

**Frequently Asked Questions
OHSU School of Medicine, MD Program
2023 Admissions Cycle**

Eligibility Requirements

1. What are OHSU's eligibility requirements for the MD program?

OHSU's eligibility requirements are as follows:

- Minimum cumulative Total GPA (as reported by AMCAS) of 2.80.
- Minimum cumulative score of 497 on the highest eligible MCAT. Eligible MCATs for the 2023 admissions cycle are those recorded in 2019, 2020, 2021, and 2022.
- United States citizenship, DACA status, or permanent resident status with a green card indicating permanent residency in the U.S. Please note that our dual degree programs do not accept DACA status at this time.

2. If I do not meet these requirements, why did I receive a notification to complete the secondary application?

In an effort to expedite the distribution of secondary applications to our applicants, we do not prescreen AMCAS applications for eligibility requirements. Before submitting your secondary application, please review your application to determine if you meet all of the above listed requirements. It is the applicant's responsibility to review the eligibility requirements.

3. What will happen if I do not meet the eligibility requirements but still decide to submit a secondary application?

Your application will be processed and reviewed by our office and we will determine that your application cannot continue further. If you submit your secondary application and you do not meet all of the above eligibility requirements, we will not refund your processing fee under any circumstances.

Mission-Based Groups

1. Does OHSU give preference to certain applicants?

Yes, OHSU does give preference to the following applicants:

- Residents of Oregon.
- Non-resident applicants with Oregon Heritage. The School of Medicine uses the Oregon Heritage Policy for student selection, but it is not used as a basis for determining residency, and therefore the tuition a student pays. Oregon Heritage is defined as 1) An applicant with one or both parents residing in Oregon at the time of application, 2) An

applicant who graduated from high school in Oregon with at least two years of attendance at a high school in Oregon, or 3) An applicant who graduated from any regionally accredited college or university in Oregon and attended at least two years at any regionally accredited college or university in Oregon no more than 7 years prior to the time of application.

- Applicants who are WICHE-certified in Allopathic Medicine.
- MD/PhD candidates.
- MD/MPH candidates.
- Non-resident applicants with superior achievements in academics and other related experiences. For the 2023 cycle, superior achievements are defined as significant experiences in healthcare, leadership, extracurricular activities, and/or community service activities.
- Applicants whose personal experience demonstrates the ability to overcome adversity and contributes to diversity in the provision of healthcare.

The School of Medicine Admissions Committee fully recognizes the importance of diversity in its student body and in the physician workforce in providing for effective delivery of health care. Accordingly, the OHSU School of Medicine strongly encourages applications from persons from all socioeconomic, racial, ethnic, religious, and educational backgrounds and from persons from groups underrepresented in medicine. The Committee adheres to a policy of equal opportunity and non-discrimination on the basis of sex, age, race, ethnic origin, religion, disability, military service, sexual orientation, or any other status protected by law.

Letters of Recommendation

1. What are the requirements for letters of recommendation?

Minimum requirements for all applicants are as follows:

- Letters from three college or university teaching faculty from any department. It is recommended that at least one be from a science department teaching faculty member. A letter packet containing at least three individual teaching faculty letters or a premedical committee evaluation report (Committee Letter) may be submitted in lieu of the three separate recommendations.
- Applicants who have been out of college for five years or more may submit two letters from employers and one from a teaching faculty member.
- **It is highly recommended of all applicants that they provide additional non-academic recommendations as well. Applicants should carefully select a well-chosen group of letters that speak to significant experiences in health care/physician shadowing and extracurricular accomplishments.**

2. How should my letters of recommendation be formatted?

Letters of recommendation must be on official letterhead/company stationary and signed by the letter writer.

3. How should my letters of recommendation be submitted to OHSU?

OHSU participates in the AMCAS letters service. All letters of recommendation must be submitted through the AMCAS letters service. If your health professions advisor uses the VirtualEvals or Interfolio letter service, AMCAS will access your letters on VirtualEvals or Interfolio and make them available to us.

OHSU will not accept letters of recommendation that are emailed, faxed or sent directly from applicants. Only letters submitted through the AMCAS letters service will be accepted.

4. When must my letters of recommendation be submitted?

It is preferred that all letters are received by the deadline specified in the secondary application notification email that you originally received, as this allows us to complete the application file. Be aware that our office will wait for all letters listed on the secondary application to be received and processed *before* considering your application file complete and ready for further review. In other words, if any of the letters listed on the secondary application are missing, the file will not move forward. Please check the applicant portal to check on letters received. Please email mdadmin@ohsu.edu if there are any changes to the letters listed on the secondary application after the application has been submitted (for example, when a letter listed on the secondary application is no longer expected). Note: the list of letters in your AMCAS primary application does not drive the OHSU admissions process, but rather what is listed on the OHSU secondary application.

5. What happens if I cannot obtain three academic letters of recommendation? Will OHSU still process my application?

If you cannot obtain the required academic letters, OHSU will still process your application. However, applicants should be aware that applications with fewer than the required number of academic letters may be considered less competitive.

6. Is there a limit to the number of letters I can submit with my application?

OHSU does not have a maximum number of letters that may be submitted. It is highly recommended of all applicants that they provide additional non-academic recommendations as well. Applicants should carefully select a well-chosen group of letters that speak to significant experiences in health care/physician shadowing and extracurricular accomplishments.

Employment/Activities History

1. How should I best present my experiences in this section?

Please refer to the example format provided on the secondary application. Each experience should clearly show the timeline of when the experience took place, a brief description of the

activity and the location (city and state) of where the experience took place. All major activities including education, employment, community service and health care experiences should be included and presented in a clear and concise manner. This history should include everything that you have done in the five years prior to your anticipated entrance to medical school, but NOT activities during high school. Please include current activities as well as projected activities.

Supplemental Information

1. Am I required to answer all Supplemental Information questions?

Yes, you must answer all the questions. If you do not wish to disclose this information, please select the “Decline to answer” option.

Payments and Waivers

1. Is the processing fee refundable?

No, it is a non-refundable processing fee. All secondary applications submitted to the Office of Admissions are processed. We will not refund your processing fee under any circumstance.

2. What forms of payment are accepted for the non-refundable processing fee?

OHSU accepts Visa and MasterCard. Payment must be made through the Secondary Application website.

3. What if I accidentally paid the processing fee twice?

To avoid multiple charges, be sure to click the payment button only once. If you incurred multiple charges, contact our office at mdadmin@ohsu.edu.

4. Does OHSU waive the secondary processing fee?

We can only waive the secondary processing fee if the applicant has received an AMCAS fee waiver for the 2023 admissions cycle. If you are a recipient of an AMCAS fee waiver, OHSU will be notified by AMCAS and this processing fee will be automatically waived at the time of submission of your secondary application. However, if you received the AMCAS fee waiver *after* submitting the AMCAS application, please email a copy of your 2023 fee waiver to mdadmin@ohsu.edu with “2023 AMCAS fee waiver” in the subject line. Make sure to include your full name and AAMC ID number. Once the Office of Admissions receives and processes your waiver, your secondary application fee will be waived.

If you are not a recipient of the 2023 AMCAS fee waiver, we cannot waive the processing fee.

Saving and Editing the Secondary Application

1. Can I save or edit my application?

Yes, the secondary application can be saved and edited up until the point of submission. We recommend that you save your application every few minutes to prevent losing your work. However, once you pay and submit your application to OHSU, you can no longer change or edit your application.

2. Does OHSU accept updates, changes or edits to the secondary application?

No, OHSU cannot accept updates, changes or edits to your application. Please make sure to change or edit your application before electronically paying and submitting it to OHSU.

Editing/Changing Contact Information

1. Can I update my contact information during the application process?

Yes, applicants may update their contact information with OHSU throughout the application process. Applicants must make these changes online through the Admissions Portal.

Application Submission

1. How do I submit my application?

All secondary applications must be submitted electronically. The School of Medicine Secondary Application is available through the Admissions Portal. OHSU cannot accept applications submitted in any other manner.

Complete Applications and Status Checks

1. What makes my application complete?

Applications are considered complete once all required materials are received and processed by the Office of Admissions. This includes:

- Completed secondary application and (if applicable) the combined degree application addendum
- ALL letters of recommendation listed by the applicant in the secondary application
- Final eligible MCAT score (This will be sent to us automatically by AMCAS.)
- The non-refundable processing fee or AMCAS fee-waiver
- A copy of the front and back of current Green Card (*only if the applicant is a permanent resident*)
- Approval for Deferred Action for Childhood Arrivals (DACA) with an Employment Authorization Document (EAD) (*only if the applicant has DACA status*)

- A copy of the WICHE certification letter (*only for applicants with WICHE-certification for allopathic medicine*)
- A copy of the narrative evaluation (*only if the applicant attended a college that uses narrative evaluations rather than grades*)
- a credential evaluation report (*only if the applicant attended a foreign college*)

All applicants must have United States citizenship, DACA status, or permanent resident status with a green card indicating permanent residency in the U.S. Permanent residents must submit a copy of their green card directly to OHSU.

To receive WICHE-certified status, Montana and CNMI residents must submit a copy of their WICHE certification letter to OHSU.

Applicants who attended a college using only narrative evaluations must submit a copy of their narrative evaluation from faculty assessing their academic performance to OHSU.

Applicants who attended a foreign college must provide a credential evaluation report showing coursework and degree equivalency.

2. How do I submit a Green Card, DACA approval with EAD, WICHE certification letter, narrative evaluation, and/or credential evaluation report?

Green cards, DACA approval with EAD, and WICHE certification letters must be submitted directly to OHSU via email to mdadmin@ohsu.edu with “Green Card”, “DACA”, or “WICHE certification” in the subject line. Make sure to include your full name and AAMC ID number.

Narrative evaluations must be submitted to AMCAS. Make sure to designate OHSU and AMCAS will make the evaluation available to our office.

A credential evaluation report can be provided by the World Education Services (WES), Academic Credentials Evaluation Institute, Inc. (ACEI), or Josef Silny and Associates (JS&A) and mailed to the address below.

OHSU School of Medicine
Office of Admissions
Mail Code: CL5MD
2730 S Moody Avenue
Portland, OR 97201

Please note: Due to the large volume of applications received by our office, your application may not be processed before your application deadline.

3. How will I know when my application is complete?

Once your file is complete and ready for further review, your Admissions Portal will be updated with a notification. Periodically, you must log on to the portal to check your status, since OHSU will NOT send a completion notification by email.

4. How can I check my application status?

Applicants can check the status of their application online via the Admissions Portal only. We ask that applicants refrain from calling to check on their status. Please use the Admissions Portal instead. The Admissions Portal provides the most up-to-date information concerning your application. Due to the large number of applications and high volume of correspondence received on a daily basis, we ask that applicants please be patient in our processing of their application. Once your file is complete and processed, your status will be updated online through the Admissions Portal.

5. How do I know my payment went through and my application was submitted?

Once you have paid your processing fee and submitted your secondary application, check the Admissions Portal for application status. If your status is “**Your secondary application was submitted on mm/dd/yyyy**”, our office has received your application. If you paid and submitted and your status does not show submitted, contact our office at mdadmin@ohsu.edu.

Troubleshooting Tips

Saving/Editing

- Save your application every few minutes to prevent losing your work.
- The ‘Save’ button will save and stay on the same page. If further changes are made after saving, changes must be saved again before continuing to the next section or Main Menu.
- The ‘Save and Continue’ button will save and go to the next section.

Short-Answer Questions

- To navigate the Short Answer Questions, use the ‘Question’ buttons or ‘Previous Question’/‘Next Question’ buttons. The ‘Save and Continue’ button will go to the next section.
- Type your responses directly in the text area.
- If you wish to type your responses then copy and paste into the application (which may be helpful to avoid the system timing out), use a basic text-editing program like Notepad. Programs like Word do not copy and paste into application correctly.
- Use Shift+Enter to add a new line/row in the text box.

Web Browser

- Users can access the application using Internet Explorer, Firefox, Chrome, and Safari.
- If you have any issues, first try clearing your browser's cache and cookies. Another strategy is to utilize a new (different) browser.

Interview Process

1. When does OHSU School of Medicine conduct interviews?

We generally interview 20 applicants per week, fully online, from late-August through February.

2. If I do not receive an interview invitation until later in the season, does that mean I will be interviewing for a spot on the wait list?

We operate on a modified rolling admissions basis, wherein spots in the class will remain until we have finished interviewing for the year. If you are offered an interview, you will be interviewing for a potential spot in the class.

3. What does the interview process consist of?

The interview process will be virtual and will consist of Multiple Mini Interviews (MMI) and a one-on-one interview with a representative of our Admissions Committee. There will be an orientation session, an opportunity to meet with current medical students over lunch, and an information session. The interview process for the 2023 cycle will be entirely remote.

4. How is the MMI circuit structured?

Interviewees will have a series of 8-minute-long mini-interviews. Prior to the 8-minute interview, there will be 3 minutes to read over the prompt, prepare, and take any notes. The longer one-on-one interview with an admissions committee member will be scheduled for 30 minutes at a different time in the interview week.