

## PREHEALTH FILE CHECKLIST

**Items you need to submit to the Career Development Center (CDC) before your letters of recommendation can be sent to schools of your choice:**

- Request to open a credential file (Submit to the CDC)
- Recommender Designation Form (Upload to CareerBridge or mail to the CDC)
- Letters of recommendation (not including prehealth advisor letter)
  - Letters must be mailed directly to the CDC by recommenders
- AMCAS Letter Request Form (med. school applicants only)
- \$60 Credential Service Fee (Please note that an additional fee will be charged for sending packets via FedEx to schools that do not use an electronic letter service.) <http://web.mit.edu/career/www/preprof/credential.html#service>



**If you are using the Credential Service in conjunction with a Prehealth Advisor, you must submit the following items in addition to those listed above for your file:**

- Exam score report(s) - MCAT, DAT, etc. (Upload to CareerBridge)
- Official MIT transcript (Submit to the CDC)
  - Released ONLY to your prehealth advisor, separate official transcript must be sent to AMCAS, AADSAS, VMCAS, etc.)
  - Request to have your transcripts sent to the CDC by the MIT Registrar
- Personal statement/essay (Upload to CareerBridge)

**All of the above listed items must be received by June 30<sup>th</sup>.**

**Due by August 15<sup>th</sup>:**

- School Designation Form (Submit to CDC)  
This form is only necessary for the medical and other health profession schools that are **not** using the AMCAS Letter Service.

**Forms can be found at:**

- Preprofessional Advising website:  
<http://web.mit.edu/career/www/preprof/credential.html#forms>
- CareerBridge: <https://www.myinterfase.com/mit/student/>

**Instructions for how to monitor your MIT Credential File using CareerBridge:**

- <http://web.mit.edu/career/www/preprof/cbinstructions.pdf>