



POLICIES AND PROCEDURES FOR PROCESSING APPLICATIONS FOR THE ENTERING CLASS OF 2018

Approved by the TMDSAS Advisory Council on October 19, 2016

1. An applicant must apply through the Texas Medical and Dental Schools Application Service (TMDSAS) to be eligible for acceptance into participating medical, dental or veterinary schools. Exceptions to this policy are as follows:
 - a. Participating dental schools may also accept applications from non-Texas residents through the Associated American Dental Schools Application Service (AADSAS). **All Texas resident applicants must apply through TMDSAS.**
 - b. UT Southwestern Medical Center, UT Medical Branch in Galveston, McGovern Medical School, UT SOM at San Antonio, Texas A&M HSC College of Medicine, and Texas Tech HSC-Lubbock accept applications through the American Medical College Application Service (AMCAS) for MD/PhD and JD/MD program applicants only.

All non-TMDSAS applicants who are extended an offer will be added to the TMDSAS database for statistical and reporting purposes.

2. The online application will be available **Monday, May 1, 2017** at 8:00 am CT. The deadline to submit the application is 5:00 pm CT on **Friday, September 29, 2017**.
3. There is a five-year time limitation for MCAT and DAT scores to be considered valid. Scores from tests taken before January 2013 will not be accepted for the 2018 entry year application cycle. All test scores received by TMDSAS will be transmitted to the schools to which the applicant is applying. The highest MCAT score reported, for either the old or new exam, is the official score used on all TMDSAS medical school prepared reports. The most recent DAT score reported is the official score used on all dental school prepared reports.
4. Veterinary school applicants must have taken the GRE between August 11, 2011 and September 29, 2017 to be considered for entry class 2018.
5. Dental School Offers – dental schools begin extending offers of acceptance on December 1, 2017. After May 1, 2018 no dental school in Texas may offer a position to an applicant already accepted by another dental school in Texas. This is the result of an agreement among the two UT System Dental Schools and TAM HSC Baylor College of Dentistry. Only extraordinary circumstances warrant an exception to this policy. If this should occur, the Dean/Director of Admissions at the school wishing to extend an offer must receive approval from the Dean/Director of Admissions at the school where the applicant is holding a position BEFORE the offer is extended.
6. Veterinary School Offers – the veterinary school begins extending offers of acceptance after February 15, 2018 with decisions to be received no later than April 15, 2018.

7. Medical School Offers – refer to TMDAS General Guidelines for Conduct of the Medical School Admissions Process policy.
8. Deadlines and important dates for the entry year 2018 application cycle are listed on the TMDAS website under Deadlines & Important Dates at:
<http://www.tmdsas.com/Deadlines.html>
9. The Prescribed Course Criteria used to evaluate each applicant's Record of College Work was approved by the TMDAS Advisory Council and is applicable to all schools. The prescribed course requirements are available on the TMDAS website at:
Medical: http://www.tmdsas.com/medical/education_Requirements.html
Dental: http://www.tmdsas.com/dental/education_Requirements.html
Vet: http://www.tmdsas.com/veterinary/education_Requirements.html
10. Each participating school's policy regarding foreign coursework is stated on the TMDAS website at:
Medical: http://www.tmdsas.com/medical/foreign_Coursework.html
Dental: http://www.tmdsas.com/dental/foreign_coursework.html
Veterinary: <http://www.tmdsas.com/veterinary/ForeignCoursework.html>
11. The application fee is a flat fee of \$150.00. Fees may be paid by check/money order payable to TMDAS. The fee schedule is stated in the Application Fees section of the TMDAS website:
Medical: http://www.tmdsas.com/medical/application-instructions.html#app_fee
Dental: http://www.tmdsas.com/dental/application-instructions.html#app_fee
Vet: http://www.tmdsas.com/veterinary/application_instructions.html#app_fee
12. Assessment and collection of additional secondary application fees will be the sole responsibility of the participating school assessing the fee.
13. Policies regarding applicant responsibilities in the application process are stated in the Applicant Responsibilities section of the TMDAS website:
Medical: http://www.tmdsas.com/medical/applicant_Responsibilities.html
Dental: http://www.tmdsas.com/dental/applicant_responsibilities.html

Applicant Responsibilities:

- a. Applicants are expected to become familiar with and observe the application procedures at each school to which they apply. All application documents, including primary application forms, transcript(s), letters of evaluations and fees, etc., must be submitted in a timely manner, by the deadline, to TMDAS. Secondary applications must be submitted directly to the respective school.
- b. Applicants must promptly notify TMDAS of any change of address. Applicants may change their address by logging on to their application. Go to the [Contact Info] page and make the update(s).
- c. Applicants must notify TMDAS of certain changes to the application. After submitting your application, you are able to make changes to the following sections on to the application: Contact Info, Colleges Attended, College Coursework, Planned Enrollment, Letters of Evaluation, Test Scores and My Account.
- d. After the date of submission of your TMDAS application, if you are charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime, you must inform TMDAS as well as the admissions office of each school to which you have applied. You must notify TMDAS and each school within ten 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.

- e. After the date of submission of your TMSAS application, if you become the subject of an institutional action or disciplinary action by a state licensure board, after the date of original application submission, you must inform TMSAS as well as the admissions office of each school to which you have applied. You must notify TMSAS and each school within ten 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.
- f. Applicants must respond promptly to all invitations for interview. In those instances when an applicant cannot appear for a previously scheduled interview, the applicant is responsible for promptly notifying the school. The cancellation should be undertaken by telephone with the school, followed by an email.
- g. Applicants who remain under consideration for admission should keep TMSAS informed of the address and telephone number where they can be reached. Applicants who are unavailable (e.g. foreign travel) should instruct and grant authority to a parent or other individual to act on their behalf. TMSAS must be notified of this designation by the applicant.
- h. Applicants who choose to withdraw from one or more schools must notify each school and TMSAS in writing via email of their decision.
- i. Applicants who have made a final decision on the school they plan to attend have the obligation to promptly withdraw their applications from all other schools.
- j. 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 with which you are applying. If accepted to medical school, you will be required to sign a statement indicating you are able to meet these standards with or without accommodations.