A guidance document to assist in submitting a complete and correct application.

CaRMS Application Guide

Doctor of Medicine Program
Faculty of Medicine
Memorial University of Newfoundland and Labrador
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General Information

Start your application well in advance of the deadline and ensure it is proofread for inclusion, accuracy, spelling, punctuation, and grammar. Any request to modify applications after the deadline, including the addition of information omitted by the applicant, are not granted. **It is the applicant’s personal responsibility to ensure that all information they wish to present about themselves is included in their application at the time of submission. Applications missing any of the required information are closed.**

As part of the quality control process, random audits are performed to ensure the information submitted by applicants is correct. It is your responsibility to confirm that contact information provided for named individuals who are able to verify your historical information is correct. If your application is selected for audit and the named contacts cannot be reached and/or are unable to verify your details, it will be assumed that the information you have provided on your application is incorrect which may be grounds for closure. **Follow up with contacts to ensure they can verify your history.**

If you are a repeat applicant, any Personal Information you entered in a previous application is saved in your CaRMS account and you may update the sections of the applications (i.e. employment, extracurriculars, etc.) as needed. It is your responsibility to update this accordingly. Transcripts, MCAT scores, and references are **NOT** carried forward from year to year; each year is a new cycle and all of these documents must be submitted again. References must be new each year; references from previous applications cannot be carried forward. MCAT scores must be released to CaRMS **after** June 30, 2021; scores released for the 2021-2022 cycle before this date will not be retrieved.

The only documents permitted to be carried forward from a previous cycle are credential evaluations. If you have attended a university outside of Canada or the United States and have submitted a credential evaluation with a previous application and your academic record at that institution has not changed, you do not need to submit a new credential evaluation. In such instances, you need to contact CaRMS in writing ([admissions@carms.ca](mailto:admissions@carms.ca)) and request that your credential evaluation be carried forward to your current application and copy munmed@mun.ca in the request. If you require a credential evaluation from a previous application to be added to your current application but fail to submit a request to do so, your application is incomplete and will be closed. See the “Education” section in this handbook for further information on credential evaluations.

The total application fee is paid in two portions: the first fee is the CaRMS application fee of $156.75+tax; this is required in order to name and send official reference requests to your referees and give them access to the CaRMS application portal to submit their reference on your behalf. The second fee is the Memorial University application fee of $75 that you pay at the very end in order to submit your application.

Email is our preferred mode of communication with all applicants; use an email account that you use and/or check regularly as well as adding munmed@mun.ca to your safe senders list. If further information is required regarding your application, you will be contacted by email and, if you are offered an interview, and subsequently accepted, you will receive all notifications via email. Therefore, it is key that you use an email account that you monitor regularly.
If you have any questions that are not answered in this guide, please contact the Admissions Office at munmed@mun.ca or 709-864-6328. Email and phone volume is very high in the week prior to the application deadline and response time can be two business days or longer. Deadlines are firm; start your application early and submit it at least two days before the published deadline.
Profile

Enter your current contact information, including present and permanent addresses. If any of this information changes after you have submitted your application, you are able to update it in your account and you must contact CaRMS at admissions@carms.ca and the Admissions Office at munmed@mun.ca and advise both offices in writing.

Residence Information

Select the residence pool to which you feel you belong; if there are any questions concerning your residency, the Admissions Office will contact you for further documents to support your claim. Applications in the wrong residency pool by the applicant are not rejected; rather, you will be notified that your residence pool is being changed.

Residency status for the purposes of applying to medical school is not the same as the physical location of where you currently live. For example, if you moved to Newfoundland & Labrador six months ago from Alberta, you would not be considered a resident of NL for the purposes of medical school admission because you do not satisfy the definition of a Newfoundland & Labrador resident. In such cases, your residency would be the last province in which you lived and maintained permanent long-term roots.

The definition of a Newfoundland & Labrador (NL) resident has been updated, effective June 1, 2021 and it is NOT the same as the University’s definition for general admission to Memorial. If you cannot clearly demonstrate that you can satisfy the criteria herein, you will be removed from the Newfoundland and Labrador pool. In such instances, you will be notified in writing.

If you are applying as a resident of New Brunswick (NB) or Prince Edward Island (PE), please note that the individual governments in those provinces decide the terms of residency and make the final decision on residency for their seats. If further information is required from applicants in either of these pools, the Admissions Office will contact you. All information collected from applicants is confidential and redacted prior to being sent to the respective governments.

If you are not applying as a resident of NL, NB, or PE you need to select Other Canada (OC). All applicants must be Canadian citizens or permanent residents.
Indigenous Application Program

If you are applying as an Indigenous applicant, you will need to complete the following additional sections of the application:

1. Proof of ancestry;
2. A recent (within 12 months of the deadline date) Letter of Support, submitted by a Leader or Elder of your Indigenous community that includes how they have experience with and/or knowledge of your connection to your heritage and contribution to your Indigenous community. This letter is confidential and must be sent directly to CaRMS by your Indigenous community or organizational affiliation leader;
3. A short essay about your experience as an Indigenous person that discusses:
   a. your participation in your Indigenous culture;
   b. how your heritage will enhance your contribution to medical school; and
   c. how your cultural experience will contribute to the profession of medicine.

At this time, dedicated Indigenous seats at Memorial University are reserved only for residents of the Newfoundland and Labrador pool; however, we encourage all applicants of Indigenous history to apply.

If you are an Indigenous applicant and are NOT a resident of Newfoundland and Labrador, please indicate such in the “Additional Information” section of the application and upload a copy of your Indigenous membership with your application. All information submitted with your application is confidential. If additional information is required, the Admissions Office will contact you.
Pandemic Issues

1. MCAT

The deadline to write the MCAT for the 2021-2022 application cycle is August 14, 2021. Unless COVID-19 greatly affects the accommodation of testing centers, this deadline will not be extended. The deadline date to release MCAT scores to Memorial University is September 17, 2021. Scores released after this date will not be accepted and affected applications will be closed.

2. Grades – Winter 2020

Pass/Fail grades from the Winter 2020 semester will be considered in conjunction with past and future performance.

We appreciate that not all applicants had the option to receive number grades from their university and would like to acknowledge those applicants who continued to achieve academically throughout and in spite of the challenges created by COVID-19.

One semester of grades is not significant enough on its own to remove or include any applicant from either interview consideration or acceptance to the matriculating class.

Directions on how to enter the grades from all semesters can be found in the “Yearly Progress” section of this guide.

CASPer

Effective June 1, 2020, the CASPer test is required in order to be eligible to apply to the Medicine program at Memorial University. CASPer is a situational judgement test that measures the non-academic attributes required to be a successful physician. SnapShot is required. Detailed information about CASPer including the test theory and format, a practice test, and how to register for the exam, can be found at https://takecasper.com/. The test dates for Memorial University for the 2021-2022 cycle are here; scores obtained outside of these dates are not accepted for this cycle. Your score is valid for only one year and the exam must be written each year you apply to medical school.

Your CASPer ID will be your 8-digit AAMC ID that is generated when you register for the MCAT. It is advised to copy and paste this ID directly to avoid incorrect digit entries. Numerical errors made by the applicant, that result in incorrect or missing CASPer scores, will not be corrected by the Admissions Office; applications without CASPer scores will be considered incomplete and closed.

Like the MCAT, you must authorize the release of your score from Altus Assessments to Memorial University in order for us to receive it. CASPer scores must be released to Memorial University and not CaRMS.
Education

Credential Evaluations

You must enter all secondary and post-secondary institutions you have attended and list any degrees obtained at the post-secondary level. If you have completed one exchange semester only, you do not need a credential evaluation ([www.wes.org](http://www.wes.org)). If you have two or more exchange semesters you will need a [credential evaluation with a course-by-course analysis](#). If you have completed your post-secondary education outside of Canada or the United States, you will need a complete credential evaluation with course-by-course analysis. Credential evaluations must be sent to CaRMS by the application deadline; your application will not be considered without this evaluation. Credential evaluations can take up to two months or longer; therefore, you are strongly advised to investigate the requirements well in advance of the application deadline.

Credential evaluations may be carried forward from a previous application cycle if your academic history at that institution has not changed since the last application submitted. In such instances, you need to contact CaRMS in writing ([admissions@carms.ca](mailto:admissions@carms.ca)) and request that your credential evaluation be carried forward to your current application. If you require a credential evaluation from a previous application to be added to your current application but fail to submit a request to do so, your application is incomplete and will be closed.

Non-University Programs

Post-secondary programs not completed at an accredited university are not considered in the calculation of your overall average and will be removed from all GPA calculations. GPA calculations are calculated from courses taken at university institutions only. If you are unsure of the acceptability of your credentials, please contact the Admissions Office for further information. Programs and courses not completed at a university or college but transferable to university for equivalent credit are accepted and the applicant is responsible for determining such. We do not evaluate programs outside of Memorial University or determine equivalencies for non-university courses.

Transfer & Exchange Courses

You must include an unofficial transcript for ALL universities/colleges you have attended, including transfer and/or exchange credits. For example, if you started your degree at Dalhousie and finished it at Memorial, you need to include unofficial transcripts for both Dalhousie and Memorial. Every academic institution entry on your application must have an accompanying unofficial transcript. Applications that do not have unofficial transcripts from all post-secondary institutions attended are incomplete and not accepted.
Transcripts

All applicants, including current Memorial University students and graduates, must include an unofficial transcript for each institution attended. You can download this yourself through your student account at each institution you attended, usually as a PDF, and upload it directly into your CaRMS account. You will only need to submit an official transcript if you are selected for an interview; directions on how to do this will be sent with your interview offer.

If you are unable to obtain an unofficial copy of your transcript through your student account or other means to include with your application, contact the Admissions Office prior to the deadline date for further directions.

Grade Conversions

If you are not a student or graduate of Memorial University, you may need to convert your grades so that you can enter them correctly on the application. The Grade Conversion Chart for Memorial will show you how to do this.

Memorial operates on a 4.0 GPA; if your school has a maximum GPA that is higher than this, you may need to convert your grade point average into a value that corresponds with Memorial University’s grading system. One of the situations below may apply to you, depending on your institution’s Registrar:

1. Your transcript or university has a grade conversion factor

If your university provides a numerical conversion factor for letter grades, either on the Registrar’s webpage or on the official transcript, do not use Memorial’s grade conversion chart – use the values that are on your transcript. Transcripts from the University of Toronto and Dalhousie University are examples of this and there are many others.
Example from University of Toronto transcript, excerpt:

An applicant from University of Toronto would use the numerical values 82, 84, 77, 85, and 87 in the calculation of their average in addition to the numerical grades in the 2013 Winter semester to get their annual average (explained below in Yearly Progress). Using the corresponding grades of A-, A-, B+, A, & A and Memorial’s grade conversion resulting in 82, 82, 77, 87, & 87 chart is not correct. If there are numerical grades on your transcript, use them in calculations.

Dalhousie University does not have such a guide on their printed transcript (there are only letter grades and GPA values), however, it is on the webpage of the Registrar and the same process used here would apply. If your university has a similar transcript presentation, use the grade conversion scale that accompanies your transcript.

2. Your university issues grades in letter format and/or GPA only.

If your transcript only has letter grades and GPA values, you will need to apply Memorial University’s grade conversion chart. Some examples of universities like this are Mount Allison University, York University, University of Manitoba, and University of New Brunswick (UNB) as well as many others. .
Example from University of New Brunswick, excerpt:

Since UNB issues only letter grades and a corresponding GPA, you need to apply Memorial’s grade conversion chart to equate your letter grades to numerical ones so both annual and overall averages can be calculated.

For such conversions, **do not use the GPA from your institution.** In this example from UNB, the maximum GPA value is 4.3 while at Memorial it is 4.0. Since the GPA scales are not equal, conversions using these values will not be correct. Use the letter grade received (A+, A-, B+, B, etc.) and the corresponding numerical value on MUN’s grade conversion factor. For the example above, A-, A+, A-, A, A+, translates into 82, 95, 82, 87, & 95 when MUN’s conversion chart is applied.

### 3. International degrees and credits

As mentioned in the **Credential Evaluation** section, if you have a degree outside of Canada or the United States, you will need a credential evaluation submitted in addition to your unofficial transcript on your application.

When entering grades into the application system, enter the grades that you have been awarded from your institution. If there is a key on your transcript that provides guidance on the interpretation of the grading scale be sure to include that as well.

If you are unsure how to report your grades from universities outside of Canada or the United States, please contact our office for further assistance as munmed@mun.ca or 709-864-6328 (country code: +1).
Yearly Progress

You need to enter your annual progress at the post-secondary level, with the total number of courses taken and the average over that period. For a four-year degree, most applicants have a minimum of four entries (3 if you will be finishing your degree in the semesters after your application submission). For many applicants, an annual academic year runs from September to April (August if you are in studies over the summer).

Correct:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Start Date</th>
<th>End Date</th>
<th>Number of Courses</th>
<th>Average Grade (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of New Brunswick</td>
<td>Sep 2010</td>
<td>Aug 2011</td>
<td>14</td>
<td>93%</td>
</tr>
<tr>
<td>University of New Brunswick</td>
<td>Sep 2011</td>
<td>Aug 2012</td>
<td>13</td>
<td>94%</td>
</tr>
<tr>
<td>University of New Brunswick</td>
<td>Sep 2012</td>
<td>Aug 2013</td>
<td>12</td>
<td>93%</td>
</tr>
</tbody>
</table>

Any numerical grades obtained in the Winter 2020 semester should be entered like the above examples. If you were only able to receive ‘Pass/Credit’ as final grades due to COVID-19 and have numerical grades for the Fall 2019 semester, enter the courses as below and provide an explanation in the space provided in the application.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Start Date</th>
<th>End Date</th>
<th>Number of Courses</th>
<th>Average Grade (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wilfrid Laurier University</td>
<td>Sep 2016</td>
<td>Apr 2017</td>
<td>10</td>
<td>95%</td>
</tr>
<tr>
<td>Wilfrid Laurier University</td>
<td>Sep 2017</td>
<td>Apr 2018</td>
<td>10</td>
<td>92%</td>
</tr>
<tr>
<td>Wilfrid Laurier University</td>
<td>Sep 2018</td>
<td>Apr 2019</td>
<td>10</td>
<td>94%</td>
</tr>
</tbody>
</table>

In the above example, you obtained all numerical grades in the Fall semester for 5 courses and received ‘Pass/Credit’ for the 5 courses you took in the Winter 2020 semester. The latter grades will be looked at separately in conjunction with your past academic performance. If you received all ‘Pass/Credit’ for the Winter 2020 semester, note that the omission of one semester of numerical grades will not greatly impact your overall average, in either a negative or positive way, and will not be significant enough on its own to either remove or include you from interview consideration.

If you were able to obtain grades for the Winter semester for either some or all courses, include any numerical grades in the calculation of your Average Grade from September 2019 to April 2020 (or August 2020).
Incorrect:

Do not enter GPA for Average Grade:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Start Date</th>
<th>End Date</th>
<th>Number of Courses</th>
<th>Average Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Saskatchewan</td>
<td>Sep 2016</td>
<td>Apr 2017</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>University of Saskatchewan</td>
<td>Sep 2017</td>
<td>Apr 2016</td>
<td>9</td>
<td>4</td>
</tr>
<tr>
<td>University of Saskatchewan</td>
<td>Sep 2018</td>
<td>Apr 2019</td>
<td>10</td>
<td>4</td>
</tr>
</tbody>
</table>

Do not enter averages per semester if they are the same institution:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Start Date</th>
<th>End Date</th>
<th>Number of Courses</th>
<th>Average Grade (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial University of Newfoundland</td>
<td>Sep 2012</td>
<td>Dec 2012</td>
<td>5</td>
<td>77%</td>
</tr>
<tr>
<td>Memorial University of Newfoundland</td>
<td>Jan 2013</td>
<td>Apr 2013</td>
<td>5</td>
<td>66%</td>
</tr>
<tr>
<td>Memorial University of Newfoundland</td>
<td>Sep 2013</td>
<td>Dec 2013</td>
<td>5</td>
<td>83%</td>
</tr>
</tbody>
</table>

Enter all courses completed during the same time at the same university as one annual entry*.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Start Date</th>
<th>End Date</th>
<th>Number of Courses</th>
<th>Average Grade (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acadia University</td>
<td>Sep 2015</td>
<td>Dec 2015</td>
<td>4</td>
<td>93%</td>
</tr>
<tr>
<td>Acadia University</td>
<td>Sep 2015</td>
<td>Dec 2015</td>
<td>1</td>
<td>87%</td>
</tr>
<tr>
<td>Acadia University</td>
<td>Jan 2016</td>
<td>Apr 2016</td>
<td>4</td>
<td>95%</td>
</tr>
<tr>
<td>Acadia University</td>
<td>Jan 2016</td>
<td>Apr 2016</td>
<td>1</td>
<td>82%</td>
</tr>
</tbody>
</table>

*This should be one entry, Sept 2015 – April 2016, 10 courses, avg. = 93.

Academic information entered by the applicant is validated internally via official transcripts if they are selected for an interview. If there is any disagreement between the official transcript and entries made by the applicant, the former will prevail. Applicants, who anticipate a change in any final grades reported on their unofficial transcript after the application deadline, must contact the Admissions Office to advise of such. Interview offers to applicants whose official transcript does not match their unofficial transcript exactly are revoked.

Pending Courses

If you will be continuing with post-secondary studies after the application deadline, enter the courses that you plan on taking in the fall, winter, and summer (if applicable) semesters. The actual courses you end up taking are not as important as the intention behind the courses. Since course offerings are subject to change for many universities, applicants are not required to take the courses indicated on their application. For example, if you list BIOL 4325 on your application for winter semester 202Y but due to scheduling conflicts (or other reasons) you are unable to take this course, and need to take BIOL 4450 instead, that is ok. As long as the requirements of your degree are fulfilled by the time you would start class in August of 202Y, the actual courses listed on your application are not as important, unless they are required courses. However, it is expected that students maintain the degree of difficulty in their courses as they progress through their degree, i.e. if you are in your 4th year of studies, your
elective courses should be third and fourth-year courses, not entry level courses from first-year that are typically easier.

If you:

i. are not a current student of Memorial University and;
ii. will be completing courses after the application deadline and;
iii. are offered an interview

you will need to forward an updated copy of your transcript after the Fall 202X semester is complete.

MCAT

Entering your AAMC ID into your CaRMS application **DOES NOT** release your MCAT score(s) to Memorial University. You need to enter all writings of the MCAT into the application within the last 5 years (between September 2, 2016 and September 2, 2021; all other writings are expired) and then log into your AAMC account (the same account you created to register for the MCAT) and manually release your score(s) to Memorial University.

- If you wrote the exam between September 2, 2016 and July 31, 2021 your score is available and, will be retrieved from AAMC by CaRMS on your behalf, **if you released them**.
- If you wrote the MCAT exam after August 1, 2021, you can **designate** your score to be sent to Memorial University when it is available from AAMC. In such instances, CaRMS will be downloading scores each week after the application deadline to retrieve scores released between September 3, 2021 and September 14, 2021. **The deadline to release all MCAT scores to Memorial University is Friday, September 17, 2021.**

**Exceptions will not be made for applicants who fail to release their MCAT score by the published deadlines.** You will not be contacted to release your MCAT score. Submitted applications with missing or expired MCAT scores will be closed.

Other

Scholarships & Awards

List any scholarships and/or awards given in sequential order with a brief description of the award/scholarship in the space provided as well as indicating the monetary value of the award, if applicable. Common awards, like the Dean’s List, do not require a description; anything unique to your post-secondary institution or community, particularly if you are an applicant who resides outside of Newfoundland and Labrador, which others may not recognize, should have a brief description.
If you received an award or scholarship but did not accept it, for example, an entrance scholarship to University XYZ but then decided to go to University ABC, you should list the award even though you did not accept it.

**Employment**

When completing employment, enter work-experience obtained starting at the post-secondary level. If you began working in a position or for a company/organization while in high school AND continued doing so while completing your post-secondary education, it is acceptable as a work experience entry. Do not enter any work experiences that have not already occurred or are tentative into the future. For example, if you will start a new position in September 202X that will continue into the future, do not enter it as a projected work experience with a future end date and accumulated hours. **All work experience entered must have already occurred.**

Use the following definitions to guide you in categorizing your work experience descriptions:

- **Work Term** - if you have completed a work term, practicum, or placement that is required as part of your degree, Master’s, or Ph.D. program, whether paid or unpaid, use Work Term. Do not use **Full-time during University**. If you completed a work term/placement that led to employment at the end of the work term, outside of the requirements for your post-secondary program, make two entries: one identified as Work Term and one as employment using the definitions below.
- **Part-time** – less than 30 hours per week at one position, either upon graduation of a post-secondary degree or in the summer (or equivalent) between post-secondary semesters. You are not in school during this time.
- **Full-time** – 30 or more hours per week at one position, either upon graduation of a post-secondary degree or in the summers (or equivalent) between post-secondary semesters. You are not in school during this time.
- **Part-time during University** - less than 30 hours per week at one position, while attending university on either a full-time or part-time basis.
- **Full-time during University** - 30 or more hours per week at 1 position, while attending university on either a full-time or part-time basis.

**Extracurricular Activities**

Extracurricular activities are an important part of the application and can encompass a wide range of undertakings; they are an opportunity to show the Committees how you spend your time outside of employment and/or academics. Acceptable extracurricular activities are those that you take part in or perform **regularly** and have a history doing for a notable period over the past 5-7 years, not one-off events. The number of entries you can make is limited; therefore, **it is important that you select those activities that demonstrate long-standing commitment and/or involvement.**
General Guidelines

Don’t include:

- research completed as part of an honours, Master’s, or Ph.D. thesis; this is not voluntary if it was a requirement as part of your post-secondary education.
- unpaid work terms or placements that are part of your post-secondary education; again, these are requirement not voluntary. It is appropriate to put these in the “Employment” section.
- regular daily activities i.e. childcare, cooking meals, leisure activities, working out etc.
- activities that have yet to occur i.e. a new volunteering position whereby you anticipate involvement 2 hours per week into the future but currently have no or very limited hours.

Do’s

- volunteer research not associated or required with the completion of your post-secondary education;
- consistent involvement with charities, non-profits, community groups or volunteer organizations that requires you to be directly involved with supporting, assisting, or helping individuals or groups of individuals.

References

In order to have an official request sent to your referees, you must complete the CaRMS payment first. You do not need to have your application complete at this point and are able to continue working on it after this fee is paid. After you do so, you will be directed back to the reference page to enter the contact info for your referees.

The rules for acceptable references were updated, effective June 2021. You must have two acceptable references, one of which must be from an academic referee. Please consult the Reference Guidelines 2021-2022 for comprehensive descriptions of acceptable referees.

References submitted on behalf of an applicant from referees that do not meet the acceptable criteria are not accepted and the application will be closed. If you have requested a reference from a referee that is not acceptable, you will not be contacted, either before or after the application deadline, to submit a new reference.

Be self-informed on the Reference Guidelines and contact the Admissions Office for advice if you are in doubt over the acceptability of a referee.
If a referee is not responding in a timely manner to your request, it is highly recommended that you select a new one to avoid the closure of your application. In such instances, you must notify CaRMS at
admissions@carms.ca and the Admissions Office at munmed@mun.ca so your application can be updated with a new named referee. CaRMS will send the new referee a reference link after they have received your request.

Mature Applicants

If you are a mature applicant, someone who has been away from post-secondary studies entirely for over five years, an exception to requiring an academic reference may be considered. The preference is for all applicants to have an academic reference, however, for mature applicants, an academic reference may be out of date and/or no longer practical and valuable to either the Interview or Admissions Committee.

You may request an exception to an academic reference if both of the following apply:

  i. you must be graduated from an accredited university for five years or longer and have completed no courses at a university since the date of graduation and the date of application to medical school.
  ii. You are a working professional for at least two years in a field related to your post-secondary studies.

All requests for an academic reference exception must:

  i. be in writing to munmed@mun.ca with a detailed explanation for the request, including the name and contact info of the person you wish to name as your referee;
  ii. be submitted at least 3 weeks before the deadline;

If you are approved for an academic exception, you must submit a reference from a current or former supervisor/manager/employer (within the last 24 months) for whom you have worked with directly or been supervised by for at least one year continuously. References from colleagues are not accepted. The submission will be through the same as other references, through the CaRMS Referee portal, by the deadline date and the Admissions Office will contact the referee with specific directions on information that should be included in the reference.

Additional Information & Publications

If you feel the emergence of COVID-19 has had an impact on your application, with respect to academics, extracurricular activities, and/or employment, you may use this section to explain how your application has been affected. Do not use this section to provide additional autobiographical details.

If there is any important information, excluding autobiographical information, that you feel is important for the Committees to know that does not fit in the other categories, you can add it in this
section. Most applicants leave this section blank; it is an optional section and there is no need to add further information.

If you have a documented disability that is relevant to your application, please include it in this section, and upload the supporting documentation.

It is appropriate to list publications in this section in the box indicated. Do not upload full publications with your application; the information to verify the publication and you as 1st, 2nd, or other author is sufficient.

Attaching Documents

**Do not supply more documents than required with your application.** Some applicants attach their CV, letters of support (excluding Indigenous applicants), extra references, publications, etc., all of which are removed before any Committee Member reviews the application. The only references considered are from those referees who are named in your application unless you have had to change a referee and have informed both CaRMS and the Admissions Office accordingly prior to the deadline. References supplied from referees not named on your application are not read and are removed from your file.

Payment

The total cost of applying is a CaRMS processing fee of $156.75 (plus applicable provincial tax) plus a $75 application fee to Memorial University. You must make the $156.75 payment in full before reference requests are sent to named referees on your behalf.

Submitting Your Application

After application submission, you will not be able to edit any information entered, with the exception of “Personal Information”. If you move or obtain a new phone number or preferred email, you must update it on your application. Do not contact the Admissions Office to add additional details to your application that you forgot; such requests are not honoured.

If you are attending any post-secondary education after the application deadline, you will need to send an updated transcript to the Admissions Office with your grades, ONLY if you are selected for an interview.
Your CaRMS account should be monitored, both before and after the application deadline, to check the status of documents received under “Document Tracking”. The Admissions Office cannot confirm receipt of references or MCAT scores; contact CaRMS directly. After you submit your application, you can monitor the status of your references by using the information below:

<table>
<thead>
<tr>
<th>Document Status</th>
<th>What it Means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created</td>
<td>A document spot has been created</td>
</tr>
<tr>
<td>Requested</td>
<td>A reference request has been made via the email provided. No document has been received yet.</td>
</tr>
<tr>
<td>Scanned or Uploaded</td>
<td>A document has been uploaded to the document spot by a referee.</td>
</tr>
<tr>
<td>Submitted</td>
<td>The referee has uploaded their letter of reference to the document spot.</td>
</tr>
</tbody>
</table>

A document can be considered in the CaRMS system when it has a status of ‘Submitted’, ‘Scanned’, or ‘Uploaded’ and a date appears under the Date column on your account. If a reference letter’s status is 'Created' or 'Requested', it has not yet been received at CaRMS and you should contact the named referee where appropriate. MCAT scores cannot be confirmed as received, however, as long as you have released all writings through AAMC, they will be received at CaRMS. The same is true for CASPer scores – if you have released your score to Memorial University by the specified date, we will have them. When you release your scores through your AAMC and CASPer accounts, it is advised to take a screenshot in case of any unlikely discrepancy that could occur.

If you have any questions that are not answered in this guide, please contact the Admissions Office at munmed@mun.ca or 709-864-6328. Email and phone volume is very high in the week prior to the application deadline and response time can be two business days or longer. **Start your application early and submit it at least two days before the published deadline.**