



# University of Arkansas Premedical Program

## PMAC Application Manual

June 2020

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## Overview

This manual describes the University of Arkansas Premedical Advisory Committee ([PMAC](#)) application process. This procedure is designed to help you enhance your medical school application while providing the committee with the information necessary to evaluate you as a candidate for admission. The committee ranks each applicant to medical school, and composes a letter explaining the ranking. The [committee letter](#) is an important and often required piece of your overall application.

This manual is not a substitute for, or summary of, the excellent and essential manuals for the three national application services (AMCAS, TMDSAS, and AACOMAS). If you haven't downloaded those already, do so now. Links are on the last page of this document.

### Who should apply through PMAC?

- UofA currently enrolled students or students who graduated from the UofA within the past two years, and who are applying to UAMS. These students must have a committee letter from PMAC as part of their application.
- Applicants to other med schools that require a letter from any pre-med program that produces committee or composite letters.
- Applicants to med schools that recommend committee letters.
- Applicants who simply want input from PMAC.

## What you will need

The materials you will provide to the committee include summaries and short essays that become part of your committee letter. These are entered on a web-based [PMAC application form](#). You will also be asked for a pdf version of your national service application form, which the committee will evaluate, proofread, and work with you to help improve if necessary.

**Note:** MCAT scores ***are not*** required to submit your PMAC or primary application forms or to interview with PMAC.

MCAT scores ***are*** required for the completion of your committee letter and to receive interview offers from many (not all) med schools.

### The PMAC form itself

This web form and all supplementary materials required by PMAC can be found on the UofA ['Applying to med school' website](#). Detailed instructions for filling out this form are provided in a later section of this manual.

### A completed AMCAS, TMDAS, or AACOMAS form

The PMAC form includes a section requesting that you upload additional materials. Included in this category is the pdf generated by *one* of the national application services. When you have completed one of your AMCAS/TMDAS/AACOMAS forms, but prior to submitting it, you should print the application as a pdf, and upload that file. Your committee ranking will be based in part on the quality of your national application. More importantly, committee members will discuss your application with you. In most cases, it will be possible to incorporate editorial suggestions from committee members prior to your final submission of your application to the national service.

The image shows a screenshot of the 'PMAC Application' web form, specifically the 'Biographical Information' section. The form is titled 'PMAC Application' and 'Biographical Information'. It contains several input fields with labels and asterisks indicating required information:

- Name\***: A single-line text input field with a small icon on the right.
- First Name**: A single-line text input field.
- Last Name**: A single-line text input field.
- UA Student ID\***: A single-line text input field with the instruction 'Enter your 9-digit U of A ID number.' below it.
- AMCAS ID\***: A single-line text input field with the instruction 'Enter N/A if this doesn't apply to you.' below it.
- AMCAS Letters ID (For committee letter, required for AMCAS applicants)\***: A single-line text input field with the instruction 'Enter N/A if this doesn't apply to you.' below it.
- TMDAS ID\***: A single-line text input field with the instruction 'Enter N/A if this doesn't apply to you.' below it.
- AACOMAS ID (Required for DO schools)\***: A single-line text input field.

## PMAC Waiver form

The Family Education Rights and Privacy Act of 1974 (“FERPA”) gives you permission to view recommendations submitted by others as part of your application, unless you choose to waive this right at the time that you request the letters. If you waive your right to see these letters, your committee letter will be marked “Confidential”. If you do not waive your right to inspect these letters, your committee letter will be marked “Non-confidential”. You should be aware that admissions committees prefer confidential letters.

The waiver form, found [here](#), should be filled out, signed, scanned, and uploaded using the PMAC web application form.

## Headshot Photo

This can be any good digital photo of you in jpg or png format (not pdf). Although this does not have to be a professional photo, it should be of you looking professional. Avoid distracting backgrounds. This picture goes into your committee letter, so it will be seen by PMAC and medical school admissions committees.

Through the University of Arkansas [Career Development Center](#), you may schedule a photoshoot, after which you will be provided with a suitable electronic file, free of charge.

## Letters of recommendation

Two types of letters are typically required for application to medical school

- Individual letters of recommendation from faculty members, employers, or other individuals. Click [here](#) for instructions.
- A committee or composite letter of evaluation from a premedical advisory committee

You request individual letters first by contacting letter writers yourself. In most cases, they will upload a copy of their letter to PMAC and upload a second copy to AMCAS or AACOMAS or both. (TMDSAS will also allow letter writers to upload individual letters, one of which can be a committee letter. You may also choose a letter packet. In this case, letter writers need only upload one copy to PMAC.) **Primary application services and PMAC no longer accept mailed letters of recommendation.**

You obtain a committee letter by submitting the PMAC application form described below, after which you will be interviewed by two members of the PMAC. An interview summary written by

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your interviewers will be incorporated into the committee letter, along with the results of an evaluation of your application materials and interview performance. This evaluation is by the entire PMAC and occurs some time (a few days to a perhaps three weeks) after your interview, depending on the availability of MCAT scores and interview summaries.

**Your committee letter will be uploaded after the PMAC meeting in which your application is evaluated (and *not* immediately after your interview).**

## What you will do and when (see note for COVID revisions)

**Summer 1 Cycle**

MCAT over the Poly-Poly, PMAC

Wed May 13 2020 11:59 PM

Wed May 20 2 20

15 by 3 2020

in Ref e a 31, 2 20

**Summer 2 Cycle**

MCAT over the 20, PMAC

Wed May 13 2020 11:59 PM

Wed May 15 2020

by 20 August 14 2020

in Ref e August 30 2020

**Fall Cycle**

MCAT over the Sep-10-20, PMAC

Wed May August 26 2020 11:59 PM

Wed May Sep ember 2, 2020

Sep ember 14 October 2, 2020

Oct 14 2020

The standard application process for UofA students occurs in one of three seasonal cycles, which follow the same procedures, but at different times of the year. Which cycle you participate in is restricted by the date of your MCAT. For 2020, applicants taking the MCAT on or before May 29, 2020\* can apply to the PMAC "Summer 1" cycle. This is the recommended cycle for those who intend to apply to medical schools in Texas or other schools with early-decision and/or rolling admissions, and who are not contemplating a gap year.

The "Summer 2" cycle is restricted to those taking the MCAT on or before June 27. This cycle is appropriate for many schools using early decision or rolling admissions, but is too late for Texas applicants.

The fall cycle is most appropriate for those applying to UAMS exclusively. It is also an excellent choice for those wishing to use the summer as MCAT and application prep time, regardless of the intended medical school. However, if the intended schools use rolling admission, the fall cycle should best be considered a gap year option.

\*Note: Deadlines and MCAT test dates have changed due to the COVID-19 pandemic. Always consult the [premed website](#) for the most up-to-date information.

# Details

## General features of the PMAC form

### Required fields

These are marked with a red asterisk. You will not be able to submit the form until something is entered in each of these fields.

### Save and resume

You can save partially completed forms by way of capturing a unique “form URL”. You may also choose to have this link emailed to you. When you are ready to revisit the form, you will simply click or paste the unique form URL into a browser, and the form will reload with any fields that had already been filled in. If you make any changes to the form, you will want to re-save and re-send the form URL to yourself. Uploads are not saved, so it’s best to upload your pdfs and photo when you are ready to submit your completed application. After you hit “submit”, you can’t save or resume.

## The sections of the PMAC form

### Biographical information

Largely self-explanatory, this section asks for several ID numbers. Not everyone will have all of the requested numbers, but if you do have them, enter them carefully, and double-check. These are used for committee letter uploads.

### Academic information

For GPAs, follow the AMCAS guidelines for reporting:

- Do not report AP credits
- Use the AMCAS definitions of freshman, sophomore, etc. Courses taken during the summer should be entered with the next academic year.
- Assign post-bacc status to any undergraduate-level coursework you enrolled in after receipt of your initial BA/BS degree, or while enrolled in a graduate program, if coursework is not applied to a graduate degree
- Assign graduate status to any professional or graduate-level coursework that is not applied to an undergraduate degree

For MCAT scores:

- If you do not have MCAT scores yet, simply enter the date you have taken or plan to take the MCAT, and leave everything else empty.
- If you have MCAT scores, enter the date of the most recent test for which you have scores, and those scores, in the appropriate fields. (If you are taking the MCAT for the second time, but don't have scores yet, there is a separate field for indicating this at the end of the section. Select the "yes" radio button for the question "Do you plan to take the MCAT again?" and enter the date of that test.)
- If you have multiple MCAT test scores, enter the most recent scores and subscores in the first set of fields, and list the older score or scores (as total MCAT scores only) in the field at the end of this section.

### **Career Summaries and Work/Activities**

These sections provide an opportunity for you to describe your premed career in brief, objective terms. A career summary is often the first paragraph of the committee letter.

For the work and activities section, descriptions are not required. Simply identify the experience and provide dates and total hours. You will be asked to describe your three most meaningful experiences in a later section of this form, and on the AMCAS/ TMDAS/ AACOMAS forms.

### **Short essays**

These essays will be paraphrased in the committee letter. It is expected that there will be overlap between these essays and your personal statement. If you choose, you can use these essays to introduce or expand upon topics that are not emphasized in your personal statement.

**Purpose and motivation.** This section might be used as the opening paragraph of your committee letter. It is also a potential interview question. Having a previously composed, thought-out explanation of your motivation - one that you have put in writing - is likely to be advantageous.

**Three most impactful activities.** This essay is specifically targeted to PMAC committee members, and in particular those who will interview you. It can be abridged from your other applications - it will not be reproduced in your committee letter.



**Research.** As with the Purpose and Motivation essay, this section is to encourage you to have a composed, precise description of your research activities, while informing the PMAC members of details that could be discussed during the PMAC interview.

### **Personal statement**

Cut and paste this essay from your application service forms, and/or use this section to optimize the formatting of this statement. We are not requesting a unique statement in this section.

### **Letter Writers and List of Medical Schools**

These are mostly self-explanatory lists. If you later wish to add to or subtract from either list, you can do so with an email to Dr. Ivey.

### **Uploads**

Once you're here, this would be a good time to save the form, and separately save the text of all essays. Uploads are not saved, and after you submit the form, there is no going back to edit fields. Although you may re-submit the form as many times as you like, you will have to start with a blank form each time. After careful inspection of the form, upload your pdfs and image, and hit "Submit".

You will receive a confirmation email with the text of your responses. Review this email carefully. Minor errors can be addressed with an explanatory email to Dr. Ivey. Major issues may require resubmission, which is allowed but will be painful.

In typical cycles, all applicants who upload their PMAC form by the deadline will receive, on the morning after the deadline, an email with a link to sign up for a PMAC interview.

## Additional Resources for the PMAC Application

- [UofA Premed 'Applying to Med School' Page](#)
- Manuals for the national application services
  - [ACMCAS manual](#)
  - [TMDAS manual](#)
  - [AACOMAS manual](#)



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