

**WESTERN UNIVERSITY OF HEALTH SCIENCES**  
*College of Osteopathic Medicine of the Pacific*

**INSTRUCTIONS FOR COMPLETING YOUR SECONDARY APPLICATION**

Please read the instructions carefully before beginning your on-line application.

Completion of the Secondary Application and receipt of all supporting documents is required prior to consideration of your application. MCAT scores, if available, are also required prior to consideration of your application. Applications not completed within 10 days will result in delayed processing. It is your responsibility to ensure that all documents are received in a timely manner.

**Secondary Application**

Applications to both campuses will be reviewed independently. You may be sent the Secondary Application link to one or both campuses.

We recommend that you review each section of the application before completing it and prepare your answers to the essay questions in a word document and copy and paste them into the application. There is a 500 word limit for each essay question. You will be able to print each section of the application prior to submission. After submission you will not be able to make changes to the information you provided. You do have the option of uploading supplemental information after you have submitted your application.

When completing the secondary application, use the name that you used to file the primary application. Please do not use nicknames or shortened versions of your legal name.

**Secondary Application Fee**

The secondary application processing fee is \$65.00 and is non-refundable. The fee must be paid by credit card at the time you submit your application. However, if you were approved for a fee waiver by AACOMAS you will be able to submit your application with a fee waiver from WesternU. **Fee waivers will be granted only to those who are eligible for a fee waiver from AACOMAS.**

**MCAT Test Scores**

We will accept MCATs taken between January 2021 and January 2017. **However, scores from the January 2021 test dates may delay consideration of your application which may result in the possibility of not being considered for the DO2025 class.**

**WICHE Scholarships**

Students with permanent residency in Arizona, Montana, or Wyoming may be eligible for the WICHE Professional Student Exchange Program (PSEP). For details on available scholarships, complete list of participating states, and application, contact your state WICHE office or visit their website at the following link <http://www.wiche.edu/psep/osteo>. Students who are approved for the scholarship for their first year of medical school may be given priority over students who apply for the scholarship in subsequent years. The application deadline is October 1<sup>st</sup> annually however you can contact their offices to find out if funds have been disbursed or not at which point you may still be eligible to apply.

**Letters of Recommendation**

Only one set of letters of recommendation is necessary if you applied to both campuses. Letters of recommendation can be received by mail directly from your recommender to WesternU/Enrollment Data Services Office, Attn. COMP, 309 E. Second Street, Pomona, CA 91766. **Letters of recommendation**

**given to you for posting or delivery must be signed over the envelope seal by the recommender to be considered.** Letters of recommendation posted to VirtualEvals or Interfolio should be designated for Western University/College of Osteopathic Medicine of the Pacific (COMP) Pomona. Pomona campus staff process letters of recommendation for BOTH campuses. Letters may also be submitted to AACOMAS along with your primary application. Letters will be posted to your file within 5 to 10 working days depending on the volume of letters. There may be an additional delay in posting to your account by VirtualEvals or Interfolio.

Academic letters of recommendation may be obtained from undergraduate, graduate, or professional school professors who instructed you in the prerequisite science coursework. We will accept a copy only if it is part of a packet that is posted by the Pre-health Advising Office on your campus. We recommend that your letters be electronically submitted as this will shorten processing time. The Admissions Committee reserves the right to request additional letters of recommendation.

**All academic letters of recommendation must be on professional or university/college letterhead to be considered. If a physician does not have letterhead, his/her mailing address, email address, and telephone number can be used in lieu of letterhead. All letters of recommendation must be signed by the recommender. A letter included in your AACOMAS primary application that does not meet our requirements cannot be resubmitted via AACOMAS. A different method of resubmission will have to be used.**

**We will not consider letters of recommendation from family members, friends, and friends of family members, family connections or acquaintances. Letters of recommendation must be from people who have worked with you independent of personal or family connections and have gained a good sense of your character and/or academic ability outside of family influences and ties. We prefer that your physician recommendation be from someone you have worked with in a clinical setting.**

- A letter from a physician is required, if you are unable to provide a letter of recommendation due to COVID-19 please provide a statement of explanation for our consideration.
- A Committee Evaluation for the Pre-health Professions Committee on your campus is preferred. The evaluation must include at least 2 science professor evaluations.
- If your university does not have a pre-health Professions Committee a letter of recommendation from a science professor who instructed you in a prerequisite science course is acceptable.

#### **Applicants who have not taken a class for two or more years.**

You may request a letter of recommendation from a research professor, non-science professor, pre-health advisor, or supervisor in lieu of the required letter. The Admissions Committee reserves the right to request additional letters of recommendation.

#### **Notice to Re-applicants**

We will consider letters of recommendation for a second consecutive application only; you only need to provide one additional letter of recommendation from a science professor. If your previous application was incomplete, you need to provide the necessary letters to complete this application. If you are applying for the third consecutive year, or if your last application was prior to one year, we require current letters of recommendation.