**Emory AA Application Checklist**

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

* **You have paid your CASAA application fee/s AND your $65.00 Emory administrative fee**
* **Your completed CASAA application is *Verified***
* **You are aware of application processing times, deadline dates and program restrictions**
* **You are checking your Gmail to review your Emory application status updates**
* **You are aware that official deadline dates are NOT postmark dates**
* **Applicants that do not meet the general admission requirements, should reassess or**

**delay submission in the current cycle**

* **Unverified and Incomplete applications will not be considered for review**

Print this form to use it as a guide to complete and submit your application (Please include a copy of this completed checklist along with your Emory supporting documents).

All Emory supporting documents and other requested communications should be mailed directly to the Emory AA Program Office at [AADocs@emoryaaprogram.org](mailto:AADocs@emoryaaprogram.org). Visit [www.emroyaaprogram,org](http://www.emroyaaprogram,org) for complete instructions.

* 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 – CastleBranch (send PDF results)
* Form: Drug Screen Release
* Form: Applicant’s Statement
* Copy of your MCAT report (if applicable)
* TOEFL report- If your undergraduate degree was completed outside of the US (English was not the primary dialect)
* Pay the $65.00 Emory Administrative Fee (debit/credit card payments only) **If you are not the cardholder, please include the cardholder’s name and your relationship (mom, spouse etc.)**

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<https://globalgatewaye4.firstdata.com/collect_payment_data?ant=e53c9408882cdcdd56c8eb642d5d83eb&merchant=WSP-EMORY-PottxQBLMw&order=cbcf91980482a48efdf8def205fa6d14cf1a861672b3c1ece1c359ba31f1d3ab&t=1>

* UseIn progress **(IP)** in fields for academic programs and courses that are incomplete or in progress at time of application – Proof of enrollment should support your status
* **Official** GRE OR MCAT scores must be reported at the time of application (Do not submit application with only the raw scores provided- raw 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
* A copy of your MCAT scores should be included with your Emory supporting documents
* Official transcripts from all graduate and undergraduate institutions in which you have been enrolled should be sent directly to CASAA
* Three references should be uploaded in CASAA. Complete your section of the form,

request, and upload in CASAA (academic, clinical, and professional references are

preferred)

**Mail or email Supporting Items to:**

**The Department of Anesthesiology**

**Master of Medical Science Program**

**57 Executive Park South - Suite 300**

**Atlanta, GA 30329**

**AADocs@emoryaaprogram.org**