# INSTRUCTIONS FOR COMPLETING THE BIOGRAPHICAL REPORT

* The biographical report will be held in your veCollect account to be read by the Health Professions Committee. The information in this entire document will be available to each Health Professions Committee member with whom you will be interviewing.
* If you are an alum, we will upload your Midd GPAs and your Midd transcript to your veCollect account. For undergraduates, Midd GPAs and transcripts will be uploaded in early January for the current semester.
* The general order of this template (appearing in the form below), follows the AMCAS application as much as possible. It has proven to be very useful for applicants.

**Delete this page and delete or edit everything in red: it is meant for your aid only.**

#### PLEASE UPLOAD THIS DOCUMENT TO veCollect

#### NO LATER THAN **JANUARY 15, 2020**!

#### 

# BIOGRAPHICAL REPORT

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full Name:** |  |  |  | **DOB**: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| **Legal Residence:** |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | City | State | ZIP Code | Country |

|  |  |  |
| --- | --- | --- |
| **Current Residence:** |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | City | State | ZIP Code | Country |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mobile Phone:** |  | **Email:** |  |

|  |  |  |
| --- | --- | --- |
| **Legal State of Residency:** |  | *Your answer represents the residency or domicile of your true, fixed, and permanent home. If you moved into a state for the sole purpose of attending school, do not count that state as your state of legal residence. Each state determines legal residency differently. You should contact your individual state for legal residence qualifications.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **International:** |  | **Citizenship:** |  |

|  |  |
| --- | --- |
| **Gender:** | Male: Female: Choose not to report:  |

|  |
| --- |
| **Languages:** |

**Proficient?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Language 1 |  | YES | NO | Language used in childhood home? | YES | NO |
| Language 2 |  | YES | NO | Language used in childhood home? | YES | NO |
| Language 3 |  | YES | NO | Language used in childhood home? | YES | NO |

|  |  |  |  |
| --- | --- | --- | --- |
| **Underserved (Self-Reported):** | YES | NO |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Disadvantaged (Self-Reported):** | YES | NO |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| **High School:** |  | **Address:** |  |

|  |  |
| --- | --- |
| **Entered Middlebury College in:** | Sept/Feb, 20XX |

|  |  |
| --- | --- |
| **Graduated:** | May/Feb, 20XX |

|  |  |
| --- | --- |
| **Major(s) at Middlebury:** |  |

|  |  |
| --- | --- |
| **Minor(s) at Middlebury:** |  |

*Remember the information below will be given to you by our office. Your GPA report and transcript will be uploaded to veCollect for you and you will just have to copy over the data.*

* *If you are an alum, we will upload your Midd GPAs and your final Midd transcript before the winter break.*
* *For undergraduates, your Midd GPA and transcript will be uploaded in early January once the Fall grades have been entered.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade Point Averages:** | |  | **Science Averages:** | |  | **Distinctions:** | Examples: |
| 2016-2017 | X.XX |  | 2016-2017 | X.XX |  | College Scholar | Fall 2016 |
| 2017-2018 | X.XX |  | 2017-2018 | X.XX |  |  | Spring 2017 |
| 2018-2019 | X.XX |  | 2018-2019 | X.XX |  | Dean’s List | Fall 2017 |
| 2019-2020 | X.XX |  | 2019-2020 | X.XX |  |  | Spring 2018 |
|  |  |  |  |  |  |  | Fall 2018 |
|  |  |  |  |  |  |  | Spring 2019 |
| Science GPA | X.XX |  |  |  |  |  | Fall 2019 |
| Overall GPA | X.XX |  |  |  |  |  | Spring 2020 |

***COURSEWORK TAKEN OUTSIDE OF MIDDLEBURY***

*Please list all coursework taken outside of Middlebury. If you have taken more than four classes, a full post bac or obtained your Masters Degree, you will need to upload the transcript and calculate the GPA. You do NOT need to average the Middlebury GPA. Do NOT average the Middlebury GPA with the outside coursework GPA.*

To calculate your GPA, please refer to the [What’s Science and What’s Not](http://sites.middlebury.edu/cci/files/2016/09/Whats-Science-and-Whats-Not.pdf) form online.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Date** | **Grade** |
| Physics I | ABC University | Summer 2017 | A- |
|  |  |  |  |
|  |  |  |  |

# SHORT ANSWERS

**Medical schools value diversity as a driver of excellence and are committed to building an educational community made up of members with diverse talents, experiences, opinions and backgrounds. In reflecting on your personal background, how might you contribute to the overall diversity of a medical school community?**

**Describe a time or a situation where you have been unsuccessful or failed. What coping skills (not problem solving skills) do you use when confronted with a difficult situation?**

**What didn’t we learn about you from your Biographical Report? Tell us your backstory and share a snapshot of the world you come from. Please feel free to explore any geographic, language, economic, academic, physical, or emotional hardships you have faced.**

***OPTIONAL:***

**Are there any special, unique or personal aspects of your story that you wish to share with members of the Health Professions Committee that have not been addressed elsewhere?**

**BIOGRAPHICAL REPORT**

Detailing your experiences helps the Health Professions Committee learn about how you spend your time and what matters to you. For each experience-**and you may list up to 15**-we ask that you begin by selecting an experience category, and then completing the template below. **You’ll need to cut and paste the following table for each experience you list.** Once you have identified the experiences you wish to share, please select your TOP THREE most meaningful experiences and reflect upon them in the “Remarks” section. While we do not have a word or character count for these responses, please note that AAMCAS has a 700 character limit for experience descriptions and 1325 characters for a “Most Meaningful Experience.” We prefer that at this point in time you share with us an unfiltered version of the experience and then edit accordingly on the actual AMCAS application.

[**Click here for a link to a Sample Bio Report.**](http://sites.middlebury.edu/cci/files/2017/08/SAMPLE-Bio-Report.pdf)

The Experience Categories that you will use are as follows:

* artistic endeavors
* community service/volunteer – medical/clinical
* community service/volunteer – not medical/clinical
* conferences attended
* extracurricular activities
* hobbies
* honors/awards/recognition
* intercollegiate athletics
* leadership – not listed elsewhere
* military service
* other
* paid employment – medical/clinical
* paid employment – not medical/clinical
* physician shadowing/clinical observation
* presentations/posters
* publications
* research/lab
* teaching/tutoring/teaching assistant

|  |  |
| --- | --- |
| **Experience Category:** | **Extracurricular activities** |
| **Experience Name:** |  |
| **Contact Name & Title:** |  |
| **Contact Email:** |  |
| **Organization Name:** |  |
| **City/State/Country:** |  |
| **Experience Description:** |  |
| **Dates:** |  |
| **Total Hours:** |  |
| **Most Meaningful Experience? Y/N** |  |
| **Most Meaningful Experience Remarks:** | Often a paragraph or two in length |

**Date:** November 11, 2019

***TESTING***

##### **MCAT/GRE/DAT/OAT EXAMS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Which admissions test will you be taking? |  | | | |
| When did you or do you plan to take the exam? |  | | | |
| If you have already taken the exam, please list your scores: | Overall: |  | Percentile: |  |

***LETTERS OF RECOMMENDATION***

The Committee recommendation will be based in part on your individual references (in addition to your academic record, biographical report, interview, etc). As a start, list below **THREE** (3) references who can vouch for your academic ability and promise, whom you are asking for recommendations. Letters of recommendation are a vital part of the dossier. One should take great care in selecting individuals who are to serve as references: consultation with one of the Health Professions Advisors is recommended. Be sure to discuss overall academic work, non-academic activities, and professional goals with these individuals. It is best to furnish them with a résumé or bio report, a personal statement, and a current unofficial transcript. One should not hesitate to ask whether or not an individual is willing to give strong support (this does not mean that he/she should not discuss weaknesses as well as strengths). For purposes of the committee interviews, at least two letters are required to be submitted to veCollect—one of which must be from a Middlebury faculty member, and at least two of which should address performance in the sciences. These letters will also be included in the final dossier sent to medical schools. Ensure your letter writers provide a **SIGNED** letter on **LETTERHEAD**. Additional letters can arrive later in the year, but should be in an applicant’s veCollect file before the Committee letter is written by June 1st of the intended application cycle. Letters of recommendation are considered very important by professional schools. **Final dossiers typically include four to 5 letters, and must include at least two recommendations from professors who taught you in a BCPM course.** In addition to science teachers, choose individuals who know you in different ways so the professional school gets a broad picture of your background and qualifications. Experts who have observed you in a professional capacity, for example, might also be a valuable reference.

*Please give professional titles and addresses of recommenders outside of Middlebury.*

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

**NOTE:** Soliciting references should be done as soon as possible, as committee interviews will not be scheduled until at least two letters are returned. At least one of these letters needs to be from a science faculty.

***FOR JUNIORS: TENTATIVE SENIOR-YEAR PROGRAM***

*List titles of the courses you expect to take next year during Fall, Winter and Spring Terms.*

|  |  |  |
| --- | --- | --- |
| **FALL Term** |  |  |
|  | **Course #** | **Course Title** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
|  |  |  |
| **WINTER Term** |  |  |
|  | **Course #** | **Course Title** |
| 1 |  |  |
|  |  |  |
| **SPRING Term** |  |  |
|  | **Course #** | **Course Title** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

***PERSONAL STATEMENT***

*Every applicant is required to submit a personal statement of about 5,300 characters or approximately one page. For the purpose of our Health Professions Committee review, we do not have a word limit. If you're applying to an MD-PhD program, you must complete two additional essays.*

**All Candidates:**

•Explain why you want to go to medical/dental/vet school (about 5,300 characters)

**MD/PhD Candidates:**

* State your reasons for wishing to pursue the combined MD-PhD degree (about 3,600 character limit)
* Please describe your significant research experiences. In your statement, please specify your researcher supervisors name and affiliation, the duration of the experience, the nature of the problem studied, and your contributions to the project. (10,000, character limit)