



University of Arkansas Premedical Program

PMAC Application Manual

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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 evaluates 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.

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 later in this manual.

A completed AMCAS, TMDSAS, or AACOMAS form

The PMAC form includes a section requesting that you upload additional materials, including the pdf generated by *one* of the national application services. Once you have completed one of your AMCAS/TMDSAS/ AACOMAS forms, you must 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 before you submit your application to the national service.

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

The headshot can be any good digital (jpg or png, not pdf) photo of you. Although this does not have to be taken by a professional, it should be of you looking professional. Cell phone photos are usually sufficient. Use close-ups and avoid distracting backgrounds. Do not use an image in which someone else has been clipped out.

Through the University of Arkansas [Career Development Center](#), you may schedule a photo shoot, 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. You request these letters as part of the process of completing your primary med school application and your PMAC application.

- Individual letters of recommendation from faculty members, employers, or other individuals.
- A committee or composite letter of evaluation from a premedical advisory committee. The UofA PMAC uploads committee letters. When you choose this option on your AMCAS application, you will be asked to enter a contact person. Dr. Ivey is the contact, and here is the contact information you should enter:

Mack Ivey
Chair, Premed Program
Dept of Biological Sciences
University of Arkansas
Fayetteville, AR 72701
479-575-2729

- You request individual letters first by contacting letter writers yourself. In most cases, they will then upload a copy of their letter to PMAC and upload a second copy to AMCAS or AACOMAS, or both. The application services provide instructions for uploading letters.

You obtain a committee letter by submitting the PMAC application form described below, after which members of the PMAC will interview you. An interview summary written by 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 a few days to perhaps three weeks after your interview, depending on the availability of MCAT scores and interview summaries.

Notes:

- MCAT scores are not required to submit your PMAC or primary application forms and are not required prior to your interview with PMAC.
- MCAT scores are required for the completion of your committee letter.
- 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

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. For summer cycles, your choice is restricted by the date of your MCAT. PMAC Summer 1 cycle is recommended for those who intend to apply to medical schools in Texas or other schools with early decision or rolling admissions. Summer 2 cycle is restricted to those taking the MCAT on or before the end of June. This cycle is appropriate for many schools using early decision or rolling admissions but is a bit late for Texas applicants. The fall cycle is most appropriate for those applying only to UAMS. It is also an excellent choice for those wishing to use the summer as 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.

2024 Summer 1 Cycle

MCAT must be taken on or before May 24, 2024

- PMAC application deadline: 11:59:59 pm, June 3, 2024
- PMAC interviews: mid-June through mid-July
- Committee letters submitted late June through July

2024 Summer 2 Cycle

MCAT must be taken on or before June 27, 2024

- PMAC application deadline: 11:59:59 pm, July 8, 2024
- PMAC interviews: late July through early August
- Committee letters submitted early to late August

2024 Fall Cycle

MCAT must be taken on or before September 14, 2024

- PMAC application deadline: 11:59:59 pm, August 26 2024
- PMAC interviews: mid-September through October
- Committee letters submitted by Oct 31 for those who have submitted a primary application.

Always consult the [premed website](#) for the most up-to-date information.

General features of the PMAC form

Required fields

These are marked with an asterisk. You cannot submit the form until something is entered in each of these fields.

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, 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.
- 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/ TMDSAS/ AACOMAS forms.

Short essays

These essays will be paraphrased in the committee letter. It is expected that there will be some 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. Therefore, 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 for 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 Requests

You will enter the email address of each of your letter writers. Once you have submitted your application, letter writers will receive an email with instructions for uploading letters. You may

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request letters prior to submission of your PMAC application by clicking "Save as Draft" and "Send Letter Request"

Uploads

After careful inspection of the form, upload your waiver form and primary application pdfs and headshot image.

In typical cycles, all applicants who submit their PMAC form by the deadline will receive 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](#)
- Applicant guides for the national application services
 - [ACMCAS applicant guide](#)
 - [TMDSAS application guide](#)
 - [AACOMAS quick start guide](#)