

COMMITTEE ON ADMISSIONS

The purpose of the committee or group

To select each incoming class of medical students.

The structure of the committee or group

The committee is composed of a diverse group of about 200 volunteer faculty members, medical students, and community members. The Associate Dean of Admissions chairs the committee. The Executive Committee is composed of members of the Admissions Committee who have served as interviewers for at least 3 years or who have interviewed at least 60 applicants. The Executive Committee members screen applications for interview invitations and review applications and interview comments to determine acceptance.

The role of student members

Student members interview applicants and make recommendations to the Executive Committee. All applicant interviews are virtual. Students from all sites are encouraged to apply and will participate in Seattle and Spokane cohort interviews. Students do not participate in Wyoming, Alaska, Montana or Idaho interviews except in rare circumstances.

The number of student members

The number of student members varies based on committee needs, but in the past several years the committee included approximately 70 students.

Eligibility

Current medical students are eligible to apply for the Admissions Committee during the Patient Care and/or Explore and Focus phases of the curriculum, however, they are not expected to interview if it conflicts with clinical/educational responsibilities. Please keep in mind that it may be difficult for you to interview until you complete your required clerkships. Once students are members of the Admissions Committee, they may serve during their entire tenure at UWSOM while they remain in good standing.

Expectations & time commitment

Admissions Committee members (including students, faculty, and community members) are required to complete a committee Orientation in the fall and then submit their availability to be on interviewing panels. We ask student members to participate in 3 to 4 half days of interviews over four months. Interviewing an applicant means both thoroughly reading an application (30 minutes) and then participating in the interview and evaluation of the applicant (1 hour 15 minutes). Interviews are held during select weeks from September through January, and interviewers do a block in the morning or afternoon. Committee members sign up with their available times to interview and are notified at least one week ahead of time with a confirmation or cancellation.

Other things to keep in mind:

- Admissions strives to have a transparent process and make clear to applicants what we're looking for. About 95% of our process is public knowledge, but the other 5% is confidential information for committee members. Committee members are expected to maintain this confidentiality.

- If you have a personal relationship with an E27 applicant to UWSOM (including immediate family members, loved ones, family of choice, etc.), you will not be able to be on the committee to avoid a conflict of interest.
- Once you are a member of the Admissions Committee, you cannot participate in mock interviews.

The application process & timeline

A call for applications is sent out to the medical student email list serves at the end of each school year. Applications consist of a CV and a statement of interest. Students interested in being considered to join the UWSOM Committee on Admissions should respond to the [Google Form](#) by the due date of **Monday, June 29**. When you fill out the form, you'll have to sign in with a UW Net ID or a Google account.

Once applications are submitted, a volunteer student committee (made up of current Admissions Committee student members) reviews applications and makes recommendations to the Associate Dean for Admissions who reviews the applications and the recommendations and makes final decisions. Students are notified via email no later than late July.

Link to Application (Google Form): <https://forms.gle/Ct5roo9tvEQvLx5g9>