Welcome to TMDSAS

This Instruction Booklet was created by TMDSAS to assist applicants in completing the application for the 2012 entering class. Reading the instructions will give you an edge and make completing your application much easier. It is your responsibility to have read, understand and follow all TMDSAS instructions at the time of submission.

About TMDSAS

The Texas Medical & Dental Schools Application Service (TMDSAS) is the centralized application processing service for applicants to the first-year entering classes at all state supported public medical, dental and veterinary schools in the state of Texas. TMDSAS simplifies the application process for both the applicants and the participating schools. We provide one standardized application, relieving students of the need to complete a separate application for each of the participating schools. The participating schools benefit by receiving uniform information on all applicants and by designing the questions on the application. TMDSAS serves only as an information clearinghouse and does not influence the schools' review of the application or their selection of applicants to interview and accept.

Participating Schools:

Medical
UT Southwestern Medical Center at Dallas
UT Medical Branch at Galveston
UT Health Science Center at Houston Medical School
UT School of Medicine at San Antonio
Texas A&M University System Health Science Center, College of Medicine
Texas Tech University Health Sciences Center School of Medicine (in Lubbock)
University of North Texas—Texas College of Osteopathic Medicine
Texas Tech University Health Sciences Center Paul L. Foster School of Medicine at El Paso

Dental
Baylor College of Dentistry
The University of Texas School of Dentistry at Houston
The University of Texas Dental School in San Antonio

Veterinary
Texas A&M University College of Veterinary Medicine
Completing a TMDSAS Application

The application will be available beginning Monday, May 2, 2011 at 8:00 a.m. Central Time.

The deadline to submit your application is Friday, September 30, 2011 by 5:00 p.m. Central Time. Early filing is strongly encouraged.

The application deadline for the following programs is August 1, 2011:

- AAMC Early Decision Program – Texas Tech University HSC School of Medicine
- Early Decision Program – University of North Texas HSC – Texas College of Osteopathic Medicine
- Partnership for Primary Care Program – Texas A&M HSC College of Medicine

You can access the entry year 2012 TMDSAS Application through our website. Once you have registered for a TMDSAS account, you may login to update your information as often as you wish prior to submitting your application. After submitting your application, you may only make changes to the Contact Info, Test Score Information, and Letters of Evaluation sections. You will also be able to add planned coursework to the Colleges Attended and College Coursework sections.

Email is the primary mode of communication between TMDSAS and applicants. Urgent TMDSAS correspondence will only be sent to you via email. Be sure to keep your email address updated at all times. It is the applicant’s responsibility to regularly check both their email and TMDSAS application for important messages from TMDSAS. Providing an incorrect email address will prevent you from receiving important messages from TMDSAS and/or the schools to which you are applying.

Some email messages are sent to multiple applicants, which some email systems identify as spam or junk email. Some email providers use filters to prevent users from receiving spam. Email filters may interpret an email from TMDSAS or a school as spam and automatically delete a message to you about the status of your application. To avoid missing important TMDSAS emails, turn the “spam” or “junk” email filters off during the application cycle. If your email provider does not allow you to turn the filter off, you may have to access a “junk mail file” that archives all messages identified as sent to multiple addresses. Periodically check your spam/junk email file for TMDSAS or school related messages.

Re-Applicants

Applicants who reapply are required to complete a new application and submit new official transcripts, letters of evaluation and application fee. TMDSAS does not keep letters or transcripts on file from previous year’s applications.

If you applied for entry year 2011, it is not necessary to go through the registration process again. You will sign in to TMDSAS using the same email address and password that you used for the entry year 2011 application.

The majority of the information entered into the previous year’s application will “roll-over” to the current application. Information entered in the following sections will not roll-over: Select Schools, Essays, Letters of Evaluation, Proof of Residency, Planned Enrollment, Chronology of Activities and Certification Statement. These sections will need to be completed again.
Technical Details

The TMDSAS application supports only the following browsers. Not using one of these may cause you to experience various technical issues.

**For PC Users:**
Internet Explorer
Firefox

**For Mac Users:**
Firefox

**Friendly Reminders!**

Apply Early! Do not wait until the last minute to submit your TMDSAS application! Many schools begin interviewing candidates in July and August. Applications received early have a much better chance of being seriously considered.

**TMDSAS Application Deadline**

**Deadlines**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 1</strong></td>
<td>Submission deadline for application to the following programs:</td>
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<tr>
<td></td>
<td>1. AAMC Early Decision Program - Texas Tech University HSC School of Medicine</td>
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<tr>
<td></td>
<td>2. Early Decision Program – UNT HSC - Texas College of Osteopathic Medicine</td>
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<tr>
<td></td>
<td>3. Texas A&amp;M HSC College of Medicine - Partnership for Primary Care Program</td>
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<tr>
<td><strong>August 15</strong></td>
<td>All supporting documents (transcripts, evaluation letters, test scores) for Early Decision Program applicants must be received at TMDSAS.</td>
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<td></td>
<td>* Failure to submit documents by these dates may result in disqualification from Early Decision Program consideration.</td>
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<tr>
<td><strong>September 30</strong></td>
<td>Submission deadline for TMDSAS Medical and Dental School Applications. Submission deadline for application to Texas A&amp;M University College of Veterinary Medicine.</td>
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<tr>
<td></td>
<td>All sections of the application must be complete and the application must be submitted by 5:00 PM CST on September 30.</td>
</tr>
<tr>
<td><strong>October 7</strong></td>
<td>Application fee <strong>must be received</strong> by 5:00 pm CST.</td>
</tr>
<tr>
<td><strong>October 15</strong></td>
<td>All supporting documents (transcripts, evaluation letters) for applicants should be post-marked by this date.</td>
</tr>
<tr>
<td></td>
<td>* Failure to submit documents by these dates may result in the disqualification of your application. * Some schools will not extend an interview offer until all supporting documents have been received.</td>
</tr>
<tr>
<td><strong>January 10</strong></td>
<td>Submission deadline for RANKING of SCHOOL PREFERENCE for the TMDSAS admissions match - to be entered online by 5:00 PM (Central Time).</td>
</tr>
</tbody>
</table>
SECONDARY APPLICATIONS

Links to the secondary applications are available on the TMDSAS website. Secondary applications should be completed at the same time you submit your TMDSAS application. Any questions relating to a secondary application should be directed to the school. Any secondary application required documents and/or fees should be sent directly to the school and NOT to TMDSAS. The following schools require a secondary application:

1. UT Southwestern Medical Center in Dallas
2. Texas A&M HSC College of Medicine
3. Texas Tech University HSC School of Medicine
4. The University of North Texas HSC – Texas College of Osteopathic Medicine
5. Baylor College of Dentistry
6. Texas A&M University College of Veterinary Medicine

The TMDSAS application consists of the following sections:

[SELECT SCHOOLS]
-Select Schools
-Application History

[QUESTIONS]
-Personal
  Contact Info
  Demographic
  Socioeconomic
  Military Service
  Family
  Financial
  Felonies and Misdemeanors

-Education
  High School
  Colleges Attended
  Terms Attended
  College Coursework
  Planned Enrollment
  Education History

-Employment & Activities
  Academic Recognition
  College Leadership
  Employment
  Research Activities
  Healthcare Activities
  Veterinary Supervised Experience (for vet applicants only)
  Animal Experience (for vet applicants only)
  Community Service
  Extracurricular & Leisure
  Planned Activities

-Essay

[SUPPORTING DOCUMENTS]
-Upload Photo
-Test Dates
-Letters of Evaluation

[CHRONOLOGY OF ACTIVITIES]

[PROOF OF RESIDENCY]

[PAY & SUBMIT]
-Certification
-Payment
**Important Note:** TMDSAS will begin to process your application once the online application has been submitted and the following items have been received:

- Application Fee (payable by check or money order only)
- Copy of Visa or Permanent Resident card (if applicable)
- Spring 2011 Grades

Applications are transmitted to schools even if TMDSAS has not received all supporting documents. Schools are updated on a daily basis with supporting documents.

**Section Overview**

[SELECT SCHOOLS]

**SELECT SCHOOLS:**
In this section, you will first indicate if you are applying through any special/assured admission program such as JAMP or the Texas A&M COM Partnership in Primary Care Program.

Check the box of each school you wish to apply to. If you plan on applying to any of the dual degree programs offered at each school (e.g. MD/PhD, DO/PhD, DDS/PhD, JD/MD, MBA/MD, etc.) you check the box of each dual degree program you wish to apply to.

Next, you will indicate if you are applying to any MD/PhD programs through AMCAS. You will also indicate if you intend to apply to any non-TMDSAS schools for the current application cycle.

**APPLICATION HISTORY:**
In this section, you will indicate if you have previously applied to medical, dental or vet school. You will indicate the school(s) applied to, the entry year you applied for, if you were accepted and if you are currently enrolled. If you were ever accepted, you will need to indicate if you were ever dismissed or withdrawn from medical, dental, or vet school.

[QUESTIONS]

**PERSONAL INFORMATION:**

**CONTACT INFO:**
*You may make revisions to this section any time during the application process.*

**Legal Name**
Enter your first, middle and last names. You will also enter any salutations or prefixes associated with your name.

**Other Names**
If you prefer to be addressed by a different **first** name other than your legal first name, you will indicate that information in this section. Also, if there are any other last names listed on your academic records than what you have already entered, **you must indicate those names.**
Email/Phone
Indicate your email address. If you need to change your email account, do so through the [My Account] link in the upper right-hand corner of the application.

Provide the cell phone number where TMDSAS and/or admissions officers can contact you. If you do not have a cell phone, you will answer “No” to the question “Do you have a cell phone?”

You will also provide your work phone number – if applicable.

Mailing Address

- **Address 1** - Enter your current mailing address. TMDSAS and the schools you apply to will use this address to send you any correspondence.
- **Address 2** - If needed, enter an apartment number or additional address information in this field. If not, leave this field blank.
- **City** - Type the name of your city.
- **Country** – Select your country from the pull down menu.
- **State** - Select your state from the pull down menu.
- **County** – Select the US County of your mailing address from the drop-down menu – if applicable.
- **Zip Code or Postal Code** - Enter your zip or postal code.
- **Phone number** - Provide the phone number where TMDSAS and/or admissions officers can contact you.

Permanent Address
Enter your Permanent Address information if different from your Mailing Address. If your Permanent Address is the same as your Mailing Address, answer “Yes” to the question “Is your Mailing Address also your Permanent Address?” and the information will pre-populate from what you entered under Mailing Address.

- **Address 1** - Enter your permanent address.
- **Address 2** - If needed, enter an apartment number or additional address information in this field. If not, leave this field blank.
- **City** - Type the name of your city.
- **Country** – Select your country from the pull down menu.
- **State** - Select your state from the pull down menu.
- **County** – Select the US County of your permanent address from the drop-down menu – if applicable.
- **Zip Code or Postal Code** - Enter your zip or postal code.
- **Phone number** - Provide the phone number for your permanent address.
**DEMOGRAPHIC INFO:**
*You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting*

**Birth Information**
- **Date of Birth** – enter your date of birth (mm/dd/yyyy)
- **City** – Enter the city where you were born.
- **Country** – Select the country in which you were born from the drop-down menu.
- **State/Possession/Canadian Province** – Select the state, possession or province in which you were born from the drop-down menu.
- **County** – Select the US County in which you were born from the drop-down menu – if applicable.

**Home Town**
The following questions refer to what you consider your “home town”
- **City** – Enter the city name of your home town.
- **Country** – Select the country from the drop-down menu.
- **State/Possession/Canadian Province** – Select the state, possession or province from the drop-down menu.
- **County** – Select the US County of your hometown from the drop-down menu – if applicable.
- **Approximate population** – Select the approximate population range of your home town from the drop-down menu.
- **Describe the area** – Select: Rural, Urban, Inner City, Suburban, Military or Government Installation or Other. (Definitions will be provided)
- **Primary language spoken at home** - Select the primary language spoken at home from the drop-down menu.

**Gender**
Indicate whether you are male or female.

The Ethnicity and Race questions are asked for federal and/or state reporting purposes. These questions are voluntary, and applicants will not be at a disadvantage in the admissions process if they are not completed.

**Ethnicity**
Indicate whether you are:
- a. Hispanic or Latino
- b. Not Hispanic or Latino

**Race**
Select one or more of the displayed racial categories that best describe you.
**Socioeconomic Info:**
*You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting*

The questions in this section ask:
- Are you a member of the first generation in your family to apply to, attend or graduate from an undergraduate program?
- Are you a member of the first generation in your family to apply to, attend or graduate from a graduate or professional program?
- Are you a parent or guardian of dependent children?
- What do you consider your primary language?
- Are you bilingual or multilingual?

You will also be asked several questions that pertain to the household in which you were raised or spent the majority of your life from birth to age 18. If you moved frequently during this time period, enter the information for the location you spent the majority of your childhood.

**Military Service:**
*You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting*

You will answer questions concerning whether or not you have served in the United States military.

**Family:**
*You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting*

You will enter information regarding your parents as well as any significant male and/or female figures in your life.

You will indicate how many siblings you have. You may include step-siblings if you choose. You will then indicate the following for each of your siblings:
- Age
- Relationship – brother or sister
- If they have ever attended college

**Dental Applicants Only – Relatives in Dentistry**
The purpose of these questions is to demonstrate to admissions committees the extent of your knowledge, background and experiences with the dental profession. List any relatives who are dentists, are in dental school, or who have studied or are studying Dental Hygiene, Dental Assisting, Dental Laboratory Technology or related dental fields.
FINANCIAL INFO:
*You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting*

You will enter the percentage of your college expenses provided by family, spouse, academic scholarships, financial need-based scholarships, loans, employment, or other sources. The total percentage must add up to 100%.

If you have graduated college, you will also be asked to indicate the percentage of your living expenses provided by family, spouse, employment or other sources. The total percentage must add up to 100%.

FELONIES AND MISDEMEANORS:

You will disclose and explain any felony or misdemeanors that may appear on your record.

You need NOT disclose information about any of the following:
- you were arrested but not charged
- you were arrested and charged, but the charges were dropped
- you were arrested and charged, but found not guilty by a judge or jury
- you were arrested and found guilty by a judge or jury, but the conviction was overturned on appeal
- you received an executive pardon
- a juvenile or criminal record that has been sealed or expunged. Failure to disclose information that is not in fact expunged or sealed may result in the applicant being denied admission
- minor traffic violations

After the date of submission of your TMDSAS application and prior to matriculation, if you are charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime, you must inform TMDSAS as well as the admissions office of each school to which you have applied. You must notify TMDSAS and each school within ten business days of the occurrence of the criminal charge or conviction. Failure to do so is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

EDUCATION:

HIGH SCHOOL INFORMATION:
*You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting*

Indicate how you completed your high school education: High School, GED or Home Schooled.

High School Graduates
Enter the Country and State, if applicable, in which your high school is located. Enter part of the high school name and then click [Search] to search for your high school. From the search results, click on [Add School] next to the correct listing – doing so will pre-populate the following information:

- High School Name
- City
• Zip Code
• State
• County

If your high school was not found, you will need to add the school manually in the designated [High School Information] fields.

Next, enter graduation month, graduation year, class size and class rank, if applicable, in the designated fields.

GED
For applicants who have received their GED certificate, please list the city, zip code, country and state where the certificate was awarded. Enter the graduation month and graduation year the certificate was received.

Home Schooled
For applicants who were home schooled, please list the city, zip code, country and state where you home schooled (or received your diploma). Enter the graduation month and graduation year.

SAT or ACT Results
If you have taken either the SAT or ACT, you will need to enter your score(s). Contact your college admissions office if you don’t remember your score.

**COLLEGES ATTENDED:**
*You may make revisions to this section any time during the application process. You will be able to add new colleges/universities as well as newly completed course work.*

• List ALL undergraduate, graduate, and professional schools you have attended. You must also enter information about ALL schools you plan on attending between now and the completion of Summer 2012.
• List each school once for each type of degree even if there was a break in attendance. For example, if you attended Houston Community College in the summer of 2006 and 2008, you would list the school once with attendance dates as: Summer 2006 – Summer 2008.
• If you attended the same school for undergraduate and graduate/professional programs, list each degree program separately.
• Include foreign colleges. You do **not** need to list a foreign college if it was part of an official study abroad program and the coursework appears on the transcript of the sponsoring U.S. college or university.
• Failure to list all colleges and universities may delay processing of your application and may be considered a violation of your application certification statement.

Click on the [Add College or University] link and a new screen will open. Enter the country, state and a distinctive part of the college or university name and a list of matching institutions will appear. Keep in mind that the more you type in the [College Name] field, the more you limit the program to search for your school and force it to be more exact. Try just entering words that are unique to your college name. For example, if searching for The University of Texas at Austin, just enter Austin.
Select the correct institution and click [Select] to add the school to your list of Colleges Attended. This will fill in the required [Institution Information] fields for the college listing.

If your college was not found in the search, you will need to add the college manually.

Enter attendance dates and degree information. Majors and minors are listed alphabetically. If your major/minor is not listed, select “Other” and enter your major/minor in the designated field. Next, indicate if you were enrolled in an honors program at this school.

Click [Add College Attended] on the bottom left corner of the screen. Continue to enter additional colleges and universities attended by clicking on the [Add College or University] link. Once you have entered all schools, check the box that states: “I have no more colleges to enter at this time”. Your colleges will not be saved to the database until you have checked this box and answered the additional questions that will display at that time, and clicked [Save] or [Save and Continue].

The final set of questions asks if you were enrolled in the institution under the Texas Academic Fresh Start provision. Academic Fresh Start is a program which allows non-traditional students to apply on equal footing as a traditional applicant.

You will also be asked if you want to release your information to the Health Professions Advisor at this school. Checking [Yes] permits your advisor to view information about the status of your application. Your TMDSAS application will be processed regardless of how you answer the question. TMDSAS strongly encourages you to give permission to release selected information about the status of your application to your health professions advisor. Having this information helps your advisor provide services to you and informs the advisor about the success of students from your college/university in being admitted into medical/dental/vet schools. However, your application will not be adversely impacted if you do not agree to have your information released to your health professions advisor.

**TERMS ATTENDED:**
Enter all terms during which you have taken coursework at each school listed in the [Colleges Attended] section. To add a term, click on [Add a Term for this College]. Select the College Attended from the drop-down menu, select the term, year and whether or not the credits are reported in semester or quarter hours. Click [Add This Term] to save. Once you have entered all terms, you **MUST** click [Save] or [Save and Continue] or your inputs will be lost.

**COLLEGE COURSEWORK:**
You will enter all coursework taken as well as any future coursework. Within each term, list the courses in the order in which they appear on the official transcript.

Click on the [Add/Edit Coursework] link next to the term you want to enter coursework for. Click on the [Add a Course for This Term] link that appears.

For each course, you will enter the following: Academic Status, Course Type, Prefix, Course Number, Course Area, Transcript Grade, Credit Hours, and Last Time Taken. Click on [Add Course Information] to save the course.

When you have finished adding, updating, and deleting courses for each term, you **MUST** click [Save] before selecting another term or your changes will be lost.
Definitions for completing [Add a Course for This Term]

**Academic Status**

PF: Pre-Freshman  Any advanced placement, CLEP or dual enrollment courses that you received credit for BEFORE beginning college

FR: Freshman  Approximately 0 - 30 semester hours completed

SO: Sophomore  Approximately 31 - 60 semester hours completed

JR: Junior  Approximately 61 - 90 semester hours completed

SR: Senior  Approximately 91 - completion of undergraduate degree

PB: Post Baccalaureate  Courses taken after completion of the Bachelor’s degree including those for a subsequent Bachelor’s degree, but not while enrolled in a graduate degree program. Includes graduate level course work not applied to a graduate degree.

GR: Graduate  Courses taken while enrolled in a graduate degree program

**Course Type**

Indicate the course type for each course taken. Course types are:

- Regular Class
- Distance Learning/Online Course
- Honors
- Study Abroad
- Advanced Placement/CLEP
- International Baccalaureate
- Credit by Institutional/Departmental Exam
- Audit
- Developmental
- Dual Credit

**Regular Class**

Regular class taken in the classroom – no special designation.

**Distance Learning/Online Course**

Indicate if the course you are entering was completed as an on-line, correspondence or other form of learning at a distance. Distance learning/online courses are considered for credit and grades earned are computed into the TMDSAS GPA.

**Honors**

An honors course is one taken as part of an undergraduate honors program, not a course for which you may have received academic honors.

**Study Abroad**

Indicate if you enrolled in courses at a foreign university as part of a Study Abroad program, and received credit for those courses on a US or Canadian school transcript. (Courses completed overseas that are not part of a Study Abroad program should be treated as foreign coursework and will not be included in the TMDSAS GPA computation.)
Advanced Placement/CLEP
Indicate if you have received credit on your transcript from Advanced Placement or CLEP examinations. AP/CLEP credit is accepted only if the school granting the credit lists the specific course(s) and number of units granted per course on an official transcript. **Lump sum credit is not accepted. If these do not appear on the transcript, an official letter from the registrar is required.** AP credit appearing on the transcript without subject or course names will be classified as non-science unless official documentation is received. If a letter grade is shown on the official transcript, the letter grade should be listed in the Grade column and will be included in your GPA calculations. If a letter grade is not given on the official transcript or the course is indicated as being passed, then enter the semester hours and, under Grade column, select CR – credit.

International Baccalaureate
Indicate if you have received credits on your transcript for completion of an International Baccalaureate Program, an intensive pre-college curriculum sponsored by the International Baccalaureate Organization.

Credit by Institutional/Departmental Exam
Indicate if you have received credits on your transcript for successful completion of an institutional or departmental examination.

Audit
Any course you attended without attempting to earn credit. No credit hours or grade will be assigned.

Developmental
Developmental courses will not count towards the GPA nor will they be calculated into the overall hours.

Dual Credit
College credit earned when a high school student is taking a college course for both high school and college credit. If you took college courses while in high school and received only college credit, you should indicate this Course Type as “Regular Class”. The credit must appear on an official transcript from the college. Courses may be taken at the high school or at the college, but need to be listed on the application under the name of the college.

Prefix – Enter the departmental prefix for the course as it appears on your transcript - for example, CHEM.

Course Number - Enter the course number as it appears on the official transcript.

Course Name - Enter the full course title as it appears on the official transcript.

Course Area - Enter one subject for each course.

Following are the subject codes and courses which qualify for each:

*For courses that are not listed, use your judgment – TMDSAS will determine the correct course area during processing.*
**Biology:**
Anatomy & Physiology
Bacteriology
Biology
Botany
Cellular & Molecular Biology
Cellular Physiology
Ecology
Entomology
Genetics
Herpetology
Histology
Immunology
Microbiology
Molecular Biology
Ornithology
Parasitology
Pathophysiology
Virology
Zoology

**Biochemistry:**
Biochemistry

**English:** Most English department courses will satisfy this requirement
Composition
English
Literature
Poetry
Rhetoric

**General Chemistry:**
General Chemistry
Analytical Chemistry
Inorganic Chemistry
Physical Chemistry
Qualitative Analysis
Quantitative Analysis

**Calculus or Statistics:**
Biostatistics
Calculus
Statistics (for science majors NOT for business or psychology majors)

**Organic Chemistry:**
Bio-Organic Chemistry
Organic Chemistry

**Physics:**
Electricity & Light
Magnetism
Mechanical Heat
Physics
Thermodynamics
**Other Science:**
Agricultural Science
Astronomy
Chiropractic
Computer Science
Dental Hygiene
Electronics
Emergency Med-Tech
Engineering
Epidemiology
Geology
Math (other than Calculus or Statistics)
Medical Technology **ONLY** if in the Biology department
Meteorology
Neuroscience
Nursing*
Nutrition
Occupational Therapy
Pharmacy
Physical Anthropology
Physical Geography
Physical Science
Physical Therapy
Physician Assistant
Radiology
Research seminars in Biology, Chemistry, Physics, and Math
Respiratory Therapy
*For Nursing, Veterinary Medicine, Animal Husbandry, Forestry, and Public Health – determine whether a course is Other Science or Non-Science by title of the course.

**Non-Science:**
Acting
Archeology
Art
Astrology
Behavioral Science
Bioethics
Business
Communications
Cultural Geography
Economics
Education
Ethics
First Aid
Foreign Language
Forestry
Geography
Government
Health/Personal Hygiene
History
Humanities
Kinesiology
Law
Logic
Medical Terminology
Military Science
Transcript Grade - Record the grade as it appears on your official transcript. This can be a numeric grade or a letter grade, with or without a plus or minus sign.

If narrative evaluations are used in your system in lieu of grades, list "P - Pass" if pass credit was awarded. Copies of narrative evaluations will be forwarded to your designated colleges.

As you enter your grades, the application system will convert the grade to a TMDSAS Grade. The TMDSAS grading system standardizes the grades to be used in the GPA calculation and to be reported to the medical, dental or vet schools. TMDSAS Grades include: A, B, C, D, F, Credit, Pass, Quit, Failed, Incomplete and Not Yet Reported (for future or planned coursework).

Semester Hours - Enter the number of semester or quarter hours for each course, including failures and withdrawals. All entries must be made in semester or quarter hours. Some institutions grant credits as course units. If your grades are reported in credits or units, you will need to convert them to semester or quarter hours. The back of your transcript should have the conversion. If not, contact your Registrar for the conversion. You can enter hours up to one decimal point – 00.0

Common conversion examples:
Austin College: 1 unit = 4 semester hours
Duke University: 1 unit = 4 semester hours
Northwestern University: 1 unit = 4 quarter hours or 2.7 semester hours

Last Time Taken
Last Time Taken is asking “Was this the last time you took this course?” Most coursework will be answered as [Yes]. Courses repeated for additional credit, but not for a better grade, such as physical education, chorus, or thesis/research are not considered a repeat and should be answered [Yes].

Instances where you would answer [No]:

1. If you withdrew and re-took or plan to take the course again. For the first time you took the course enter [No]. When retaken, enter [Yes].
2. If you received a C, D, F, took a Pass/Fail or Credit/No-Credit course then re-took the course for a better grade, enter [No] for the first time taken and enter [Yes] for the last time taken.

<table>
<thead>
<tr>
<th>Course Taken and Passed</th>
<th>Received C, D, F or took Pass/Fail or Credit/No-Credit Course and re-took for a better grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Yes (&quot;Y&quot;)</td>
<td>Enter No (&quot;N&quot;) first time course was taken</td>
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<tr>
<td></td>
<td>Enter Yes (&quot;Y&quot;) last time course was taken</td>
</tr>
</tbody>
</table>
ENTERING COURSES

Report ALL coursework from every institution attended exactly as it appears on your official transcript(s). Include information and corresponding grades for every course you have ever taken at any U.S., U.S. overseas or Canadian institution, regardless of whether credit was earned. All courses that appear on your official transcript(s) and for which a grade and credit was ever assigned will be included in the TMDSAS GPA calculations, even if they are not included in the GPA calculations of the transcript-issuing school. This includes, but is not limited to:

- Courses that have been repeated
- Courses that you failed, regardless of whether they have been repeated
- Courses you took in high school for college credit that appear on a college transcript
- Courses taken at American colleges overseas

Use a personal copy of your official transcript(s) to enter ALL of your college coursework attempted and earned (do not attempt to do this from memory). Enter courses chronologically, beginning with the oldest to most recent. Enter each course once from the transcript where it was originally taken, even if the credits transferred to another institution.

TMDSAS verifies your self-reported courses against your official transcript(s) and will report any discrepancies to your selected institutions. TMDSAS does not enter courses for you. TMDSAS will contact you and return your application for corrections or explanations if it identifies a significant number of course discrepancies or omissions. Failure to properly enter all course information and to make corrections as requested may result in processing delays and may jeopardize your chances for admission.

Military Credit

Individuals in the U.S. Armed Services frequently receive credit for special courses that they have taken while in service. These courses are considered post-secondary, but do not appear on a college transcript. In other situations, information about these courses may be posted to a “SMART” transcript (SMART stands for Sailor/Marine American Council on Education Registry Transcript – official document colleges and universities can use to evaluate an applicant’s experiences to determine if they want to award college credit.) **TMDSAS does not consider these courses to be college courses and they should not be added to the application.**

In certain situations, colleges/universities may award academic credit for these same military courses, or for experiences gained during military service. Such credit is usually considered “life experience credit” and is awarded as credit hours towards the completion of a degree. In situations such as this, the applicant should indicate the credit hours on the TMDSAS application, under the college/university granting the credit. Only the credit hours actually awarded by the college/university should be included in the TMDSAS application.

You can submit your SMART transcript to TMDSAS and we will forward it to the medical/dental/veterinary school for their review.
Transcripts
You must arrange for a sealed official transcript accompanied by a TMDSAS Transcript Request Form to be sent directly to TMDSAS. One official transcript is required from every regionally accredited U.S., U.S. Territorial or Canadian college attended.

This includes:

- Colleges at which you took a course, even if transfer credit was later accepted by another school
- College-level courses taken while in high school, even if they did not count toward a degree at any college

TMDSAS will accept a transcript sent by an applicant as long as it is in the official sealed envelope from the Registrar.

While TMDSAS will accept transcripts that are not attached to a TMDSAS Transcript Request Form, TMDSAS is not responsible for transcripts that cannot be matched to your application due to the absence of a TMDSAS Transcript Request Form. You are strongly encouraged to utilize these forms. Be sure to inform the registrars that this form should be attached to the transcript when it is sent to TMDSAS.

TMDSAS recommends that you obtain a personal copy of each transcript for your records to help you properly complete the [College Coursework] section of your application.

It is your responsibility to verify and ensure that TMDSAS has received all of your official transcripts. Check the status of your transcripts regularly by logging into your application and viewing the [Application Status] page.

Transcript Request Form
1. Print the Transcript Request Form from the TMDSAS website.
2. Fill out the Transcript Request Form.
3. Submit to the Registrar’s office of every accredited U.S. and Canadian college/university you have attended.
4. Be sure to advise the Registrar’s office to enclose the Transcript Request Form with your official sealed transcript and mail it directly to TMDSAS. Transcripts that are not accompanied by the Transcript Request Form can result in a delay in processing the document.

Canadian Transcripts
Follow steps 1 – 4 above to have your English-speaking Canadian transcripts to be sent to TMDSAS.

Study Abroad
If you participated in a Study Abroad program under the sponsorship of a U.S. or Canadian institution and the international coursework appears on the U.S./Canadian transcript as regular itemized credit, only list the U.S. or Canadian institution on your TMDSAS application. DO NOT list the foreign
institution. Arrange for only the U.S. or Canadian transcript to be sent to TMDSAS. TMDSAS processes study-abroad coursework in the same manner as U.S. and Canadian coursework.

**Overseas U.S. Institutions**

Overseas U.S. institutions are:

1. Located outside U.S. borders,
2. Accredited by a regional institutional accrediting agency recognized by the U.S. Department of Education, and
3. Use English as the primary language of instruction and documentation.

If you attended an overseas U.S. institution, report it to TMDSAS in the same manner as your U.S. and (English-speaking) Canadian institutions and arrange for an official transcript to be forwarded to TMDSAS. List all coursework on your TMDSAS application. U.S. institutions with campuses overseas are also considered U.S. colleges for which transcripts are required and all coursework must be listed.

**International Transcripts**

Enter coursework taken at all international colleges/universities in the [College Coursework] section. Although TMDSAS permits you to list foreign coursework in your application, TMDSAS does not verify this coursework for authenticity and does not use grades from international transcripts in computing TMDSAS GPA’s.

You are required to submit one transcript from every international college/university you have attended. TMDSAS also encourages international applicants to submit a copy of any evaluation of international coursework that has been completed by an official credential evaluation service. TMDSAS will forward a photocopy of your international transcript and evaluation to your designated medical/dental/veterinary schools.

**PLANNED ENROLLMENT:**

Indicate if you plan to take any future coursework between the time of application and Summer 2012. You will indicate the college, term and year for all future coursework. You will still need to list the actual courses being taken in the [College Coursework] section.

**EDUCATION HISTORY:**

*You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting*

You will answer questions concerning your education. Below are the questions:

- Has your education or vocation ever been interrupted for any reason?
- Were you ever the recipient of any action by any college or professional school for unacceptable academic performance (i.e. academic probation, suspension, dismissal, etc.)?
- Were you ever the recipient of any action by any college or professional school for conduct violations?
[Employment & Activities]
*You will not be able to make any changes to these sections once you have submitted your application. Review your entries carefully before submitting*

If you have activities that fit into more than one of the categories below, you should list the activity in each section. We recommend that you list activities in multiple sections if they meet the criteria in more than one category.

Keep in mind that your [Chronology of Activities] will be automatically built from the information you enter in all other sections of the application. Your chronology MUST account for all time between high school graduation and August 2012; therefore, you must account for this time period in all the subsections of the [Employment & Activities] section.

**ACADEMIC RECOGNITION:**
List academic honors, awards and other recognitions received since beginning college to the present. Indicate the Award Title, date received, city, country, state and a brief description of the award. Click on [Submit] to save the record. Additional records can be added by clicking the [Add An Award] link.

**COLLEGE LEADERSHIP:**
List any leadership roles or positions of responsibility held since beginning college to the present. Indicate the Role Title, start date, end date, city, country, state and a brief description of the position. Click on [Submit] to save the record. Additional records can be added by clicking the [Add a Leadership Role] link.

**EMPLOYMENT:**
List all jobs (paid work experience) held since graduating from high school to the present, including military service. Indicate the employer, job title, when the job was held, start date, end date, city, hours worked per week, country, state and a brief description of the job. Click on [Submit] to save the record. Additional records can be added by clicking the [Add an Employment Activity] link.

**RESEARCH ACTIVITIES: – MEDICAL AND DENTAL APPLICANTS ONLY**
List any significant research activities (paid or volunteer) you have participated in since beginning college to the present. Indicate the Research Activity Name, start date, end date, city, approximate hours worked per week, total cumulative hours, country, state and a brief description of the research. Click on [Submit] to save the record. Additional records can be added by clicking the [Add a Research Activity] link.

**HEALTHCARE ACTIVITIES:**
List any healthcare related community service, volunteer, employment OR shadowing experience you have participated in since beginning college to the present. Indicate the Activity Name, start date, end date, city, hours worked per week, total cumulative hours, country, state and a brief description of the activity. Click on [Submit] to save the record. Additional records can be added by clicking the [Add a Healthcare Activity] link.
**VETERINARY SUPERVISED EXPERIENCE:** – **VETERINARY APPLICANTS ONLY**
List all veterinary supervised experience you have participated in since beginning college to the present. Experiences may include clinical, research, on-call as well as any other experiences that were under the direct supervision of a licensed veterinarian.

Indicate the Activity Name, whether it is volunteer experience or paid experience, location, supervisor name and credentials, start date, end date, city, total cumulative hours worked, country, state and a brief description of the experience. Click on [Submit] to save the record.

Additional records can be added by clicking the [Add a Veterinary Supervised Activity] link.

**ANIMAL EXPERIENCE:** – **VETERINARY APPLICANTS ONLY**
List any animal experiences not supervised by a veterinarian or any other general animal experiences. This may include FFA, 4-H projects, animal shelter, SPCA, ranch/farm animal experience and research work.

Indicate the Activity Name, whether it is volunteer experience or paid experience, location, supervisor name and credentials, start date, end date, city, total cumulative hours worked, country, state and a brief description of the experience. Click on [Submit] to save the record.

Additional records can be added by clicking the [Add an Animal Experience Activity] link.

**COMMUNITY SERVICE:**
List any non-healthcare related community service or volunteer activities you have participated in since beginning college to the present. Indicate the Activity Name, start date, end date, city, approximate hours per week, total cumulative hours, country, state and a brief description of the activity. Click on [Submit] to save the record.

Additional records can be added by clicking the [Add a Community Service Activity] link.

**EXTRACURRICULAR AND LEISURE ACTIVITIES:**
List any significant extracurricular, leisure activities or hobbies you have participated in since beginning college to the present. Indicate the Type of Activity, start date, end date, city, approximate hours per month, total cumulative hours, country, state and a brief description of the activity. Click on [Submit] to save the record.

Additional records can be added by clicking the [Add an Extracurricular/Leisure Activity] link.

**PLANNED ACTIVITIES:**
Indicate future activities you plan on participating in between now and August 2011. This should include any future employment as well as any future research, healthcare, community service, or extracurricular activities. Indicate the Activity Type, start date, planned end date, city, total projected hours, country, state and a brief description of the activity. Click on [Submit] to save the record.

Additional records can be added by clicking the [Add a Planned Activity] link.
ESSAYS:
*You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting*

To avoid formatting issues, we recommend typing your essay directly into the TMDSAS application rather than cutting and pasting your essay from other software. Copying formatted text into the application may result in formatting issues that cannot be edited once your application has been submitted.

Be sure to proofread carefully. No changes to your essay(s) will be permitted after the application has been submitted.

**Dental Applicant Personal Statement**
The personal essay asks you to explain your motivation to seek a career in dentistry. You are asked to discuss your philosophy of the dental profession and indicate your goals relevant to the profession.

The essay is limited to 5000 characters, including spaces.

**Medical Applicant Personal Statement**
The personal essay asks you to explain your motivation to seek a career in medicine. You are asked to include the value of your experiences that prepare you to be a physician.

The essay is limited to 5000 characters, including spaces.

**Veterinary Applicant Personal Statement**
The personal essay asks you to discuss why you would like to be a veterinarian and indicate your goals relevant to the profession.

The essay is limited to 5000 characters, including spaces.

**Optional Essays – There are two optional essays available to all applicants**
The optional essays are an opportunity to provide the admissions committee(s) with a broader picture of who you are as an applicant. **The essays are optional; however, you are strongly encouraged to take advantage of this opportunity.**

**Optional Essay 1:**
Briefly state any unique circumstances or life experiences that are relevant to your application. This is not an area to continue your essay or reiterate what you have previously stated: this area is provided to address any issues which have not previously been addressed. Optional Essay 1 is limited to 2500 characters, including spaces.

**Optional Essay 2:**
Describe any personal characteristics and/or important or challenging experiences you have had that will contribute to the diversity (broadly defined) of or provide educational benefits to the student body. Optional Essay 2 is limited to 2500 characters, including spaces.
Dual-Degree program Essays

- MD/PhD or DO/PhD Essays: character limit – 5000 for each essay
  1. Explain your motivation to seek a MD/PhD or DO/PhD dual degree. Discuss your research interests and career goals as an applicant to a dual degree program.
  2. Describe your significant research experiences. Include the name and title of your research mentor as well as your contributions to the project. List any publications which have resulted from your work.

- JD/MD Essay: character limit – 5000 characters
  1. Explain your motivation to seek a JD/MD dual degree. Discuss your interest and career goals as an applicant to the JD/MD program.

[SUPPORTING DOCUMENTS]
*You will be able to make changes to this section once you have submitted your application. You will be able to add or remove planned test dates.*

UPLOAD PHOTO:
As part of your application, you are required to upload a digital photo of yourself. It must be smaller than 100 KB and be in one of the following file formats: jpg, gif, png or bmp. If you don’t have access to a digital photo of yourself, many print shops such as Kinko’s can provide you with one.

TEST DATES:
*Important*: Any change in planned test dates MUST be immediately reported to TMDSAS. You can update this information by logging into your application. Failure to do so will cause your application to be incomplete which could affect your evaluation at one or more of the participating schools.

DAT Scores - Dental Applicants Only
The Dental Admission Test, DAT, is required for admission to dental school. The DAT must be taken within the last five years. A test score from a DAT taken before 2007 will not be considered for the 2012 entry year application. The DAT must be taken before December 1 of the application year to be considered for the current application cycle. Dental schools begin making offers of admission December 1st; therefore, waiting to take the DAT until that late date will delay any consideration for admission until after your test scores are released.

Applicants are required to request their DAT scores be released to each of the dental schools they are applying to. All DAT scores released to the three Texas dental schools will automatically be sent to TMDSAS.

1. **DENT PIN** – Enter your DENT PIN given to you by the ADA.
   The DENT PIN is a unique identifier for applicants and students involved with the U.S. dental education system and standardized testing programs. You must register to retrieve a DENT PIN from the ADA site and use it to proceed with your application. If you do not know your DENT PIN, please go to the ADA website and follow instructions there to create or retrieve it.
2. **Social Security Number** - Disclosure of your social security number is requested for the purpose of identifying documents associated with your application. No statute or other authority requires that you disclose your social security number, but it is important in the identification of DAT scores that are incorporated into your application.

3. Indicate whether this is a US Social Security Number or a Canadian Social Insurance Number.

4. **DATs Taken** – Enter all dates you have taken the DAT.

5. **DATs Planned** – Enter all dates you PLAN to take the DAT between the time of application and December 1, 2011.

**MCAT Scores – Medical Applicants Only**

All admission test score(s) MUST be reported directly to TMDSAS by AAMC. Scores submitted from your personal score report will not be accepted.

The MCAT is required for admission to medical school. The exam must have been taken no earlier than 2007 and no later than September of the year preceding enrollment into medical school (i.e. if you are applying for entry year 2012, September 2011 is the last month you can take the MCAT). No score from a test taken within the year of enrollment will be accepted. MCAT scores can be no more than five years old.

We strongly encourage taking the MCAT exam in January, March, April or May so that your application will be completed and in the pool for the start of the interview season. The interview season generally begins at the end of August and closes sometime in early December. Applicants who wait to take the examination for the first time in July, August or September find action on their application delayed until late in the admission season.

Applicants MUST release their MCAT scores to TMDSAS by using the MCAT Testing History (THx) Report System. Applicants must request the release of their scores to TMDSAS as soon as they become available to the applicant. From the MCAT Testing History Report System, select [Send All of My Scores], then select [Texas Medical and Dental Schools Application Service] (4th on the list under [Application Services]). Applicants MUST request that the scores of ALL tests taken be released to TMDSAS.

1. **AAMC ID** – Enter your AAMC ID given to you by the AAMC. This is the 8-digit number assigned to you by AAMC for all correspondence.
2. **Social Security Number** - Disclosure of your social security number is requested for the purpose of identifying documents associated with your application. No statute or other authority requires that you disclose your social security number, but it is important in the identification of MCAT score that are incorporated into your application.
3. Indicate whether this is a US Social Security Number or a Canadian Social Insurance Number.
4. **MCATs Taken** – Enter all dates you have taken the MCAT.
5. **MCATs Planned** – Enter all dates you PLAN to take the MCAT between the time of application and September 2011.
GRE Scores – Veterinary Applicants Only
The Graduate Record Exam, GRE, is required for admission to veterinary school. Applicants MUST take the New General Test Format of the GRE no later than September 30, 2011. Test scores must be taken within the past five (5) years of the current application cycle.

Scores must be submitted directly to Texas A&M University College of Veterinary Medicine using the institution code #6812. Failure to do so will result in disqualification of the applicant’s file.

1. **GREs Taken** – Enter all dates you have taken the GRE.
2. **GREs Planned** – Enter all dates you PLAN to take the GRE between the time of application and September 30, 2011.

LSAT Scores – JD/MD Applicants Only

1. **LSATs Taken** – Enter all dates you have taken the LSAT.
2. **Scaled Score** – Enter your scaled score between 120 and 180.
3. **LSATs Planned** – Enter all dates you PLAN to take the LSAT.

LETTERS OF EVALUATION:
Applicants may submit the following plus the option of one extra individual letter. Look below to determine how many letters are required based on what type of applicant you are – dental, medical or veterinary.

**Dental School Applicants:**
1. Two individual letters of evaluation OR one Health Professions Committee Letter/Packet
2. Baylor College of Dentistry and UT Dental Branch at Houston applicants must submit an additional evaluation letter from a practicing dentist.

**Medical School Applicants:**
1. Two individual letters of evaluation OR one Health Professions Committee Letter/Packet

**Veterinary School Applicants:**
1. Three individual TAMU Veterinary Applicant Evaluation Forms submitted directly to TMDSAS. Please note, only the TAMU College of Veterinary Medicine Evaluation Form is required from your evaluators. No accompanying letter is required or desired by the vet school. Any letter received without the evaluation form will not be accepted. Please have your evaluators submit only the TAMU CVM Evaluation Form.

Once you have completed this section, you should have your letters delivered to TMDSAS. TMDSAS accepts letters from VirtualEvals, Interfolio or by regular mail. Make sure your TMDSAS ID is on your letter(s) so that we can match them properly.

Indicate how you will submit your letters of evaluation:
1. HP Committee Packet
2. Individual Letters
Submitting Individual Letters of Evaluation
If you are submitting individual letters, placeholders for the required letters will be shown. Click the edit button to fill out and complete a letter placeholder. You will not be able to save this section until you have completed every REQUIRED letter placeholder.

Individual evaluations MUST be accompanied by the TMDSAS Evaluation Form. The form is available on both the application and the TMDSAS website. Complete the top portion of the form and deliver it to your evaluator to complete.

Submitting a Health Professions Committee Packet
If you are submitting a HP Committee Packet, you will need to select the institution your packet will be coming from. To do this, you must have first completed the [Colleges Attended] section.

What is a Health Professions Committee Packet?
Many institutions utilize a Health Professions Committee Packet for their professional school applicants. These packets come in three basic formats:

1. Committee letter with supporting letters attached.
2. Committee letter that is composed and uses quotes from various evaluators but may or may not have supporting letters attached.
3. Collection of individual letters that may also include a cover letter from an advising office of school letter service. The advising office or school letter service serves as a central collection service for the applicant, but does not make additional assessments of the candidate.

All three types of HP Committee Packets are acceptable to TMDSAS, regardless of the number of evaluations that may be contained within the packet. TMDSAS respects the varying philosophies of colleges and universities as to how best to provide a HP Committee Packet and therefore does not limit the number of evaluations included.

[CHRONOLOGY OF ACTIVITIES]
*You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting*

Your Chronology MUST account for all time between high school graduation and August 2012.

Your Chronology of Activities will be automatically built from the information you enter in all other sections of the application. This is done for your convenience; therefore, it is to your advantage to complete all other sections before completing this section. The compiling of this data will be done only once – if you delete or change items in other sections after your Chronology is compiled, you will have to retype that information in your Chronology – you cannot re-import the data. You can edit or delete items from the Chronology – doing so will not change what you have entered elsewhere in the application.

Once the import of your data has been done, a [Show Activities Calendar] link appears. Click on the link to see a calendar displaying any gaps in your chronology. Gaps will be indicated by a blank box on the calendar. All gaps greater than 3 months must have a record. You will be able to add records to fill any gaps in time.
[**PROOF OF RESIDENCY**]

*You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting*

This section contains questions regarding your citizenship, state of legal residence, etc. These questions will determine whether you are classified as a Texas resident or a non-resident.

Applicants who are not U.S. citizens **MUST** provide TMDSAS with a copy of both sides of their Permanent Resident card or Visa stamp in their passport. An application will NOT be processed without this documentation. The documentation can be uploaded directly to the application or mailed to TMDSAS.

A non-U.S. citizen must indicate his/her country of citizenship and complete the required information regarding his/her Visa. If your Permanent Resident card has no expiration date, enter the expiration date as ten years from the issue date.

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[**PAY & SUBMIT**]

**Certification:**
In order to submit your application, you must certify several statements that serve the same purpose as a legal signature, and is binding.

**Payment:**
At the time of submission, you must provide payment for any application fees. **You can pay only by check, money order or cashier’s check drawn on a U.S. bank. You cannot pay the application fee online.**

TMDSAS considers your application complete and begins processing after the following are received:

1. Complete TMDSAS application that has been submitted online.
2. Application fee (payable by check or money order).
3. Copy of Visa or Permanent Resident card (if applicable).

TMDSAS does not hold up the processing of your application if your letters of evaluation, transcripts and/or test scores have not arrived.
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Texas Resident and Non-Resident Applicants Applying to Veterinary School

$120 for applying to the veterinary school + $10 per medical and/or dental school
**After Submitting Your TMDSAS Application**

**Monitoring the Status of Your TMDSAS Application**
You can check the status of many items in your application, including the date when transcripts and letters of evaluation are received by TMDSAS, the date your test scores were received by TMDSAS and when your application information has been sent to the schools. Important messages can also be sent to you by TMDSAS either through email or through your application. If you have questions that cannot be answered by reading the TMDSAS website or by monitoring your application status online, you can contact TMDSAS either by email (TMDSAS@utsystem.edu) or by phone 512-499-4785.

**Updating Your Coursework – Academic Update**
After initially submitting your application, you may want to update your college coursework history to reflect newly completed or planned/in progress courses. TMDSAS provides the opportunity to update coursework online.

Be sure to submit an official transcript reflecting new grades between the application deadline and planned entry date – Summer 2012. All new grades will be verified and new TMDSAS GPA’s computed and made available to your designated schools.

**TMDSAS GPA Calculation Rules**
TMDSAS will calculate your GPA and credit hours according to the following rules – GPAs and credit hours will be calculated for an Overall GPA, Undergraduate GPA (science GPA and non-science GPA), and a Graduate GPA (science GPA and non-science GPA). Science GPAs include Biology, Biochemistry, General Chemistry, Organic Chemistry, Other Science, Physics and Math. Non-science GPAs include English and Non-science.

The Texas Higher Education Coordinating Board determines the procedures for calculating the GPA for students seeking admission to graduate or professional school in Texas. All institutions must follow these guidelines. The guidelines are as follows:

1. Only official transcripts from regionally accredited institutions of higher education shall be accepted by the graduate and professional schools of an institution of higher education for evaluation and grade point calculation.

2. All academic work undertaken and grades or symbols assigned at each institution shall be reflected on the student’s official transcript(s). No grade may be expunged from a student’s record.

3. All grades assigned for academic coursework shall be used in calculating the GPA.

4. A 4.0 scale shall be used in computing the GPA. (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0)

5. A grade or symbol indicating failure (F, WF, NC, or in a pass/fail system, FL equals F) shall count as hours undertaken, but no grade points shall be earned.
6. Excluded from the GPA shall be any credit by examination (CR), quit (Q), withdrew (W), withdrew passing (WP), incomplete (I or X), and a pass grade within a pass/fail system.

7. The GPA shall be computed by multiplying each grade point (see 4 and 5) by the semester or quarter credit hours earned per course and totaling the products. The semester or quarter hours of courses undertaken shall then be totaled. The total of the products shall be divided by the total semester or quarter hours. The result is to be calculated to the hundredth place, giving the official cumulative GPA.

8. Academic work at foreign colleges, universities or prep schools shall be excluded from the calculation. In such cases, the GPA and credit shall be evaluated and computed as determined by the graduate or professional school to which the student is applying.

**Applicant Responsibilities**

1. Applicants are expected to become familiar with the application procedures at each school to which they apply. All application documents must be submitted to TMDSAS on time. Secondary applications (if applicable) must be submitted directly to the respective schools.

2. Applicants are responsible for updating TMDSAS of any changes to the application. You must notify TMDSAS of any event which occurs subsequent to filing the application but prior to matriculation that would alter any answer provided on the application. For example, change in address, telephone number, academic status, planned test dates, change of evaluators.

3. Applicants are responsible for responding promptly, either to accept or to decline all interview invitations and offers of admission. In those instances when an applicant cannot appear for a previously scheduled interview, the applicant is responsible for promptly notifying the school.

4. Applicants who remain under consideration for admission should keep TMDSAS informed of the mailing address, email address and telephone number where they can be reached. Applicants who are unavailable (e.g. foreign travel) should instruct and grant authority to a parent or other individual to act on their behalf. TMDSAS must be notified of this designation by the applicant.

5. Applicants who choose to withdraw from one or more schools must notify each school and TMDSAS in writing via email of their decision.

6. Applicants who have made a final decision on the school they plan to attend have the obligation to promptly withdraw their applications from all other schools.

**TMDSAS applicants will also:**

- Arrange for all official transcripts from all U.S., U.S. Overseas, English-speaking Canadian, and International (foreign) postsecondary institutions attended to be delivered to TMDSAS.
• Print a Transcript Request Form for each college/university attended and request that the Registrar’s offices attach the form to all transcripts sent to TMDSAS. The Transcript Request Form is available on the TMDSAS website. Send all transcripts to:

  TMDSAS  
  702 Colorado, Suite 6.400  
  Austin, TX 78701

• Arrange for TMDSAS to receive a course-by-course Transcript Evaluation Report from a certified education credentials evaluation service for all international (foreign and French-speaking Canadian) institutions attended.

• Respond immediately to ALL notices, comments, instructions and questions received from TMDSAS and each school to which they apply. Applicants are responsible for regularly checking their email and TMDSAS application accounts for these important notices and questions!

• Print and retain a copy of the completed TMDSAS application.

• Submit the correct application fee.

• Submit updated transcripts throughout the application cycle.

• Monitor the status of the application online.

**TMDSAS Contact Information**

If you have questions and need to speak with a TMDSAS representative, you may contact us at the number below or by email. Provide your TMDSAS ID number and full name in all correspondence. TMDSAS will only discuss an application with the applicant and the applicant’s designated schools. TMDSAS will not discuss an application with parents, spouses, relatives, friends or employers.

**Customer Service Contact Information:**

**Hours:** Monday-Friday (8:00 a.m. – 5:00 p.m. Central Time), except Federal holidays

**Phone:** 512-499-4785

**Email:** tmdsas@utsystem.edu

**Website:** http://www.utsystem.edu/tmdsas/

*Last updated 2/25/2011*
<table>
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<th>The Application</th>
<th>Submit your completed TMDSAS Application (<a href="http://www.utsystem.edu/tmdsas">www.utsystem.edu/tmdsas</a>) by 5:00 pm CST on September 30, 2011.</th>
</tr>
</thead>
</table>
| Application Fee | You must mail in your application fee to TMDSAS. Fee can only be paid by personal check, money order or cashier’s check drawn on a US bank.  
|                 | Application fee must be received in our office by 5:00 pm CST on October 7, 2011. Any fees received after October 7 will be returned – no exceptions.  
|                 | Do NOT mail in your application fee before you have submitted your application – it will be returned to you. |
| Official Transcripts | Mail in official transcripts from each college/university you have attended, including:  
|                   | • Colleges/universities through which you earned dual credit coursework while in high school.  
|                   | • Colleges/universities through which you earned credit that was then transferred to your home institution.  
|                   | Transcripts should be accompanied by the TMDSAS Transcript Request Form.  
|                   | Spring 2011 grades (or Winter 2011 for those on a quarter system) MUST be recorded on your transcript before delivered to TMDSAS.  
|                   | Transcripts for future coursework are not required until the course has been completed and a grade has been recorded.  
|                   | You must send updated transcripts to TMDSAS at the end of each term that coursework is completed between the time of application and expected date of matriculation.  
|                   | You can mail the transcript yourself as long as it remains in a sealed envelope from the registrar. |
| Letters of Recommendation | Do not submit letters of evaluation until you have completed the [Letters of Evaluation] section of the application. |
| Test Scores | To release MCAT scores: From the MCAT Testing History (THx) System, select [Send All of My Scores], then select [Texas Medical and Dental Schools Application Service] (4th on the list under [Application Services]).  
|               | To release DAT scores: request that all of your DAT scores be released to each of the dental schools to which you are applying. All DAT scores released to the three Texas dental schools will automatically be sent to TMDSAS. |
| Additional Info | TMDSAS will begin to process your application once the online application has been submitted and your application fee has been received. We do not wait on supporting documents (letters, transcripts). We will update the schools with these materials as they are received. |