



CORE: Clinical Observership & Research Education Program

Application Checklist for Prospective Scholars

SUMMER 2015 – Application materials are currently being accepted for MAS courses beginning the week of June 22, 2015. For admissions, please apply before the below deadline:

APPLICATIONS DUE: JANUARY 23, 2015 @ 5:00PM PST

✓ **APPLICANTS:** you must submit all application materials electronically to UCSD Health Sciences International (hsinternational@ucsd.edu).

Application Checklist:

| | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> MAS Application | <input type="checkbox"/> (3) Letters of recommendation | <input type="checkbox"/> CV |
| <input type="checkbox"/> Copy of TOEFL | <input type="checkbox"/> Financial Guarantee support letter | <input type="checkbox"/> Transcripts |
| <input type="checkbox"/> Letter of Intent | | |

Applicants will not be reviewed for concurrent enrollment unless all listed documents have been received.
Please make it clear in your email that you are applying to the **CORE** program.

Required Documentation

MAS Clinical Research Application

Please fill out the **“Concurrent Enrollment Application”** (writeable PDF) attached to this checklist.

- Note: This application will be reviewed by faculty for the Master's degree program. The personal statement should be geared towards how a Master's degree in Clinical Research will help your academic pursuits
- E-mail this completed form to hsinternational@ucsd.edu
(*Please note that no application fee is required at this time*)
- In addition to the above listed items please e-mail a copy of your **TOEFL** scores to hsinternational@ucsd.edu

University Transcript(s)

Please do not apply if your GPA falls below the acceptable minimum.

- Minimum "B" GPA: approximately 3.0 (out of 4.0 scale), 3.5 (out of 5.0), 80% (out of 100%)
- **FOR INTERNATIONAL APPLICANTS:** Academic transcripts reflecting the equivalent of a "B" or "Very Good" – meet this criteria. If possible, please provide an official letter from the university, assigning your GPA to a 4.0 scale conversion.
- **UNOFFICIAL COPIES OF TRANSCRIPTS ARE FINE FOR REVIEW.** Official transcripts will be needed if admitted to the program.

Curriculum Vitae

Please provide the following information in your curriculum vitae or resume:

- **Clinical experience** (please include any relevant internships, externships, clerkships, observerships, or rotations)
- Any relevant **research and clinical training** beyond medical school
- Current **research projects or proposals** (if any)
- **Publications** (if any)
- **USMLE Exam Scores** (if taken)
- Non-academic **pursuits** and **hobbies**

Three (3) Letters of Recommendation

REMINDER: All three letters of recommendation **must come directly from the recommenders themselves via e-mail** to hsinternational@ucsd.edu in order to be considered valid for your application.

Please ask your reference to include the following details in his/her letter:

- Relationship to applicant (supervisor, professor, etc.)
- Duration of relationship (6-months, etc.)
- Assessment of applicant's personal and professional character
- Evaluation of skills, accomplishments, strengths, and qualifications

✓ Do **NOT** provide more than the required 3 letters of recommendation. Only the first three letters received will be considered during the evaluation of your application.

✓ At least one academic reference AND at least one professional reference required

✓ Reference our **CORE Program Letter of Recommendation Guidelines** for more information

Letter of Intent

This letter is geared towards a separate admissions committee and should not be the same personal statement used in the MAS application. This second committee will be evaluating your fit into the CORE Program and your future training and career goals. Please provide the following details in your letter (1-page typed, double spaced):

- Clinical research interests and professional goals
- Anticipated Benefits of CORE toward your career goals
- Personal strengths
- Preferred clinical specialty area

Financial Sponsorship Letter

Please note that your financial sponsorship letter should include mention of the Clinical Observership & Research Education (CORE) Program at UCSD. **This letter must:**

- Provide a guarantee for tuition and any associated living expenses, including health insurance
- Be an official document on the organization's letterhead, with valid date, signature and contact information of the funding authority.
- Funding Authority must indicate effective start/end dates of financial coverage within the CORE Program at UC San Diego, specifically
- E-mail a copy of this letter to hsinternational@ucsd.edu as soon as received.

Other Required Criteria

Test of English as a Foreign Language (TOEFL) Exam

REQUIREMENT IS FOR INTERNATIONAL APPLICANTS ONLY

- TOEFL scores should be sent directly from ETS, electronically to UCSD
- UC San Diego's Institution Code is: **4836**
- If requested, the Department Code for MAS Programs is: **99**
- The TOEFL **must** have been taken within the **last two years**
- Please note that *UCSD only accepts electronic "internet-based" (iBT) TOEFL scores* (paper-and-pencil, as well as computer-based test scores are **not** accepted)
- UCSD's minimum TOEFL score required for admissions consideration is **80** for the internet-based test (**iBT**).



Phone Interview with UCSD Health Sciences International

A phone interview is required and will be done by invitation only. Due to high volume of competitive applicants, we do not offer phone interviews to everyone. Phone interviews will be conducted by a UCSD HSI Program Representative and typically take place 2-3 weeks after the application deadline.

Each applicant will be assessed on the following criteria:

- Conversational proficiency in the English language
- Ability to clearly describe CORE program and overall career goals
- Ability to clearly define research interests
- Demonstrated ability to work in teams and/or as a leader

Supplementary Documentation

The following documents are **not** required for consideration and admission to the CORE Program. However, due to the large volume of well-qualified applicants, submission of these materials may increase your chances for admission. *Please contact your academic advisor from your sponsoring institution, if you have questions regarding your application eligibility*

- United States Medical Licensing Examinations (USMLE) www.usmle.org
 - Step 1 - ("The Boards")
 - Step 2 - Clinical Skills
 - Step 2 - Clinical Knowledge
 - Step 3 - Final Examination
- Educational Commission for Foreign Medical Graduates (ECFMG) Certification
- Copies of previous publication(s) or abstract(s) (including recently submitted or pending publications)
- Clinical research proposal(s)

If you would like to submit materials or documents that are not on this checklist, please contact the HSI Office at hsinternational@ucsd.edu **Unsolicited and unapproved materials will not be reviewed.**

Letter of Recommendation Guidelines

A good letter of recommendation should provide an accurate assessment of the applicant's suitability for a master's degree program. It is best to have letters from individuals who know you well and can assess you in more detail and should contain the following elements:

- Briefly explain your relationship with the applicant: How long you have known the applicant
- In what capacity you have interacted (e.g., faculty, pre-medical advisor, supervisor, etc)
- Focus on behaviors that you have observed directly when describing applicants' suitability for clinical research. Consider describing: The situation or context of the behavior

Admissions committees find comparison information helpful. If you make comparisons, be sure to provide context. Include information about: the comparison group (e.g., students in a class you taught, students in your department, co-workers, etc.) and your rationale for the final comparison

It is also helpful if the letter can address other competencies such as

- **Critical Thinking Skills:** the use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **Quantitative Reasoning:** Applies quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world
- **Scientific Inquiry:** Applies knowledge of the scientific process to integrate and synthesize information, solve problems and formulate research questions and hypotheses; is facile in the language of the sciences and uses it to participate in the discourse of science and explain how scientific knowledge is discovered and validated
- **Ethical Responsibility:** Behaves in an honest and ethical manner; cultivates personal and academic integrity; adheres to ethical principles and follows rules and procedures; resists peer pressure to engage in unethical behavior and encourages others to behave in honest and ethical ways; and develops and demonstrates ethical and moral reasoning
- **Reliability and Dependability:** Consistently fulfills obligations in a timely and satisfactory manner; takes responsibility for personal actions and performance
- **Capacity for Improvement:** Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback

Key Reminders

- ✓ Ensure the letter is prepared on the Organization's Official Letterhead
- ✓ Request that your recommendation letter be at least 500 words in length (typed & double-spaced)
- ✓ Including Title/Position/Credentials of Recommender; as well as date & signature
- ✓ Must address applicant's academic/professional traits as an individual and clinical research scholar

Sample Recommendation Letter # 1

Dear Admissions Committee:

I am writing to today to recommend Sally Pupil to the UCSD CORE Program. I have known Sally for 2 years, and she has worked directly with me as a student during one of those two years.

It should go without saying that and she is a remarkable student with great talent. She not only does what is required of her, but also seeks out opportunities to expand her knowledge. She chose to go above and beyond in all assigned coursework.

Sally has always taken her role seriously and is passionate about her results. Sally is a natural leader, and works hard for her beliefs. She's at her best in a group environment, and is consciously proactive at getting full involvement of all other team members to derive the best results possible. She has a very effective personal style, and I am certain she will be looked to as a leader where ever she goes.

I have the deepest personal and professional respect for Sally, and sincerely believe she will bring her unique energy, optimism, and tireless hard work and dedication to your program. She has my highest endorsement. If you have any questions about this recommendation or my endorsement of Sally, please do not hesitate to contact me and I will gladly try to help.

Best regards,

Name/Title/Credentials Institution
Address/Phone Number/E-Mail Address

Sample Recommendation Letter # 2

To Whom it May Concern,

It is a true pleasure for me to write this letter of recommendation for Sally Pupil, who was my student in Anatomy 101 at Doctor's Medical School in 2012. Sally is, without question, one of the four or five most outstanding students I have ever had at Doctor's Medical College.

Sally is a careful thinker with an eye for detail and a devotion to logic. She has the ability to draw upon her experiences and observations to develop thoughtful conclusions and opinions in a variety of areas. Sally demonstrated strong intellectual curiosity. She participated eagerly in discussions and provided insight for her peers as well as for me as her instructor. Her performance in my class was far above average.

Sally demonstrated exemplary team and leadership skills. Without needing to be asked, she assumed responsibility for helping classmates in a number of ways. She was helpful in sharing accurate knowledge and in synthesizing information. She served as a group leader. She was able to organize students to be productive and thoughtful.

Sally has outstanding academic skills. In her coursework, she always achieved a high level of recognition. Her writing skills stood out above her classmates. She consistently performed above and beyond the required level of work.

Sally is not just an outstanding student, she is personally delightful. She is comfortable communicating with a variety of people. She is engaging to speak with and energetic. She possesses a wide range of abilities, yet she remains humble.

I wholeheartedly recommend Sally as a student for your program. In fact, I can hardly think of a student that I would recommend more highly. I envision her as a leader of the future.

Sincerely,

Name/Title/Credentials Institution
Address/Phone Number/E-Mail Address

APPLICATION FOR CONDITIONAL ACCEPTANCE/CONCURRENT ENROLLMENT – MAS IN CLINICAL RESEARCH

CONCURRENT ENROLLMENT START (check one.): Summer - June/July start Winter – January start

Submission Date: _____

Proposed Start Year: _____

Program of interest (circle interests):

Clinical Research

Global Healthcare Policy

Healthcare Leadership

APPLICANT INFORMATION

Last Name:

First Name:

Middle Initial:

Previous Name/Maiden name (if applicable):

Birth Date:

Sex:

CONTACT INFORMATION

Permanent address:

City:

State:

Zip:

Country:

Phone:

Cell phone/pager:

RESIDENCY

Country of Citizenship:

Country of Legal Residence:

Visa type (if any):

US Permanent Resident #:

State/County:

Ethnicity:

PERSONAL STATEMENT

Please provide a personal statement (maximum 1500 words) outlining your career goals and what you hope to gain from participating in the MAS program:

PROFESSIONAL BACKGROUND

Current job title:

Company:

Daytime phone number:

Total # of years of relevant work experience:

Relevant work experience (describe in detail):

RESUME OR CURRICULUM VITAE

(Please insert your CV here or email it as a separate attachment.)

EDUCATIONAL BACKGROUND

(Please, include all undergraduate and/or graduate course work, degrees here.)

College/University:

City:

From:

Degree Type:

Cum GPA:

Other program:

College/University:

City:

From:

Degree Type:

Cum GPA:

Other program:

College/University:

City:

From:

Degree Type:

Cum GPA:

Other program:

COLLEGE COURSE(S) IN-PROGRESS (IF ANY)

LANGUAGES*(If non-native speaker please, include your TOEFL score.)*

| Language | Speak | Read |
|----------|-------|------|
| | | |
| | | |
| | | |
| | | |
| | | |

TOEFL score (Internet or paper based) including year received: _____**REFERENCES (NAME, TITLE, CONTACT INFORMATION)****TECHNOLOGY (SOFTWARE OR SYSTEMS IN WHICH YOU ARE PROFICIENT)****HOW DID YOU LEARN ABOUT THE PROGRAM?****WILL YOU RECEIVE ANY TUITION FEE FUNDING FROM YOUR EMPLOYER OR OTHER THIRD PARTY?** Yes No