

# Application Instructions

*FGCU/USF*

## *Medical Education Program*

### University of South Florida College Of Medicine Florida Gulf Coast University Department of Biological Sciences

The following instructions are to assist you in the application process, and in completing all program requirements. Please follow these instructions carefully. If you have any questions, please call the Department of Biological Sciences Office (program office) at (239) 590-7481.

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#### Phase I

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**Please submit all required materials by April 1 of the admitted year.**

- a) Please have your correct Name and Social Security Number appear on all documents, checks, applications, letters, etc.
- b) The application, fee, residency form, and photo must be received or postmarked by the published deadline, to be considered.
- c) One recent professional photograph approximately two inches square (passport quality) with your name and social security number printed on the reverse side.
- d) One personal letter of character recommendation. This letter should come from your family physician, employer, close friend, a neighbor, alumni, or a person who can attest to your interest in Medicine. Please do not submit letters from family members, relatives or faculty who have taught you in a course. This letter should be sent by the deadline directly from the author of the letter to:

Dr. J. A. Wilson  
FGCU/USF Medical Education Program  
Department of Biological Sciences  
#217 Whitaker Hall  
Florida Gulf Coast University  
10501 FGCU Blvd. South  
Fort Myers, Florida 33965-6565

- e) Florida Residency instructions are provided on the residency classification form.
- f) If you have completed any post-secondary courses prior to admission to Florida Gulf Coast University, provide transcripts from all institutions that you have attended. Interim grade sheets may be submitted for recently completed work not yet available in an official transcript.
- g) The Department of Biological Sciences should be informed promptly of changes in your telephone number, mailing address, and any other contact information throughout the program.

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#### Phase II

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**The following documents must be received by the program office, two weeks after the completion of the spring term of the first academic year, and prior to your May interview at the University of South Florida College of Medicine.**

- a) Two letters of reference from approved faculty using the official reference-letter-form.

- b) Official transcript

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### Phase III

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#### Within two weeks after the end of the second academic year

- a) Forward copy of your official transcript
- b) Apply to take the MCAT in August prior to the start of the third academic year or indicate election to decelerate to the 4+4 program (FGCU Pre-professional curriculum).

**Deceleration Notification:** Notification of any decision to decelerate to the 4+4 program from the 3+4 must be made to the program office no later than October 31 of the third academic undergraduate year. If an election is made to decelerate, a transcript must be forwarded at the end of the third year to the program office.

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### Phase IV

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During the final “premedical” year of the program (Year 3 for 3+4 and Year 4 for 4+4), transcripts must be submitted at the end of the fall and spring terms.

You are reminded that all requirements of this program, as published, must be completed. The sole responsibility of fulfilling all requirements and documentation belongs to the applicant and not Florida Gulf Coast University and/or the University of South Florida, College of Medicine. Documents submitted as part of the application process become the property of the University of South Florida, College of Medicine. In compliance with *The Family Rights and Privacy Act of 1974*, the applicant agrees to respect the confidentiality of the evaluation and other file contents, and specifically waives any right of access.

Incomplete applications will be automatically disqualified. It is the responsibility of the applicant to maintain contact with the FGCU Department of Biological Sciences Office to insure the receipt of all documents.

**PLEASE NOTE:** If the USF College of Medicine, Medical Student Selection Committee determines that there has been a deliberate falsification or misrepresentation of application data, the applicant (or student) will be immediately dismissed or disqualified from further admissions consideration.

For more information please contact:

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FGCU/USF Medical Education Program  
Department of Biological Sciences  
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Florida Gulf Coast University  
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