

RESPONSIBILITIES OF MEDICAL SCHOOL APPLICANTS

- Applicants are expected to become familiar with and observe the application procedures at each school to which they apply. All application documents including primary and secondary application forms, transcript(s), letters of evaluation, fees, etc., must be submitted in a timely manner.
- Applicants must promptly notify AIVICAS and medical schools not participating in AMCAS of any change of address.
- Applicants must respond promptly to all invitations for a medical school interview. In those instances when an applicant cannot appear for a previously scheduled interview, the applicant is responsible for notifying the school of the cancellation of the appointment. The cancellation should be undertaken by telephone, followed by a letter.
- Applicants in need of financial aid must initiate the steps necessary to determine their eligibility as early as possible. This includes filing the appropriate need analysis forms in January or February, and encouraging their parents (if required) to file their income tax forms early.
- Applicants who remain under consideration for admission should keep the medical schools informed of the 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.
- Applicants who have made a final decision on the medical school they plan to attend have the obligation to promptly withdraw their application from all other schools.