



Making the path to
medical school
a reality for Texans
since 2003.



Application Handbook 2018-2019

Contents

Welcome to the JAMP Application	4
About JAMP	4
Contact JAMP	4
Participating Schools	5
Before You Start.....	6
Applicant Responsibilities:.....	6
Application Tips	7
Completing the JAMP Application.....	8
Technical Details	8
Supporting Documents	9
Deadlines	10
Section Overview	11
[Background Info] Section	11
[Questions] Section – Personal Information.....	11
Contact Info:.....	11
Demographic Info:.....	12
Socioeconomic Info:	13
Military Service:	14
Family Information:.....	14
Financial Information	14
Felonies and Misdemeanors:	14
[Questions] Section - Education	15
High School Information:	15
Colleges Attended:	15
Terms attended.....	16
College Coursework:	16
Entering Coursework Details.....	17
Transcripts.....	24
[Questions] Section - Employment & Activities.....	24
Academic Recognition:.....	24
Non-Academic Recognition:.....	24
Leadership:.....	24
Employment:.....	25
Research Activities:	25
Healthcare Activities:	25
Community Service:	25
Extracurricular and Leisure Activities:.....	25
[Questions] Section - Essays	26
Personal Statement – Required of all applicants	26
Personal Characteristics Essay – Required of all applicants.....	26
Optional Essay – There is one optional essay available to all applicants Briefly discuss any unique circumstances or life experiences that are relevant to your application which have not previously been presented.	26
[Proof of Residency] Section.....	26

[Supporting Documents] Section 27
 Upload Photo: 27
 Letters of Evaluation: 27

[Certification & Submit] Section 28
 Certification..... 28
 Submit 28

After Submitting Your JAMP Application..... 28
Monitoring the Status of Your JAMP Application 28
 Communication After Submitting Your Application..... 28

GPA 29
 GPA Calculation Rules 29

Applicant’s Supporting Documents 30

Welcome to the JAMP Application

This Application Handbook was created by the Joint Admission Medical Program Administrative Office to assist applicants in completing the application for the 2019 entering class. Reading and following these directions will grant insight into the application process and make completing the application much easier. As an applicant, it is your responsibility to read, understand, and follow all JAMP instructions throughout the application process.

About JAMP

The Joint Admission Medical Program (JAMP) is a special pipeline program established by the Texas Legislature in 2001 to assist highly motivated, economically disadvantaged students in preparing for and succeeding in medical school.

Funded by the Texas Legislature through a trustee program administered at the Texas Higher Education Coordinating Board, JAMP constitutes a unique partnership between nine Texas medical schools and 67 public and private four-year undergraduate institutions.

JAMP encourages students aspiring to careers as physicians by offering mentoring, summer enrichment programs including clinical preceptorships at one of the Texas medical schools, scholarships and, ultimately, guaranteed acceptance to one of the Texas medical schools.

Contact JAMP

If you have any questions and need to speak to a JAMP representative, please contact us at the number or email below.
Customer Service Contact Information

Hours: Monday-Friday (7:00 a.m. – 4:00 p.m. Central Time), except Federal holidays

Phone: 512-499-4352

Email: info@texasjamp.org

Website: www.texasjamp.org

Facebook: www.facebook.com/TexasJAMP

Twitter: www.twitter.com/TexasJAMP

To ensure a quick response, include your JAMP ID number and full name in all correspondence. JAMP will only discuss an application with the applicant. Due to the Family Educational Rights and Privacy Act of 1974, FERPA, JAMP will not discuss an application with parents, spouses, relatives, friends, or employers.

Participating Schools

Public Universities

Angelo State University
 Lamar University
 Midwestern State University
 Prairie View A & M University
 Sam Houston State University
 Stephen F. Austin State University
 Sul Ross State University
 Tarleton State University
 Texas A & M International University
 Texas A & M University
 Texas A & M University Commerce
 Texas A & M University Corpus Christi
 Texas A & M University Galveston
 Texas A & M University Kingsville
 Texas A & M University Texarkana
 Texas Southern University

Texas State University
 Texas Tech University
 Texas Woman's University
 The University of Texas at Arlington
 The University of Texas at Austin
 The University of Texas at Dallas
 The University of Texas at El Paso
 The University of Texas Rio Grande Valley
 The University of Texas at San Antonio
 The University of Texas at Tyler
 The University of Texas of the Permian Basin
 University of Houston
 University of Houston – Clear Lake
 University of Houston – Downtown
 University of North Texas
 West Texas A & M University

Private Universities

Abilene Christian University
 Austin College
 Baylor University
 Concordia University
 Dallas Baptist University
 East Texas Baptist University
 Hardin–Simmons University
 Houston Baptist University
 Howard Payne University
 Huston–Tillotson University
 Jarvis Christian College
 LeTourneau University
 Lubbock Christian University
 McMurry University
 Our Lady of the Lake University
 Paul Quinn College
 Rice University

Saint Edward's University
 Saint Mary's University
 Schreiner University
 Southern Methodist University
 Southwestern Adventist University
 Southwestern University
 Texas Christian University
 Texas College
 Texas Lutheran University
 Texas Wesleyan University
 Trinity University
 University of Dallas
 University of the Incarnate Word
 University of Mary Hardin–Baylor
 University of Saint Thomas
 Wayland Baptist University
 Wiley College

Medical Schools

Baylor College of Medicine
 Texas Tech University Health Sciences Center, Paul L. Foster School of Medicine at El Paso
 Texas Tech University Health Sciences Center, School of Medicine
 Texas A&M University, College of Medicine

University of North Texas Health Science Center – Texas College of Osteopathic Medicine
 The University of Texas Health Science Center at Houston – McGovern Medical School
 Long School of Medicine, UT Health San Antonio
 The University of Texas Medical Branch at Galveston
 The University of Texas Southwestern Medical Center

Before You Start

You must contact your JAMP Faculty Director to discuss your interest in the program. In order for your application to be completed, you will need to complete the “Notice of Intent to Apply and Authorization to Release Records Form” and return the form to your JAMP Faculty Director.

Applicant Responsibilities:

1. As a JAMP applicant, it is your responsibility to become familiar with the application procedures. All application documents, including application, transcripts, and letters of evaluation must be submitted to JAMP in a timely manner, by the corresponding deadline.
2. Prior to submitting an application, you should read and understand the Technical Standards/Essential Functions for admission and graduation at each school to which you are applying. If accepted to medical school, you will be required to sign a statement indicating you are able to meet these standards with or without accommodations.
3. After submitting your application, you must notify JAMP of certain changes to the application.
 - a. **You are able to make changes to the following sections by logging back on to the application:** Contact Info, Colleges Attended, College Coursework, Planned Enrollment, My Account, and Test Scores.
 - b. **You must notify JAMP in writing via either email or a message in the application of the following changes:**
 - **Change of Evaluator:** Once you have secured a different evaluator, please notify JAMP of the new evaluator via email or through the application message system. Include your full name, JAMP ID and indicate the name of the evaluator that needs to be removed. Provide the following information for the evaluator that should be added:

• Salutation (i.e. Dr, Prof, Mr, etc.)	• Relationship to you
• First name of Evaluator	• How evaluator will submit letter (via JAMP Evaluator Portal or regular mail)
• Last name of Evaluator	• Whether or not you release your right of access to the letter
• Suffix (i.e. MD, PhD, etc.)	
 - **Felonies & Misdemeanors:** After the date of submission of your JAMP application, if you are charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime, you **must** inform JAMP. You must notify JAMP within ten business days of the occurrence of the criminal charge or conviction. **Failure to do so could result in the rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.**
 - **Disciplinary Action:** After the date of submission of your JAMP application, if you become the subject of an institutional action or disciplinary action, you must inform JAMP. You **must** notify JAMP within ten business days of the occurrence of the institutional action. **Failure to do so is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.**

JAMP applicants will also:

1. Arrange for all official transcripts from all schools attended to be delivered to JAMP.
2. Print a Transcript Request Form from the JAMP website for each college/university attended and request that the Registrar’s offices attach the form to all transcripts sent to JAMP:

For USPS Mail:	For UPS/FedEx:
JAMP Attn: Transcripts P.O. Box 2175 Austin, TX 78768	JAMP Attn: Transcripts 210 W. 6 th Street Room B.140E Austin, TX 78701

3. Respond immediately to all notices, comments, instructions, and questions received from JAMP. Applicants are responsible for **regularly checking** their email and JAMP application accounts for these important notices and questions!
4. Print and retain a copy of the completed JAMP application.
5. Submit updated transcripts throughout the application cycle.
6. Monitor the status of the application online. To check your status, sign in to your application and click on the [Status] status link from the menu on the right-hand side of the application. The [Status] link is the first option under the [Application Info] heading. The top portion titled [Section Status] shows the date each section of the application was completed/last saved. To see the status of your supporting documents, scroll down towards the bottom of the page until you reach the [Supporting Documents] heading.

Application Tips

Start Early

What is the best way to make sure you get everything done on time? Start early.

Do not wait until the last minute to submit your JAMP application. There are no exceptions for the JAMP deadlines under any circumstances. Applicants should ensure that they complete and submit their application with sufficient time to address any issues that may arise.

Be Prepared

The application is lengthy and requires planning to submit an application that best conveys who you are. Having the following items ready to go before you start the application will ensure that you submit the best application possible.

- Copy of transcript from every college attended to aid in completing [College Coursework] section
- Dates and hours of all employment, community service, research, leadership, and healthcare activities
- ACT/SAT test dates and scores
- Contact information for evaluator(s)

Quality Matters

Although you may be tempted to rush through the process of applying for admission, remember that the quality of the items you submit will make a difference.

During review, the selection committee will consider every factor that has contributed to your academic achievement and your personal achievement. Every item entered on the application will be considered and compared to others in that same group. Therefore, the quality of your application may be the thing that makes you stand out from the crowd—and that results in you getting the decision you are looking for.

Important Note

Do not use the [Back] button while completing the application. Using the navigation buttons and features of your browser is very likely to cause errors and other unpredictable behavior. Instead, use the application's internal navigational features to move from section to section.

Special characters cannot be used in the text boxes. Please remove all special characters when completing the [Essays] section (e.g. <, >, =, @, *, ñ, or [Tab]).

Completing the JAMP Application

The application will be available beginning **Tuesday, May 1, 2018 at 8:00 a.m. Central Time.**

The deadline to submit your application is **Monday, October 1, 2018 by 5:00 p.m. Central Time.**

All Supporting Documents must be received in the JAMP Office by **Monday, October 15 by 5:00 p.m. Central Time.**

There are no exceptions for the JAMP deadlines under any circumstances.

You can access the JAMP Application through our website, www.texasjamp.org.

Once you have registered for a JAMP account, you are ready to begin filling out the application. You may login to update your information as often as you wish prior to submitting your application. It is highly recommended that before you submit the application, you take time to review each section thoroughly as no changes can be made after submission (other than the changes indicated in the responsibilities above). After any changes, be sure to click the [Save] button before leaving the page.

Technical Details

The JAMP application supports only the following browsers. **Not using one of these may cause you to experience various technical issues.**

For PC Users:

Internet Explorer

Firefox

For Mac Users:

Firefox

Supporting Documents

Applicants must meet with his or her JAMP Faculty Director (JFD) regarding the submission of all supporting documents. An application to the program is not considered complete until all supporting documents have been received by the JAMP Administrative Office.

The following supporting documents must be submitted to the JAMP Office **no later than October 15, 2018 by 5:00 p.m. Central Time:**

1. Notice of Intent to Apply & Authorization to Release Records
2. A copy of applicant's High School Transcript and Class Rank
3. SAT/ACT Score documentation
4. Student Aid Reports (FAFSA) for:
 - a. 2017-2018
 - b. 2018-2019
5. Letters of Evaluation from:
 - a. JAMP Faculty Director
 - b. University Faculty Member
6. Official University Transcript listing fall and spring grades
7. College Transcripts (any institution that has granted college credit)

As Student Aid Reports are not available indefinitely, interested applicants should immediately access and save previous year Student Aid Reports available to them for use on the application. Applicants are responsible for providing all supporting documents to his or her JAMP Faculty Director. Supporting documents received after the deadline may prevent your application from being considered.

Deadlines

Applications must be **submitted by October 1, 2018 at 5:00 PM Central Time.**

Supporting Documents are **due at the JAMP Office by October 15, 2018 at 5:00 PM Central Time.**

Meet with your JAMP Faculty Director to discuss how your Supporting Documents will be submitted.

There are no exceptions for the JAMP deadlines under any circumstances.

Deadlines

October 1

All applications to JAMP must be submitted by **5:00 p.m. Central Time.**

October 15

Application Supporting Documents must be received at the JAMP Office by 5:00 p.m. Central Time

JAMP Application Supporting Documents:

1. **Notice of Intent to Apply & Authorization to Release Records**
2. A copy of applicant's **High School Transcript and Class Rank**
3. **SAT/ACT Score** documentation
4. **Student Aid Reports (FAFSA)** for:
 - a. 2017-2018
 - b. 2018-2019
5. **Letters of Evaluation** from:
 - a. JAMP Faculty Director
 - b. University Faculty Member
6. **College Transcripts** if applicant attended another college while attending high school or summer school
7. **Official University Transcript** listing fall and spring grades

Section Overview

[Background Info] Section

Select the participating university where you are enrolled from the drop-down list. Only universities that participate in JAMP will appear on this list. This university will become your “home” institution.

Note: If you will be transferring to a JAMP participating school, please select the school you will be enrolled in by the application deadline. This university will become your “home” institution.

Select the value that best represents how you learned about JAMP.

Indicate the length of time you have lived in Texas. For example, if you have lived in Texas since birth, you might enter “18 years”.

[Questions] Section – Personal Information

Contact Info:

*You may revise this section any time during the application process. *

Legal Name

Enter your first, middle, and last names. You will also enter any salutations or prefixes associated with your name.

Other Names

If you prefer to be addressed by a **different name** other than your legal name, you will indicate that information in this section.

Also, if there are any other names listed on your academic records than what you have already entered, **you must indicate each additional name** then click the [Add Name] button. Examples include maiden names or hyphenated last names.

Email/Phone

If you need to change your email address, do so through the [My Account] link in the upper right-hand corner of the application.

Provide the cell phone number where JAMP and/or medical school admissions officers can contact you. If you do not have a cell phone, you will answer “No” to the question “Do you have a cell phone?”

You will also provide your work phone number – if applicable.

Email is the primary mode of communication between JAMP and applicants. Urgent correspondence will only be sent to you via email. Be sure to keep your email address updated at all times. It is the applicant’s responsibility to regularly check both their email and JAMP application for important messages from JAMP. Providing an incorrect email address will prevent you from receiving important messages from JAMP.

Email messages are often sent to multiple applicants, which some email systems identify as spam or junk email. Some email providers use filters to prevent users from receiving spam. Email filters may interpret an email from JAMP as spam and automatically delete a message to you about the status of your application. To avoid missing important emails, turn the “spam” or “junk” email filters off during the application cycle. If your email provider does not allow you to turn the filter off, you may have to access a “junk mail file” that archives all messages identified as sent to multiple addresses. Periodically check your spam/junk email file for messages from JAMP.

Mailing & Permanent Address

- **Address 1** - Enter your current mailing address. JAMP will use this address to send you any correspondence.
- **Address 2** - If needed, enter an apartment number or additional address information in this field. If not, leave this field blank.
- **City** - Type the name of your city.
- **Country** – Select your country from the pull down menu.
- **State** - Select your state from the pull down menu.
- **County** – Select the US County of your mailing address from the drop-down menu – if applicable.
- **Zip Code or Postal Code** - Enter your zip or postal code.
- **Address number** - Provide the phone number where JAMP and/or admissions officers can contact you.

Permanent Address

Enter your Permanent Address information if different from your Mailing Address. If your Permanent Address is the same as your Mailing Address, answer “Yes” to the question “Is your Mailing Address also your Permanent Address?” and the information will pre-populate from what you entered under Mailing Address.

- **Address 1** - Enter your permanent address.
- **Address 2** - If needed, enter an apartment number or additional address information in this field. If not, leave this field blank.
- **City** - Type the name of your city.
- **Country** – Select your country from the pull down menu.
- **State** - Select your state from the pull down menu.
- **County** – Select the US County of your permanent address from the drop-down menu – if applicable.
- **Zip Code or Postal Code** - Enter your zip or postal code.
- **Address number** - Provide the phone number for your permanent address.

Demographic Info:

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

Birth Information

- **Date of Birth** – enter your date of birth (mm/dd/yyyy)
- **City** – Enter the city where you were born.
- **Country** – Select the country in which you were born from the drop-down menu.
- **State/Possession/Canadian Province** – Select the state, possession, or province where you were born.
- **County** – Select the US County in which you were born from the drop-down menu – if applicable.

Home Town

The following questions refer to what you consider your “home town”

- **City** – Enter the city name of your hometown.
- **Country** – Select the country from the drop-down menu.
- **State/Possession/Canadian Province** – Select the state, possession, or province from the drop-down menu.
- **County** – Select the US County of your hometown from the drop-down menu – if applicable.
- **Approximate population** – Select the approximate population range from the drop-down menu.
- **Describe the area** – Select: Rural, Urban, Inner City, Suburban, Military or Government Installation or Other. (Definitions will be provided)
- **Primary language spoken at home** - Select the primary language spoken from the drop-down menu.

Gender

Indicate whether you are male or female.

Ethnicity

Indicate whether you are:

- a. Hispanic or Latino
- b. Not Hispanic or Latino

Race

Select one or more of the displayed racial categories that best describe you.

Race or Ethnic Group Descriptions

Ethnicity and Race questions are asked for federal and/or state reporting purposes. These questions are voluntary, and applicants will not be at a disadvantage in the admissions process if they are not completed.

Hispanic or Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Black/African American	A person having origins in any of the black racial groups of Africa.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Applicants may be expected to provide official documentation/certification of active affiliation with a recognized tribe or reservation community.
White/Caucasian	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
International	A person who is not a citizen or permanent resident of the United States and who is in this country on a temporary basis and does not have the right to remain indefinitely. A person who is PR pending (applied for permanent resident status but has not yet received permanent resident status) should be classified as international status until permanent residency has been granted. Note: A Non-Citizen who has been lawfully admitted for permanent residence is to be reported in the appropriate racial/ethnic categories along with United States citizens.

Socioeconomic Info:

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

The questions in this section ask:

- Are you a member of the first generation in your family to apply to, attend, or graduate from an undergraduate program? (*i.e. are you the first in your immediate family to go to college?*)
- Are you a member of the first generation in your family to apply to, attend, or graduate from a graduate or professional program?
- Are you a parent or guardian of dependent children?
- What do you consider your primary language?
- Are you bilingual or multilingual?

You will also be asked several questions that pertain to the household in which you were raised or spent the majority of your life from birth to age 18. If you moved frequently during this time period, enter the information for the location you spent the majority of your childhood.

There is a required question that asks the applicant to describe why they believe they are socioeconomically disadvantaged. You have 600 characters to address this question. Please provide any insight into your situation that was not previously addressed in your application.

Military Service:

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

You will answer questions concerning whether or not you have served in the United States military.

Family Information:

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

You will enter information regarding your parents as well as any significant male and/or female figures in your life. You will indicate how many siblings you have. You may include step-siblings if you choose. You will then indicate the following for each of your siblings:

- Age
- Relationship – brother or sister
- If they have ever attended college

Financial Information

You will enter the percentage of your college expenses provided by family, spouse, academic scholarships, financial need-based scholarships, loans, employment, or other sources. The total percentage must add up to 100%.

Felonies and Misdemeanors:

You will disclose and explain any felonies or misdemeanors that may appear on your record. You need NOT disclose information about any of the following:

- You were arrested but not charged
- You were arrested and charged, but the charges were dropped
- You were arrested and charged, but found not guilty by a judge or jury
- You were arrested and found guilty by a judge or jury, but the conviction was overturned on appeal
- You received an executive pardon
- A juvenile or criminal record that has been sealed or expunged. Failure to disclose information that is not in fact expunged or sealed may result in the applicant being denied admission
- Minor traffic violations

Important: After the date of submission of your JAMP application, if you are charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime, you must inform JAMP. You must notify JAMP within ten (10) business days of the occurrence of the criminal charge or conviction. **Failure to do so is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.**

[Questions] Section - Education

High School Information:

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

Indicate how you completed your high school education: High School or Home Schooled.

High School Graduates

Enter the Country and State, if applicable, in which your high school is located. Enter part of the high school name and then click [Search] to search for your high school. **The less you type in the [High School Name] field, the more results you will get back. Try entering words that are unique to your high school's name.** From the search results, click on [Add School] next to the correct listing – doing so will pre-populate the following information:

- High School Name
- Zip Code
- County
- City
- State

If your high school was not found, you will need to add the school manually in the designated [High School Information] fields.

Next, enter graduation month, graduation year, class size and class rank, if applicable, in the designated fields.

Home Schooled

For applicants who were home schooled, please list the city, zip code, country, and state where you were home schooled (or received your diploma). Enter the graduation month and graduation year.

SAT or ACT Results

If you have taken either the SAT or ACT, you must enter your score(s). For applicants who took the SAT after March 5, 2016, the following scores must be entered:

Section Scores

Evidence-Based Reading and Writing Score

Math Score

Cross-Test Scores

Analysis in Science Score

A guide to the SAT Score Report can be accessed [here](#). Contact your college admissions office, College Board or ACT if you don't remember your score.

Colleges Attended:

*You may revise this section any time during the application process. You will be able to add new colleges/universities as well as newly completed course work. *

- List all undergraduate schools you have attended, including dual credit coursework.
- List each school once for each type of degree even if there was a break in attendance. For example, if you attended Houston Community College in the summer of 2013 and 2015, you would list the school once with attendance dates as: Summer 2013 – Summer 2015.
- Include foreign colleges. You do not need to list a foreign college if it was part of an official study abroad program and the coursework appears on the transcript of the sponsoring U.S. college or university.

- **Failure to list all colleges and universities may delay processing of your application and may be considered a violation of your application certification statement.**

Click on the [Add College or University] button. Enter the country, state and a distinctive part of the college or university name and a list of matching institutions will appear. **Keep in mind that the less you type in the [College Name] field, the more results you will get back. Try just entering words that are unique to your college name.**

For example, if searching for The University of Texas at Austin, just enter Austin. Click the [Search] button to obtain your search results.

Select the correct institution and click [Select] to add the school to your list of Colleges Attended. This will fill in the required [Institution Information] fields for the college listing.

If your college was not found in the search, you will need to add the college manually.

Enter attendance dates and degree information. Majors and minors are listed alphabetically. If your major/minor is not listed, select [Other] and enter your major/minor in the designated field. Next, indicate if you were enrolled in an honors program at this school.

Click [Add College Attended] on the bottom left corner of the screen. Continue to enter additional colleges and universities attended by clicking on the [Add College or University] link. Once you have entered all schools, check the box that states: "Click the checkbox if you have no more colleges to enter at this time". Your colleges will not be saved until you have checked this box and clicked [Save] or [Save and Continue].

Terms attended:

Enter all terms during which you have taken coursework at each school listed in the [Colleges Attended] section.

To add a term, click on the [Add Term] button next to the institution for which you wish to add a new term. From the drop-down menu, select the year, term and whether or not the credits are reported in semester or quarter hours. Click [Add This Term] to save. Once you have entered all terms, you must click [Save] or [Save and Continue] or all information will be lost.

The terms listed in this section must match the attendance dates in the [Colleges Attended] section. You cannot add terms that go beyond the attendance dates entered in the [Colleges Attended] section.

College Coursework:

Before You Start

Request an official transcript from each college/university you have attended to use as a reference for completing the [College Coursework] section. This helps ensure that your data is complete and accurate.

You will list all coursework ever enrolled in at every US, US Territorial, or Canadian college. This includes:

- College-level courses taken while in high school (i.e. dual credit courses), even if they did not count toward a degree at any college.
- Colleges at which you took a course, even if transfer credit was later accepted by another school.

Entering Coursework Details

After listing all colleges, you have attended in the [Colleges Attended] section, you will list all terms you have taken coursework in the [Terms Attended] section.

For example, to input your coursework for the Fall 2016 and Spring 2017 semesters will need to create the corresponding future terms in the [Terms Attended] section. Then in the [College Coursework] section, you can list the courses you plan on taking. You will indicate “Not Yet Reported” for the grade. If you are unsure of the courses you plan on taking, list at least one placeholder course such as:

Add a Course

Academic Status:	SR-Senior
Course Type:	RC-Regular Class
Prefix:	BIO
Course Number:	xxx
Course Name:	Course to be determined
Course Area:	OthSci-Other Science
Transcript Grade:	Not yet reported
Credit Hours(##.#):	3.0
Was Last Time Taken:	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Add Course Information"/> <input type="button" value="Cancel"/>	

All courses that appear on your official transcript (s) and for which a grade and credit was ever assigned will be included in the JAMP GPA calculations, even if they are not included in the GPA calculations of the transcript-issuing school. This includes, but is not limited to:

- Courses that have been repeated
- Courses that you failed, regardless of whether they have been repeated
- Courses you took in high school for college credit that appear on a college transcript
- Courses taken at American colleges overseas

JAMP will verify your self-reported courses against your official transcript(s) and will report any discrepancies to your selected institutions. **JAMP does not enter courses for you.** JAMP will contact you and return your application for corrections or explanations if it identifies a significant number of course discrepancies or omissions.

Failure to properly enter all course information and to make corrections as requested may result in processing delays and may jeopardize your chances for admission.

Select the term you wish to enter coursework for by clicking on the [Add Course] button.

Course Work

Please click the Add Course button to add a course to the specific term. All coursework must be added to every term for this section to be considered complete.

Terms & Related Course Work

[View All Coursework](#)

College/University Attended	Year	Term	Hours Type
Lamar State College-Port Arthur Add Course 0 courses found for this term.	2006	Fall	Semester
Texas Tech University Add Course 0 courses found for this term.	2008	Fall	Semester
Texas Tech University Add Course 0 courses found for this term.	2009	Spring	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2009	Fall	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2010	Spring	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2010	Summer	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2010	Fall	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2011	Spring	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2011	Fall	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2012	Spring	Semester


[Save](#) [Continue to Next Section](#)

Academic Status

1. Indicate your academic status for the term. See options and descriptions below.

College/University Attended	Year	Term	Hours Type
The University of Texas at Austin 0 courses found for this term.	2009	Fall	Semester

Add a Course

Academic Status: 

Course Type:

Prefix: Enter the departmental prefix for the course as it appears on your transcript.

Course Number: Enter the course number as it appears on your transcript.

Course Name: Enter the course name as it appears on your transcript.

Course Area:

Transcript Grade: Note: Grades for courses added after your application is submitted will be entered by TMDAS.

Credit Hours (format #.#.#):

Was Last Time Taken: Yes No

[Add Course](#) [Cancel](#)

Academic Status

PF: Pre-First Year

Any advanced placement, CLEP, or Dual Credit courses that you received credit for before graduating from high school.

FR: First Year

First academic year following graduation from high school.

SO: Second Year

Second academic year following graduation from high school.

Course Type

1. Indicate course type for the course you are entering. Course types are:

- **Regular Class:** regular class taken in the classroom – no special designation.
- **Distance Learning/Online Course:** indicate if the course was completed via on-line, correspondence, or other form of learning at a distance.
- **Honors:** an honors course is one taken as part of an undergraduate honors program, not a course for which you may have received academic honors.
- **Study Abroad:** indicate if you enrolled in courses at a foreign university as part of a Study Abroad program, and received credit for those courses on a US or Canadian school transcript. (Courses completed overseas that are not part of a Study Abroad program should be treated as foreign coursework and will not be included in the JAMP GPA computation.)
- **Advanced Placement/CLEP:** indicate if you have received credit on your transcript from Advanced Placement or CLEP examinations. AP/CLEP credit is accepted only if the school granting the credit lists the specific course(s) and number of units granted per course on an official transcript. Lump sum credit is not accepted. If these do not appear on the transcript, an official letter from the registrar is required. List AP credit only once, even if more than one institution granted credit.

AP credit appearing on the transcript without subject or course names will be classified as non-science unless official documentation is received. If a letter grade is shown on the official transcript, the letter grade should be listed in the Grade column and will be included in your GPA calculations. If a letter grade is not given on the official transcript or the course is indicated as being passed, then enter the semester hours and, under Grade column, select CR – credit.

- **International Baccalaureate:** indicate if you have received credits on your transcript for completion of an International Baccalaureate Program, an intensive pre-college curriculum sponsored by the International Baccalaureate Organization.
- **Credit by Institutional/Departmental Exam:** indicate if you have received credits on your transcript for successful completion of an institutional or departmental examination.
- **Audit:** any course you attended without attempting to earn credit. These courses will not be included in your JAMP GPA.
- **Developmental:** developmental courses will not count towards the GPA nor will they be calculated into the overall hours.
- **Dual Credit:** college credit earned when a high school student is taking a college course for both high school and college credit. If you took college courses while in high school and received only college credit, you should indicate this Course Type as “Dual Credit”. The credit must appear on an official transcript from the college. Courses may be taken at the high school or at the college, but need to be listed on the application under the name of the college.

Prefix

1. Enter the departmental prefix for the course as it appears of the official transcript.

Course Number

1. Enter the course number as it appears on the official transcript. Do not enter the section number.

Course Name

1. Enter the course name.
 - If the course name is abbreviated on the transcript, you may enter the abbreviation or the full name.

College/University Attended	Year	Term	Hours Type
The University of Texas at Austin <small>0 courses found for this term.</small>	2009	Fall	Semester

Add a Course

Academic Status:

Course Type:

Prefix: Enter the departmental prefix for the course as it appears on your transcript.

Course Number: Enter the course number as it appears on your transcript.

Course Name: Enter the course name as it appears on your transcript.

Course Area:

Transcript Grade: Note: Grades for courses added after your application is submitted will be entered by TMDASAS.

Credit Hours (format #.#):

Was Last Time Taken: Yes No

Course Area

1. Indicate the course area for each course. Please select course area classification based on the primary content of the course. Refer to the course area guide below. *For courses that are not listed, use your judgment – JAMP will determine the correct course area during processing.*

Biology:

Anatomy
Bacteriology
Biology
Cellular Biology
Cellular Physiology
Ecology
Genetics
Histology
Immunology
Microbiology
Molecular Biology
Neuroscience
Parasitology
Pathophysiology
Physiology
Virology
Zoology

Biochemistry:

Biochemistry

English:

Most English department courses will satisfy this requirement

Composition
English
Literature
Poetry
Rhetoric

General Chemistry:

General Chemistry
Analytical Chemistry
Inorganic Chemistry
Physical Chemistry
Qualitative Analysis
Quantitative Analysis

Organic Chemistry:

Organic Chemistry
Bio-Organic Chemistry

Calculus or Statistics:

**list of approved courses available on website*

Biostatistics
Calculus
Statistics (computational)

Physics:

Electricity & Light
Magnetism
Mechanical Heat
Physics
Thermodynamics

Other Science:

Agricultural Science
Astronomy
Bioengineering
Chiropractic
Computer Science
Electronics
Engineering
Epidemiology
Geology
Math (other than Calculus or Statistics)
Medical Technology **ONLY** if in the Biology department
Meteorology
Nursing
Nutrition
Occupational Therapy
Pharmacy
Physical Anthropology
Physical Geography
Physical Science
Physical Therapy
Physician Assistant
Radiology
Research seminars in Biology, Chemistry, Physics, and Math
Respiratory Therapy

Non-Science:

Acting
Archeology
Art
Astrology
Behavioral Science
Bioethics
Business
Communications
Cultural Geography
Economics
Education
Emergency Med-Tech
Ethics
First Aid
Foreign Language
Forestry
Geography
Government
Health
History
Humanities
Kinesiology
Law
Logic
Medical Terminology
Military Science
Music
Philosophy
Physical Education
Political Science
Psychology
Public Health
Public Speaking
Religion

Transcript Grade

1. Enter the grade exactly as it appears on the official transcript.
2. If narrative evaluations are used in your system in lieu of grades, list "Pass" if pass credit was awarded. Copies of narrative evaluations will be forwarded to your designated colleges.
3. As you enter your grades, the application system will convert the grade to a JAMP Grade. The JAMP grading system standardizes the grades to be used in the GPA calculation and to be reported to the admissions review committee. JAMP Grades include: A, B, C, D, F, Credit, Pass, Quit, Failed, Incomplete, and Not Yet Reported (for future or planned coursework).

Credit Hours

1. Enter the credit hours as they appear on your official transcript. You can enter hours up to one decimal point (00.0).
2. All entries must be made in semester or quarter hours. You indicated which your school operates on when adding the terms in the [Terms Attended] section.
3. Do not list course where 0 credit hours were earned, for example, chapel, orientation, etc. If you withdrew from a course, list the number of hours you would have earned had you completed the course.

Note: all Texas schools report credit in semester hours.

Some institutions grant credits as course units. If your grades are reported as units, you will need to convert them to either semester or quarter hours. The back of your transcript should have the conversion. If not, contact your Registrar for the conversion. You can enter hours up to one decimal point – 00.0

Common conversion examples:

Austin College: 1 unit = 4 semester hours

Last Time Taken

Last Time Taken is asking, “Was this the last time you took this course?” Most coursework will be answered as [Yes]. Courses repeated for additional credit, but not for a better grade, such as physical education, chorus, or thesis/research are not considered a repeat and should be answered [Yes].

Instances where you would answer [No]:

1. If you withdrew and re-took or plan to take the course again. For the first time you took the course, enter [No]. When retaken, enter [Yes].
2. If you received a C, D, F, took a Pass/Fail or Credit/No-Credit course then re-took the course for a better grade, enter [No] for the first time taken and enter [Yes] for the last time taken.

Course Taken and Passed	Received C, D, F, Pass/Fail, Credit/No-Credit and re-took course for a higher grade
Enter Yes ("Y")	Enter No ("N") first time course was taken
	Enter Yes ("Y") last time course was taken

Click the [Add Course] button.

Course Work

College/University Attended	Year	Term	Hours Type
The University of Texas at Austin	2009	Fall	Semester

Status	Type	Prefix	Number	Name	Area	Hours	Grade	TMD Grade	Last Taken
SO	RC	BIO	365R	Vertebrate Physiology I	BioLec	3	B	B	Yes [edit]

You can continue to add courses for the selected term by clicking [Add Another Course for this Term]. Once you have entered all courses for the selected term, click on the [Done for this Term] button.

Transcripts

Applicant must meet with his/her JFD to arrange a sealed official transcript, accompanied by a JAMP Transcript Request Form, be submitted. Only one transcript is required from every regionally accredited US, US Territorial or Canadian college attended. **Do not have any transcripts delivered to JAMP until you have completed the [Colleges Attended] section of your application.**

Official transcripts will be necessary for all undergraduate coursework. **Transcripts must be submitted from each school attended even if:**

- Coursework appears as transfer credit on another school's transcript
- Coursework does not count toward a degree
- Coursework was taken while attending high school

While JAMP will accept transcripts that are not attached to a JAMP Transcript Request Form, JAMP is not responsible for transcripts that cannot be matched to your application due to the absence of a JAMP Transcript Request Form. You are strongly encouraged to utilize these forms.

Photocopies or faxed copies are not accepted.

JAMP recommends that you obtain a personal copy of each transcript for your records to help you properly complete the [College Coursework] section of your application. It is your responsibility to verify and ensure that JAMP has received all of your transcripts. Check the status of your transcripts regularly by logging into your application and viewing the [Application Status] page.

[Questions] Section - Employment & Activities

You will not be able to make any changes to these sections once you have submitted your application. Review your entries carefully before submitting

If you have activities that fit into more than one of the categories below, you should list the activity in each section. We recommend that you list activities in multiple sections if they meet the criteria in more than one category.

Keep in mind that your [Chronology of Activities] will be automatically built from the information you enter in all other sections of the application. **Your chronology MUST account for all time between high school and August 2018;** therefore, you must account for this time period in all the sub-sections of the [Employment & Activities] section.

Academic Recognition:

List academic honors, awards and other recognitions received since high school to the present.

Indicate the Award Title, date received, city, country, state, and a brief description of the award. Click on [Submit] to save the record. Additional records can be added by clicking the [Add an Award] link.

Non-Academic Recognition:

List non-academic honors, awards and other recognitions received since high school to the present.

Indicate the Award Title, date received, city, country, state, and a brief description of the award. Click on [Submit] to save the record. Additional records can be added by clicking the [Add an Award] link.

Leadership:

List any leadership roles or positions of responsibility held since high school to the present. Indicate the Role Title, start date, end date, city, country, state, and a brief description of the position. Click on [Submit] to save the record.

Additional records can be added by clicking the [Add a Leadership Role] link.

Employment:

List all jobs (paid work experience) held since high school to the present, including military service. Indicate the employer, job title, when the job was held, start date, end date, city, hours worked per week, country, state, and a brief description of the job. Click on [Submit] to save the record.

If you held a job every summer, enter each time period as a separate record.

Additional records can be added by clicking the [Add an Employment Activity] link.

Research Activities:

List any significant research activities (paid or volunteer) you have participated in since high school to the present. Indicate the Research Activity Name, start date, end date, city, approximate hours worked per week, total cumulative hours, country, state and a brief description of the research. Click on [Submit] to save the record.

Additional records can be added by clicking the [Add a Research Activity] link.

Healthcare Activities:

List any healthcare related community service, volunteer, employment OR shadowing experience you have participated in since high school to the present. Indicate the Activity Name, start date, end date, city, hours worked per week, total cumulative hours, country, state, and a brief description of the activity. Click on [Submit] to save the record.

Additional records can be added by clicking the [Add a Healthcare Activity] link.

Community Service:

List any non-healthcare related community service or volunteer activities you have participated in since high school to the present. Indicate the Activity Name, start date, end date, city, approximate hours per week, total cumulative hours, country, state, and a brief description of the activity. Click on [Submit] to save the record.

Additional records can be added by clicking the [Add a Community Service Activity] link.

Extracurricular and Leisure Activities:

List any significant extracurricular, leisure activities or hobbies you have participated in since high school to the present. Indicate the Type of Activity, start date, end date, city, approximate hours per month, total cumulative hours, country, state, and a brief description of the activity. Click on [Submit] to save the record.

Additional records can be added by clicking the [Add an Extracurricular/Leisure Activity] link.

[Questions] Section - Essays

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

To avoid formatting issues, we recommend typing your essay directly into the JAMP application rather than cutting and pasting your essay from other software. Copying formatted text into the application may result in formatting issues that cannot be edited once your application has been submitted. Be sure to proofread carefully.

Note: Special characters cannot be used in the essays. Please remove all special characters when completing the [Essays] section (e.g. <, >, =, @, *, ñ, or [Tab]).

Personal Statement – Required of all applicants

The personal essay asks you to explain your motivation to seek a career in medicine. You are asked to include the value of your experiences that prepare you to be a physician.

The essay is limited to 5000 characters, including spaces.

Personal Characteristics Essay – Required of all applicants

Learning from others is enhanced in educational settings that include individuals from diverse backgrounds and experiences. Please describe your personal characteristics (background, talents, skills, etc.) or experiences that would add to the educational experience of others.

The personal characteristics essay is limited to 2500 characters, including spaces.

Optional Essay – There is one optional essay available to all applicants

Briefly discuss any unique circumstances or life experiences that are relevant to your application which have not previously been presented.

The optional essay is an opportunity to provide the admissions committee with a broader picture of who you are as an applicant.

The essay is optional; however, you are strongly encouraged to take advantage of this opportunity. This is not an area to continue your essay or reiterate what you have previously stated: this area is provided to address any issues that have not previously been addressed.

Optional Essay is limited to 2500 characters, including spaces.

[Proof of Residency] Section

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting.

This section contains questions regarding your citizenship, state of legal residence, etc. These questions will determine whether you are classified as a Texas resident or a non-resident.

Applicants who are not US citizens MUST provide JAMP with a copy of both sides of their Permanent Resident card. An application will NOT be processed without this documentation. The documentation can be uploaded directly to the application or mailed to JAMP. If your Permanent Resident card has no expiration date, enter the expiration date as ten years from the issue date.

[Supporting Documents] Section

*You will be able to make changes to this section once you have submitted your application. You will be able to add or remove planned test dates.

Upload Photo:

As part of your application, you are required to upload a digital photo of yourself. It must be smaller than 100 KB and be in one of the following file formats: jpg, gif, png, or bmp. If you don't have access to a digital photo of yourself, many print shops such as Kinko's can provide you with one.

Letters of Evaluation:

Applicants must submit a letter of evaluation from their JAMP Faculty Director and one from a University Faculty.

Indicating your Evaluators on the Application

Evaluators should know an applicant well enough to evaluate him/her both academically and personally. It is recommended that your evaluators be current/former professors that can speak to your academic ability in the sciences.

To send letters of evaluation from your JFD and a University Faculty member, placeholders for the required letters will be shown. Click the edit button to fill out and complete a letter placeholder.

- **Salutation**
Indicate the appropriate salutation of your evaluator (e.g. Dr., Mr., Mrs. Ms., etc.).
- **First Name**
Enter the first name of your evaluator.
- **Last Name**
Enter the last name of your evaluator.
- **Suffix** (*if applicable*)
Indicate the appropriate suffix of your evaluator (e.g. I, II, Jr, Sr, MD, DDS, DVM, etc.).
- **Relationship to you**
Indicate the evaluator's relationship to you (e.g. Academic Advisor, HP Advisor, Professor, Supervisor, Business Associate, etc.).

You will not be able to save this section until you have completed every REQUIRED letter placeholder.

Be sure your full name and JAMP ID number is on the JAMP Evaluation Form. Individual evaluation letters should be accompanied by the JAMP Evaluation Form (with the waiver signature line completed) if you are waiving your right of access to the evaluation letter.

If JAMP receives an evaluation letter without the JAMP Evaluation Form, it is assumed that the applicant has not waived his/her right of access to the letter.

Evaluators must return the evaluation form and letter to your JFD. Be sure you include your JFD's contact information on the evaluation form. You must be sure the evaluator knows that the form and letter must be returned to your JFD to allow enough time to submit prior to the deadline.

Extra Letters

The JAMP Council prefers to receive only the required evaluation letters. Additional letters are not encouraged.

[Certification & Submit] Section

Certification

In order to submit your application, you are required to certify several statements. Your certification of these statements serves the same purpose as a legal signature, and is binding. Once saved select "Continue".

Submit

Only completed applications can be submitted. The Section Status page will indicate which sections are completed. If all sections are completed a "Submit My Application" button will appear at the bottom of the page. If all sections are not completed, you must return to that section and complete it before a submit button will appear.

After Submitting Your JAMP Application

Monitoring the Status of Your JAMP Application

Checking the status of your application online allows you to follow the progress of your application and the supporting documents and test scores received on your behalf.

To check your status, all you have to do is sign in to your application. Click on the [Status] status link from the menu on the right-hand side of the application. The [Status] link is the first option under the [Application Info] heading.

The top portion titled [Section Status] shows the date each section of the application was completed/last saved. To see the status of your supporting documents, scroll down towards the bottom of the page until you reach the [Supporting Documents] heading. If a document has been received, the receive date will appear next to the document name.

Be sure to keep track of your username and password. You will not be able to access your application or status without them. Also, keep track of your JAMP ID. You will need to include your ID on all correspondence with JAMP.

Communication After Submitting Your Application

Important messages will be sent to you by JAMP either through email or through the internal message system within your application. If you have questions that cannot be answered by reading the JAMP website or by monitoring your application status online, you can contact JAMP either by email, sending a message through the application or by phone.

GPA

JAMP calculates the following GPA's:

Overall GPA	Comprised of all coursework.
Overall Biology-Chemistry-Physics-Math (BCPM) GPA	Comprised of all biology, chemistry, physics and math coursework.
Overall Non-BCPM GPA	Comprised of all other coursework not included in BCPM GPA.
Undergraduate GPA	Comprised of all undergraduate coursework.
Undergraduate BCPM GPA	Comprised of all undergraduate biology, chemistry, physics and math coursework.
Undergraduate Non-BCPM GPA	Comprised of all other undergraduate coursework not included in BCPM GPA.

GPA Calculation Rules

The Texas Higher Education Coordinating Board determines the procedures for calculating the GPA for students seeking admission to graduate or professional school in Texas. All institutions must follow these guidelines. The guidelines are as follows:

1. Only official transcripts from **regionally accredited institutions of higher education in the United States** shall be accepted by JAMP.
2. All academic work undertaken and grades or symbols assigned at each institution shall be reflected on the student's official transcript(s). No grade may be expunged from a student's record.
3. All grades assigned for academic coursework shall be used in calculating the GPA.
4. A 4.0 scale shall be used in computing the GPA. (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0)
5. A grade or symbol indicating failure (F, WF, NC, or in a pass/fail system, FL equals F) shall count as hours undertaken, but no grade points shall be earned.
6. Excluded from the GPA shall be any credit by examination (CR), quit (Q), withdrew (W), withdrew passing (WP), incomplete (I or X), and a pass grade within a pass/fail system.
7. The GPA shall be computed by multiplying each grade point (see 4 and 5) by the semester or quarter credit hours earned per course and totaling the products. The semester or quarter hours of courses undertaken shall then be totaled. The total of the products shall be divided by the total semester or quarter hours. The result is to be calculated to the hundredth place, giving the official cumulative GPA.
8. Academic work at foreign colleges, universities, or prep schools shall be excluded from the calculation. In such cases, the GPA and credit shall be evaluated and computed as determined by JAMP.

Applicant's Supporting Documents

It is the responsibility of the JAMP applicant to meet with his/her JAMP Faculty Director prior to starting the application and assist in the collection and remittance of the supporting documents.

The following documents are required to be submitted and **must be received at the JAMP Administrative office by October 15, 2018** for the application to be considered for review.


If your JAMP Faculty Director indicates that your Supporting Documents will be mailed, please send to:

For USPS Mail:	For UPS/FedEx:
JAMP Attn: Transcripts P.O. Box 2175 Austin, TX 78768	JAMP Attn: Transcripts 210 W. 7 th Street Austin, TX 78701

Required Supporting Documents

1.	Notice of Intent to Apply & Authorization to Release Records (One Form)
2.	High School Transcript & Class Rank
3.	SAT/ACT Scores
4.	Student Aid Reports (SAR)
	a. 2017 - 2018 SAR
	b. 2018 - 2019 SAR
5.	JAMP Applicant Evaluation Forms from:
	a. JAMP Faculty Director
	b. University Faculty
6.	College Transcripts * (Community or any other Colleges Attended)
7.	Official University Transcript (may be submitted separately)

JAMP

JOINT ADMISSION  MEDICAL PROGRAM

P.O. Box 2175 | Austin, Texas 78768
512-499-4352 | 512-499-4786 (fax)
www.texasjamp.org | info@texasjamp.org

J. Scott Wright, Ed.D.
Executive Director

Paul Hermesmeyer
Director

Joel Robles, Ed.D.
Program Coordinator

Jennifer Koenig
Administrative Associate

Debbie Haluzan
Administrative Assistant

Stay up to date with JAMP:



Facebook: www.facebook.com/TexasJAMP



Twitter: www.twitter.com/TexasJAMP