Application Checklist

PLEASE NOTE: Admissions for this cycle will be conducted on a rolling basis between January and October 1. Applications will be processed as soon as all required documents have been received. Applications not complete as of October 1st will not be considered.

Early application is highly recommended.

☐ 1. Center for Physician Assistant Studies www.amc.edu/pa

Review the entire website for details about the program, its prerequisites, graduation requirements and other important information. For more information, call your admissions advisor (see cover letter) or call the Program Office and register to attend an Information Session.

☐ 2. Graduate Record Examination (GRE)

All applicants are required to complete the GRE. To schedule a test, or for more information on the exam, go to www.gre.org or call 1-800-473-2255. Scores must be reported to CASPA using the school code is 0403. No minimum score is required as the scores will be evaluated in the context of the applicant's entire record.

☐ 3. Centralized Application Service for Physician Assistant Programs (CASPA)

AMC participates in CASPA and adheres to its Code of Cooperation. All applicants must go to www.caspaonline.org and complete the primary application process according to their directions. (Accepted applicants only will also be required to submit official transcripts to the AMC registrar upon enrollment.)

☐ 4. Non-U.S. Transcripts

As CASPA does not verify grades issued by non-US institutions, all such transcripts must be evaluated by a transcript evaluation service (e.g. WES http://www.wes.org/ or 212-966-6311).

☐ 5. Supplemental Application and Fee

Complete and sign the Supplemental Application and return it directly to the Program with a non-refundable fee of $60 payable to Albany Medical College or submit online at: http://www.amc.edu/Academic/PhysicianAssistant/SuppApplication.cfm. This should be done as early in the process as possible. It is not necessary to have completed the CASPA application or the GRE prior to submitting the Supplemental Application.

☐ 6. Financial Aid and Estimated Expenses

See enclosed general information regarding financial aid and estimated program expenses for an individual student. For questions contact the Financial Aid office at (518) 262-5435.

☐ 7. Test of English as a Foreign Language (TOEFL)

If your answer is “no” to any of the following questions, you are required to contact your Admissions Advisor regarding the TOEFL.

a. Is English your primary language? ( ) Yes ( ) No
b. Do you speak English in your home? ( ) Yes ( ) No
c. Was all of your elementary school education (K-8) taught in English? ( ) Yes ( ) No
d. Was all of your high school education (9-12) taught in English? ( ) Yes ( ) No
e. Was your college education taught in English? ( ) Yes ( ) No

To schedule a test or for more information call 1-609-921-9000, or visit: www.toefl.org

We encourage you to contact your assigned admissions advisor to discuss any questions or concerns during the admissions process.

All application materials must be in our office by October 1st