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| **SSOM Entering Class of 2020**  **Prematricuation Check List** | | | |
| **Deadline** | **Documents** | **Where to Submit** | **Done** |
| **ASAP** | **Complete Declaration of Intent, Technical Standards, Confirmation of Prerequisites, and Certification of Prerequisites.** | <https://vault.lumc.edu/admis_applicants/default.cfm> (Log in with your AMCAS ID and password.) | **□** |
| **July 1, 2020** | **Complete Hines Veteran Administration ID Forms.** | <https://vault.lumc.edu/admis_applicants/default.cfm> (Log in with your AMCAS ID and password.) | **□** |
| **Mail four 2x2 (passport-sized) headshot photos with your name and AMCAS ID written on the back.** Front pose only; head and shoulders; neutral background; color or black and white. You are welcome to smile in your photos! These must be hard copies. Photographs will be used on various registration forms and for other paperwork including National Boards Certifications throughout your time at Loyola. | Latrice Williams  Office of Medical School Admissions  Stritch School of Medicine  Bldg. 120, Room 200, Dock 8  2160 S. First Ave.  Maywood, IL 60153 | **□** |
| **Email a color photo of yourself with a neutral background to the admissions office for your student ID.** If we do not receive a picture from you, we will use the photo from your supplemental application. | [ssom-admissions@luc.edu](mailto:ssom-admissions@luc.edu) | **□** |
| **Register and complete CastleBranch forms and upload proof of immunizations/titers (Other requirements due at later dates).** For questions, contact [clinical-req@luc.edu](mailto:clinical-req@luc.edu). | Immunization requirements: Attached  CastleBranch log-in: <https://portal.castlebranch.com/LG77> | **□** |
| **Complete the Prematriculation and Orientation Form.** | <https://stritch.wufoo.com/forms/zx4rdgj07lyksj/> | **□** |
| **Register as a patient in EPIC.** Let them know you are an incoming student and DO NOT need to schedule an appointment but want to be registered as a patient. | 1-888-LUHS-888 | **□** |
| **Send official transcripts from any institution where you earned a degree and/or completed any prerequisite classes.** We do not need transcripts from any other schools that don’t meet these criteria. Any official transcripts you requested during the application process are with AMCAS, so we will need a copy for your student record at Stritch. \* | Latrice Williams  Office of Medical School Admissions  Stritch School of Medicine  Bldg. 120, Room 200, Dock 8  2160 S. First Ave.  Maywood, IL 60153  OR  [ssom-admissions@luc.edu](mailto:ssom-admissions@luc.edu) | **□** |
| **July 15, 2020** | **Fill out questionnaire for our Academic Center for Excellence.** | <https://www.surveymonkey.com/r/MSLQ2020> | **□** |
| **Complete the Prematriculation Registration Form.** Please complete this form with all information you have currently. You will be able to update any information you don’t have, such as local address, during registration on the first day of orientation. | <https://vault.lumc.edu/admis_applicants/default.cfm> (Available June 1, 2020)  (Log in with your AMCAS ID and password.) | **□** |
| **If possible, get fingerprinted at a nearby VA hospital facility between July 1-15.** You will need your Social Security card with you when you get fingerprinted. \*\* | For locations of VA facilities: <https://www.va.gov/directory/guide/division.asp?dnum=1> | **□** |
| **Deadline** | **Documents** | **Where to Submit** | **Done** |
| **July 24, 2020** | **Complete the Health History Questionnaire, then upload to your Fitness Center Registration Form to gain access to our gym.** | Questionnaire: <https://ssom.luc.edu/media/stritchschoolofmedicine/prematriculation/documents/Fitness%20Center%20Health%20Questionnaire.pdf>  Fitness Center Registration Form: <https://stritch.wufoo.com/forms/w1w0bd30122uwdv/> | **□** |
| **Complete Parking Form if you intend to drive to campus.** This is required in order to receive a parking permit. | https://stritch.wufoo.com/forms/zcupaqs18ou4go/ | **□** |
| **July 27, 2020** | **Complete electronic verification of CALL lab documents.** | <https://www.surveymonkey.com/r/CALL_orientation_2020> | **□** |
| **Read the Common Read.** During orientation, the class engages a common read and subsequent discussion with faculty and peers. | TBD | **□** |
| **Bring proof of citizenship to Orientation**  US Citizens   * Current US passport **OR** * State issued Driver’s License **AND** either social security card **OR** copy of birth certificate   Non-US Citizens   * Permanent Resident Visa Card **AND** your current passport   DACA   * Current employment authorization Document (EAD) **AND** I-765 Application for Employment Authorization | Bring to Orientation  **Note:** All documents must be **originals**—no copies! | **□** |
| **August 3, 2020** | **Complete Sexual Assault Prevention for Graduates Training**. | An email will be sent to your luc.edu email address with instructions on how to access the course. (Available after July 22, 2020) | **□** |
| **Change your Workday password.** | An email will be sent to the email on your AMCAS application with your Workday ID and a temporary password. Click on the link in the email, login, and change your password to something permanent. (Available after July 22, 2020) | **□** |
| **Access your Loyola LOCUS account.** View electronic billing, make a payment, set up direct deposit profile. | [www.luc.edu/locus](http://www.luc.edu/locus) | **□** |
| **September 7, 2020** | **Complete Mental Health First Aid Training.** Upload a copy of your certificate to CastleBranch after you’ve completed it. | Registration link TBD | **□** |
| **Sit for Hines ID photo and pick up Hines ID badge.** This must be completed within 120 days of being fingerprinted. The best time to pick up your ID is between 7-9 am Monday through Friday. | Hines VA (adjacent to LUMC campus) | **□** |

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| **Deadline** | **Documents** | **Where to Submit** | **Done** |
| **October 1, 2020** | **Decided whether you want Loyola’s Student Health Insurance**   * Opt out - Provide proof of alternate coverage by submitting a waiver in LOCUS in order to receive a credit to your account * Fast Track - Confirm that you want to be enrolled in Loyola’s health plan. Activating your coverage generates an electronic insurance ID card that will be available online within 48 hours. Coverage begins July 27, 2020. | Opt in or out of Loyola health insurance: [www.luc.edu/locus](http://www.luc.edu/locus) (Log in with your AMCAS ID and password.)  Create an account to receive your insurance card: [www.uhcsr.com/luc](http://www.uhcsr.com/luc) | **□** |

**\*Transcripts**  
An official final transcript is one that is sent directly from the Registrar’s Office in a signed, sealed envelope or emailed from the registrar's office to our email address. It shows the completion of all course work and the date the degree or certificate was awarded. The transcripts you had sent to AMCAS for your initial application will not satisfy this requirement.

Since Loyola has an early starting date, we realize that a complete transcript or one showing the granting of a degree may not be available by July 1, 2020. If this is the case, you must request that your college Registrar send written verification to the Admissions Office by July 1, 2020, stating that your degree has been earned. The letter from the Registrar must also specify the date when the official transcript will be forwarded.

**\*\*Hines VA Fingerprinting**

Stritch students are fortunate to work with the Hines VA Hospital, whose grounds are adjacent to SSOM, for part of your medical training like shadowing, meeting with preceptors, or clerkship rotations. Because you will be working at a federal facility, the Office of Personnel Management requires everyone to complete some paperwork and to be fingerprinted for a background check. You will need a non-PIV badge, which requires a background investigation and your fingerprints are run through a variety of databases, including the FBI and the Terror Watchlist.

If there is a VA facility near you, please get fingerprinted**between July 1st-15th. A**nyone who has not been fingerprinted by the first day of Orientation will be scheduled for an appointment by the SSOM Registrar.  Please note that you will need their Social Security card (original, not a copy) for your fingerprinting appointment, so please be sure to bring it with you.  Also note that you will need to bring your identity/citizenship documents with you for each step in the process to get your Hines VA badge (passport/EAD or driver’s license and SS card).



**Stritch School of Medicine Office of Admissions**

Cuneo Center/Stritch 200 • Health Sciences Campus

2160 S. First Ave • Maywood, IL 60153

**P** • 708.216.3229 **w** • LUC.edu/stritch/admission

**IMMUNIZATION REQUIREMENTS**

Dear Admitted Student:

We wanted to take the opportunity to let you know about important immunization requirements you will need to meet to attend Stritch. We strongly encourage you to complete these as early as possible. **The deadline for completion of these immunizations for Stritch is July 1, 2020.** If you do not complete these requirements you will NOT be allowed to matriculate to Stritch.

To track immunizations and other requirements, SSOM uses an online system through CastleBranch. This is where you will use a personal, secure account to upload your proof of immunizations and titers.

To start your CastleBranch account:

1. Please go to: <https://portal.castlebranch.com/LG77>
2. Select “Place Order.”
3. Select “Stritch School of Medicine” from the drop down.
4. Select “LG77im: Class of 2024.”
5. Indicate that you have read the order instructions.
6. Indicate that you have read, understand, and agree to the terms and conditions.
7. Enter your personal information to set up an account.
8. There will be a one-time $35 charge to set up an account.

You will need to obtain **quantitative IgG AB** (antibody) **immune titer lab** (this test cannot be pass/fail—it MUST show a number) results for the following vaccines to show your immunity.

Please note that you need the titers **AND** the proof you have received the vaccines (with dates).

* Measles IGG – QUANTITATIVE laboratory documentation of protective/ immune titer.
* Mumps IGG – QUANTITATIVE laboratory documentation of protective/immune titer.
* Rubella IGG – QUANTITATIVE laboratory documentation of protective/immune titer.
* Varicella IGG – QUANTITATIVE laboratory documentation of protective/immune titer.
* Hepatitis B Surface Antibody – QUANTITATIVE laboratory documentation of protective/immune titer **AND** documentation of dates of all prior Hepatitis B vaccines.
* Quantiferon Gold (or other IGRA screening test) **within 3 months of your medical school start date (Aug 3, 2020)** with a negative result. TB (ppd) skin testing is NOT acceptable.
  + If positive or indeterminate Quantiferon Gold (or other IGRA screening test) you will need to submit documentation of a one-view chest x-ray (PA) performed within 3 months of your medical school start date, proving negative for active disease.
* TDAP- we require documentation of vaccine given after June 2013.

If you are **NOT** immune to any of the above viruses or the result is **equivocal**, you will need to have a booster vaccine, then repeat the titer in 4 weeks. Please note that some boosters require a series with waiting periods in between.

**Be advised that there will be additional requirements listed on your CastleBranch account that are NOT DUE at the same time of the immunizations and titers. CastleBranch only allows one due date to be listed for all requirements, so please reference the prematriculation check list for correct deadlines.**

* All SSOM students are required to receive a flu vaccine annually. These are offered through Loyola at no cost to students during the fall semester. You do NOT need to do this prior to matriculation.
* Basic Life Support (BLS) certification and mask fit testing will be completed during orientation week. If you have BLS certification already, you will still be required to complete it during orientation. No exceptions will be given for courses already taken.
* Mental Health First Aid and Sexual Assault Prevention trainings are due later in the fall.

If you have questions regarding any of these requirements, please email [clinical-req@luc.edu](mailto:clinical-req@luc.edu)