**Hamline University**

**Credential File Form Instructions**

There are five forms needed to complete and submit for your Pre-Med Credential File. The Pre-Med Committee cannot write your committee summary letter for submission to medical schools until all of these forms and all of your letters of evaluation are in your credential file. It is important that your credential file is completed early so that there will not be a delay getting your committee letter submitted in the fall. There is a $10 fee for opening a credential file. For this fee Hamline will mail your first six applications at no additional charge.

* Credential files will be opened and committee letters written for academically qualified applicants (GPA at least 3.45). If you feel you do not meet these credentials, please speak to a pre-med advisor.

***Summary of Forms and Due Dates\*:***

The forms can be downloaded from the Pre-med webpage: http://www.hamline.edu/pre-health/medicine/

Form 1 Registration and Waiver Due: June 1, 2022

Form 2 Student Data Form Due: June 1, 2022

Form 3 Reference List Due: June 1, 2022

Form 4 Medical School Application List Due: June 1, 2022

Form 5 Academic record Due: June 1, 2022

Form 6 Activities/Personal Statement Due: June 1, 2022

AMCAS Letter request form: get from AMCAS Due: June 1, 2022

\*If the due date falls on a weekend, the forms are due the following Monday.

* The forms were designed to be easy to use. To open a form, just double click on its icon. You should then be able to fill in the requested information. Each form has instructions at the top.
* Important guidelines:
  + Save your work frequently while you are working.
  + Save a back-up copy of all of your forms.
* When a forms are complete, bring hard copies to Benjamin Forman in Robbins 105 or email the copies to [bforman02@hamline.edu](mailto:bforman02@hamline.edu).
* Timeline
  + March 1 – May 15: Open Credential file
  + June 15: All reference letters received
  + June 15 – August 1: Committee Letters written and submitted to AMCAS (committee letters are written on a first come-first served basis)

***Questions or Problems?***

For questions about your credential file, contact Benjamin Forman in the 105 Robbins Science Center at (651) 523-2291 or [bforman02@hamline.edu](mailto:bforman02@hamline.edu).

For questions about the application process, your personal statement, admission requirements, or the credential file forms, contact:

**Prof. Kathryn Burleson** (651) 523-2692 [kburleson01@hamline.edu](mailto:kburleson01@hamline.edu)

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