Master of Biomedical Sciences Committee Letter Checklist

Please use this checklist as a quick reference for the items you’ll need to submit to us with your request for a committee letter. See the following pages for detailed information about each item. ALL OF THESE ITEMS ARE REQUIRED IN ORDER FOR US TO WRITE A COMMITTEE LETTER.

☐ 2 letters of recommendation from MBS faculty or associates
☐ 1 letter of recommendation from your capstone mentor
☐ A detailed autobiographical statement (written in the 3rd person) with the following items:
  ☐ A brief synopsis of your education and performance thus far
  ☐ A description of your background
  ☐ A description of the journey you’ve taken to get you to this point
  ☐ Address AAMC Core Competencies
☐ Your updated CV
☐ Schedule an interview with an MBS Program Director

AGREEMENT RESPECTING CONFIDENTIALITY: I waive __; I do not waive __. My right of access to the MBS Committee Letter and all appended documents under the Family Education Rights and Privacy Act of 1974, 20 U.S.C.A. par 1232g (a) (1).

Signature _________________________________________
MASTER IN BIOMEDICAL SCIENCE

INSTRUCTIONS FOR GRADUATE COMMITTEE LETTER REQUEST

Students may wish to request a Graduate Committee Letter from the Master in Biomedical Science program for medical school applications. We are more than happy to write a letter for you; however, you must provide adequate information so that we may appropriately present you to your institution(s) of choice. To be eligible, students must be enrolled in or have completed a minimum of 12 credits. Note: It is in your best interest to waive your right to review any letters of recommendation, as most, if not all, schools will look less favorably on letters reviewed by students.

INFORMATION REQUIRED

1) 3 letters of recommendation (you can submit more than 3 letters)
   a) 2 from faculty within the MBS program or others with whom you’ve interacted since undergraduate school who can speak to your skills and talents (e.g. physicians you may be shadowing, employers, etc.)
   b) 1 from your Capstone Mentor
   c) Note: All letters will be appended to the Committee Letter

2) A detailed autobiographical statement (written in the 3rd person) which includes the following:
   a) A brief synopsis of your education and performance thus far (*see attached example paragraph).
   b) A description of your family and/or background that highlights anything special you may want the medical school to know.
   c) A description of the journey you’ve taken to get you to this point (i.e. committing your life to the study and practice of medicine). This should highlight your motivation and enthusiasm for the practice of medicine. You can include reflective statements.
   d) In your descriptions, you should try to highlight your skills and characteristics that fit within the newly adopted AAMC Core Competencies for medical school candidates:
      1. Integrity/Ethics
      2. Desire to Learn
      3. Reliability & Dependability
      4. Service Orientation
      5. Resilience & Adaptability
      6. Interpersonal Skills/Sociability/Teamwork
   e) Please note if you have used or plan to use this autobiographical statement or any parts in your AMCAS application
3) Your CV

4) After all information has been submitted, please schedule a brief meeting/interview with the Program Leadership to discuss your materials and provide additional information so that a truly representative letter can be crafted for you. Meetings can be scheduled by contacting Dr. Smita Thakker-Varia at varia@rutgers.edu and Dr. Debabrata Banerjee at banerjed@cinj.rutgers.edu.

We will attempt to satisfy Committee Letter requests as quickly as possible. Expect letters to take at least two weeks to prepare once all information is submitted. Please let us know if there is a deadline for each submission. We will append ALL of the letters that you submit to us to our Committee Letter and will all upload all into AMCAS. Make sure to provide the AMCAS letter request form that contains your AAMC ID and the AMCAS letter ID so we can upload the letter appropriately.

PLEASE let us know if you plan to submit to AMCAS a pre-health committee letter from your undergraduate school or any other references in addition to our committee letter. In general, we assume that our committee letter will cover what has occurred after you’ve completed undergraduate school. However, please let us know if our letter will be the only committee letter in your application package.

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EXAMPLE PARAGRAPH ON EDUCATION

[Student Name] is a student in the Rutgers Graduate School of Biomedical Sciences at Robert Wood Johnson Medical School premedical program, the Master in Biomedical Science applying to medical school for the 20XX entering class. [Student Name] attended [Name of Undergraduate School] where s/he completed a major in [Name of Major], and achieved a cumulative grade point average of [enter GPA]. S/he earned his/her bachelor of [science] degree in [Month & Year]. Since beginning the Master of Biomedical Science program in fall 20XX, [Student Name] completed [# credits] of premedical course work with a grade point average of [MBS GPA]. [Student Name] achieved a composite score of [MCAT score] on the MCAT taken in [Date of Exam].

NOTE: You should list all of your formal educational experience, such as additional degrees or certificates you have earned. You should list your most recent MCAT score (if available) or your best MCAT score. If you have not yet taken the MCATs, please note the date you expect to take the test.