

2019-2020 Emory Application Checklist

Print Last Name: _____ Print First Name: _____

1. You have paid your CASAA application fee/s AND your \$65.00 Emory Supplemental Application fee
2. You have completed and submitted a CASAA and Emory supplemental application www.emory.edu
3. You have followed your CASAA application to **VERIFIED** status
4. You are aware of application processing times and restrictions
5. You are checking your Gmail to review your Emory application Items Received checklist
6. You are aware of all posted deadline dates (deadline dates are NOT postmark dates)
7. You are aware that Incomplete applications will not be considered for review

O Print out this PDF and use it as a guideline 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 your photo)
- ✓ Form: Application Checklist
- ✓ Form: Documentation Concerning Technical Standards
- ✓ Form: Documentation Concerning Infectious and Communicable Diseases
- ✓ Form: Criminal Background Check Process (send PDF result with Password and Release Form)
- ✓ Form: Drug Screen Release
- ✓ Form: Applicant Statement
- ✓ Copy of your MCAT report (if applicable)
- ✓ TOEFL report (if applicable)

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 and your relationship to the holder on the lines provided:** _____

O Complete the online applications (CASAA and Emory). 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.

O GRE – (Send ETS report to CASAA-(www.ets.org/gre/revise_general_scores/send/) Emory University Designated Institution Code -5692 (Complete official results only. MCAT- (Official scores sent to CASAA) and a copy of your MCAT scores should also be mailed in with your Emory supporting documents.

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 on the online application. 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 (Academic and professional references are preferred) Please list the three LORs we will see.

1. _____ 2. _____ 3. _____

Mail Supporting Items to: The Department of Anesthesiology, Master of Medical Science Program 57 Executive Park South - Suite 300 Atlanta, GA 30329

