

## MBS Application Checklist

- WCU Graduate Admission Form**, typed or neatly printed. Please make sure you include a check for the \$30 application fee when you send in the application form.
- One Page Personal Statement** addressing your career goals and any “detours” on your career path, as well as your interest in the MBS program.
- Official MCAT/GRE/DAT scores.** For GRE scores, use a college code of 1907 for William Carey University and a major field code of 0609 (Medical Sciences) for the MBS program. For MCAT scores submitted through the MCAT THx system use the name “William Carey University MS Biomedical Science.”
- Official Transcripts** from all institutions attended. These must be sent from the registrar and even transient attendance such as summer school requires a transcript.
- Letters of Evaluation.** Three letters are required from science professionals that can evaluate your potential for success in the MBS program. Letters from science faculty are strongly encouraged. Advice for both students and letter writers can be found below.

**Students that have made unsuccessful application to the WCUCOM** may grant permission in writing via signed hardcopy or fax to substitute their medical school application materials for the personal statement/MCAT/letters. They need only submit the completed WCU Graduate Admission form, the application fee, and official transcripts (if they are not already part of the medical school application).

### All application materials should be sent to:

Ms. Donna Day, MBS Secretary  
WCU Box 207  
498 Tuscan Avenue  
Hattiesburg, MS 39401

It is critical that you include an email address that you check regularly. This is how Ms. Day ([dday@wmcarey.edu](mailto:dday@wmcarey.edu), office 601-318-6316, fax 601-318-6410) and Dr. Bateman ([rbateman@wmcarey.edu](mailto:rbateman@wmcarey.edu)) will correspond with you.

In order to facilitate the timely receipt of quality letters of evaluation from appropriate parties, please follow the instructions below.

### **Advice for the applicant:**

It is important that your evaluator be able to write an effective, individualized letter of evaluation. To do so, they will need the following information:

1. Deadline date for the letter– (give writer at least two weeks)
2. Your resume or CV or statement of skills, college organizations, jobs, positions of leadership, etc.
3. Your application statement/essay. This should elaborate on why you are applying for the WCU MBS program and state your ultimate career goals
6. Standardized test scores (GRE or MCAT or DAT)
7. Student ID number
8. A **nontrivial** statement of your strengths and your weaknesses
9. Your cell phone number in case of questions
10. How long the evaluator has known the student and in what capacity (instructor, research advisor, supervisor, etc)

General advice to the applicant: The most effective letters are those with personal examples and these can only be written by individuals that know you and have interacted with you over a significant period of time. Instructors you have only had for one class typically write a brief letter which will not help much. Likewise, administrators with whom you have not worked closely will also write a more generic letter. Letters from coworkers, ministers, and other nontechnical specialists will not carry much weight since they cannot speak to your potential for success in the program.

### **Advice for the evaluator:**

1. Please address your letter to the WCU MBS Program c/o Ms. Donna Day. The letter must be on institutional letterhead and signed by you.
2. We strongly prefer that the letter be faxed directly to Ms. Day at 601-318-6410. The letter may be accompanied by the WCU grid form, but that form is not required.
3. The WCU MBS is a graduate program focused on preparing students for professional schools like medical or dental school. We already know our applicants want to go to these schools. What we want to know from your letter is if they have the background, the intellectual capacity, and the perseverance to succeed in our intensive program.
4. We would like this to be a letter of evaluation, not simply one of recommendation, so we appreciate a candid assessment of the student's strengths and weaknesses. We recognize no one is perfect and if there is a way we can help entering students to increase their chances of success, we certainly want to do that.