

Credentialing Instructions for Re-Applicants

If you are reapplying to professional school you must update your credentials file so that it is current with the application cycle in which you are reapplying. Materials which are present in your file from prior applications will remain there.

If your record on the pre-health checklist (located at MyBinghamton.edu) needs to be updated to reflect the correct admission year, email the pre-health secretary at ligo@binghamton.edu.

You must use your Binghamton University email address for all communication.

The following items should be submitted as individual pdf or word attachments to a single email and sent to Linda Igo, Pre-Health Secretary (ligo@binghamton.edu). You must include the document name and application cycle in the title of each attachment (e.g. MD FERPA 23 admission, etc.).

Updated Autobiography

A two (2) page update to your autobiography or a new version of your autobiography. This is an opportunity for you to convey experiences since you last applied and information about yourself that may not have been included elsewhere.

Personal Information-Records Release

This form is on the Pre-Health Website. Just follow the link in the Re-Applicant's section. For further instructions go to the end of this document.

FERPA Form

This form is on the Pre-Health Website. Just follow the link in the Re-Applicant's section. (you must include one of these forms for each type of program to which you are applying. Example: MD & DO=2 FERPA Waivers, 1 for MD and 1 for DO). For further instructions go to the end of this document.

Copy of Your Application

You must submit a copy (1) of a complete application. **If you are applying to more than one type of program, you must submit a copy of an application for each program**, and a FERPA Form (with the corresponding CasID) for each application.

Allopathic (MD) Medical School

If you are applying to allopathic (MD) schools, you must include a Letter Request Form.

In addition to the above, the following steps must be followed.

Letters of Recommendation

At least one (1) new or updated letter of recommendation is required. Letters should be emailed as a pdf or word attachment from the author directly to Dr. Langhorne at prhealth@binghamton.edu. [Verify the expected number of recommendations on the checklist is

accurate (a total of previous and new, including updated letters). **If you reduce the number of letters to complete your file, you must notify the pre-health secretary by email.]**

Conduct Report

This step should be done when you submit your credential materials, or shortly before when you are assembling materials. The Office of Student Conduct will report directly to the Pre-Health Office. Instructions are in the Re-Applicant section of the Pre-Health website.

Credential Fee

You must pay the \$35.00 credentialing fee, which covers one application season. **DO NOT pay the fee until you submit all of the credential materials. The fee is not refundable. Allow several business days for the checklist to be updated.** The credential fee link is available on the Applicant page of the Pre-Health website.

Timeline and Summary

You may submit credential materials for your file beginning on **May 15**.

It is recommended that you complete your credentials file within or about 45 days after the application becomes available (around June 15 for many), this allows your committee letter to be sent early in the admissions cycle.

It is your responsibility to complete your credentials file with sufficient time for the Pre-Health Office to process your committee letter. Be aware of your school deadlines.

Allow 30 business days to process a committee letter. Although most committee letters are processed in less time, volume will affect turn around rate. **No Evaluations will be processed during winter curtailment or during the first two (2) weeks of each semester.**

Final Deadline is November 1.

Transmitting Your Letter to Professional Schools

Most professions utilize a letter distribution system that is part of their centralized application service. See the references below about letter distribution in this fashion.

Allopathic medicine (MD). AMCAS Letter Writer system. You will need to submit the AMCAS Letter Request Form with the materials you submit for your credentials file. You must indicate on your AMCAS application that your letter will be uploaded using the AMCAS letter writer system.

Osteopathic medicine (DO) AACOMAS; Dentistry ADEA/AADSAS; Optometry OPTOMCAS; Podiatric Medicine AACPMAS. All of these services have similar software and procedures. On the application you indicate that the committee letter will be uploaded and list Dr. Langhorne and his email address (prhealth@binghamton.edu) as the provider of your committee letter. These services will send an email prompt to him and ask for your letter.

If you are applying to Caribbean schools or other programs outside of the country, you will have to utilize the Special Letter Request Form. You include an itemized list of schools on the Special Request Form, but a separate FERPA Form (with the name of the school in the space provided for the CasID) is required for each school listed.

Concluding Remarks

It is recommended that you set up a zoom appointment to meet with the Director of Pre-Health Services prior to reapplying. This is especially important if you have not met with the Director of Pre-Health Services in over a year. Furthermore, if you have applied three (3) times unsuccessfully or it has been three (3) or more years since you met with the Director of Pre-Health Services, it is **required** that you set up a zoom meeting before proceeding further.

It is your responsibility to monitor the pre-health checklist (located at MyBinghamton.edu) to verify receipt of materials and completion of your file. If you feel something is missing, wait a few days and check again. If the items are still missing, contact the Pre-Health Secretary.

Once your credential file is complete, monitor the application service or school tracking system to verify receipt.

Monitor the pre-health listserv for announcements and events.

If you have questions, ask them right away.

Your Binghamton University email address is our primary source of contact.

There are NO EXCEPTIONS to these regulations.

Additional Instructions for FERPA and Personal Information-Records Release Forms

Except for the signature lines, the forms are fillable pdf documents. You put your cursor in the space and start typing the information. However, in order to make the information you enter, including your signature, permanent you must 'print' the document as follows. Select 'print' and when the print command box opens, choose 'Print to Adobe' or 'Print to PDF' as the printer you are using. Then click 'print'. This will produce a document identical to the one you have just filled in, except there won't be any blue background boxes highlighting the fillable fields on the form. This will prevent the information you entered from disappearing as the result of subsequent actions with the form. It is this 'printed' copy that you send to the Pre-Health Office.

Signatures. Required on the Blanket FERPA Waiver forms and on the Release Form. One way to sign is to print a copy of the completed forms, sign them, and then scan them. Alternatively, you should be able to sign in the appropriate spaces using the Sign & Fill Function with Acrobat Reader DC. Click on the sign logo at the top of the page (fountain pen tip) >add signature>Draw (fountain pen logo again)>write your signature in the space provided>Apply>Drag completed signature to signature line in the document>click to apply signature to signature line>Save

document. There may be another way to electronically sign, depending on which version of Adobe you have. Unless you are using the print- sign-scan option, remember, after you add your signature and fill in the required fields, you need to print the document (instructions above).

Blanket FERPA Waiver

Fill in the required fields, sign, 'print to pdf' and send to the Pre-Health Office as an individual attachment to a single email with your other materials. The field "CAS ID number" refers to the ID number that you have been assigned by the Centralized Application Service for your profession (i.e. AMCAS, AACOMAS, Optomcas, ADEA, AACPMAS). These numbers are usually displayed at the top of each page of your application along with your name. (Remember that you need one FERPA waiver for each profession to which you are applying. For example, if you are applying to both MD and DO schools, you will need 2 FERPA waivers: one for MD and one for DO).

Release Form

Fill in the required fields, sign, 'print to pdf' and sent to the Pre-Health Office as an individual attachment to a single email with your other materials.