

Credentialing for Early Assurance Program Applicants

You will need to complete a modified version of the credentialing process that regular applicants follow. You should open a credentials file in the Pre-Health Office at the beginning of spring semester of your sophomore year. Your credentials file must contain the items listed below. These must be submitted to the Pre-Health Secretary in a single package, unless prior arrangements have been made directly with her. The deadline for completion of your file will depend on which Early Assurance Program you are pursuing. Check with the Pre-Health website or the Pre-Health Office regarding the appropriate deadline.

1. Sign Recommendation Waiver Labels and Pre-Health Letterhead Stationery (provided at the time you open your file)
2. Pre-Health Applicant Packet
3. Autobiography: 4 pages, double spaced. Constructively present the events of your lifetime up to this point. Include, but do not limit yourself to, basic demographics (e.g. parents' information, hometown, etc.). This should not be the same as your personal statement on the application.
4. Photograph: a clear, good quality photo in standard 4x6 format.
5. Copy of your Early Assurance application
6. Stamped, addressed envelope if your program wants your letter sent as hard copy. Email/upload information if your program wants your letter sent electronically.
7. Credentialing fee (\$35, submitted as a check or money order made out to IFR90170)
8. Letters of Recommendation: You must have at least 3, but no more than 7 letters of recommendation in your file.

Two recommendations must come from science faculty. One must come from a faculty member in your major, if you have declared one. If you are a science major, then these two stipulations can overlap. Since you are an Early Assurance student you may obtain one (1) letter from senior year of high school if you wish. The others may be from research supervisors, faculty outside your major, employers, coaches, practitioners you have shadowed, etc. "Character references" from people who have only superficial knowledge of you ARE NOT ACCEPTABLE.

Letters must be typed and printed on either departmental letterhead stationery, business stationery, or plain white printer paper, depending on the author of the letter. All letters must be signed. Letters of recommendation should be sent directly from the author to the Director of Pre-Health Services. Letters being sent from Binghamton University faculty and staff may be sent by email. The author of the letter must submit it on departmental letterhead stationery, have a signature applied to the letter and have your name as the title of the document. It must be sent either as a Word document or as a pdf. Regardless of the format being used, the letter should be attached to an email and sent to the Director of Pre-Health Services (prhealth@binghamton.edu). There should be some text in the email informing us as to the nature of the attachment and the author's name, department, email, and phone number.