

## Gordon College Premed Timeline Agreement

I understand that it is my responsibility as a premedical (or other health professions) registrant to supply Gordon's Health Professions Committee with all information (see list below) required to complete my file in accord with the Gordon HP timelines (separate sheet). If I do not meet this expectation, the Gordon Health Professions Committee will require me to submit an additional document explaining why. The committee will evaluate my explanation. At their discretion, a statement regarding the timeliness of my file completion will be included in my final letter of evaluation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Note:** Applicants who are not in residence at Gordon during the timeline period (Alumni, Study Away) follow an alternative timeline worked out on an individual basis; however, we will attempt to keep it as close to the dates specified in the normal timeline form. If this applies to you, check the box below:

I will not be in residence at Gordon during the spring semester of my application year.

### **Materials you must submit to complete your file:**

- **HP Information Form** with Personal Statement
- Registration **Timeline Agreement** (this form)
- Letter of Evaluation **Waiver Form**
- Background Information Form (**VITA form**)
- External, non-Gordon **transcripts**, and a copy of your Gordon Transcript.
- **List of schools** you are applying to.
- **AMCAS letter request letter** (generated once your application is complete and processed by AAMC, all transcripts, etc must be received. This is new 2008)

These materials are collected and filed by Margie Lou Roaf, in the Natural Science office (KOSC 217) and may be submitted to her directly.

### **Once your file is complete:**

We schedule a personal interview with you when the file is complete; when it contains at least two letters of evaluation (we recommend three or four). When an applicant makes good faith attempts to have the recommenders send letters in accord with the timeline (due in mid-March), we will not hold him or her accountable for a late letter submission. However, in these cases, we expect applicants to regularly inform the Health Professions Advisor, Dr. Story, about the expected delivery date of the needed letters. Be sure to use the Evaluator Request Form to request these letters, and if possible deliver them in person.