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## POLICIES AND PROCEDURES FOR PROCESSING APPLICATIONS FOR THE ENTERING CLASS OF 2013

Approved by the TMDSAS Advisory Committee on February 21, 2012

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1. An applicant must apply through the Texas Medical and Dental Schools Application Service (TMDSAS) to be eligible for acceptance into participating medical, dental or veterinary schools. Exceptions to this policy are as follows:
  - a. Participating dental schools may also accept applications from non-Texas residents through the Associated American Dental Schools Application Service (AADSAS). **All Texas resident applicants must apply through TMDSAS.**
  - b. UT Southwestern Medical Center, UT Medical Branch in Galveston, UT Health Science Center in Houston, UT SOM at San Antonio, Texas A&M HSC College of Medicine, and Texas Tech HSC-Lubbock accept applications through the American Medical College Application Service (AMCAS) for MD/PhD and JD/MD program applicants only.

All non-TMDSAS applicants who are extended an offer will be added to the TMDSAS database for statistical and reporting purposes.

2. The online application will be available **Tuesday, May 1, 2012** at 8:00 am CDT. The deadline to submit the application is 5:00 pm CDT on **Monday, October 1, 2012**.
3. There is a five-year time limitation for MCAT and DAT scores to be considered valid. Scores from tests taken before January 2008 will not be accepted for the 2013 entry year application cycle. All test scores received by TMDSAS will be transmitted to the schools to which the applicant is applying. The highest MCAT score reported is the official score used on all TMDSAS medical school prepared reports. The most recent DAT score reported is the official score used on all dental school prepared reports.
4. Veterinary school applicants must take the new version of the GRE no later than September 30, 2012. GRE scores prior to August 1, 2011 cannot be used or considered.
5. Dental School Offers – dental schools begin extending offers of acceptance on December 1, 2012. After May 1, 2013 no dental school in Texas may offer a position to an applicant already accepted by another dental school in Texas. This is the result of an agreement among the two UT System Dental Schools and TAM HSC Baylor College of Dentistry. Only extraordinary circumstances warrant an exception to this policy. If this should occur, the Dean/Director of Admissions at the school wishing to extend an offer must receive approval from the Dean/Director of Admissions at the school where the applicant is holding a position BEFORE the offer is extended.
6. Veterinary School Offers – the veterinary school begins extending offers of acceptance after March 1, 2013 with decisions to be received no later than April 15, 2013.

7. Medical School Offers – refer to TMDAS General Guidelines for Conduct of the Medical School Admissions Process policy.
8. Deadlines and important dates for the entry year 2013 application cycle are listed on the TMDAS website under Deadlines & Important Dates at:  
<http://www.utsystem.edu/tmdsas/Deadlines.html>
9. The Prescribed Course Criteria used to evaluate each applicant's Record of College Work was approved by the TMDAS Advisory Committee on February 20, 2012 and is applicable to all schools. The prescribed course requirements are available on the TMDAS website at:  
Medical: [http://www.utsystem.edu/tmdsas/medical/education\\_Requirements.html](http://www.utsystem.edu/tmdsas/medical/education_Requirements.html)  
Dental: [http://www.utsystem.edu/tmdsas/dental/education\\_Requirements.html](http://www.utsystem.edu/tmdsas/dental/education_Requirements.html)  
Vet: [http://www.utsystem.edu/tmdsas/veterinary/education\\_Requirements.html](http://www.utsystem.edu/tmdsas/veterinary/education_Requirements.html)
10. Each participating school's policy regarding foreign coursework is stated on the TMDAS website at:  
Medical: [http://www.utsystem.edu/tmdsas/medical/foreign\\_Coursework.html](http://www.utsystem.edu/tmdsas/medical/foreign_Coursework.html)  
Dental: [http://www.utsystem.edu/tmdsas/dental/foreign\\_coursework.html](http://www.utsystem.edu/tmdsas/dental/foreign_coursework.html)  
Veterinary: <http://www.utsystem.edu/tmdsas/veterinary/ForeignCoursework.html>
11. The application fee is determined by the applicant's residency status and the number of schools to which the applicant is applying. Fees may be paid by check/money order payable to TMDAS. The fee schedule is stated in the Application Fees section of the TMDAS website:  
Medical: [http://www.utsystem.edu/tmdsas/medical/application-instructions.html#app\\_fee](http://www.utsystem.edu/tmdsas/medical/application-instructions.html#app_fee)  
Dental: [http://www.utsystem.edu/tmdsas/dental/application-instructions.html#app\\_fee](http://www.utsystem.edu/tmdsas/dental/application-instructions.html#app_fee)  
Vet: [http://www.utsystem.edu/tmdsas/veterinary/application\\_instructions.html#app\\_fee](http://www.utsystem.edu/tmdsas/veterinary/application_instructions.html#app_fee)
12. Assessment and collection of additional secondary application fees will be the sole responsibility of the participating school assessing the fee.
13. Policies regarding applicant responsibilities in the application process are stated in the Applicant Responsibilities section of the TMDAS website:  
Medical: [http://www.utsystem.edu/tmdsas/medical/applicant\\_Responsibilities.html](http://www.utsystem.edu/tmdsas/medical/applicant_Responsibilities.html)  
Dental: [http://www.utsystem.edu/tmdsas/dental/applicant\\_responsibilities.html](http://www.utsystem.edu/tmdsas/dental/applicant_responsibilities.html)

Applicant Responsibilities:

- a. Applicants are expected to become familiar with and observe the application procedures at each school to which they apply. All application documents, including primary application forms, transcript(s), letters of evaluations and fees, etc., must be submitted in a timely manner, by the deadline, to TMDAS. Secondary applications must be submitted directly to the respective school.
- b. Applicants must promptly notify TMDAS of any change of address. Applicants may change their address by logging on to their application. Go to the [Contact Info] page and make the update(s).
- c. Applicants must notify TMDAS of certain changes to the application. After submitting your application, you are able to make changes to the following sections on to the application: Contact Info, Colleges Attended, College Coursework, Planned Enrollment, Letters of Evaluation, Test Scores and My Account.
- d. After the date of submission of your TMDAS application, if you are charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime, you must inform TMDAS as well as the admissions office of each school to which you have applied. You must notify TMDAS and each school within ten business days of the occurrence of the criminal charge or conviction. Failure to do so is grounds for rejection of your

application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

- e. After the date of submission of your TMDSAS application, if you become the subject of an institutional action after the date of original application submission, you must inform TMDSAS as well as the admissions office of each school to which you have applied. You must notify TMDSAS and each school within ten business days of the occurrence of the institutional action. Failure to do so is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.
- f. Applicants must respond promptly to all invitations for interview. In those instances when an applicant cannot appear for a previously scheduled interview, the applicant is responsible for promptly notifying the school. The cancellation should be undertaken by telephone with the school, followed by an email.
- g. Applicants who remain under consideration for admission should keep TMDSAS informed of the address and telephone number where they can be reached. Applicants who are unavailable (e.g. foreign travel) should instruct and grant authority to a parent or other individual to act on their behalf. TMDSAS must be notified of this designation by the applicant.
- h. Applicants who choose to withdraw from one or more schools must notify each school and TMDSAS in writing via email of their decision.
- i. Applicants who have made a final decision on the school they plan to attend have the obligation to promptly withdraw their applications from all other schools.
- j. Technical Standards/Essential Functions - Prior to submitting an application, you should read and understand the Technical Standards/Essential Functions for admission and graduation at each school with which you are applying. If accepted to medical school, you will be required to sign a statement indicating you are able to meet these standards with or without accommodations.