Policy Title: TRANSFER POLICY
UAMS COM Undergraduate Medical Education Policy 1.1.2
Section: Admissions
LCME Element(s): 10.2 Final Authority of Admission Committee; 10.7 Transfer Students
Approved By: UAMS COM Admissions Committee
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The University of Arkansas for Medical Sciences College of Medicine will sometimes consider a few well qualified applicants for potential transfer into the clerkship phase of the College. The rules under which applications will be considered are enumerated below.

I. Applications for transfer to the University of Arkansas for Medical Sciences College of Medicine will **only** be considered from individuals who meet the following criteria:

1. They must be currently enrolled and in good academic standing in a United States, LCME Accredited Medical School, and be eligible to continue at their current school.

2. They must be (a) citizens of the State of Arkansas who could be considered for admission under the category of "Arkansas resident" using the normal standards as set by the University of Arkansas for Medical Sciences (the applicant must complete and return the Certification of Resident Status form, obtained by request from the Office of Student Admissions; University of Arkansas for Medical Sciences College of Medicine, Slot 551, 4301 West Markham Street, Little Rock, AR 72205; 501-686-5354) or (b) someone with **strong ties** to the State of Arkansas, which usually means an individual whose parents, or spouse resides in Arkansas.

3. They must have academic backgrounds and MCAT scores at least equal to applicants seriously considered by our Admissions Committee for first time entry into one of our freshman classes.

4. They must be requesting transfer into the clerkship phase of medical school at UAMS (the College does not consider transfers into any part of the curriculum other than the clerkship phase).

5. They must be in the process of completing the equivalent of our second year of medical school and have taken and passed all equivalent courses to those found in our first and second years (the foundational biomedical science curriculum). We have no mechanism to allow students to make-up courses to complete this requirement.

6. They must meet all Technical Standards for Admission as required of all students in the College of Medicine.

7. They must agree that if they are admitted to the College of Medicine, they will abide by all rules, regulations, and policies of the College of Medicine, and of the University of Arkansas.

8. They must have a compelling reason for the request to transfer. For all practical purposes, transfers are generally only considered for compassionate reasons such as proximity to a spouse, or serious illness in a family member for whom the student is the primary care giver. Documentation of the latter will be required.

II. Application materials for transfer may be obtained from the Office of Student Admissions. In addition to the application form itself, the applicant must make arrangements for the following information to be forwarded directly from the source to the UAMS College of Medicine Office of Student Admissions:

1. A letter from the Dean or Student Affairs Dean of the College of Medicine in which the applicant is currently enrolled verifying that the applicant is enrolled, is in good standing, and is eligible to continue at that school.

2. A copy of the applicant's medical school transcript (if grades for the biomedical foundational phase are not on the transcript at the time of the application, the applicant must arrange for an updated transcript to be sent when these grades are finalized).

3. An official copy of the applicant's MCAT scores as well as official copies of all undergraduate and graduate program transcripts.

4. Three letters of recommendation (in addition to the letter from the Dean), two of which must be from faculty members in the medical school in which the applicant is currently enrolled.

III. After an original screening process, applicants still being seriously considered will be asked to interview either in person or via Zoom.

IV. Completed applications will be screened by the Executive Associate Dean for Academic Affairs. Those fulfilling all appropriate criteria enumerated in I. above, and appearing to have appropriate academic credentials, will then be considered by a Special Transfer Committee made up of the Executive Associate Dean for Academic Affairs, Associate Dean for Student Affairs, Assistant Dean for Admissions, Chair of the Admissions Committee, and two members of the Admissions Committee to be named by the Chair. Applications will be evaluated based on academic qualifications, special achievements, the reason for requesting the transfer, and personal attributes only, without reference to race, color, creed, gender, ethnic background, disability, or economic situation. Recommendation by the Transfer Committee will be submitted to the full Admissions Committee, which will make the final decision.

V. The number of places available to be filled by transfer students will be determined each year by the Executive Associate Dean for Academic Affairs in consultation with the Dean and will be based on availability of appropriate educational resources. This number will be very limited. It would be very unusual for more than one or two transfers to be accepted in any given academic year.

VI. If an invitation for admission with advanced standing is extended to an applicant, the admission invitation will be ***contingent*** upon the applicant passing the USMLE Step 1 examination on the first attempt **and** successful completion of the foundational science curriculum of the current medical school (if this was not complete at the time of application). If the applicant is unsuccessful in completing the foundational science curriculum of their current medical school with grades acceptable to the UAMS College of Medicine, and in passing the Step 1 examination on the first attempt, ***the invitation for admission will be withdrawn***. No further attempts to pass the USMLE Step 1 examination will be allowed by the University of Arkansas for Medical Sciences College of Medicine. If the applicant passes the Step 1 examination, he/she will enter the clerkship phase at UAMS following official notification of the College by the National Board that the student has passed. It will be the responsibility of the applicant to ensure that this notification occurs. Given the timing of our clerkship phase and the length of time it takes the NBME to report a score on the Step 1 examination, it may mean that the student will not be able to start at the beginning of the clerkship phase. Since the clerkship phase at UAMS is a full year long, the missed clerkship time will have to be made up at the beginning of the third phase of the curriculum and will somewhat limit flexibility in scheduling.



John Spollen, Executive Associate Dean for Academic Affairs

Date: October 16, 2026