**INSTRUCTIONS**

Please complete this form with the greatest care. It is important that we have background information in order to prepare a personal summary of your academic and non-academic experiences. We are especially interested in information that is not revealed by academic records and test scores, but which medical schools would like to know about you personally.

To fill in this document, position the I-beam pointer (cursor) in the middle of the underline by each question, click and enter the information specified. Use as much space as you need.

For example: Full legal name \_Gigi Simeone\_ Date \_10/09/12\_

When you are finished, **PRINT OUT TWO COPIES**, sign the appropriate waivers and return them to us by January 23. Using this format instead of a handwritten Information Form will allow us to be certain that we can read the correct spellings of research projects, mentors' names, place names, etc. that are part of the experiences we will describe in your Committee letter. For the same reason, we ask that you do not use abbreviations. If you have a resume, please attach it. We hope you will find this electronic form more convenient to use as well.

***Please delete these instructions and those for the essay (Item #29) before printing.*** If you could also check that the page breaks fall in good places, that would be appreciated. Thank you.

Health Sciences Office

Swarthmore College, Swarthmore, PA 19081

**INFORMATION FORM**

1. **Full legal name** \_\_ **Date**\_\_

2. **Class**\_\_ **E-mail**\_\_

3. Current address and telephone if not living on campus

 **Address**\_\_

 **Telephone** \_\_

4. **Major**\_\_ **Special Major** \_\_

 **Double Major** \_\_

 **Minor(s)** \_\_ **Honors**? Yes\_\_ No\_\_

5. High School Credentials - **Name, town and state of High School**\_\_

 **SATs** (to the best of your recollection) **V**\_\_\_ **M**\_\_\_

6. List the address (usually your home address), telephone number and e-mail address at or through which you can be reached during the summer if questions arise about your letter or application.

 **Address** \_\_

 **Telephone** \_\_ **E-mail**\_\_

 **State of Legal Residence** \_\_ **Citizenship** \_\_

 If not a US citizen, are you a **U.S. Permanent Resident**? Yes\_\_\_ No\_\_\_

7. If you have spent a significant amount of time living outside the U.S. (not including study abroad), please describe, including dates.

 \_\_

8. List the people from whom you will request recommendations. Include their departments and, if not from Swarthmore, e-mail addresses. Make certain the list is complete so that we can let you know if any are missing. You should get five or six recommendations from people who know you and your work well. (More than six is not advisable.) At least two should be from science professors (preferably in different disciplines), some from non-science professors, some should be from your major department. Depending on your particular circumstances, you may want to get a letter from a summer research mentor, or a paid or volunteer work supervisor. Some MD-PhD programs want to see a letter representing each research experience, as does Harvard. If you have any questions about whom you should ask, feel free to consult with Gigi.

 1. \_\_

 2. \_\_

 3. \_\_

 4. \_\_

 5. \_\_

 6. \_\_

9. Swarthmore Grade Point Average

To determine your grade point average, multiply the grade equivalent for each course (A+/A=4.0, A-=3.7, B+=3.3, B=3.0, etc.) by the number of credits for that course, sum these numbers and divide by the total number of credits. Do not include grades from CR/NC courses during the first semester or grades from other institutions even though those grades have been recorded on the Swarthmore transcript. If you received a NC for a course taken after first semester, include it as a zero. Do not count courses for which a CR was earned.

 **All Swarthmore College grades** \_\_

Please comment if there is anything unusual about your transcript (e.g., graduating early, study abroad, domestic exchange, lighter course load, etc.)

 \_\_

10. All Post-Secondary Institutions Grade Point Average

These GPA calculations are equivalent to those computed for the AMCAS application. To determine your grade point average, multiply the grade equivalent for each course (A+/A=4.0, A-=3.7, B+=3.3, B=3.0, etc.) by the number of semester hours for that course, sum these numbers and divide by the total number of semester hours. (One Swarthmore course unit equals 4 semester hours.) Include all courses taken at every undergraduate-level post-secondary institution, even if you took the courses during high school. Do not include grades from CR/NC courses or courses for which you received a W as grade. If you repeated a course, include both attempts at the course, even though Swarthmore only counts the second.

 **All grades** \_\_

 **Science grades** (all biology, chemistry, math, and physics courses) \_\_

11. **MCAT scores:** **Date taken/plan to take** \_\_
Chem & Phys \_\_ Critical Analysis \_\_ Biological Found. \_\_ Psych & Social Behavior \_\_

12. Awards, distinctions or other noteworthy accomplishments that you want to make sure are included in your letter of recommendation (Study abroad, special hobbies, research, Sigma Xi, Phi Beta Kappa, Distinction, Chemistry Award, Honors, Captain of a team, scholarships.) Identify and give year, e.g., Sigma Xi - Jr. year. If you receive additional awards after you submit this form, please e-mail us with your good news.

 \_\_

 **Sigma Xi** \_\_ Title of Research \_\_

13. Give the full citation (authors, title, journal, dates) of any publications, poster sessions or special research presentations you have had.

 \_\_

14. Are you considering applying to MD-PhD Programs? Yes\_\_\_ No\_\_\_

15. List in order the required premedical courses - Math (M) - 2 courses, Biology (B) - 2 courses, Chemistry (C) - 4 courses, Physics (P) - 2 courses, and English (E) - 2 courses.

  *Course Credit Year Taken Where Taken Grade*

M\_\_ \_\_ \_\_ \_\_ \_\_

M\_\_ \_\_ \_\_ \_\_ \_\_

B\_\_ \_\_ \_\_ \_\_ \_\_

B\_\_ \_\_ \_\_ \_\_ \_\_

C\_\_ \_\_ \_\_ \_\_ \_\_

C\_\_ \_\_ \_\_ \_\_ \_\_

C\_\_ \_\_ \_\_ \_\_ \_\_

C\_\_ \_\_ \_\_ \_\_ \_\_

P\_\_ \_\_ \_\_ \_\_ \_\_

P\_\_ \_\_ \_\_ \_\_ \_\_

E\_\_ \_\_ \_\_ \_\_ \_\_

E\_\_ \_\_ \_\_ \_\_ \_\_

16. List any languages you speak in addition to English. Please specify if this is the language you speak at home with your family.

 \_\_

17. Explain any "NC" (No Credit/No Pass) or "W" (Withdrawal) grades on your transcript.

\_\_

18. Indicate whether you were ever the recipient of any institutional action resulting from unacceptable academic performance or a conduct violation, even if such action did not interrupt your enrollment or appear on your transcript. Yes \_\_ No \_\_

 \_\_

19. Indicate any load of outside work or unusual burdens you may have carried along with your normal course of study in college.

\_\_

20. List in order of importance the main **extra-curricular activities** or jobs to which you have given significant amounts of time and effort while in college. Give the years in which you participated (1= Freshman Year, 2= Sophomore Year, etc.) and, if a club, indicate whether you were an officer and the year. Sample: "Varsity Lacrosse 1-4, Captain 4," or "Resident Assistant 3" or "College Orchestra, Violin 1-4, First Violin 3-4," etc. **Do not use abbreviations** - Swarthmore College Amateur Radio Club, not SCARC. (Note: List medically related experiences below under

# 23, not here.)

 1. \_\_

 2. \_\_

 3. \_\_

 4. \_\_

 5. \_\_

21. Describe any experiences you have or will have had during the **summer** months. Spell out the names of all institutions. (Note: Medically related experiences should be listed below under #23 - just say "see #23.")

 1. Summer after freshman year (List year \_\_\_\_)

 \_\_

 2. Summer after sophomore year (List year \_\_\_\_)

 \_\_

 3. Summer after junior year (List year \_\_\_\_)

 \_\_

 4. After graduation (if applicable)

 \_\_

22. If you are an alum, please describe what you've been doing since graduation. List all employment and volunteer service, including the name and location and description of your employer or agency, your job title and dates of employment, and a brief description of your responsibilities. List all post-baccalaureate or graduate course work, your grades and the name and location of the school attended. Please send Gigi a photocopy of your transcript or grade reports for this course work. If you have a resume, please attach it.

\_\_

23. Briefly describe in chronological order **medically related experiences** that have influenced your decision to enter the field of medicine (e.g. jobs, volunteer work, illnesses, or externships). Include the dates of these medically related experiences.

1. Date \_\_ Description: \_\_

2. Date \_\_ Description: \_\_

3. Date \_\_ Description: \_\_

24. Are there any physicians in your immediate family (mother, father, sister, grandparents, etc.)? **No** \_\_ **Yes** \_\_ If yes, identify and list the medical school from which they graduated..

 \_\_

25. The following statement must be signed if you are to have a Committee letter sent in support of your application:

 I hereby authorize the Swarthmore College Health Sciences Advisory Committee to write a composite letter of recommendation to be sent on my behalf to the medical, dental, veterinary or other health professions schools to which I am applying for admission. I understand that the Dean's Office will review my file for any cases of disciplinary action (See "Character and Integrity" in the *Guide for Applying to Medical School for Swarthmore Undergraduates and Alumni/ae* in this packet.)

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

26. The following statement should (but is not required to) be signed, but please see Gigi Simeone if you elect not to do so in order to clarify any questions as to your intentions in the matter:

 I hereby waive my right of access (granted under the Family Educational Rights and Privacy Act of 1974) to any part or all of the composite letter of recommendation written for me by the Swarthmore Health Sciences Advisory Committee, provided that it is used solely with respect to my application for admission to medical, dental, veterinary, or other health professions schools and related health professions scholarships.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

27. We compile a list of Swarthmore alumni/ae enrolled in medical schools, which we include in our annual report and make available to Swarthmore applicants. If you are willing to be included on this list, please sign the following statement. (It is not required for the application process.)

 I agree to have my name and the medical school in which I enroll included on the Health Sciences Office list of Swarthmore Alumni/ae Enrolled in Medical School.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

28. List below the medical schools to which you are applying. First, read *Medical School Admission Requirements* and the *Guide for Applying to Medical School for Swarthmore Undergraduates and Alumni/ae*.

Although many factors enter into the application decision, college grades and test scores deserve the most attention. State supported medical schools are required by law to give preference to state residents, so you should apply to all state supported medical schools in your state of legal residence. Check with the medical school(s) in your state to verify that you qualify as a resident. If you plan to reside in another state before matriculating, check whether this alters your residency status. Other factors that should be considered are location, size, tuition and student fees and opportunities for special activities (public health, research, etc.).

This list is a preliminary one, for discussion purposes.

1. \_\_ 11. \_\_

2. \_\_ 12. \_\_

3. \_\_ 13. \_\_

4. \_\_ 14. \_\_

5. \_\_ 15. \_\_

6. \_\_ 16. \_\_

7. \_\_ 17. \_\_

8. \_\_ 18. \_\_

9. \_\_ 19. \_\_

10. \_\_ 20. \_\_

29. Attach your one page essay on "**My Reasons for Choosing a Career in Medicine**." This essay should be a preliminary draft of the essay you will write for your AMCAS application. It will not be forwarded to medical schools but will be referred to in preparing your Committee letter of recommendation. At your appointment with Gigi, she will go over your essay and make suggestions about its content for its use in the AMCAS essay (“Personal Comments” section on the application).

* Use the full page and space the essay neatly on that page with one-inch margins on the top and bottom and sides. For your AMCAS essay, you will be restricted to 5300 characters, including spaces..
* Type your essay single-spaced with a normal size font such as Times, size 10 or 12. Use a line space between paragraphs as is found on this page. Keep these points in mind when completing your secondaries for medical schools. Remember that Admissions staff, who are the first readers, are facing 5,000 to 10,000 essays and you want yours to be easy to read, even at midnight.
* There should be no spelling errors or grammatical mistakes. Use a spelling checker and have a friend proofread it very carefully.

Your essay should tell a story about yourself and be personal, that is, it should be unique to you. An essay that is personal and vivid and focuses on you and your experiences and accomplishments is much more powerful and effective than an essay on your thoughts on, say, health care in America. This should not be a rehash of the resume or a creative writing exercise, but a (non-arrogant) opportunity for you to “sell yourself,” spotlight one or two key accomplishments, and share your insights and observations about them.

Think of the reader as you write your essay. Persons placed on interview committees at medical schools are often busy doctors. They want to pick up your essay and by reading it just once see the main points that distinguish you from the other people they are interviewing that day. There should be a main point to each paragraph. Example: Paragraph #1 - Mother is a doctor, #2 - Studied abroad in Tanzania, #3 - Volunteered in AIDS Clinic, #4 How this relates to your interest in medicine.

It is very important that you include health care related activities to show a commitment to helping others. In the essay you should be specific, i.e., give the names of research mentors and the institution in which you worked.

Do **not** make general statements about medicine or doctors, i.e., do not criticize the profession to which you are applying. Wait until you are a doctor to make judgments about the practice of medicine. Also, even though you have watched an operation or two, do not act like you are already a doctor. You do not want to come across as arrogant. Instead, you might say, "I had the opportunity to watch a tonsillectomy that my father performed," for example.