Emory Anesthesiology Master of Medical Science Program
57 Executive Park South - Suite 300
Atlanta, GA 30329

Emory Application Checklist

Print Last Name: _______________________________ Print First Name: _______________________________

1. You have completed and submitted a CASAA and Emory supplemental application
2. You have paid your CASAA application fee AND your $65.00 Emory Supplemental Application fees
   (fees are non-refundable- please do not stop payment on fees collected)
3. You are following your CASAA application to VERIFIED status
4. You have registered for a CASPer evaluation takecasper.com (dates will be posted)
5. You are aware of application processing times and restrictions
6. You are checking your Gmail to review your Emory application Items Received checklist (your Emory
   Supplemental Application must be submitted and processed)
7. You are aware of all posted deadline dates (deadline dates are NOT postmark dates)
8. You are aware that incomplete applications will not be considered for review
9. Submitted proof of enrollment for courses in -progress (once registered)

O Print out this PDF and use it as a guide to complete and submit your applications. (Please include a copy
of this completed checklist along with your Emory supporting documents- Documents are on the AA
Program website)- All Emory supporting documents and other requested communications should be mailed directly
to the Emory AA Program Office. Visit the www.emoryaaprogram.org- Please print needed forms, complete and
mail:
   ✓ Current full-color passport-sized photograph (include your last, first name on the back of photo)
   ✓ Form: Application Checklist
   ✓ Form: Documentation Concerning Technical Standards
   ✓ Form: Documentation Concerning Infectious and Communicable Diseases
   ✓ Form: Criminal Background Check Process (print and send PDF result with Password and Release Form)
   ✓ Form: Drug Screen Release
   ✓ Form: Applicant Statement
   ✓ Copy of your MCAT report (applicable- only if you took this exam)
   ✓ TOEFL report (if applicable- education completed outside of the US)

O Pay $65.00 Emory Supplemental Application Fee (use debit/credit card link to process your payment-do not send
check payments to the AA Program Office) – If you are not the cardholder, please include the cardholder’s name
associate with your account on the line provided: _______________________________ _______________________________.

O Complete the online applications (CASAA and Emory Supplemental applications). Please double check the
applications before submitting. (Note: that you must complete all fields in the “Prerequisite Courses” table before you
can advance to the next page in the Emory application). Use IP in fields for academic programs and courses that are
incomplete or in progress at time of application.

• Official GRE OR MCAT score must be reported at the time of application (Do not submit applications with only
the raw scores provided- score percentiles MUST be included). Visit www.ets.org for test dates, processing
times and competitive scoring information.
• GRE – (Send ETS report to CASAA www.ets.org/gre/revised_general/scores/send/) Emory University
   Designated Institution Code- 5692.
• MCAT- Official scores are sent to CASAA and a copy of your MCAT scores should also be mailed in with your
Emory supporting documents. Complete exams no later than Mid- August to guarantee receipt and processing.

O Official transcripts from all graduate and undergraduate institutions in which you have been enrolled should be sent
directly to CASAA. For our information, please list the names of the universities we should see. (Only 4 spaces are
available- report institution of degree and prerequisite courses). If more, please list and send ALL transcripts to
CASAA for verification:
   □ ___________________________________________________ □ ___________________________________________________
   □ ___________________________________________________ □ ___________________________________________________

O Three reference forms – complete your section of each of the reference forms and upload in CASAA to share with
those completing references for you (Clinical, Academic and Professional references are preferred). Supporting
letters can be uploaded in CASAA.