

Credentialing Instructions for Re-Applicants

If you are reapplying to professional school you will need to update your credentials file so that it is current with the application cycle in which you are reapplying. Materials which are present in your file from prior applications will remain there.

The following items are required to update your credentials file.

1. Sign more Letterhead Stationery and Waiver Labels, if necessary, to replace those used previously
2. A copy of your new application.
3. Updated test scores, if any.
4. A two (2) page update to your autobiography or a new version of your autobiography
5. One (1) new or updated letter of recommendation [the limit of 7 no longer applies to you].
6. Credentialing fee (\$35; check or money order payable to IFR90170).
7. If you are applying to podiatric medical schools or offshore medical schools you must submit stamped (2oz postage), addressed envelopes for each program to which you are applying

Please Note: the on-line credential file system is only used to record additional letters of recommendation in your situation. Re-applicants will get an email directly from the Pre-Health Secretary when their file is complete.

If you wish, you may submit an updated version of the Pre-Health Packet, but it is not required.

You must email the Pre-Health Office so that you can be added to the Blackboard site containing the current version of the Junior-Senior Handbook, since some of the information contained therein is still pertinent to your situation.

It is recommended that you set up an appointment to meet with the Director of Pre-Health Services prior to reapplying. This is especially important if you have not met with the Director of Pre-Health Services in over a year. Furthermore, if you have applied three (3) times unsuccessfully or it has been three (3) or more years since you met with the Director of Pre-Health Services, it is **required** that you set up a meeting before proceeding further.