you can update your email address via the [My Account] link in the upper-right hand corner of the application.

➢ Critical: Complete the Application History Section. If you are a re-applicant, do not forget to update the [Application History] section. Your answers from the previous application cycle will roll forward but do not reflect that you have previously applied. Therefore, the information must be updated and saved.

➢ Remember to check each page: The majority of the information entered into the previous year’s application will “roll-over” to the current application. It is however, still necessary to go to each section, review the information for accuracy, make corrections where necessary, and then SAVE the page!

These sections will need to be completed again. After you have saved each section of the application, go to the [Certification and Payment] sections to complete your application.

Information entered in the following sections will NOT roll over:
- Select Schools
- Demographic
- Family Info
- Financial Info, Essays
- Letters of Evaluation
- Proof of Residency
- Planned Enrollment
- Chronology of Activities
- Certification Statement

Don’t Forget!
You must re-send your transcripts, letters of evaluation, MCAT scores, and pay a new application fee. It is recommended that you do not send the same letters from the last application cycle. Letters of evaluation should be updated or come from new evaluators.
THINGS TO KEEP IN MIND

1. **How the TMDSAS GPA is Calculated**
   Information regarding the GPA Calculation Rules per the Texas Higher Education Coordinating Board (THECB) can be found in the *Policies* section. Additionally, the different types of GPA calculations made by TMDSAS are found in the *Glossary* of the handbook.

2. **Making Changes After You Submit**
   You will be required to provide updates (as applicable) to various portions of the application post-submission. Read *Section III: Stay Engaged- Life After Submitting Your TMDSAS Application* for detailed instructions.

3. **Internet Browser**
   The TMDSAS application supports only the following browsers:
   - **For PC Users:**
     - Internet Explorer
     - Firefox
   - **For Mac Users:**
     - Firefox

   *Not using one of these may cause you to experience various technical issues.*

4. **Spring Grades Required (if applicable)**
   Only submit your TMDSAS application once Spring 2018 coursework and grades have been entered. Not doing so will cause major delays with the processing of your application.

---

**WE’RE GETTING CLOSER…**

Before we wrap up this section of the handbook and move into the meat and potatoes of the application, we need you to review two additional items that we think you’ll want to print out, frame and place lovingly on your nightstand:

- **Key Deadlines:** Visit our website for a [timeline](#) of key deadlines and action items that extend beyond the application window - from May to September. While it is possible that not all of these action items will apply to you, many of them will, so keep this information close by and refer to it frequently.

- **App Tips:** The second is a collection of general tips that - based on our experience - we believe will truly help you to adopt the best mindset for completing the application like a winner. We’ll still ensure relevant info and tips are sprinkled throughout the handbook, but keep these in mind as you ready yourself to start filling out the application.

Now pass the gravy because it’s time to dig in! Up next, *Section II: Be Thorough - Completing the Application.*
## ENTRY YEAR 2019 - APPLICATION CHECKLIST

### Application Fee ($165)
- Application fee can be paid online by credit card or electronic funds transfer/ACH. Fee can also be paid by mailing in a money order or cashier’s check drawn on a US bank.
- If paying by credit card or electronic funds transfer, payment section **must be completed** in order to submit your application by the deadline.
- If paying by money order/cashier’s check, fee **must be received** in our office by 5:00 pm CST on October 1, 2018. *Any fees received after October 1 will not be accepted – no exceptions.*

### Official Transcripts
- Mail in official transcripts from each college/university you have attended, including:
  - Colleges/universities through which you earned dual credit coursework while in high school.
  - Colleges/universities through which you earned credit that was then transferred to your home institution.
- Transcripts should be accompanied by the TMDSAS Transcript Request Form. Form can be downloaded from [Transcript Request Form] page on website or from [Colleges Attended] section in the application.
- Spring 2018 grades (or Winter 2018 if on a quarter system) **must be** recorded on your transcript before delivered to TMDSAS.
- Transcripts for future coursework are not required **until** the course has been completed and a grade has been recorded.
- You **must** send updated transcripts to TMDSAS at the end of each term that coursework is completed between the time of application and expected date of matriculation.
- You can mail the transcript yourself as long as it remains in a sealed envelope from the registrar.

### Letters of Recommendation
- Do not have letters of evaluation delivered to TMDSAS until you have completed the [Letters of Evaluation] section of the application.
- Letters **must** be on official letterhead and contain evaluator’s signature and contact info or they will **not** be accepted.

### Test Scores
- **To release MCAT scores:** from the MCAT Testing History (THx) System, select [Send All of My Scores], then select [Texas Medical & Dental Schools Application Service].
- **To release DAT scores:** request that all of your DAT scores be released to one of the Texas dental schools to which you are applying. All DAT scores released to one of the Texas dental schools will automatically be sent to TMDSAS.

### Additional Info
- TMDSAS will begin to process your application once the application has been submitted and your application fee has been received. **We do not wait on supporting documents** (letters, transcripts). We will update the schools with these materials as they are received.
Getting through the TMDSAS Application Like a Champ!

Start Early
What’s the best way to make sure you get everything done on time? Start early!

Do not wait until the last minute to submit your TMDSAS Application. Many schools begin interviewing candidates in July and August. Applications received early have a much better chance of being considered.

Be Prepared
The application is lengthy and requires planning to ensure you submit one that best conveys who you are. Having the following items ready to go before you start the application will ensure that you submit the best application possible:

- Copy of transcript from every college attended to complete the [College Coursework] section.
- Dates and hours of all employment, community service, research, leadership, and healthcare activities.
- Dates that DAT/MCAT/GRE exams were taken or will be taken
- Contact information for your evaluators

Quality Matters
Although you may be tempted to rush through the application process, remember that the quality of the items you submit will make a difference.

During review, the schools consider every factor that has contributed to your academic and personal achievements. Every item entered on the application will be considered and compared to others in that same group. Therefore, the quality of your application may be the thing that makes you stand out from the crowd and that results in getting the decision you’re looking for.

Tech Tip
Do not use the “Back” button while completing the application.

Using the navigation buttons and features of your browser will likely cause errors and other unpredictable behavior. Instead, use the application’s internal navigational features to move from section to section.

Deadlines
Don’t be tardy for the party! Submit your supporting documents as soon as possible to avoid delaying the review of your application by the schools.

During peak periods, TMDSAS can receive hundreds of supporting documents by mail each day. We process these documents as they arrive, but it may take several days for an item to be processed, uploaded into the application system, and appear on your [Status] page.

Be patient and check your [Status] page regularly. Given the number of applications TMDSAS receives, we cannot verify the receipt of supporting documents by phone or email.
Section II: Be Thorough - Completing the Application

A Step-by-Step Overview

Together we’ll review the application section-by-section. As noted in the *App Tips* page, it is advisable to read each section thoroughly for understanding and just as importantly, to take your time when completing them. Many portions of the application will be locked after you submit it and you will be unable to make edits or other changes. Let’s start with the basics.

**SELECT SCHOOLS AND APPLICATION HISTORY**

**SELECT SCHOOLS**

**Special Assured:** In this section, you will first indicate if you are applying through any special/assured admission program such as JAMP or the Texas A&M COM Partnership in Primary Care Program.

**Select Schools:** Check the box of each school you wish to apply to.

**Dual Degree Programs:** Indicate if you plan to apply to any of the dual degree programs offered at each school (e.g. DO/PhD, DDS/PhD, MBA/MD, FMAT), check the box of each dual degree program you wish to apply to.

**AMCAS:** Next, you will indicate if you are applying to any MD/PhD programs through AMCAS.

**Non-TMDSAS Colleges:** You will also indicate if you intend to apply to any non-TMDSAS schools for the current application cycle.

**APPLICATION HISTORY**

**Previous TMDSAS Applicant?** In this section, you must indicate if you have previously applied to medical, dental or veterinary school. You will indicate the school(s) applied to, the entry year you applied for, if you were accepted and if you are currently enrolled. If you were accepted, indicate if you were ever dismissed or withdrawn from medical, dental, or vet school.

*Note:* If you started an application but never submitted it, you would NOT be considered a reapplicant.

**Warning for Reapplicants!**

*Important:* If you are a reapplicant, do not forget to update this section. Your answers from the previous application cycle will roll forward and do not reflect that you have previously applied. Therefore, the information must be updated and saved.
PERSONAL INFORMATION

CONTACT INFO

Legal Name: Enter your first, middle and last names. You will also enter any salutations or prefixes associated with your name.

Other Names: If you prefer to be addressed by a different first name other than your legal first name, you will indicate that information in this section. Also, if there are any other last names listed on your academic records than what you have already entered, you must indicate each additional last name then click the [Add Name] button. Examples include maiden names or hyphenated last names.

Email/Phone: Indicate your email address. If you need to change your email address, do so through the [My Account] link in the upper right-hand corner of the application. Note that email is the primary mode of communication between TMDSAS and applicants. Provide the cell phone number where TMDSAS and/or admissions officers can contact you. If you do not have a cell phone, you will answer “No” to the question “Do you have a cell phone?”

Mailing Address: Enter all fields of the mailing and permanent address sections.
Address 1 - Enter your current mailing address. TMDSAS and the schools you apply to will use this address to send you any correspondence.
Address 2 - If needed, enter an apartment number or additional address information in this field. If not, leave this field blank.
City - Type the name of your city.
Country – Select your country from the pull down menu.
State - Select your state from the pull down menu.
County – Select the US County of your mailing address from the drop-down menu – if applicable.
Zip Code or Postal Code - Enter your zip or postal code.
Phone number - Provide the phone number where TMDSAS and/or admissions officers can contact you.

Permanent Address: Enter your Permanent Address information if different from your Mailing Address. If your Permanent Address is the same as your Mailing Address, answer “Yes” to the question “Is your Mailing Address also your Permanent Address?” and the information will pre-populate from what you entered under Mailing Address.
**DEMOGRAPHIC INFO**

**Birth Information:** Enter the following information.
- **Date of Birth** – enter your date of birth in the following format: (mm/dd/yyyy).
- **City** – Enter the city where you were born.
- **Country** – Select the country in which you were born from the drop-down menu.
- **State/Possession/Canadian Province** – Select the state, possession or province where you were born.
- **County** – Select the US County in which you were born from the drop-down menu – if applicable.

**Hometown:** The following questions refer to what you consider your “hometown”.
- **City** – Enter the city name of your hometown.
- **Country** – Select the country from the drop-down menu.
- **State/Possession/Canadian Province** – Select the state, possession or province from the drop-down menu.
- **County** – Select the US County of your hometown from the drop-down menu – if applicable.
- **Approximate population** – Select the approximate population range from the drop-down menu.
- **Describe the area** – Select: Rural, Urban, Inner City, Suburban, Military or Government Installation or Other. (See glossary for definitions.)
- **Primary language spoken at home** - Select the primary language spoken from the drop-down menu.

**Gender:** Indicate whether you are male or female.

**Ethnicity:** Indicate whether you are:
- a. Hispanic or Latino
- b. Not Hispanic or Latino

**Race:** Select one or more of the displayed racial categories that best describe you. For a detailed description of the racial categories, see p# in glossary. Additionally, Ethnicity and Race questions are asked for federal and/or state reporting purposes. These questions are voluntary, and applicants will not be at a disadvantage in the admissions process if they are not completed.
- a. Hispanic or Latino
- b. Black/African American
- c. Asian
- d. American Indian or Alaskan Native
- e. White/Caucasian
- f. Native Hawaiian or Other Pacific Islander
- g. International
Socioeconomic Info

Socioeconomic Questions: refer to the glossary for definitions as needed.

➢ Are you a member of the first generation in your family to attend or graduate from an undergraduate program?
➢ Are you a member of the first generation in your family to attend or graduate from a graduate or professional program? (For a definition of “first-generation” as it applies to undergraduate and/or graduate or professional programs, see page iii in the glossary.)
➢ Are you a parent or guardian of dependent children?
➢ What do you consider your primary language?
➢ Are you bilingual or multilingual?

Household Info from Birth to 18 yrs: You will also be asked several questions that pertain to the household in which you were raised or spent the majority of your life from birth to age 18. If you moved frequently during this time period, enter the information for the location you spent the majority of your childhood.

Military Service

You will answer questions concerning whether or not you have served in the United States Military.

Family

Father: You will enter information regarding your biological father.
Mother: You will enter information regarding your biological mother.
Siblings: You will indicate how many siblings you have. You may include step-siblings if you choose.
You will then indicate the following for each of your siblings:
➢ Age
➢ Relationship – brother, sister, step-brother, step-sister
➢ If they have ever attended college

Dental Applicants Only – Relatives in Dentistry
The purpose of these questions is to demonstrate to admissions committees the extent of your knowledge, background and experiences with the dental profession. List any relatives who are dentists, are in dental school, or who have studied or are studying Dental Hygiene, Dental Assisting, Dental Laboratory Technology or related dental fields.

Medical Applicants Only – Parent Physician
You will list any parent who is a physician (MD, DO, MBBS) or who is in medical school.
FINANCIAL INFO

College Funding Sources: You will enter the percentage of your college expenses provided by family, spouse, academic scholarships, financial need-based scholarships, loans, employment or other sources. The total percentage must add up to 100%.

Pell Grant: Indicate whether or not you are/were a Pell Grant recipient.

Post-Graduate Living Expenses: If you have graduated college, you will also be asked to indicate the percentage of your living expenses provided by family, spouse, employment or other sources. The total percentage must add up to 100%.

FELONIES AND MISDEMEANORS

You will disclose and explain any felonies or misdemeanors that may appear on your record. You need NOT disclose information about any of the following:

➢ You were arrested but not charged
➢ You were arrested and charged, but the charges were dropped
➢ You were arrested and charged, but found not guilty by a judge or jury
➢ You were arrested and found guilty by a judge or jury, but the conviction was overturned on appeal
➢ You received an executive pardon
➢ A juvenile or criminal record that has been sealed or expunged. Failure to disclose information that is not in fact expunged or sealed may result in the applicant being denied admission
➢ Minor traffic violations

TMDSAS Policy: Applicant Responsibility to Disclose Changes to Felony/Misdemeanor - Post Submission

After the date of submission of your TMDSAS application and prior to matriculation, if you are charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime, you must inform TMDSAS as well as the admissions office of each school to which you have applied. You must notify TMDSAS and each school within ten (10) business days of the occurrence of the criminal charge or conviction. Failure to disclose this information is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment or rescission of any degrees granted.
YOUR EDUCATION HISTORY

High School

Indicate how you completed your high school education: High School, GED or Homeschooled.

High School Graduates: Enter the Country and State, if applicable, in which your high school is located. Enter part of the high school name and then click [Search] to search for your high school.

The less you type in the [High School Name] field, the more results you will get back. Try entering words that are unique to your high school's name.

For example, if you attended The Woodlands High School, simply enter “Woodlands” not “The Woodlands”. Below are the results you will receive.

High School Information

To search for the high school you graduated from, enter the information below and click on the search button:

If your high school is not found add after you complete the search, you will be able to manually add the school in the [High School Information] section below.

Country: United States
State: Texas
Name: Woodlands

Search Results

Click [Add School] if this is the high school you attended. This will fill in the required fields for your high school below.

If your school is not found in the list below, please check your school name's spelling and try again. If the school is still not found, click here [Add High School] to enter your high school information manually.

<table>
<thead>
<tr>
<th>High School</th>
<th>Country</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE WOODLANDS HIGH SCHOOL</td>
<td>United States</td>
<td>THE WOODLANDS</td>
<td>TX</td>
</tr>
<tr>
<td>WOODLANDS CHRISTIAN ACADEMY</td>
<td>United States</td>
<td>THE WOODLANDS</td>
<td>TX</td>
</tr>
<tr>
<td>WOODLANDS COLLEGE PARK HS THE</td>
<td>United States</td>
<td>THE WOODLANDS</td>
<td>TX</td>
</tr>
<tr>
<td>WOODLANDS PREPARATORY SCHOOL</td>
<td>United States</td>
<td>SPRING</td>
<td>TX</td>
</tr>
</tbody>
</table>

From the search results, click on [Add School] next to the correct listing – doing so will pre-populate the following information:

- High School Name
- Zip Code
- City
- State
- County
**High School Not Found:** If your high school was not found, you will need to add the school manually in the designated [High School Information] fields.

Next, enter graduation month, graduation year, class size and class rank, if applicable, in the designated fields.

**GED:** For applicants who have received their GED certificate, please list the city, zip code, country and state where the certificate was awarded. Enter the graduation month and graduation year the certificate was received.

**Homeschooled:** For applicants who were homeschooled, please list the city, zip code, country and state where you were homeschooled (or received your diploma). Enter the graduation month and graduation year.

**SAT or ACT Results**
If you have taken either the SAT or ACT, you must enter your score(s). Contact your college admissions office, College Board or ACT if you don’t remember your score.

**Colleges Attended**

**AppTip**
For this section, you’ll need transcripts from every college you’ve attended, including dual credit courses.

Enter all colleges you attended in accordance with the following guidelines:

**List All Institutions:** Include all undergraduate, graduate, and professional schools you have attended, including colleges where you completed dual credit coursework. You must also enter information about ALL schools you plan on attending between now and the completion of Summer 2019.

**Include Future Coursework:** If you will be taking coursework in the future, you should list your end date as that future term. For example, if you will be taking courses through Spring 2019, your attendance dates would be: Fall 2015 - Spring 2019. You may make revisions to this section any time during the application process. You will be able to add new colleges/universities as well as newly completed coursework.

**Include Foreign Colleges:** You do not need to list a foreign college if it was part of an official study abroad program through your home institution and the coursework appears on the official transcript. If the sponsoring school is different than your home institution, such as Arcadia University, University of Minnesota Danish Institutes of Study Abroad, or International Studies Abroad (IES), you must list the sponsoring school.

**Regarding Multiple Degrees (Not Majors), Same Institution:** List each school once for each type of degree, even if there was a break in attendance. For example, if you attended Houston Community College in the summer of 2010 and 2012, you would list the school once with attendance dates as: Summer 2010 – Summer 2012. If you attended the same school for undergraduate and graduate/professional programs, list each degree program separately.
How to Enter a College Attended

Step 1: Click on the [Add College or University] button.

➔ Enter the country, state and a distinctive part of the college or university name and a list of matching institutions will appear. **Keep in mind that the less you type in the [College Name] field, the more results you will get back. Try just entering words that are unique to your college name.** For example, if searching for The University of Texas at Austin, just enter Austin. Click the [Search] button to obtain your search results.

➔ Select the correct institution and click [Select] to add the school to your list of Colleges Attended. This will fill in the required [Institution Information] fields for the college listing.

**College Not Found:** If your college was not found in the search, you will need to add the college manually.

Step 2: Enter attendance dates and degree information.

➔ Majors and minors are listed alphabetically. If your major/minor is not listed, select “Other” and enter your major/minor in the designated field. Next, indicate if you were enrolled in an honors program at this school.

Step 3: Click [Add College Attended] on the bottom left corner of the screen.

➔ Continue to enter additional colleges and universities attended by clicking on the [Add College or University] link.

Step 4: Complete and save this section.

➔ Once you have entered all schools, check the box that states: “Click the checkbox if you have no more colleges to enter at this time”. Your colleges will not be saved until you have checked this box and clicked [Save] or [Save and Continue].

**COLLEGES ATTENDED QUESTIONS**

You will provide answers to four questions regarding your college career.

**Fresh Start:** Have you ever enrolled in any undergraduate institution in Texas under the Academic Fresh Start Provision? (See page 1 in the glossary for definition.)

Need more info about Academic Fresh Start? For more information regarding Academic Fresh Start, including an episode of the TMDSAS Podcast, see our website.
Primary Undergraduate: Select your primary undergraduate institution. This is the institution from which you received or plan to receive your bachelor’s degree. If no degree is planned, select the school from which you earned the majority of your credit.

Primary Graduate: Select your primary graduate or professional institution. This is the institution from which you received or plan to receive a masters, doctoral, or other professional degree. As with your undergraduate, if no degree is planned, select the school from which you earned the majority of your credit.

Release of Information: You will also be asked if you want to release your information to the Health Professions Advisor at the school(s) you indicated. Read the following before answering:

➢ Checking [Yes] permits your advisor to view information about the status of your application.
➢ Checking [No] may cause a delay in the release of your HP packet to TMDSAS.
➢ TMDSAS strongly encourages you to give permission to release selected information about the status of your application to your health professions advisor.
➢ Having this information helps your advisor provide services to you and informs the advisor about the success of students from your college/university in being admitted into medical/dental/vet schools.
➢ Your application will not be adversely impacted if you do not agree to have your information released to your health professions advisor. We will process your application regardless of how you answer this question.

Before Moving to the Next Section...

Have transcript in Hand and Download the Course Listing for your Institution from www.TMDSAS.com.

Request an official transcript from each college/university you have attended to use as a reference for completing the [College Coursework] section. This helps ensure that your data is complete and accurate.
**Transcripts**

**Have transcripts sent to us.** You must arrange for a sealed official transcript accompanied by a TMDSAS Transcript Request Form to be sent directly to TMDSAS. One official transcript is required from **every** regionally accredited U.S., U.S. Territorial or Canadian college attended. This includes:

- Colleges at which you took a course, even if transfer credit was later accepted by another school
- College-level courses taken while in high school, even if they did not count toward a degree at any college

**You can also send it yourself.** TMDSAS will accept a transcript sent by an applicant as long as it is in the official sealed envelope from the Registrar. Transcripts submitted by applicants cannot be more than a year old.

**Check status.** It is your responsibility to verify and ensure that TMDSAS has received all of your official transcripts. Check the status of your transcripts regularly by logging into your application and viewing the [Status] page. Scroll down towards the bottom of the page until you reach the [Supporting Documents] heading. If a document has been received, the receive date will appear next to the document name.

**Transcript Request Form**

1. Print the Transcript Request Form from the [Transcript Request Form] section of the TMDSAS website or from the [Colleges Attended] section on the application.
2. Fill out the Transcript Request Form.
3. Submit to the Registrar’s office of every accredited U.S. and Canadian college/university you have attended.
4. Be sure to advise the Registrar’s office to enclose the Transcript Request Form with your official sealed transcript and mail it directly to TMDSAS. Transcripts that are not accompanied by the Transcript Request Form can result in a delay in processing the document.

**Sending Your Transcripts with a Transcript Request Form**

Due to the volume of mail we receive every day, applicants are strongly encouraged to utilize the Transcript Request Form.

Be sure to inform your registrars that this form should be attached to the transcript when it is sent to TMDSAS.

**Other types of transcripts.** TMDSAS accepts all official transcripts, including the following types: Canadian transcripts, International transcripts, Military transcripts, Study Abroad transcripts, transcripts from Overseas U.S. Institutions, and Electronic transcripts. See **glossary** for a full description of each.
How to Enter a Term Attended

Step 1: Adding a term

➔ To add a term, click on the [Add Term] button next to the institution for which you wish to add a new term.

➔ From the drop-down menu, select the year, term and whether or not the credits are reported in semester or quarter hours.

➔ Click [Add This Term] to save.

Step 2: Repeat previous step for each term you attended.

➔ For example, if you attended UT San Antonio from Fall 2015-Spring 2018, and only attended Fall and Spring semesters, you would have a total of six terms entered.

Step 3: Continue for all institutions.

➔ Repeat steps 1-2 for each institution where you completed college coursework, including where you plan to complete coursework.

Step 4: Remember to save!

➔ Once you have entered all terms for all institutions, you MUST click [Save] or [Save and Continue] or your information will be lost.
COLLEGE COURSEWORK

Before beginning the next section, remember three things:

1. Using Your Transcript, Be Prepared to List All Courses: It is helpful if you enter courses in the same order in which they are listed on your official transcript. You will list all coursework ever enrolled in at every college you have attended and have listed in the [Colleges Attended] section. This includes:
   ➢ College-level courses taken while in high school (i.e. dual credit courses), even if they did not count toward a degree at any college.
   ➢ Colleges at which you took a course, even if transfer credit was later accepted by another school.

2. Include Future/Planned Coursework: Be sure to include future/planned coursework *Terms reflecting future/planned coursework should already be listed in [Terms Attended].
   ➢ In the [College Coursework] section list the courses you plan on taking. You will indicate “Not Yet Reported” for the grade.
   ➢ If you are unsure of the courses you plan on taking, list at least one placeholder course.
   ➢ Always answer “YES” to Last Time Taken for future coursework.

3. If in Doubt About a Course: All courses that appear on your official transcript(s), and for which a grade and credit were ever assigned, will be included in the TMDSAS GPA calculations, even if they are not included in the GPA calculations of the transcript-issuing school. This includes, but is not limited to:
   ➢ Courses that have been repeated
   ➢ Courses that you failed, regardless of whether they have been repeated
   ➢ Courses you took in high school for college credit that appear on a college transcript
   ➢ Courses taken at American colleges overseas

TMDSAS Policy: Entering Coursework

TMDSAS verifies your self-reported grades against your official transcript(s) and will report any discrepancies to your selected institutions. TMDSAS does not enter courses for you. TMDSAS will contact you for corrections or explanations if it identifies a significant number of course discrepancies or omissions. Failure to properly enter all course information and to make corrections as requested may result in processing delays and may jeopardize your chances for admission.
Time to Begin Entering Coursework!
Follow these step-by-step instructions for entering your coursework into the [College Coursework] section of the application.

Step 1: Select Term
➔ Select the term from the institution you wish to enter coursework for by clicking on the [Add Course] button.

Step 2: Academic Status (See glossary for definitions.)
➔ Indicate your academic status for the term.
Status options include: PF: Pre-Freshman, FR: Freshman, SO: Sophomore, JR: Junior, SR: Senior, PB: Post-Baccalaureate, GR: Graduate

Step 3: Course Type (See glossary for definitions.)
➔ Indicate course type for the course you are entering. Course types are:
- Regular Class
- Distance Learning/Online Course
- Honors
- Study Abroad
- Advanced Placement/CLEP
- International Baccalaureate
- Credit by Institutional/Departmental Exam
- Audit
- Developmental
- Dual Credit
Two Notes about AP Credit:
1. It is your responsibility to include AP credit. However, AP credit will only be accepted if it is broken down on your transcript. It will not be accepted by TMDSAS if it is listed as lump sum by your institution!
2. The grade for AP should always be entered as “credit”, even if your transcript lists it as “pass” or “satisfactory”.

Step 4: Prefix
➔ Enter the departmental prefix for the course as it appears on the official transcript. For example, CHEM, BIOL, PSYC, ENGL, etc.

Step 5: Course Number
➔ Enter the course number as it appears on the official transcript. Do not enter the section number.

Step 6: Course Name
➔ Enter the course name.
➔ Simply capitalize all the first letters of all words, even if it appears in all CAPS on the transcript.
➔ Use your best judgment - only abbreviate where necessary

Step 7: Course Area
➔ Download the Prescribed Course Listing for your institution from www.tmdsas.com.
➔ Indicate the course area for each course.
➔ Select course area classification based on the primary content of the course.
➔ Refer to the course area guide associated with your institution.
➔ For courses that are not listed, use your judgment – TMDSAS will determine the correct course area during processing. (Refer to PCR Determination and Appeals Policy on page xiii).
➔ Any Math course that is not Developmental, Calculus or Statistics, should be coded as OtherSci.
Step 8: Transcript Grade

➔ Enter the grade exactly as it appears on the official transcript. If you earned an A, select A.
➔ If narrative evaluations are used in your system in lieu of grades, list "Pass" if pass credit was awarded. Copies of narrative evaluations will be forwarded to your designated colleges.
➔ Grades standardized As you enter your grades, 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, dental or vet schools.
➔ TMDSAS Grades include: A, B, C, D, F, Credit, Pass, Quit, Failed, Incomplete and Not Yet Reported (for future or planned coursework).

Step 9: Credit Hours

➔ Enter the credit hours according to transcript. You can enter hours up to one decimal place (00.0).
➔ Enter in semester or quarter hours only. You will indicate whether your school operates on a semester or quarter system when adding the terms in the [Terms Attended] section.
➔ Only list courses worth credit. Do not list any course where 0 credit hours were earned, for example, chapel, orientation, etc. If you withdrew from a course, list the number of hours you would have earned had you completed the course.
Note: all Texas schools report credit in semester hours.

Credits Listed as Units: Some institutions grant credits as course units. If your grades are reported as units, you will need to convert them to either semester or quarter hours. The back of your transcript should have the conversion. If not, contact your Registrar for the conversion.

Common Conversion Examples:
- Austin College: 1 unit = 4 semester hours
- Duke University: 1 unit = 4 semester hours
- Northwestern University: 1 unit = 4 quarter hours

Step 10: Last Time Taken
➔ Answer “Yes” if:
➢ You took this course only once and do not plan to retake it.
➢ The course was repeated for additional credit but not for a better grade. Common examples include: Physical Education, Chorus, Band, or Research/Thesis.
➢ This is a future or planned course.

➔ Answer “No” if:
➢ You withdrew from the course and re-took or plan to retake the course.
  ○ Answer “No” for the first time and “Yes” when taken for the last time.
➢ You retook or plan to retake the course for a better letter grade.
  ○ Answer “No” for the first time and “Yes” when taken for the last time.

Add a Course

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Status</td>
<td>SR-Senior</td>
</tr>
<tr>
<td>Course Type</td>
<td>RC-Regular Class</td>
</tr>
<tr>
<td>Prefix</td>
<td>BIO</td>
</tr>
<tr>
<td>Course Name</td>
<td>Course to be determined</td>
</tr>
<tr>
<td>Course Area</td>
<td>OthSci-Other Science</td>
</tr>
<tr>
<td>Transcript Grade</td>
<td>Not yet reported</td>
</tr>
<tr>
<td>Credit Hours(##,##)</td>
<td>3.0</td>
</tr>
<tr>
<td>Was Last Time Taken</td>
<td>☑ Yes ☐ No</td>
</tr>
</tbody>
</table>
Step 11: Add Course
You’ve entered all the necessary information for this course, and it’s time to finish this step!
➔ Click the [Add Course] button.

Steps 12-15: Input Additional Courses as Applicable
➔ Continue to add courses for the selected term by clicking [Add Another Course for this Term].
➔ Once finished with all courses for the selected term, click on the [Done for this Term] button.
➔ Select the next term to enter coursework from the [College Coursework] page.
➔ Save and continue once you have finished adding all courses for all terms listed, by clicking on the [Save] button. Then click the [Continue to Next Section] button to continue with the application.

Planned Enrollment
Indicate if you plan to take any future coursework between the time of application and Summer 2019. You will indicate the college, term and year for all future coursework. You will still need to list future terms in the [Terms Attended] section AND the planned courses in the [College Coursework] section.
DISCIPLINARY ACTION

You must answer truthfully the following questions concerning your education:

1. Has your education or vocation ever been interrupted for any reason?
2. Were you ever the recipient of any action by any college or professional school for unacceptable academic performance (e.g., academic probation, suspension, dismissal, etc.)?
3. Were you ever the recipient of any action by any college or professional school for conduct violations?
4. Have you ever been sanctioned or received disciplinary action by a State Licensure Board of any kind (e.g., nursing, pharmacy, legal, etc.)?

TMDSAS Policy: Your Responsibility to Notify TMDSAS of Changes to Disciplinary Action

If you become the subject of an institutional action or state licensure board action after the date of original application submission you must notify TMDSAS as well as the admissions office at each school at which you have applied. This communication must occur within ten (10) business days of the occurrence of the institutional action. Failure to disclose this information is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment or rescission of any degrees granted.

Kudos are in Order!

You really are doing a stellar job! You have just worked through a HUGE section of the application. We hope that you are finding the process manageable and the resources helpful. We also hope that you are reaching out to us if you need additional support.

If you need to take a break or have to step away from the application for a bit, go right ahead - we’ll be here for you when you get back. Just remember to SAVE whatever section you were previously working on.

Now, let’s keep moving!
Developing Your Chronology of Activities

It is important to note that your [Chronology of Activities] will be automatically built from the information you enter in all other sections of the application. Your chronology MUST account for all time between high school graduation and August 2019; therefore, you must account for this time period in all the subsections of the [Employment & Activities] section.

Building Your Chronology of Activities

Built From Your Application
Your Chronology of Activities will be automatically built from the information you enter in all other sections of the application.

From High School Graduation to August 2019
This Chronology must account for all time between high school graduation and August 2019, and not include any gaps longer than 3 months.

Formatting Your Chronology
This page only imports the first 50 characters of activity descriptions. Be sure to edit accordingly.

Changes to Your Chronology
The compilation of these data will only be done once - if you delete or change items after the Chronology is compiled, you will have to re-enter that information in your Chronology.

Reviewing Your Chronology
You will have the opportunity to review your Chronology of Activities prior to submitting your application.
**ENTERING YOUR ACTIVITIES**

**Dental/Medical Applicants:** If you have activities that fit into more than one of the categories below, you should list the activity in each section. We recommend that you list activities in multiple sections if they meet the criteria in more than one category.

**Veterinary Applicants:** Please select one category that best describes each of your experiences. Do not list experiences more than once in the sections below. Refer to the diagram below to determine where to list your activities.

**Veterinary Experiences**

*In which section do I list my experience?*

1. Your Activity
2. Was it Research?
   - No
   - Yes
     - Research Experience Section
3. Was it Animal Related?
   - No
   - Yes
     - Was it Supervised by a Veterinarian?
       - No
         - Animal Experience Section
       - Yes
         - Veterinary Supervised Experience Section
ACADEMIC RECOGNITION
➢ List academic honors, awards and other recognitions received since beginning college to the present (veterinary applicants should list activities since beginning high school to the present).
   ○ Indicate the Award Title, date received, city, country, state and a brief description of the award. Click on [Submit] to save the record. Additional records can be added by clicking the [Add An Award] link.

NON-ACADEMIC RECOGNITION
➢ List non-academic honors, awards and other recognitions received since beginning college to the present (veterinary applicants should list activities since beginning high school to the present).
   ○ Indicate the Award Title, date received, city, country, state and a brief description of the award. Click on [Submit] to save the record. Additional records can be added by clicking the [Add An Award] link.

LEADERSHIP
➢ List any leadership roles or positions of responsibility held since beginning college to the present (veterinary applicants should list activities since beginning high school 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. Click on [Submit] to save the record.
   ○ Additional records can be added by clicking the [Add a Leadership Role] link.

EMPLOYMENT
Veterinary Applicants: Do not include any experience that you listed in Veterinary, Animal, or Research experience.
➢ List all jobs (paid work experience) held since graduating from high school to the present, including military service.
   ○ 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. Click on [Submit] to save the record.
   ○ If you held a job every summer, enter each time period as a separate record.
   ○ Additional records can be added by clicking the [Add an Employment Activity] link.

RESEARCH ACTIVITIES
➢ List any significant research activities (paid or volunteer) you have participated in since beginning college to the present (veterinary applicants should list activities since beginning high school 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.
   ○ Additional records can be added by clicking the [Add a Research Activity] link.
HEALTHCARE ACTIVITIES
➢ List any healthcare related community service, volunteer, employment OR shadowing experience you have participated in since beginning college to the present.

○ 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. Click on [Submit] to save the record.

○ Additional records can be added by clicking the [Add a Healthcare Activity] link.

Veterinary Applicants: include only human healthcare related activities. You may list activities since high school.

VETERINARY SUPERVISED EXPERIENCE – VETERINARY APPLICANTS ONLY
➢ List all experiences where >50% of your time was spent interacting with or under the direct supervision of a veterinarian.

○ Veterinary experiences should relate to veterinary clinical, agribusiness, or health science experiences that you have had with veterinarians. Include all relevant experiences, whether they are voluntary, paid, or academic experiences.

○ The experiences reported in this section should be different from those entered for Animal and Employment experience. Experiences gained in high school may be included. Do NOT include future expected hours of experience.

○ Indicate the Activity Name, whether it is volunteer experience or paid experience, location, veterinarian name, start date, end date, city, total cumulative hours worked, country, state and a brief description of the experience. Click on [Submit] to save the record.

○ Additional records can be added by clicking the [Add a Veterinary Supervised Activity] link.

ANIMAL EXPERIENCE – VETERINARY APPLICANTS ONLY
➢ List any animal experiences not supervised by a veterinarian or any other general animal experiences. Include all relevant experiences, whether they are voluntary, paid, or academic experiences. Only 100 hours of pet ownership per species (with a maximum of 2 species) will count towards overall animal experience.

○ They should include farm and ranch experiences, 4-H membership, animal training, agility, working in a boarding kennel or other similar activities, and should NOT have occurred under the supervision of a veterinarian.

○ The experiences you report in this section should be different from those entered for Veterinary and Employment experience. Experiences gained in high school may be included. Do NOT include future hours.

○ Indicate the Activity Name, whether it is volunteer experience or paid experience, location, supervisor name, start date, end date, city, total cumulative hours worked, country, state and a brief description of the experience. Click on [Submit] to save the record.

○ Additional records can be added by clicking the [Add an Animal Experience Activity] link.
COMMUNITY SERVICE
➢ List any non-healthcare related community service or volunteer activities you have participated in since beginning college to the present (veterinary applicants should list activities since beginning high school 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. Click on [Submit] to save the record.

○ Additional records can be added by clicking the [Add a Community Service Activity] link.

EXTRACURRICULAR AND LEISURE ACTIVITIES
➢ List any significant extracurricular, leisure activities or hobbies you have participated in since beginning college to the present (veterinary applicants should list activities since beginning high school 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. Click on [Submit] to save the record.

○ Additional records can be added by clicking the [Add an Extracurricular/Leisure Activity] link.

PLANNED ACTIVITIES – DENTAL/MEDICAL APPLICANTS ONLY
➢ Indicate future activities you plan on participating in between now and August 2019. 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. Click on [Submit] to save the record.

○ Additional records can be added by clicking the [Add a Planned Activity] link.
The time has come for you to complete the essay portion of the application. This is your opportunity to shine in a way that is less driven by data and more driven by your personal experiences and your unique perspective.

**DENTAL APPLICANT PERSONAL STATEMENT**

The personal essay asks you to explain your motivation to seek a career in dentistry. You are asked to discuss your philosophy of the dental profession and indicate your goals relevant to the profession.

The essay is limited to 5000 characters, including spaces.

**MEDICAL APPLICANT PERSONAL STATEMENT**

The personal essay asks you to explain your motivation to seek a career in medicine. You are asked to include the value of your experiences that prepare you to be a physician.

The essay is limited to 5000 characters, including spaces.

**VETERINARY APPLICANT PERSONAL NARRATIVE**

The personal essay asks you to discuss your personal understanding of the roles of a veterinarian as it relates to your career goals. What do you have to offer the profession?

The essay is limited to 5000 characters, including spaces.

---

**TMDSAS Support**

Take your time with this part and make sure your responses are thoughtfully crafted, and accurately reflect what you intend.

Be sure to proofread carefully and to save your work frequently as no changes to your essay(s) will be permitted after the application has been submitted.

---

Check out the TMDSAS Podcast!

In Episode 10, Dr. Scott Wright talks about how applicants should market themselves to make schools want to meet in an interview.
PERSONAL CHARACTERISTICS – REQUIRED OF ALL APPLICANTS

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 – THERE IS ONE OPTIONAL ESSAY AVAILABLE TO ALL APPLICANTS

The optional essay is an opportunity to provide the admissions committee(s) with a broader picture of who you are as an applicant. The essay is optional; however, you are strongly encouraged to take advantage of this opportunity.

Optional Essay:
Briefly discuss any unique circumstances or life experiences that are relevant to your application which have not previously been presented. Optional Essay is limited to 2500 characters, including spaces.

DO/PhD PROGRAM ESSAYS

1. Explain your motivation to seek a MD/PhD or DO/PhD dual degree. Discuss your research interests and career goals as an applicant to a dual degree program.
2. Describe your significant research experiences. Include the name and title of your research mentor as well as your contributions to the project. List any publications that have resulted from your work.

Each essay is limited to 5000 characters, including spaces.
This section contains questions regarding your citizenship, state of legal residence, etc. These questions will determine whether you are classified as a Texas resident or a non-resident.

Let’s discuss the process for determining residency and what information is required of you in order to do so.

**TEXAS RESIDENCY RULES AND REGULATIONS**


**BASES FOR CLAIMS OF TEXAS RESIDENCY**

**Texas high school graduation:**
1. Graduated from a Texas high school or received a GED in Texas; and
2. Lived in Texas for the 36 months immediately before high school graduation; and
3. Lived in Texas continuously for the 12 months immediately preceding the application deadline, October 1.

**Establishing Domicile.** To establish domicile, you or your parent(s) must meet the following criteria:
1. Live in Texas for 12 consecutive months by the application deadline, October 1; and
2. Establish and maintain domicile for 12 consecutive months prior to the application deadline, October 1, by doing one of the following:
   - Be gainfully employed in Texas
   - Sole or joint marital ownership of residential real property in Texas by the person seeking to enroll or the dependent's parent, having established and maintained a domicile at the residence
   - Own and operate a business in Texas
   - Be married for one year to a person who has established domicile in Texas

**Supporting Documents Required**

**Significant Gainful Employment** - An employer's statement of dates of employment in Texas (beginning and current or ending dates) that encompass at least 12 consecutive months prior to the census date of the term in which the person enrolls and also indicates an average of at least 20 hours per week or pay stubs for 12 consecutive months prior to the census date indicating the hours worked per week, reflecting significant gainful employment in Texas, or proof of other earned income such as pensions, veterans' benefits, social security, and savings from previous earnings for 12 consecutive months prior to the census date. However, employment conditioned on student status, such as work study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment for the purposes of this subchapter.

**Property Ownership** - Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title to residential real property in Texas

**Ownership of a Business Entity** - Documents that evidence the organization of the business in Texas that reflect the ownership interest of the person or dependent's parent, and the customary management of the business by the person or dependent's parent without the intention of liquidation for the foreseeable future.

**Marriage** - Texas Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile in Texas for 12 consecutive months prior to the census date of the term in which the person enrolls.
**Residency Determination Process**

1. **Initial System Determination:** The application generates an initial determination when the residency section of the application is complete based on your responses. This determination is automatic and computer generated.  
   
   Important to note: this determination is **not** final.

2. **During Processing, Application Reviewed:** While processing your application, TMDSAS staff will review the initial determination along with an in-depth review of all components of your application. If more information is needed to substantiate a claim of residency, you will be required to provide them in a timely manner.

3. **Residency Specialist Review:** The TMDSAS Residency Specialist will review the supporting documents and make an official determination accordingly.

4. **Residency Appeals:** If you are determined by the TMDSAS Residency Specialist as a non-Texas resident, you have the option to appeal. Please refer to p.# for information regarding the Residency Appeals Process.

For Permanent Residents or Visa Holders:

- Applicants who are not U.S. citizens MUST provide TMDSAS with a copy of both sides of their Permanent Resident card or Visa stamp in their passport. An application will **NOT** be processed without this documentation.

- The documentation can be uploaded directly to the application or mailed to TMDSAS. A non-U.S. citizen must indicate his/her country of citizenship and complete the required information regarding his/her Visa. If your Permanent Resident card has no expiration date, enter the expiration date as ten years from the issue date.

**Deferred Action Childhood Arrivals (DACA):** If you have Deferred Action for Childhood Arrivals (DACA) status, you should select “None” when selecting your visa type/residency status. You will then indicate in the [Optional Question] at the end of the section that you have DACA status.

Questions about Residency?

Check out TMDSAS Podcast Episode 2: On Texas Residency and Other Applicant Concerns with TMDSAS Director, Mr. Meeks.
Upload Photo
As part of your application, you are required to upload a digital photo of yourself. It must be smaller than 100 KB and be in one of the following file formats: jpg, gif, png or bmp. If you don’t have access to a digital photo of yourself, many print shops can provide you with one.

The “Do’s” of your Photo
- Do take a forward facing photo
- Do wear professional, modest attire
- Do ensure good, clear lighting

Test Scores
Report any change to planned test dates: Any change in planned test dates MUST be immediately reported to TMDSAS. You can update this information by logging into your application. Failure to do so will cause your application to be incomplete which could affect your evaluation at one or more of the participating schools.

DAT Scores - Dental Applicants Only
The Dental Admission Test, DAT, is required for admission to dental school. The DAT must be taken within the last five years. A test score from a DAT taken before 2014 will not be considered for the 2019 entry year application.

➢ The DAT must be taken for the first time before December 1 of the application year to be considered for the current application cycle. Dental schools begin making offers of admission December 1st; therefore, waiting to take the DAT until that late date will delay any consideration for admission until after your test scores are released. It is recommended that you take the DAT in the spring or summer prior to applying.

➢ Must Release Scores. Applicants are required to request their DAT scores be released to each of the dental schools they are applying to. All DAT scores released to the three Texas dental schools will automatically be sent to TMDSAS.
1. **DENT PIN** – Enter your DENT PIN given to you by the ADA.

**A Note about Your DENT PIN**

The DENT PIN is a unique identifier for applicants and students involved with the U.S. dental education system and standardized testing programs.

You must register to retrieve a DENT PIN from the ADA site and use it to proceed with your application. If you do not know your DENT PIN, please go to the ADA website and follow instructions there to create or retrieve it.

2. **DATs Taken** – Enter all dates you have taken the DAT.

3. **DATs Planned** – Enter all dates you plan to take the DAT between the time of application and December 1, 2018.

**MCAT Scores – Medical Applicants Only**

All admission test score(s) MUST be reported directly to TMDSAS by AAMC. Scores submitted from your personal score report will not be accepted.

- **The MCAT is required for admission to medical school.** The exam must have been taken no earlier than 2014 and no later than September of the year preceding enrollment into medical school (e.g. if you are applying for entry year 2019, September 2018 is the last month you can take the MCAT). No score from a test taken within the year of enrollment will be accepted. MCAT scores can be no more than five years old.

- **Must Release Scores.** Applicants MUST release their MCAT scores to TMDSAS by using the MCAT Testing History (THx) Report System. Applicants must request the release of their scores to TMDSAS as soon as they become available to the applicant. From the MCAT Testing History Report System, select [Send All of My Scores], then select [Texas Medical and Dental Schools Application Service] (6th on the list under [Application Services] - the last service in the first box). Applicants MUST request that the scores of ALL tests taken be released to TMDSAS.

1. **AAMC ID** – Enter your AAMC ID given to you by the AAMC. This is the 8-digit number assigned to you by AAMC for all correspondence.

2. **MCATs Taken** – Enter all dates you have taken the MCAT. *(You do not need to list test dates if you had the score voided)*

3. **MCATs Planned** – Enter all dates you plan to take the MCAT between the time of application and September 8, 2018.

**MCAT & Mismatched DOB**

It is critical that you enter your AAMC ID, test dates, and DOB correctly. Your MCAT score(s) will match to your application based on this information.

If the information is entered incorrectly your MCAT score(s) will not match to your application. You should also verify that AAMC has the correct data on file.
GRE Scores – Veterinary Applicants Only
The Graduate Record Exam, GRE, is required for admission to veterinary school. Texas A&M University considers scores on the verbal, quantitative and analytical writing sections.

➢ Valid Test Dates. Applicants must take the GRE between August 1, 2012 and September 30, 2018 to be considered for the entering class of 2019.

➢ Must Release Scores. Scores must be submitted directly to Texas A&M University College of Veterinary Medicine using the institution code #6812. Failure to do so will result in disqualification of the applicant’s file.

1. GREs Taken – Enter all dates you have taken the GRE.
2. GREs Planned – Enter all dates you plan to take the GRE between time of application and September 30, 2018.

LETTERS OF EVALUATION
Read on to determine how many letters are required based on what type of applicant you are – dental, medical or veterinary.

Choosing an Evaluator
Evaluators should know an applicant well enough to evaluate him/her both academically and personally. It is recommended that your evaluators be current/former professors that can speak to your academic ability in the sciences.

Dental School Applicants:
➢ Two individual letters of evaluation OR one Health Professions Committee Letter/Packet
➢ Texas A&M University College of UT School of Dentistry at Houston applicants must submit an additional evaluation letter from a practicing dentist.
➢ Option to submit 1 extra letter

Medical School Applicants:
➢ Three individual letters of evaluation OR one Health Professions Committee Letter/Packet
➢ Option to submit 1 extra letter

Veterinary School Applicants:
➢ Three individual TAMU Veterinary Applicant Evaluation Forms submitted directly to TMDSAS.
➢ At least one evaluation must be completed by a veterinarian.
➢ Only the TAMU CVM Evaluation Form will be accepted. Letters of evaluation will not be accepted.
What is a Health Professions Committee Packet?
Many institutions utilize a Health Professions Committee Packet for their professional school applicants. These packets come in three basic formats:

1. Committee letter with supporting letters attached.
2. Committee letter that is composed and uses quotes from various evaluators but may or may not have supporting letters attached.
3. Collection of individual evaluation letters which may also include a cover letter from an advising office or school letter service. The advising office or school letter service serves as a central collection service for the applicant, but does not make additional assessments of the candidate.

All three types of HP Committee Packets are acceptable to TMDSAS, regardless of the number of evaluations that may be contained within the document. TMDSAS respects the varying philosophies of colleges and universities as to how best to provide a HP Committee Packet and therefore does not limit the number of evaluations included. If you are having an HP Committee Packet submitted on your behalf, indicate the name of the school that will be submitting the packet.

Don’t Miss These Two Steps!
1) You must have answered "Yes" to the following question in the [Colleges Attended Questions] section: "Would you like to release your information to the health professions advisor at any school(s)?" and indicate the school that will be uploading your committee packet.

2) You must select the institution that will provide your HP Committee Packet. To do this, you must have first completed the [Colleges Attended] section.

How to Submit your HP Committee Packet to TMDSAS
Your HP office can deliver your committee packet several ways:

Method 1: They can upload the packet directly to your application using the TMDSAS Advisor Portal.

Method 2: They can deliver the packet to us electronically using either Virtual Evals or Interfolio.

Method 3: They can mail the packet to TMDSAS.
If Submitting Individual Letters of Evaluation
If you are submitting individual letters, placeholders for the required letters will be shown. Click the edit button to fill out and complete a letter placeholder.

Salutation: Indicate the appropriate salutation of your evaluator (e.g. Dr., Mr., Mrs. Ms., etc.).
First Name: Enter the first name of your evaluator.
Last Name: Enter the last name of your evaluator.
Suffix: (if applicable) Indicate the appropriate suffix of your evaluator (e.g. I, II, Jr, Sr, MD, DDS, DVM, etc.).
Relationship to you: Indicate the evaluator’s relationship to you (e.g. Academic Advisor, HP Advisor, Professor, Supervisor, Business Associate, etc.).

Indicate how your evaluator will send your letter to TMDSAS:
➢ Upload directly to TMDSAS via Evaluator Portal (preferred method)
➢ Send through Interfolio
➢ Send through regular mail

Evaluator’s Email: Enter the email address of the evaluator (only if uploading letter directly to TMDSAS). Contact the evaluator for the correct email address.
Waiver: Indicate whether you will or will not waive your right of access to the letters of evaluation sent on your behalf.

Delivering Individual Letters to TMDSAS
There are three ways individual letters can be submitted to TMDSAS.

Method 1: Evaluator can upload the letter directly to TMDSAS via TMDSAS Evaluator Portal:
➢ Applicant provides evaluator's name and email address in the [Letters of Evaluation] section.
➢ Once evaluator’s name and email are provided, the evaluator receives an email from TMDSAS directing him or her to the TMDSAS Evaluator Portal.
➢ Contact your evaluator to ensure that he/she received the email from TMDSAS.
➢ Evaluator will follow instructions provided for submitting the letter of evaluation.

Method 2: You may deliver letters electronically through Interfolio:
➢ Applicant contacts evaluator and requests that he or she upload their letter of evaluation to applicant's Interfolio account. Make sure your TMDSAS ID is on your letter(s) so that they are matched to your application properly.
➢ Applicant enters evaluator name in [Letters of Evaluation] section.
➢ Applicant initiates letter delivery from Interfolio to TMDSAS.
➢ NOTE: Letters submitted through Interfolio are not automatically uploaded into the TMDSAS portal. Please allow 5-7 business days for letters to be processed and approved.

Method 3: Evaluator can mail the letter to TMDSAS through regular mail:
➢ Applicant enters evaluator name in [Letters of Evaluation] section.
➢ Applicant notifies evaluator to mail in letter to TMDSAS. Make sure your TMDSAS ID is on your letter(s) so that they are matched to your application properly.
Delivering Texas A&M College of Veterinary Medicine Applicant Evaluation Forms to TMDSAS

Your evaluators can deliver your TAMU Veterinary Applicant Evaluation form in two ways:

Method 1: Evaluator can complete the evaluation online via the TMDSAS Evaluator Portal:
➢ Applicant provides evaluator's name in the [Letters of Evaluation] section.
➢ Select Upload Directly as response to “Indicate how your evaluator will send your letter to TMDSAS”.
➢ Enter a valid email for the evaluator.
➢ Once evaluator's name and email are provided, the evaluator will receive an email from TMDSAS with the evaluation form directing him or her to the TMDSAS Evaluator Portal.
➢ Contact your evaluator to ensure that he/she received the email from TMDSAS.
➢ Evaluator will follow instructions provided for completing and submitting the evaluation form and uploading it to the TMDSAS Evaluator Portal.

Method 2: Evaluator can mail the evaluation form to TMDSAS through regular mail:
➢ Applicant enters evaluator name in [Letters of Evaluation] section.
➢ Select Print as response to “Indicate how your evaluator will send your letter to TMDSAS”.
➢ Download and print the Texas A&M University College of Veterinary Medicine Applicant Evaluation Form. Print a form for each evaluator that will mail in evaluation form.
➢ Complete the top portion of the TAMU CVM Evaluation Form.
➢ Deliver the form to your evaluators. You can do this by mail, by fax or in person.
➢ Your evaluator must then fill out the TAMU CVM Evaluation Form and sign it. Evaluator should mail the completed TAMU CVM Evaluation Form to:

    TMDSAS  
P.O. Box 2175  
Austin, TX 78768

Extra Letters
TMDSAS will forward one letter in addition to the required letters for dental and medical applicants. You will indicate in the application if you are submitting an extra letter and the name of the evaluator writing the 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.
CHRONOLOGY OF ACTIVITIES

Your Chronology of Activities MUST account for all time between high school graduation and August 2019.

Your Chronology of Activities will be automatically built from the information you enter in all other sections of the application. This is done for your convenience; therefore, it is to your advantage to complete all other sections before completing this section. The compiling of this data will be done only once – if you delete or change items in other sections after your Chronology is compiled, you will have to retype that information in your Chronology – you cannot re-import the data. You can edit or delete items from the Chronology – doing so will not change what you have entered elsewhere in the application.

Once the import of your data has been done, a [Show Activities Calendar] link appears. Click on the link to see a calendar displaying any gaps in your chronology. Gaps will be indicated by a blank box on the calendar. All gaps greater than 3 months must have a record. You will be able to add records to fill any gaps in time.

NOTE: This page only imports the first 50 characters of previously entered descriptions. If you do not want your description to be truncated, be sure to edit your activity descriptions appropriately after import to fit within 50 characters. The schools will see the full description within each [Employment & Activities] section.

PAYMENT AND SUBMISSION

APPLICATION CERTIFICATION

TMDSAS Policy: Application Certification
In order to submit your application, you must certify the statements as listed on pg. xiv-xvi the Certification Page which can be found in the Policies section of this handbook. Your certification of this takes the place of your legal signature and is binding. By electronically signing these statements, you signify that you have read this information as well as all other instructions throughout the application.

PAYMENT
At the time of submission, you must provide $165 payment for the application. Application fee is not refundable under any circumstances.

You can pay the application fee by credit card, electronic funds transfer/ACH or by mailing in a money order/cashier’s check drawn on a U.S. bank. Personal checks are not accepted.

TMDSAS considers your application complete and begins processing after the following are received:

1. Complete TMDSAS application that has been submitted online.
2. Application fee.
3. Copy of Visa or Permanent Resident card (if applicable).

Remember: TMDSAS does not put off the processing or transmission of your application if your letters of evaluation, transcripts and/or test scores have not arrived. We will update the schools with these materials as they are received.
Section III: Stay Engaged- Life After Submitting Your TMDSAS Application

Six Critical Next Steps

The following are things an applicant must do in order to keep themselves informed and ensure adherence to TMDSAS guidelines following the transmission of the application.

- **1. 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 2019. All new grades will be verified and new TMDSAS GPAs will be computed and made available to your designated schools.

- **2. Review Prescribed Coursework (PCR):** Upon transmission of your application to the designated school(s), TMDSAS will notify you by email. It is your responsibility to review the PCR determinations made by TMDSAS. 

  **PCR Appeal?** If you disagree with the way a course or courses have been coded, you have the option to appeal. See page xiii for PCR Appeals Process

- **3. 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.

  **To check your status:**
  - **Step 1:** Sign in to your application.
  - **Step 2:** Click on the [Status] status link from the menu on the right-hand side of the application.
  - **Step 3:** You will see the date each section of the application was completed under [Section Status]

Track Your Application with the TMDSAS App!
Use the TMDSAS mobile app to monitor the status of your application and supporting documents!
Available in the Google Play and Apple App Store!
Step 4: To see the status of your supporting documents, scroll down towards the bottom of the page until you reach the [Supporting Documents] heading. If a document has been received, the receive date will appear next to the document name.

Keep login info. Be sure to keep track of your username and password. You won't be able to access your application or status without them. Also keep track of your TMDSAS ID. You will need to include your ID on all correspondence with TMDSAS.

4. Check your messages regularly: Important messages will be sent to you by TMDSAS either through email or through the internal message system within your application. If you have questions that cannot be answered by reading the TMDSAS website or by monitoring your application status online, you can contact TMDSAS either by email, sending a message through the application or by phone.

5. Update Your Coursework – Academic Update: After initially submitting your application, you may want to update your college coursework history to reflect newly completed courses or planned/in progress courses following the Spring 2018 term. Remember, you cannot submit your application until you have entered your Spring 2018 grades (or Winter 2018 if on a quarter system).

6. 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. The following schools require a secondary:

- UT Southwestern Medical Center in Dallas
- UT Austin Dell Medical School
- UT Rio Grande Valley School of Medicine
- McGovern Medical School
- Texas A&M HSC College of Medicine
- Texas Tech University HSC School of Medicine
- The University of North Texas HSC – Texas College of Osteopathic Medicine
- Texas Tech University HSC El Paso Paul L. Foster SOM
- Texas A&M University College of Dentistry
- Texas A&M University College of Veterinary Medicine
FAQs: Application Processing

So you’ve submitted your application, now what should you do? Keep yourself in the loop! TMDSAS makes it easy to stay informed about what’s going on with your application. Use the tools we provide to monitor your status, to make updates as needed, and to send and receive vital communication.

How Long to Process?

Feeling anxious? This is an exciting moment, and it is understandable that you will be highly anxious to have your application transmitted to the school(s) of your choice as soon as possible. We truly understand.

Your patience is appreciated. TMDSAS’ mission is to get your complete application to the schools expeditiously and free of error. This entails a thorough review of each section of your application as well as your supporting documents: transcripts, letters, and test scores.

Expect a few weeks. During peak season, this process can take anywhere between 2-4 weeks. This timeline can become even longer when an application is not completed according to the guidelines provided and thus causes a delay. Therefore, following directions pre- and post-submission and keeping lines of communication open are vital to ensuring the process runs as smoothly as possible.

When do we begin processing?

TMDSAS will begin to process your application once the online application has been submitted and the following items have been received:

1. Application Fee (payable by credit card, electronic funds transfer/ACH or by mailing in a money order/cashier’s check drawn on a U.S. bank).
2. Copy of Permanent Resident card or Visa (if applicable)

We won’t wait to begin processing. You may submit your application before your transcripts or letters of evaluations have been received. Applications will be processed and transmitted to schools without these supporting documents. Schools will be updated with these materials as they are received.
Academic Fresh Start:
Provision in place for Texas residents that allows individuals to pursue a new undergraduate course of study at Texas public colleges and universities with a clear academic record. *(For full description, see information at http://www.collegeforalltexans.com/index.cfm?objectid=6D10C9BD-DD24-153F-90B91DA6C20D1C97)*

Academic Status:
Refers to the applicant’s school classification. See chart below.

<table>
<thead>
<tr>
<th>Academic Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF: Pre-Freshman</td>
<td>Any college coursework undertaken BEFORE high school graduation. Examples include: AP, IB, Dual Credit or CLEP credits.</td>
</tr>
<tr>
<td>FR: Freshman</td>
<td>Status during first approximate 0-30 semester hours of college AFTER high school graduation. This is your status, even if you earned 30+ credit hours of Pre-Freshman coursework.</td>
</tr>
<tr>
<td>SO: Sophomore</td>
<td>Approximately 31 - 60 semester hours completed.</td>
</tr>
<tr>
<td>JR: Junior</td>
<td>Approximately 61 - 90 semester hours completed.</td>
</tr>
<tr>
<td>SR: Senior</td>
<td>Approximately 91 - completion of undergraduate degree.</td>
</tr>
<tr>
<td>PB: Post-baccalaureate</td>
<td>Courses taken after completion of the Bachelor’s degree including those for a subsequent Bachelor’s degree, but not while enrolled in a graduate degree program. Includes graduate level coursework not applied to a graduate degree.</td>
</tr>
<tr>
<td>GR: Graduate</td>
<td>Courses taken while enrolled in a graduate degree program.</td>
</tr>
</tbody>
</table>

Accredited:
A label applied to an educational institution by an official agency, association or ministry of education recognizing it for maintaining standards that qualify graduates for consideration for admission to higher or more specialized institutions.

ACT:
An examination used by the university to assist in determining admissibility of undergraduate students.

Advanced Placement/CLEP:
Credit reported on transcript for successful completion of Advanced Placement or CLEP examinations. AP/CLEP credit is accepted only if the school granting the credit lists the specific course(s) and number of units granted per course on an official transcript. Lump sum credit is not accepted. If these do not appear on the transcript, an official letter from the registrar is required. List AP credit only once, even if more than one institution granted credit.

AP credit appearing on the transcript without subject or course names will be classified as non-science unless official documentation is received. If a letter grade is shown on the official transcript, the letter grade should be listed in the Grade column and will be included in your GPA calculations. If a letter grade is not given on the official transcript or the course is indicated as being passed, then enter the semester hours and, under Grade column, select CR – credit.
Audit:
Any course you attended without attempting to earn credit. These courses will not be included in your TMDSAS GPA.

Census Date:
October 1 of the application year

Credit by Institutional/Departmental Exam:
Credits reported on transcript for successful completion of an institutional or departmental examination.

Deferred Action Childhood Arrivals (DACA):
If you have Deferred Action for Childhood Arrivals (DACA) status, you should select “None” when selecting your visa type/residency status. You will then indicate in the [Optional Question] at the end of the section that you have DACA status.

Degree-Seeking Student:
A student actively seeking a bachelor’s, masters or doctoral degree.

Dependent Student:
For purposes of Texas residency determination, a person who: (a) is younger than 18 years of age and has not been emancipated by marriage or court order; or (b) is eligible to be claimed as a dependent of a parent for purposes of determining the parent’s income tax liability under the IRS Code of 1986.

Developmental:
These are remedial courses or courses that prepare students for college-level courses. Generally, courses with course numbers starting with a zero or numbers less than 100 are considered developmental courses. Developmental courses will not count towards the GPA nor will they be calculated into the overall hours.

Distance Learning/Online Course:
Indicate if the course was completed via on-line, correspondence or other form of learning at a distance.

DO/PhD Essay:
If you are applying to a DO/PhD program you will have the following Essay Prompts. Each essay is limited to 5000 characters, including spaces.
1. Explain your motivation to seek a MD/PhD or DO/PhD dual degree. Discuss your research interests and career goals as an applicant to a dual degree program.
2. Describe your significant research experiences. Include the name and title of your research mentor as well as your contributions to the project. List any publications that have resulted from your work.

Domicile:
A person’s principal, permanent residence to which the person intends to return after any temporary absence.

Dual Credit:
College credit earned when a high school student is taking a college course for both high school and college credit. If you took college courses while in high school and received both high school and college credit, you should indicate this Course Type as “Dual Credit”. The credit must appear on an official transcript from the college. Courses may be taken at the high school or at the college, but need to be listed on the application under the name of the college.
Essay:
The section of the application in which you have an opportunity to express yourself in up to 5000 characters. The following are the Essay topics:

- **Personal Characteristics** (Required) - See ‘Personal Characteristics’ in Glossary to review full prompt.
- **Personal Statement** (Required) - See ‘Personal Statement’ in Glossary to review full prompt.
- **Optional Essay** (Not Required, but encouraged) - See ‘Optional Essay’ in Glossary to review full prompt
- **DO/PhD Essay**: (Required if you are applying to a DO/PhD program) - See Glossary for full prompt.

Establishing Domicile in Texas:
Physically residing in Texas with the intent to maintain domicile in Texas for at least the 12 consecutive months immediately preceding the census date of the term of enrollment, allowing for documented temporary absences.

**First-generation-Graduate:**
A student with neither parent having any education beyond an undergraduate degree (includes education outside the US).

**First Generation-Undergraduate:**
A student with neither parent having any education beyond high school (includes education outside the US).

**Full Time:**
Enrollment for a minimum of twelve semester credit hours for undergraduate students or nine semester credit hours for graduate students each semester in the long session (fall and spring).

**Gainful Employment:**
Employment intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care) that is sufficient to provide at least one-half of the individual’s tuition and living expenses or that represents an average of at least twenty hours of employment per week. A person who is self-employed, employed as a homemaker or who is living off his/her earnings may be considered gainfully employed for tuition purposes, as may a person whose primary support is public assistance. Employment conditioned on student status, such as work study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment.

**Graduate Records Examination (GRE):**
The General Test of the GRE is an examination used by the university to assist in determining admissibility of graduate applicants.

**Graduate Study:**
The educational sequence immediately following completion of the bachelor’s degree, typically leading to a master’s or doctoral degree.
H

Honors:
A course taken as part of an undergraduate honors program, not a course for which you may have received academic honors.

I

Independent Student:
For purposes of Texas residency determination, a student 18 years of age or older or an emancipated minor who is not claimed by a parent or legal guardian as a dependent for federal income tax purposes during the tax year.

International Baccalaureate:
An intensive pre-college curriculum sponsored by the International Baccalaureate Organization.

International Student:
Individuals from countries other than the United States who are not U.S. citizens or permanent residents of this country.

L

Legal Guardian:
A person who is appointed guardian under the Texas Probate Code, Chapter 693, or a temporary or successor guardian.

M

Maintain Domicile:
To physically reside in Texas with the intent to always return to the state after a temporary absence. The maintenance of domicile is not interrupted by a temporary absence from the state.

Military or Government Installation:
A facility directly owned and operated by or for the military or one of its branches that shelters military equipment and personnel, and facilitates training and operations.

O

Optional Essay: (Not Required, but encouraged)
Briefly discuss any unique circumstances or life experiences that are relevant to your application which have not previously been presented. This is not an area to continue your essay or reiterate what you have previously stated: this area is provided for you to address any issues that have not previously been addressed. Optional Essay is limited to 2500 characters, including spaces.

Other:
A housing type that does not fall into any of the other prescribed definitions (rural, urban, suburban, military or government installation).
Parent:
A natural or adoptive parent, managing or possessory conservator, or court appointed legal guardian of a person. The term does not include a step-parent.

Personal Characteristics: (Required Essay)
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.

Personal Statement: (Required Essay)
One of the prompts in the Essay section. Depending on which field you are interested in, your specific prompt will change. Each essay is limited to 5000 characters, including spaces.

Dental Applicant: The personal essay asks you to explain your motivation to seek a career in dentistry. You are asked to discuss your philosophy of the dental profession and indicate your goals relevant to the profession.

Medical Applicant: The personal essay asks you to explain your motivation to seek a career in medicine. You are asked to include the value of your experiences that prepare you to be a physician.

Veterinary Applicant: The personal essay asks you to discuss your personal understanding of the roles of a veterinarian as it relates to your career goals. What do you have to offer the profession?

Prescribed Coursework Review (PCR):
Process by which TMDSAS reviews the coursework as coded by the applicant and compares with the approved Course Listing for each institution. TMDSAS may make changes to the course coding entered by the applicant during the PCR to ensure courses are coded in accordance with the approved Course Listing. (See Policy: PCR Determination and Appeals Process for more information.)

Property Ownership:
Sole or joint marital ownership of residential real property in Texas by the person seeking to enroll or the dependent’s parent, having established and maintained domicile at that residence. Owning a timeshare, renting a residence or owning a cemetery plot does not constitute property ownership.
Race or Ethnic Group Descriptions:
Ethnicity and Race questions are asked for federal and/or state reporting purposes. These questions are voluntary, and applicants will not be at a disadvantage in the admissions process if they are not completed.

<table>
<thead>
<tr>
<th>Ethnicity/Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hispanic or Latino</td>
<td>A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.</td>
</tr>
<tr>
<td>Black/African American</td>
<td>A person having origins in any of the black racial groups of Africa.</td>
</tr>
<tr>
<td>Asian</td>
<td>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.</td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td>A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Applicants may be expected to provide official documentation/certification of active affiliation with a recognized tribe or reservation community.</td>
</tr>
<tr>
<td>White/Caucasian</td>
<td>A person having origins in any of the original peoples of Europe, the Middle East or North Africa.</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</td>
</tr>
<tr>
<td>International</td>
<td>A person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. A person who is PR pending (applied for permanent resident status but has not yet received permanent resident status) should be classified as international status until permanent residency has been granted. Note: A Non-Citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.</td>
</tr>
</tbody>
</table>

Re-applicant:
An applicant who has previously applied to medical, dental or veterinary school through TMDSAS and has paid their application fee.

Regular Class:
A regular class taken in the classroom – no special designation.

Research Activities:
Comprise the Employment and Activities section. List any significant research activities. Include any publications (submitted as well as published). Other examples may include participation in a research project through class, employment, or volunteer experience.

Residence:
A person’s home or other dwelling place.

Rural:
Of or relating to the country, country people or life, or agriculture.
**SAT:**
An examination used to assist in determining admissibility of undergraduate students.

**Secondary Applications:**

**Secondary School/High School:**
Generally refers to the 9th, 10th, 11th and 12th years of formal education, preceding entry into a college or university.

**Semester Credit Hours:**
A quantitative measure of coursework. Generally, a student earns three semester hours of credit upon successful completion of a course meeting three hours a week during one long-semester (fall or spring). [See also quarter hours.]

**Study Abroad:**
Courses undertaken at a foreign university as part of a Study Abroad program, and received credit for those courses on a US or Canadian school transcript. (Courses completed overseas that are not part of a Study Abroad program should be treated as foreign coursework and will not be included in the TMDSAS GPA computation.)

**Suburban:**
The residential area on the outskirts of a city or large town.

**Temporary Absence:**
Absence from the state of Texas with the intention to return, generally for a period of less than five years. For example, the temporary absence of a person or a dependent’s parent from the state for the purpose of service in the U.S. Armed Forces, U.S. Public Health Service, U.S. Department of Defense or U.S. Department of State as a result of an employment assignment or for educational purposes, shall not affect a person’s ability to continue to claim that Texas is his or her domicile.
**TMDSAS GPA:**

TMDSAS calculates the following GPA's:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall GPA</td>
<td>Comprised of all coursework (undergraduate and graduate level).</td>
</tr>
<tr>
<td>Overall Biology-Chemistry-Physics-Math (BCPM*) GPA</td>
<td>Comprised of all biology, chemistry, physics and math based coursework.</td>
</tr>
<tr>
<td>Overall Non-BCPM GPA</td>
<td>Comprised of all other coursework not included in BCPM GPA.</td>
</tr>
<tr>
<td>Undergraduate GPA</td>
<td>Comprised of all undergraduate coursework.</td>
</tr>
<tr>
<td>Undergraduate BCPM* GPA</td>
<td>Comprised of all undergraduate biology, chemistry, physics and math coursework.</td>
</tr>
<tr>
<td>Undergraduate Non-BCPM GPA</td>
<td>Comprised of all other undergraduate coursework not included in BCPM GPA.</td>
</tr>
<tr>
<td>Graduate GPA</td>
<td>Comprised of all graduate coursework.</td>
</tr>
<tr>
<td>Graduate BCPM* GPA</td>
<td>Comprised of all graduate biology, chemistry, physics and math coursework.</td>
</tr>
<tr>
<td>Graduate Non-BCPM GPA</td>
<td>Comprised of all other graduate coursework not included in BCPM GPA.</td>
</tr>
</tbody>
</table>

*A BCPM Course is a course where at least 50% of the content is from the areas of Biology, Chemistry, Physics, or Math.*

**Transcript:**

A mark sheet; a complete record of academic work, i.e., all subjects taken and grades or marks secured in each subject, including failures, if any. TMDSAS accepts all official transcripts, including the following types: Canadian transcripts, International transcripts, Military transcripts, Study Abroad transcripts, transcripts from Overseas U.S. Institutions, and Electronic transcripts. See below for a full description of each.

➢ **Canadian Transcripts**
   
   Follow steps 1 – 4 above to have your English-language Canadian transcripts sent to TMDSAS.

➢ **International Transcripts**
   
   Enter coursework taken at all international colleges/universities in the [College Coursework] section. Although TMDSAS permits you to list foreign coursework in your application, TMDSAS does not verify this coursework for authenticity and does not use grades from international transcripts in computing TMDSAS GPAs.

   You are required to submit one transcript from every international college/university you have attended. TMDSAS also encourages international applicants to submit a copy of any evaluation of international coursework that has been completed by an official credential evaluation service. TMDSAS will forward a photocopy of your international transcript and evaluation to your designated medical/dental/veterinary schools.

   If you have difficulty obtaining an official transcript from your foreign institution, TMDSAS will accept a copy from your personal records.

➢ **Military Credit & Transcripts**
   
   Individuals in the U.S. Armed Services frequently receive credit for special courses that they have taken while in service. These courses are considered post-secondary, but do not appear on a college transcript. In other situations, information about these courses may be posted to a Joint Services Transcript. **TMDSAS does not consider these courses to be college courses and they should not be added to the application.**

   In certain situations, colleges/universities may award academic credit for these same military courses, or for experiences gained during military service. Such credit is usually considered “life experience credit” and is awarded as credit hours towards the completion of a degree. In situations such as this, the applicant should indicate the credit hours on the TMDSAS application, under the college/university granting the credit. Only the credit hours actually awarded by the college/university should be included in the TMDSAS application.

   You can submit your JST to TMDSAS and we will forward it to the medical/dental/veterinary school for their review.
➢ Study Abroad Transcripts
If you participated in a Study Abroad program under the sponsorship of a U.S. or Canadian institution and the international coursework appears on the U.S./Canadian transcript as regular itemized credit, only list the U.S. or Canadian institution on your TMDSAS application. DO NOT list the foreign institution. If the sponsoring school is different than your home institution, such as Arcadia University, University of Minnesota Danish Institutes of Study Abroad, or International Studies Abroad (IES), you must list the sponsoring school.

Arrange for only the U.S. or Canadian transcript to be sent to TMDSAS. TMDSAS processes study-abroad coursework in the same manner as U.S. and Canadian coursework.

➢ Transcripts from Overseas U.S. Institutions
Overseas U.S. institutions are:
1. Located outside U.S. borders
2. Accredited by a regional institutional accrediting agency recognized by the U.S. Department of Education
3. Use English as the primary language of instruction and documentation

If you attended an overseas U.S. institution, report it to TMDSAS in the same manner as your U.S. and (English-speaking) Canadian institutions and arrange for an official transcript to be forwarded to TMDSAS. List all coursework on your TMDSAS application. U.S. institutions with campuses overseas are also considered U.S. colleges for which transcripts are required and all coursework must be listed.

➢ Electronic Transcripts
TMDSAS accepts electronic transcripts from Credential Solutions (formerly eScrip-Safe) only. You can find a list of institutions they serve on their website.

Transferable Credit:
Undergraduate academic coursework completed at an accredited post-secondary institution that is recognized by the university as being commensurate with its educational expectations.

U

Undergraduate Study:
The educational sequence immediately following completion of secondary school and leading to a bachelor’s degree.

Urban:
Of, relating to, characteristic of, or constituting a city.
Applicant Responsibilities

1. Application Procedures
   As a TMDSAS applicant, it is your responsibility to become familiar with the application procedures at each school to which you apply. All application documents, including primary application forms, transcripts, letters of evaluation and fees must be submitted to TMDSAS in a timely manner, by the deadline.

2. Secondary Applications
   Secondary applications (if applicable) must be submitted directly to the respective schools. These applications are not handled by TMDSAS and any questions related to the secondary applications should be directed to the individual school.

3. Technical Standards/Essential Functions
   Prior to submitting an application, you should read and understand the Technical Standards/Essential Functions for admission and graduation at each school to which you are applying. If accepted to medical/dental/veterinary school, you will be required to sign a statement indicating you are able to meet these standards with or without accommodations.

4. Number of Application per Cycle
   You can submit only one application per cycle. You cannot submit multiple applications. Therefore, it is critical that you thoroughly review your application before submitting to ensure it is complete.

5. Notification of Changes to Application
   After submitting your application, you must notify TMDSAS of certain changes to the application.
   a. You can make changes to the following sections by logging back in to the application:
      Contact Info, Colleges Attended, College Coursework, Planned Enrollment, My Account and Test Scores.
   b. You must notify TMDSAS in writing via either email or application message system of the following changes:
      i. Change of Evaluator: Once you have secured a different evaluator, please notify TMDSAS of the new evaluator via email or through the application message system. Include your full name, TMDSAS ID and indicate the name of the evaluator that needs to be removed. Provide the following information for the evaluator that should be added:
         - Salutation (i.e. Dr, Prof, Mr, etc.)
         - First name of Evaluator
         - Last name of Evaluator
         - Suffix (i.e. MD, PhD, etc.)
         - Relationship to you
         - How evaluator will submit letter (via TMDSAS Evaluator Portal, Interfolio or regular mail)
         - Email address of evaluator (if submitting via TMDSAS Evaluator Portal)
         - Whether or not you release your right of access to the letter
ii. **Felonies & Misdemeanors**: After the date of submission of your TMDSAS application, if you are charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime, you **must** inform TMDSAS as well as the admissions office of each school to which you have applied. You must notify TMDSAS and each school within ten business days of the occurrence of the criminal charge or conviction. **Failure to disclose this information could result in the rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.**

iii. **Disciplinary Action**: After the date of submission of your TMDSAS application, if you become the subject of an institutional action or disciplinary action by a State Licensure Board, you must inform TMDSAS as well as the admissions office of each school to which you have applied. You **must** notify TMDSAS and each school within ten business days of the occurrence of the institutional action. **Failure to disclose this information could result in the rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.**

6. **Responding to Invitations to Interview**
   You must respond promptly to all invitations for interview. In those instances, when you cannot appear for a previously scheduled interview, you are responsible for promptly notifying the school. You should notify the school of the cancellation initially by telephone, followed by an email.

7. **Establishing a Proxy**
   If you will be unavailable (e.g. foreign travel) at any time during the application process, you should instruct and grant authority to a parent or other individual to act on your behalf. You must notify TMDSAS of this designation via email.

8. **Withdrawing an Application**
   a. If you choose to withdraw your application from one or more schools, you must notify each school and TMDSAS of your decision in writing via email.
   b. Once you have made a final decision on the school you plan to attend, you have the obligation to promptly withdraw your application from all other schools.

9. **Transcripts**
   a. You must arrange for all official transcripts from all schools attended to be delivered to TMDSAS. **Transcripts must be submitted from each school attended even if:**
      i. Coursework appears as transfer credit on another school's transcript
      ii. Coursework does not count toward a degree
      iii. Coursework was taken while attending high school
   b. Print a Transcript Request Form from the TMDSAS website for each college/university attended and request that the Registrar’s offices attach the form to all transcripts sent to TMDSAS:

   TMDSAS
   Attn: Transcripts 210 W. 7th Street
   P.O. Box 2175 Room B.140E
   Austin, TX 78768 Austin, TX 78701

   c. Arrange for TMDSAS to receive a course-by-course Transcript Evaluation Report from a certified education credentials evaluation service for all international (foreign and French-speaking Canadian) institutions attended.
   d. **Submit updated transcripts throughout the application cycle.**
10. Communication
Respond immediately to ALL notices, comments, instructions and questions received from TMDSAS and each school to which you apply. Applicants are responsible for keeping email accounts up to date and regularly checking their email and TMDSAS application accounts for these important notices and questions.

11. Application Fee
The application fee of $165 is not refundable and must be submitted by the deadline.

12. Record of Application
Print and retain a copy of the completed TMDSAS application for your personal records.

13. Monitor Status
Monitor the status of the application online and through the TMDSAS Mobile App. Checking the status of your application online allows you to follow the progress of your application and the supporting documents received on your behalf.

14. Completing the Application
It is your responsibility to complete, honestly and thoroughly, all sections of the application to the best of your ability. Note the policy regarding two components of the application:

   a. **Entering Coursework:** TMDSAS verifies your self-reported courses against your official transcript(s) and will report any discrepancies to your selected institutions. **TMDSAS does not enter courses for you.** TMDSAS will contact you and return your application for corrections or explanations if it identifies a significant number of course discrepancies or omissions. Failure to properly enter all course information (including future/planned coursework) and to make corrections as requested may result in processing delays and may jeopardize your chances for admission.

   The exception to this is in coding your courses; TMDSAS will correct the course coding during the review and processing of your application. We advise you to use the course listings on the TMDSAS website when available, otherwise, use your best judgment in entering your coursework. Just make sure all courses are in the correct term as reflected on your transcript. (Review Applicant Responsibilities.)

   b. **Chronology of Activities:** Your Chronology of Activities MUST account for all time between high school graduation and August 2019. Your Chronology of Activities will be automatically built from the information you enter in all other sections of the application. All gaps greater than 3 months must have a record.

15. Post Transmission Review
Following the transmission of the TMDSAS application to the selected schools, you will receive an email notification from TMDSAS. There will be a window of 7 days from the receipt of the email for you to appeal any of the determinations regarding coursework coding or residency made by TMDSAS. Refer to page xiii for PCR Determination and Appeals Process.
GPA Calculation Rules
The Texas Higher Education Coordinating Board determines the procedures for calculating the GPA for students seeking admission to graduate or professional school in Texas. All institutions must follow these guidelines. The guidelines are as follows:

A. Only official transcripts from regionally accredited institutions of higher education in the United States shall be accepted by the graduate and professional schools of an institution of higher education for evaluation and grade point calculation. Canadian coursework will not be used in calculating the GPA. Schools will refer directly to the official transcript for GPA information.

B. All academic work undertaken and grades or symbols assigned at each institution shall be reflected on the student’s official transcript(s). No grade may be expunged from a student’s record.

C. All grades assigned for academic coursework shall be used in calculating the GPA.

D. 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)

E. A grade or symbol indicating failure (F, WF, NC, or in a pass/fail system, FL equals F) shall count as hours undertaken, but no grade points shall be earned.

F. Excluded from the GPA shall be any credit by examination (CR), quit (Q), withdrew (W), withdrew passing (WP), incomplete (I or X), and a pass grade within a pass/fail system.

G. 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.

H. Academic work at foreign colleges, universities or prep schools shall be excluded from the calculation. In such cases, the GPA and credit shall be evaluated and computed as determined by the graduate or professional school to which the student is applying.

PCR Determination and Appeals Process
During processing, the information entered in the [College Coursework] section of the application is reviewed and compared with the corresponding course listing from the applicant’s colleges attended. This ensures that all coursework is listed and that each course is properly coded by TMDSAS standards. Be aware that TMDSAS may make changes if courses are coded incorrectly.

Upon transmission of the application to the intended institution(s), the applicant will receive an email notification from TMDSAS. The applicant will have the opportunity to review the application and the decisions of TMDSAS regarding coursework coding. The applicant will have seven days from the date of the email notification to initiate an appeal in writing to TMDSAS if he or she does not agree with the coursework coding.

The TMDSAS Coursework Review Committee will review all appeals on a case-by-case basis and will make final decisions regarding coursework coding.

What to include in an appeal:
• Email info@tmdsas.com, with the subject line: Course Appeal
• Include your name and TMDSAS ID #
• Provide course prefix, number, and full course title, along with the granting institution’s name.
• Explain why you believe this course meets the requirements to be included in the pre-requisites.
• Attach a course syllabus for each appealed course and any other course documentation that you feel will support your claim.
Residency Determination and Appeals Process

During processing, the initial residency determination that was made based on the information entered in the [Proof of Residency] section by the applicant is reviewed. If the applicant is determined to be a non-Texas Resident, the Residency Specialist will conduct a further evaluation and may request any necessary documentation from the applicant to issue an official determination.

Upon transmission of the application to the intended institution(s), the applicant will receive an email notification from TMDSAS. The applicant will have the opportunity to review the application and the decisions of TMDSAS regarding their residency status.

The TMDSAS Residency Review Committee will review all appeals on a case-by-case basis and will make a residency determination that is final.

TMDSAS Application Certification

APPLICATION CERTIFICATION

* I certify that the information in this application and all attachments are complete and correct to the best of my knowledge and belief. I authorize TMDSAS and any medical, dental, or veterinary school to which I am applying to verify the information I have provided.

* I further understand that this information will be relied upon by TMDSAS and officials of the medical, dental, and veterinary schools in determining my residence status for admission and later for tuition purposes and that submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

* I certify that I will report to TMDSAS any event which occurs subsequent to filing this application but prior to matriculation that would alter any answer provided on my application. I understand that failure to do so is grounds for rejection of my application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

* I further certify that all written passages, such as the personal statement, optional essays, essays required of dual-degree applicants, and descriptions of employment/activities, are my own and have not been written, in part or in whole, by a third party. Quotations are permitted if the source is cited.

* I have read, understand and agree to comply with TMDSAS Instructions, including the statements that I am responsible for monitoring and ensuring the progress of my application process, by frequently checking the [Status] page of my application. I also understand that I am responsible for knowing and understanding the admissions requirements for each school to which I am applying, and that I am not eligible for a refund of TMDSAS fees if I do not meet the admissions requirements of the schools.

SCHOOL ADMISSION ACTIONS

* I understand that all actions on admission to a professional program are the prerogative of each individual professional school.

APPLICATION IRREGULARITIES

* I understand that application irregularities are documented by The Texas Medical and Dental School Application Service (TMDSAS) and member schools and are reported to the Association of American Medical Colleges, American Dental Education Association, American Association of Osteopathic Medicine, Association of American Veterinary Medical Colleges, and other appropriate professional organizations.

CRIMINAL BACKGROUND CHECKS

* I understand that, in accordance with the individual school's policy, some or all TMDSAS participating schools require a criminal background check on applicants as a condition of admission or matriculation.
SUBSEQUENT LEGAL OR INSTITUTIONAL ACTIONS
* I understand that I am required to notify TMDSAS and the Admissions Office of each school to which I apply if I am charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime after the date of my original application submission. I understand that this notification must be in writing and occur within ten (10) business days of the occurrence of the criminal charge or conviction. Failure to do so is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.
* I understand that I am required to notify TMDSAS and the Admissions Office of each school to which I apply if I become the subject of an institutional action or state licensure board action after the date of my original application submission. I understand that this notification must be in writing and occur within ten (10) business days of the occurrence of the institutional action. Failure to do so is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

OCCUPATIONAL LICENSE STATEMENT
Texas state law requires entities providing education programs that lead to an initial occupational license to notify each applicant or enrollee: (1) that an individual who has been convicted of certain criminal offenses may potentially render that person ineligible for issuance of an occupational license upon completion of their educational program; (2) of the current guidelines by an applicable licensing agency regarding an individual’s ability to be licensed; (3) of any other state or local restriction or guideline used by a licensing authority to determine eligibility of an individual who has been convicted of an offense to be licensed; and (4) of the right to request a criminal history evaluation letter from the applicable licensing agency. If an applicant or enrollee is accepted to an educational program, that individual should contact that institution should he/she need additional information or guidance.
* Indicate that you have read and understand this information by placing a check in the box.
* Your application cannot be processed without this acknowledgment.
* I understand that by checking this box and submitting this page that I am agreeing to the terms of these certification statements and that I am electronically signing this application.

RELEASE OF INFORMATION
* Any information published by TMDSAS that is related to medical, dental and/or veterinary school applications is done so with aggregate statistics. TMDSAS may also share personally identifiable data with peer not-for-profit organizations, certifying boards, licensing bodies, and other organizations involved in health education for research, eligibility determination, verification, and credentialing purposes.

You must agree to these statements in order to submit your application.

*If I am accepted to one of the TMDSAS member schools, I hereby authorize the release of information contained within or related to my application for admission to private entities or individuals who award scholarships or other financial aid to students attending that institution.

I understand that by selecting 'Yes' and submitting this page that I am providing my electronic signature to release the information in this application for scholarship and financial aid purposes. I understand that NOT checking the box below will prevent the release of this information for scholarship or funding purposes.

MENINGITIS ACKNOWLEDGEMENT
The Texas Legislature requires all public institutions of higher education in Texas to notify all new students about bacterial meningitis. Below is a link to the required information that you must review and certify that you have received. http://www.thecb.state.tx.us/index.cfm?objectid=9DED5420-1C09-11E8-BC500050560100A9

Indicate that you have read and understand this information regarding Bacterial Meningitis by placing a check in the box.

Your application cannot be processed without this acknowledgment. I understand that by checking this box that I am providing my electronic signature to certify that I have received notification about bacterial meningitis.
AAMC RELEASE

I understand that any medical school in which I enroll may release my relevant student records to the AAMC for inclusion in the AAMC Student Records System (SRS), a secure, centralized enrollment database on the national medical student population. Access to SRS is limited to medical school administrators and select AAMC staff. The student records released to the AAMC may include information about my enrollment status, attendance, degree program, graduation plans, and demographic and contact information. Released student records will not include information about my academic performance, such as coursework grades or test scores. The AAMC uses SRS data for accreditation purposes, data services, outcomes studies, program evaluations, research projects, and other data activities in support of the medical education community and may release the data to a limited number of third parties. All AAMC uses and release of data will be consistent with the AAMC’s privacy policies https://www.aamc.org/44866/privacy.html.

I have read and agree to the AAMC Release statement.

* Last updated 6/13/18