

CREDENTIALING INSTRUCTIONS FOR RE-APPLICANTS

You have two choices as to how to proceed in terms of credentialing if you are re-applying to professional school.

Option 1: **Use the same composite evaluation** as you did when you applied previously. If you elect this option you will need to do the following:

- Submit signed Letterhead stationery to replace that used previously
- Submit stamped, addressed envelopes with enclosed postcards for your current set of professional schools (please use peel and seal envelopes with 2 ounces of postage)
- Submit a copy of new test scores, if any.
- Submit a new tracking sheet
- Submit a copy of your new application
- Submit a new Personal Information form
- Submit the credentialing fee (\$35.00 check or money order payable to IFR90170)
- Order your Binghamton University transcript through the BU Brain (<http://bubrain.binghamton.edu>).
 - Address your official transcript to:
Dr. W. Thomas Langhorne, Pre-Health Professions Advisor
Harpur Academic Advising AB G-18
Binghamton, NY 13902
 - Print Transcript: hold for grades

Option 2: **Have a new composite evaluation** prepared. If you elect this option you will need to do the following:

- Submit signed Letterhead stationery to replace that used previously
- Submit stamped, addressed envelopes with enclosed postcards for your current set of professional schools (please use peel and seal envelopes with 2 ounces of postage)
- Submit a new tracking sheet
- Submit the credentialing fee (\$35.00 check or money order payable to IFR90170)
- Submit a copy of your new application
- Submit new test scores, if any
- Submit a 2 page update to your autobiography or re-write your autobiography
- Submit at least 2 new or updated letters of recommendation (limit of 7 no longer in effect)
- Submit a new Personal Information form

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You may also do the following, though these are not required.

- Submit a new Student Information form
- Submit a new photograph

Most of these materials you generate yourself. However, some are office forms which may be obtained at <http://www2.binghamton.edu/pre-health/applicant.html>

REMINDER:

Regardless of how long it's been since your most recent application, it is a good idea to arrange to meet with the Pre-Health Advisor. There are several important reasons for doing so:

1. You need to identify the reason you were unsuccessful in your most recent application to professional school. Re-applying without attempting to rectify the situation will likely yield the same results. You need to develop a plan to accomplish this and the Pre-Health Advisor can assist you.
2. You need to re-acquaint the Pre-Health Advisor with who you are. This is especially important for those selecting Option 2 above, since the Advisor will be revising your evaluation. Having additional personal contact with you will at least allow the Advisor to remember who you are, and will result in your evaluation being more thorough and up to date than if you conducted all your re-applicant correspondence via mail, email, or phone.

YOU ARE RESPONSIBLE FOR ADHERING TO ALL PRE-HEALTH OFFICE DEADLINES IN EFFECT AT THE TIME YOU RE-APPLY. EMAIL THE OFFICE TO LEARN WHAT THESE ARE (ldatto@binghamton.edu or prhealth@binghamton.edu)