

Credentialing for Early Assurance Program Applicants

You will need to complete a modified version of the credentialing process that regular applicants follow. You should open a credentials file in the Pre-Health Office at the beginning of spring semester of your sophomore year. Your credentials file must contain the materials listed below. Items 1-4 must be submitted to the Pre-Health Secretary (ligo@binghamton.edu) as attachments to a single email, unless prior arrangements have been made directly with her. The documents should be in pdf format (preferred) or Word. The deadline for completion of your file will depend on which Early Assurance Program you are pursuing. Current deadlines are May 1 for Buffalo Dental EAP and June 1 for Upstate Medical EAP. Check with the Pre-Health website or the Pre-Health Office regarding updated changes to these deadlines.

1. Pre-Health Packet Materials (see additional instructions below).
2. Autobiography: 4 pages, double spaced. Constructively present the events of your lifetime up to this point. Include, but do not limit yourself to, basic demographics (e.g. parents' information, hometown, etc.). This should not be the same as your personal statement on the application.
3. Photograph
4. Copy of your Early Assurance application

Credentialing fee

Currently on hold until online payment system engaged

Letters of Recommendation

You must have at least 3, but no more than 7 letters of recommendation in your file. Two recommendations must come from science faculty. One must come from a faculty member in your major, if you have declared one. If you are a science major, then these two letters can overlap. Since you are an Early Assurance student you may obtain one (1) letter from senior year of high school if you wish. The others may be from research supervisors, faculty outside your major, employers, coaches, practitioners you have shadowed, etc. "Character references" from people who have only superficial knowledge of you are not acceptable.

Letters must be on either departmental letterhead stationery, business stationery, or plain white paper, depending on the author of the letter. All letters must be signed. Letters should be sent directly from the author to the Director of Pre- Health Services (prhealth@binghamton.edu) as attachments (pdf, Word) to an email. Letters in other than these two formats are not acceptable. Letters that are password protected, encrypted, or have access blocked in other ways are not acceptable. The email should have your name in the subject line.

Pre-Health Student Conduct Screening

This is available by following the link in the Early Assurance Applicants section of the Pre-Health website. Instructions are included. Remember to submit this form in a timely manner, since it may take a while for screening to be completed.

Pre-Health Packet Instructions for Early Assurance Applicants

Except for the signature lines, the forms in the Packet are fillable pdf documents. You put your cursor in the space and start typing the information. **However**, in order to make the **information** you enter, including your signature, **permanent** you must **'print' the document** as follows. Select 'print' and when the print command box opens, choose 'Print to Adobe' or 'Print to PDF' as the printer you are using. Then click 'print'. This will produce a document identical to the one you have just filled in, except there won't be any blue background boxes highlighting the fillable fields on the form. This will prevent the information you entered from disappearing as the result of subsequent actions with the form. It is this **'printed' copy** that you **send to the Pre-Health Office**.

Signatures. Required on the Personal Information/Records Release and Blanket Waiver forms. One way to sign is to print a copy of the completed forms, sign them, and then scan them. Alternatively, you should be able to sign in the appropriate spaces using the Sign & Fill Function with Acrobat Reader DC. Click on the sign logo at the top of the page (fountain pen tip) >add signature>Draw (fountain pen logo again)>write your signature in the space provided>Apply>Drag completed signature to signature line in the document>click to apply signature to signature line>Save document. There may be another way to electronically sign, depending on which version of Adobe you have. Unless you are using the print-sign-scan option, remember, after you add your signature and fill in the required fields, you need to **print the document** (instructions above).

Instructions for Specific Forms

Packet 1: Blanket FERPA Waiver

Fill in the required fields, sign, 'print to pdf' and send to the Pre-Health Office as an individual attachment to a single email with your other materials. For the field "CAS ID number" just enter the name of the early assurance program to which you are applying.

Packet 2: Personal Info-Records Release

Fill in the required fields, sign, date, 'print to pdf', and send to the Pre-Health Office as an individual attachment to a single email with your other materials.

Packet 3: Student Information Form

Fill in the required fields, 'print to pdf', and send to the Pre-Health Office as an individual attachment to a single email with your other materials. If you need more space than is provided on the form, please add additional pages. If you do so, remember to carry over the question number with which your response is associated.

REMINDER . . .

These packet items are to be submitted as individual attachments to a single email along with your autobiography, photograph, and a copy of your early assurance application. They should be sent to Linda Igo, Pre-Health Secretary, at ligo@binghamton.edu

Please contact Linda Igo, Pre-Health Secretary (ligo@binghamton.edu) or Dr. Langhorne (prhealth@binghamton.edu) if you have questions.