**Entering Year 2018 Checklist**

**ITEMS TO COMPLETE**

- Signature Page & Ethical Pledge
- Scholarships
- Parent/Family Contact Form
- Update Contact Information
- Class of 2022 Facebook Group
- myUTH Access
- Immunizations
- Photograph
- Order White Coat
- Criminal Background Check
- Transcripts
- Computer Requirements
- Financial Aid
- MSII Buddy

**DATES/DEADLINES**

- Signature Page & Ethical Pledge: Within two weeks of acceptance
- Scholarships: immediately
- Parent/Family Contact Form: immediately
- Update Contact Information: immediately
- Class of 2022 Facebook Group: immediately
- myUTH Access: Available May 2018
- Immunizations: Available May 2018: Requires myUTH Login
- Photograph: June 1, 2018
- Order White Coat: June 1, 2018
- Criminal Background Check: July 6, 2018
- Transcripts: July 14, 2018
- Computer Requirements: July 25, 2018
- Financial Aid: Please visit: [Student Financial Services Website](#)
- MSII Buddy: Information coming soon

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**Detailed Item Descriptions**

**Signature Page and Ethical Pledge:**
Accept or decline the offer by signing the Signature Page at [applytoms.uth.tmc.edu](http://applytoms.uth.tmc.edu). By signing the offer you are adhering to the principles stated in the Ethical Pledge.

**Scholarships:**
Complete and submit the McGovern Medical School Scholarship Application found [here](#). Scholarship awards are announced throughout the Spring and early summer.

**Parent/Family Contact Form:**
The Office of Admissions and Student Affairs would like to keep your parents and family informed about special events such as White Coat Ceremony, Organization of Parents and Friends events, and eventually, Commencement! Complete and submit the form [here](#).

**Update Contact Information:**
Be sure to notify TMDSAS of any changes to your contact information. You can make the changes yourself through April 1st by logging on to the TMDSAS application. To update contact information after April 1st, you must email the changes to TMDSAS at [info@tmdsas.com](mailto:info@tmdsas.com).
If you have had a legal name change since submitting your application, you must request a name change in writing. Email info@tmdsas.com to request the change; be sure to provide documentation of the name change (i.e. marriage certificate, court document, etc.).

**Connect with your future classmates!**
Please join the Class of 2022 student Facebook group [here](#).

**myUTH Access:** The Office of the Registrar will need to add you into our student system in order for you to officially be seen as a student. You must have an active myUTH account to be a registered student at McGovern Medical School. This process will occur in early May. New students will then receive an email from the Registrar containing their myUTH account information. Once you receive this information, you can log in to your myUTH account. Your myUTH account is the portal through which you can monitor your student status and access your record. You can find information there related to holds on your account for various things like transcripts, criminal background check, and immunization records. Various offices within the university are responsible for lifting these holds as you complete all your pre-matriculation items.

Once all pre-matriculation items are completed, you will automatically be enrolled the next business day into McGovern Medical School and will have access to view tuition, installment plans, financial aid, etc. Please contact the Office of the Registrar directly at 713-500-3388 if you have any questions or problems logging into your myUTH account.

**Immunizations:**
Documentation of immunization must be completed online via myUTH before classes begin. Please read the Certificate of Immunization information and go to myUTH as soon as you receive your myUTH login in from the Office of the Registrar.

**Photograph:**
You are required to submit a photo by June 1st (or within two weeks of acceptance) via email to msphoto@uth.tmc.edu. The photo must be a JPG file titled [lastnamefirstname.jpg], for example, smithjohn.jpg. Your photograph should be professional in appearance. This photograph will be used for your UT ID badge and the Class Photo Roster. It is recommended that the photo be taken at an official passport location.

Photos MUST meet the following criteria:
- A passport photo or similar professional photo
- Taken within the past 2 months
- Color photograph
- The background must be a plain white background or light in color
- No white shirts
**Order White Coat:**
You must order your white coat by June 1, 2018. To order your coat, complete the [White Jacket Order Form](uthsc.medicalstore@gmail.com) and return the completed form to uthsc.medicalstore@gmail.com.

**Criminal Background Check:**
A successful background check is required prior to matriculation at McGovern Medical School. You must have the criminal background check completed by **July 6, 2018**. If you are accepted after **July 6, 2018**, you have **ten days** to complete the criminal background check. The cost for the background check is **$44.00**. Please click [here](#) to get started.

**Transcripts:**
The Office of the Registrar requires official and original transcripts from **all** institutions you have previously attended. Transcripts must be mailed directly to the Registrar’s **not** send transcripts to the Office of Admissions and Student Affairs. No student will be registered for coursework until these transcripts are received by the Office of the Registrar. All final transcripts, including coursework successfully completed and degrees earned (if any), should be received in the Office of the Registrar by Monday, July 2, 2018.

Missing transcripts will prevent enrollment and ability to pay tuition by the due date.

- **Please mail transcripts to:**
  - Office of the Registrar
  - 7000 Fannin, Ste. 2250
  - Houston, TX 77030

Please allow up to 10 days for the Office of the Registrar to upload your final transcripts into your myUTH account.

You **must also** submit final official transcripts to TMDSAS once planned coursework has been completed. Doing so will update your GPA and clear any course requirement deficiencies.

Print a [Transcript Request Form](#) from the TMDSAS website for each college/university where you have completed coursework since submitting your application. Transcripts should be mailed to the address on the form.

**Computer Requirements:**
In order to fully utilize information resources required by the faculty during your education and to be able to complete online examinations, the school requires that all incoming medical students bring a pre-configured laptop that meets the university’s hardware, software and data security requirements. Detailed requirements can be found on the MMS [Medical School Information Technology website](#).
Financial Aid:
Visit the UT Health Science Center Student Financial Services website for information on how to apply for financial aid as well as links to the Free Application for Federal Student Aid (FAFSA) application. The FAFSA code for UTMSH is #013956.

MS II Buddy:
The MS II Buddy program matches you with second year student to help guide you through your first year of medical school. An email with a survey will be sent to you in late Spring to facilitate the match process.

Important Dates to Remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 23-March 24, 2018</td>
<td>Welcome Weekend</td>
</tr>
<tr>
<td>July 30 or 31, 2018</td>
<td>MSIT/Student Affairs/Educational Programs</td>
</tr>
<tr>
<td></td>
<td><em>(Required)</em> <em>Specific attendance date is based on last name</em></td>
</tr>
<tr>
<td>August 2, 2018 7:45 a.m.</td>
<td>Medical School Orientation <em>(Required)</em></td>
</tr>
<tr>
<td>August 2, 2018, 6:30 p.m.</td>
<td>White Coat Ceremony</td>
</tr>
<tr>
<td>August 6, 2018</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td>August 9-11, 2018</td>
<td>Student Retreat</td>
</tr>
</tbody>
</table>

More Information about Important Dates

Welcome Weekend:
Welcome Weekend is an opportunity to meet your fellow classmates and get to know the school better. The Class of 2021 would like to invite you to Welcome Weekend March 23 – March 24, 2018. The events start around 7:00 pm on Friday and will end by 4:00 pm on Saturday. More information is forthcoming.

Medical School Information Technology (MSIT), Office of Admissions and Student Affairs (OASA) & Office of Educational Programs (OEP) Medical School Orientation:
Refer to the table below to find your schedule for MSIT, OASA and OEP orientations (specified by the first initial of your last name). Your participation in each orientation (MSIT, OASA, OEP) is required. Please report to the designated rooms on the dates and times indicated in the table.
Don’t forget to bring your laptop to your MSIT session to be configured at that time. Please feel free to dress comfortably as you will be at the school the majority of the day.

<table>
<thead>
<tr>
<th>Date</th>
<th>Group and Location</th>
<th>Arrival Time</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 30</td>
<td>MSIT MSB 1.006</td>
<td>8:00 AM</td>
<td>9:00 AM</td>
<td>MSIT Orientation (A-E)</td>
</tr>
<tr>
<td></td>
<td>MSIT MS 1.006</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>MSIT Orientation (F-K)</td>
</tr>
<tr>
<td>July 31</td>
<td>MSIT MSB 1.006</td>
<td>8:00 AM</td>
<td>9:00 AM</td>
<td>MSIT Orientation (L-R)</td>
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<tr>
<td></td>
<td>MSIT MS 1.006</td>
<td>12:00 PM</td>
<td>1:00 PM</td>
<td>MSIT Orientation (S-Z)</td>
</tr>
<tr>
<td>Aug 1</td>
<td>OASA MSB 3.001</td>
<td>8:00 AM</td>
<td>8:15 AM</td>
<td>OASA Orientation Day 1</td>
</tr>
<tr>
<td>Aug 2</td>
<td>OASA MSB 3.001</td>
<td>8:00 AM</td>
<td>8:15 AM</td>
<td>OASA Orientation Day 2</td>
</tr>
<tr>
<td>Aug 3</td>
<td>OEP MSB 1.006</td>
<td>8:30 AM</td>
<td>9:00-12:00 PM</td>
<td>Progress Testing (A-L)</td>
</tr>
<tr>
<td></td>
<td>OEP MSB 2.006</td>
<td>8:30 AM</td>
<td>9:00-12:00 PM</td>
<td>Educational Resource Training (M-Z)</td>
</tr>
<tr>
<td></td>
<td>OEP MSB 1.006</td>
<td>1:00 PM</td>
<td>1:30-4:30 PM</td>
<td>Progress Testing (M-Z)</td>
</tr>
<tr>
<td></td>
<td>OEP MSB 2.006</td>
<td>1:00 PM</td>
<td>1:30-4:30 PM</td>
<td>Educational Resource Training (A-L)</td>
</tr>
</tbody>
</table>

**White Coat Ceremony:**
The White Coat Ceremony will be held on Thursday, August 2, at 6:30 pm at The Hobby Center Sarofim Hall located at 800 Bagby Street. Students must report no later than 5:30 pm; the ceremony should conclude by 7:30 pm. More details will be provided during orientation.


**Retreat:**
The McGovern Medical School Retreat will be held August 10-12, 2018 at Camp Allen in Navasota, Texas. This is a chance for you to meet your classmates and colleagues. Details and registration information will be sent later in the Spring.