Fall 2012 Application Checklist
School of Public Health, University of California, Berkeley

This checklist is for applicants who are enrolled in Stanford Medical School’s Scholarly Concentration in Community Health.

Online Applications
☐ Fill out the UC Berkeley Graduate Application for Admission and Fellowships 2012, available at www.grad.berkeley.edu/admissions. If you want to be considered for financial aid, you must fill out the Fellowships portion of the UC Berkeley Graduate Application. The UC Berkeley Graduate Application Fee will be waived for current Stanford medical students. For information about Graduate Application fee waivers please visit www.grad.berkeley.edu.

☐ When designating your degree and area of concentration on the UC Berkeley Graduate Application, you should choose MPH/MD as your Program and either Epidemiology, Interdisciplinary, or Maternal & Child Health as your Emphasis.

☐ Fill out the SOPHAS Application 2012, available online at www.sophas.org. You should designate one of the 11-month MPH programs in Epidemiology, Interdisciplinary, or Maternal & Child Health.

☐ Be sure to answer the Additional Questions that are linked from your UC Berkeley school designation on the SOPHAS Application. You will need to enter your 10-digit Applicant ID number, which is available in your UC Berkeley Graduate Application.

☐ Please check the status of your application on the SOPHAS portal frequently throughout the admissions cycle, including after you complete and submit your application. If your application appears as “Undelivered” at any time, immediately contact SOPHAS at sophasinfo@sophas.org to rectify the situation.

Letters of Recommendation
☐ Contact your three Letter of Recommendation writers before entering their contact information into SOPHAS application. Letters of Recommendation must be submitted electronically through SOPHAS by December 2, 2011.

Essays
☐ Compose your School of Public Health-specific Statement of Purpose (limit 18,000 characters; suggested length = 1-2 pages single-spaced). Please see program-specific instructions, if applicable, at sph.berkeley.edu on the Admissions home page. Submit your Statement of Purpose on both the SOPHAS Application and the UC Berkeley Graduate Application.

☐ Compose your Personal History Statement (limit 4800 characters). Although this second essay is optional, it is required if you are applying for funding. Submit your Personal History Statement under the “Additional Questions” portion of the SOPHAS Application and on the UC Berkeley Graduate Application.

Transcripts
☐ Request that one (1) copy of your transcripts for all courses taken since high school be sent to SOPHAS at:
   SOPHAS
   P.O. Box 9111
   Watertown, MA 02471-9111

☐ Make sure your transcripts are postmarked by November 24, 2011.

☐ You will also need an official or unofficial copy of your transcript on hand in order to enter your coursework on SOPHAS; make sure you have access to your coursework in order to complete this step.
If you are admitted and decide to attend Berkeley, we will require an official transcript to be sent directly to Berkeley. Please do not send any transcripts to Berkeley unless instructed to do so at matriculation.

**MCAT**
- Submit your MCAT scores to SOPHAS; instructions are available at [http://www.aamc.org/students/mcat/sendscores/releasingscores.htm](http://www.aamc.org/students/mcat/sendscores/releasingscores.htm).

**Misc. Requirements**
- Notify Courtney Burks (MSOB x359, 650-723-9907, cburks@stanford.edu) of your intention to apply for the program by November 1, 2011.
- Request that the Stanford School of Medicine Registrar submit a letter verifying good academic standing to Courtney Burks by November 18, 2011.

**Application Deadline**
- Both the SOPHAS Application and UC Berkeley Graduate Application may be electronically submitted as late as 11:59pm on December 2, 2011, Pacific Time. However, all paper materials must be postmarked by November 24, 2011.
- Official MCAT scores must be reported to SOPHAS no later than December 2, 2011.
- Your references must submit their Letters of Recommendation to SOPHAS no later than December 2, 2011.
- Official transcripts sent to SOPHAS must be postmarked by November 24, 2011 at the latest.
- If any components of your application are postmarked after November 24, 2011 or electronically submitted after December 2, 2011, your application will be considered incomplete. Submitting an incomplete application will put you at a disadvantage in the admissions review process, and your application may not be reviewed.

To apply for financial aid, submit the Free Application for Federal Student Aid (FAFSA). FAFSA forms are available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). We recommend that you complete and submit a FAFSA by March 1, 2012. The University of California, Berkeley Title IV code for the FAFSA is 001312. For further information, contact:
  - Financial Aid Office, Graduate Unit
  - 201 Sproul Hall #1960
  - University of California, Berkeley
  - E-mail: fao_grad@berkeley.edu
  - On the Web at [http://students.berkeley.edu/fao/graduate/default.htm](http://students.berkeley.edu/fao/graduate/default.htm)

For more information, contact:
  - UC Berkeley School of Public Health at [sphadmit@berkeley.edu](mailto:sphadmit@berkeley.edu) or 510-642-7675