

## **Admissions FAQs**

Admission to the Master of Biomedical Sciences (MBS) degree program at Duke University is very competitive. We make our admissions decisions after full consideration of several factors, including what you tell us about yourself and how you plan to benefit from the Duke MBS, what your mentors say about you in their letters of recommendation, your past achievements in your academic work, the quality of your undergraduate coursework/preparation, and your specific research and/or community service interests. Your GPA and any scores from standardized tests you have taken are important, but they're not the only pieces that factor into our evaluation.

### **What is the deadline for submitting an application for the Fall 2018 entering class?**

Priority Review deadline is January 5, 2018; Regular Review deadline is February 12, 2018.

### **What is the difference between Priority and Regular Review?**

Applicants who meet the Priority Review deadline will be notified of their admission decisions no later than February 20, 2018; those offered admission will have fourteen days to respond. We typically fill at least half of our class during Priority Review.

Regular Review applicants will receive decisions on a rolling basis between February 21 and April 3; those offered admission early in this period will have fourteen days to respond. Pending how late in the semester an offer is made, those receiving an offer later in the period may have less time to respond

### **How much is the application fee?**

The application fee is \$50.

### **What are the minimum GPA and test (GRE, MCAT, DAT etc.) score requirements?**

We require a minimum UGPA (undergraduate GPA) of 3.2 from an undergraduate program in order to gain admission to the Duke MBS. Be advised that the average UGPA for applicants admitted to our program is generally higher than the minimum requirement. Grades earned through completion of post-baccalaureate studies are considered on an individual, case by case basis.

Applicants are **not** required to take the GRE, MCAT, or any other standardized test to be considered for admission. The application does have a place to records such scores if they have been taken and should the applicant choose to do so. Any reported scores will be available to the admissions committee. Students who matriculate into the program are expected to provide all test scores as part of the advising process.

**If admitted, I will need help financing my studies. Do I need to complete the Free Application for Federal Student Aid (FAFSA) form?**

Yes, the FAFSA must be completed before an MBS student can be considered for federal or program financial assistance. The Duke University / School of Medicine Title IV School Code is 00292.

**Can I submit my application before all of my recommendations or transcripts are received?**

Yes.

However, your application will not be considered “complete” until all required application materials, including letters and transcripts are received. For admissions purposes, this means that both of the required letters must be entered in the on-line system before the deadline. An unofficial transcript from each postsecondary institution attended, including graduate and/or other professional schools must be uploaded directly to the application before the deadline.

Applications must be complete **before the deadline** in order to be considered for admission. For example, if you wish to be considered as a Priority Applicant, your application must be complete, including letters and transcripts, by the Priority Deadline or your application will be pushed to the Regular Pool. If your materials arrive after the Regular Review deadline, the application will not be reviewed by the Admissions Committee.

**Should I mail application materials or supplemental documents?**

No, do not mail any application materials unless a specific request is made by the Duke MBS program that you do so.

**Can I update my application after I submit it?**

With the exception of replacing one recommender with another, changes may not be made to the application after it is submitted.

**What do I do if I am having trouble uploading documents?**

Contact the MBS program at [dukembs@duke.edu](mailto:dukembs@duke.edu) or (919)684-6351 for assistance.

**I have submitted my application. Should I print my application and send a paper copy of it to your admissions office just as a backup?**

No.

**Do I need to list and provide a transcript from every institution I have attended?**

You should list and submit a transcript from each undergraduate or graduate institution you attended where you

- earned (or will earn) a degree;
- studied for one semester or more;
- earned 12 or more hours of credit; or
- took classes that relate to your graduate study interests.

You do not have to provide a separate transcript for study abroad credits, as long as the credits are listed on the transcript from your home educational institution.

Note: If you took classes at a college or university while in high school, do not list the college or university as a separate school in your application unless the credits you earned applied to your bachelor's or associate's degree.

**My transcript is not in English. Do I need to provide a translation?**

Yes. Please provide both the original transcript and a translation from either the school issuing the transcript or a professional translation service.

**How can I report grades I have received since submitting my application?**

Do not submit any updated grade reports until asked to do so by the Duke MBS program. If you are offered admission to the MBS program, you will be required to submit a final transcript updating any degrees or other studies that were incomplete at the time of your application.

**How does the online recommendation process work?**

In the Letter of Recommendations section of the online application, enter the contact information for each of your recommenders, including their e-mail addresses. "Save" the information, then click "Send request" for each of your recommenders. Each recommender will then receive an e-mail from our program that includes a brief description of our program and pedagogy, and a request for a candid assessment of your abilities, accomplishments, character, and capacity for success in our program. The e-mail includes a link to an online recommendation form which your recommenders use to either enter the recommendation directly or upload an electronic file of a letter.

**Is it my responsibility to make sure my recommenders fulfill their commitment to submit their recommendations on time?"**

Yes. You should graciously follow up with your recommenders to make sure that they submit their recommendations in a timely fashion in advance of our stated deadlines.

**Can I change one of my recommenders after my application has been submitted?**

Yes.

**Can I submit my recommendations through a letter service like Interfolio?**

No, all Letters of Recommendation must be submitted through our online application system and address our program specifically; generic letters are not helpful to the Admissions Committee.

**Is it OK to list more than two recommenders in my application?**

No. You may replace one recommender with another, but only two letters of recommendation will be considered.

**Who reviews my application?**

Members of the MBS Admissions Committee review your application. The Admissions Committee is comprised of faculty and staff of the MBS program who are actively engaged in the program as instructors and/or advisors, and are familiar with our curriculum as well as with health professions education in general. Each application is read by no less than three such individuals; applications forwarded to the full Admissions Committee for consideration for an offer of admission are reviewed by an additional five to seven individuals.

**When are decisions made?**

The review process begins as soon as the first completed application is submitted; applications are distributed for review on a continual basis. The Admissions Committee meets weekly throughout the application season. Those applicants who meet the Priority Review deadline will be notified of their decisions no later than February 20, 2018. All other applicants will receive notifications on a rolling basis between February 21 and April 3.

**How can I check the status of my application?**

You may audit your own application for completeness by visiting your application Dashboard to see what items are complete and which remain. You may also view your Application History up to submission by clicking on the drop down menu next to your name in the upper right corner of the Dashboard.

Due to the volume of applications received and reviewed, it is not possible to advise each applicant regarding the position of an individual application in the review process until the final decision is reported to the applicant.

**How will I know when a decision has been made on my application?**

Priority Review applicants will receive their decisions on February 20, 2018. Regular Review applicants will receive their decisions on a rolling basis between February 21 and April 3.

**Why have I not received the official decision letter in the mail?**

Applicants are notified of admissions decisions by email, not through the United States Postal Service. Applicants offered admission to the program also receive a personal telephone call from a member of the Admissions Committee and will be offered the opportunity to speak with a program graduate or current student before finalizing his or her decision.

**How can I accept or decline an offer of admission?**

Instructions for accepting and declining admissions offers are included in the emailed admissions letters.

**Can I defer admission to a different semester?**

No; required courses are offered only once per year in sequence. The sequence begins with the fall semester on the date noted in the program academic calendar.

**Whom can I contact about why I was denied admission?**

Notifications to applicants who are denied admission receive an information sheet with their notifications describing the reasons why applicants are not successful. We are unable to discuss individual decisions with applicants.

**I have accepted the offer of admission. What should I do next?**

Attend to all of the email communications sent to you by the MBS program and other offices of Duke University and follow the instructions given. Failure to do so may result in delays in your matriculation as an MBS student or an inability to participate in Orientation or classes.

**I would like to speak to a faculty member about the Duke MBS – is that possible?**

The best way to speak to individual faculty members is to attend one of our Informational sessions in the Duke University School of Medicine. See our website for posted dates of our upcoming Informational session events.