

TRANSFER POLICY
University of Kansas School of Medicine

1. The University of Kansas School of Medicine is a four-year program leading to the degree of Doctor of Medicine. The structure and function of the School of Medicine undergoes a rigorous review process by the Liaison Committee on Medical Education (LCME), which assures that the educational content and quality meet the standards established for accreditation of schools of medicine in the United States. Furthermore, such medical schools have strict standards for entering students regarding content and quality of premedical education, academic performance, and review of those personal characteristics necessary in the profession of medicine. For these reasons, the University of Kansas School of Medicine has determined that its policy for admission of transfer students to the undergraduate medical education program will be limited to those students **currently enrolled in good standing in a school of medicine accredited by the Liaison Committee on Medical Education.**

Applicants for admission into the clinical phase of medical school will be considered only on a space available basis on either the Kansas City or Wichita campus. Space is created for transfer students when the Dean of the School of Medicine determines that the number of students advancing from the basic science to the clinical years has dropped below the class size at the time of first-year enrollment.

2. To be considered for transfer, an applicant must be a student who:
 - a. is currently enrolled in good standing in a school of medicine accredited by the Liaison Committee on Medical Education;
 - b. has demonstrated compelling circumstances as reason for the request to transfer;
 - c. has passed all basic science courses in a curriculum comparable to that of the University of Kansas School of Medicine preclinical program;
 - d. has earned a passing score on Step 1 of the United States Medical Licensing Examination (USMLE);
 - e. is a United States citizen or has permanent residency status in the United States;
 - f. meets all other technical standards and student health requirements (i.e., immunizations, physical exam, health insurance, etc., as required of all incoming students) for admission to the University of Kansas; and
 - g. provides information required for registration and enrollment.

Under special circumstances of hardship, a student wishing to transfer into the second year will be given consideration provided he or she is currently enrolled in good standing in an LCME-accredited medical school and has completed a course of study equivalent to the material covered in the first year of the medical education program at the University of Kansas School of Medicine. All applicants must provide documentation of equivalency and meet the requirements stated above.

3. Transfer applicants will be considered in the following order of priority.

First priority:	Kansas residents
Second priority:	Individuals with strong ties to the State of Kansas
Third priority:	Non-residents of the State of Kansas

4. If it has been determined that space is available in the medical school class, applications for transfer will be considered. The period for transfer applications is **between May 1 and June 15** of each year. The following items are required for consideration and must be received by July 30:
 - a. letter stating the reason for the transfer request;
 - b. official transcripts from all previously attended undergraduate and graduate colleges;
 - c. official transcript from the medical school in which the applicant is currently enrolled; the student's entire academic history, including leaves-of-absence, schedule modifications, and an explanation of the grading system, must be described;
 - d. letter from the dean, or dean's designate, of the medical school in which the applicant is currently enrolled; the student's expected eligibility for promotion to the next academic level, the academic and nonacademic qualifications of the student for the eventual practice of medicine, and any infractions of the medical school's code of ethical and behavioral conduct must be described;
 - e. document from the medical school in which the applicant is currently enrolled that describes the preclinical program completed by the student;
 - f. two letters of evaluation from faculty who have taught the applicant in the current medical school;
 - g. copy of the original AMCAS application to be sent from the medical school in which the applicant is currently enrolled;
 - h. score earned on Step 1 of the United States Medical Licensing Examination.

All required materials should be submitted to the Office of Admissions, Mail Stop 1049, University of Kansas School of Medicine, 3901 Rainbow Blvd., Kansas City, KS 66160-7301. **Files not completed by July 30 (including USMLE scores) will not be considered for admission during that academic year.**

5. With due consideration for priority, applicants who have fulfilled the above requirements will be considered for personal interview. Individuals who are selected for interview by the Admissions Subcommittee and are subsequently determined to be acceptable for advanced standing will be rank ordered for recommendation for admission. This recommendation will then be forwarded to the Academic Committee of the Faculty and the Executive Dean of the School of Medicine for final decisions.
6. The following is a timetable for submission and processing of transfer applications:

May 1 – June 15	applications submitted
July 30	deadline for file completion
June 1 – August 1	selected applicants interviewed
July 1 – September 1	accepted applicants matriculate
7. Exceptions to these policies may be made only by the Academic Committee upon recommendation of the Executive Dean of the School of Medicine.