**Department of Anesthesiology**

**Master of Medical Science Program**

**57 Executive Park South - Suite 300**

**Atlanta, GA 30329**

**404.272.5910**

**Emory AA Application Checklist**

**Email Supporting Items to:**

**AADocs@emoryaaprogram.org**

**Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **You have submitted a completed CASAA application**
* **Submitted your Emory supporting documents to activate your application for the current cycle.**
* **Your complete CASAA application is Competitive and *Verified (transcript/s/official GRE or MACAT official test scores).***
* **Applicants that do not meet the general admission requirements should reevaluate or delay application until the next academic cycle.**
* **You are aware of application processing times, critical timelines, academic dates, and program restrictions.**
* **You are checking your Gmail to review your Emory application updates.**
* **All candidates will receive application updates for the duration of the cycle. No action is required if your application is complete.**
* **Late, unverified, and incomplete applications will not be considered for review.**
* **Exceptions are not made for any applicant. Please follow the guidelines as published.** Visit: [www.emroyaaprogram,org](http://www.emroyaaprogram,org) for instructions.
* **Email:** All Emory supporting documents and other requested communications should be scanned and emailed directly to the Emory AA Program Office at: AADocs@emoryaaprogram.org
* Current full-color passport-sized photograph (attach your individual photo)
* Application Checklist
* Documentation Concerning Technical Standards
* Criminal Background Check – CastleBranch (send PDF results- password will appears on that document)
* Drug Screen Release Form
* Applicant’s Statement
* Copy of your MCAT report (if applicable)
* TOEFL report and evaluated transcript/s - If your undergraduate degree was completed outside of the US (English was not the primary dialect)
* Please do not send a hardcopy of your items to the program office
* UseIn progress **(IP/or leave blank)** in fields for academic programs and courses that are in progress at time of application
* Proof of enrollment should be sent to the Docs email after course registration
* **Official** GRE OR MCAT scores must be reported in CASAA at the time of application (Do not apply with only the raw scores provided- official score percentiles MUST be included)
* Visit [www.ets.org](http://www.ets.org) for test dates, processing times and competitive scoring information ([www.ets.org/gre/revised\_general/scores/send/](http://www.ets.org/gre/revised_general/scores/send/))
* Emory University Designated Institution Code -5692. Send ETS reports to CASAA
* Official transcripts from all graduate and undergraduate institutions in which you have been enrolled should be sent directly to CASAA
* Three reference letters of support should be uploaded to CASAA (academic, clinical, and professional references preferred)- Do not email additional letters of support.

**Use this checklist as a guide to complete and submit your application**

**Please include a copy of this completed checklist along with your Emory supporting documents.**