INTRODUCTION AND PURPOSE:

Chicago Medical School considers transfer students only in cases of rare and/or extraordinary circumstances. This policy outlines the procedures for students who seek transfer to Chicago Medical School.

CANCELLATION:

N/A

SCOPE AND APPLICABILITY:

This applies to students currently enrolled in another LCME accredited school seeking transfer to Chicago Medical School.

POLICY STATEMENTS:

Chicago Medical School considers transfer student applications exclusively for entry into the first clinical year based on availability restrictions and only for students deemed to be in rare and/or extraordinary circumstance by the Chicago Medical School (CMS) at Rosalind Franklin University of Medicine and Science (RFUMS). Approval of a transfer application depends on many factors and is solely at the discretion of CMS.

DEFINITIONS:

Transfer applicants are defined as the following:

1) Have a compelling reason to transfer, e.g. students from a medical school that has closed suddenly, students with extenuating family circumstances, including being the spouse or domestic partner of a CMS medical or RFU graduate student, house staff, or faculty;
2) Currently enrolled in an LCME accredited school;
3) Have written approval from the Dean of the applicant’s current school;
4) Be on track to successfully complete all preclinical course work at the transferring institution;
5) Have either registered for Step 1 of the USMLE licensing exam or successfully completed the exam;
6) Have completed all preclinical academic requirements specified in the CMS Student Evaluation Promotions and Awards Committee Handbook before the start of studies; and
7) Applying for entry into the first clinical year.

PROCEDURES:

Transfer applicants must submit to the RFUMS Office of Admissions and Enrollment the following:
- Completed Transfer Student Application, including the reason for the requested transfer, no later than March 1st of the academic year of anticipated enrollment;
- Letter of support from the Dean of the applicant’s current medical school;
- Letter of academic assessment, including professionalism, from the Dean of Student Affairs or equivalent administrative position at sending medical school;
- Official transcript of completed preclinical courses;
- Official transcripts from all post-secondary institutions of attendance
- Evidence of USMLE Step 1 registration or successful completion of examination
- Current Resume/Curriculum Vitae
- MCAT Score (Only if USMLE Step 1 score is not available)
- If request for transfer is connected to being a spouse or domestic partner of a CMS medical or RFUMS graduate student, evidence for marriage or domestic partnership must also be submitted. This evidence can be three of the following:
  - Joint mortgage or lease
  - Designation of spouse or domestic partner as beneficiary for life insurance
  - Designation in will of spouse or domestic partner as primary beneficiary upon death
  - Domestic marriage certificate or partnership agreement
  - Powers of attorney for property and health care
  - Joint ownership of a motor vehicle
  - Joint bank or credit union checking account
  - Marriage engagement does not alone satisfy the requirements for marriage

Processing of completed transfer CMS application will be:
- RFUMS Office of Admissions and Enrollment will review the application for completeness and consistency with all policy requirements. If complete, the materials will be forwarded to the CMS Office of Student Affairs and Education.
- The CMS Office of Student Affairs and Education will gather an ad hoc CMS Transfer Student Committee (CMS-TSC) begin review of the application/s. The CMS-TSC will include at least one member of the CMS Student Admissions Committee.
Rotation capacity in the upcoming M3 year will be verified with the Director for Student Affairs.

The CMS-TSC will review the application and determine if the applicant will be offered an interviewed.

If CMS-TSC determines that the student will be offered an interview, the designated member of this group will contact the applicant to schedule the interview with the committee.

After a student has interviewed the CMS-TSC will make a recommendation to the CMS Admissions Committee to deny or admit the student.

The final decision on a transfer application is at the sole discretion of the CMS Student Admissions Committee and will occur no later than May 1st of the year of enrollment.

The RFUMS Office of Admissions and Enrollment will notify the student in writing of the decision.

If the student is admitted, the RFUMS Office of Admissions and Enrollment will notify the student regarding next steps for enrollment.

Enrollment process for admitted CMS transfer students:

- If admitted student had only registered for the USMLE Step 1 exam, they must submit evidence that they have taken this examination prior to their first registration.
- Submit a Declaration of Intent (DOI) within 2 weeks of decision.
- Submit a tuition deposit
- Submit all final and official transcripts from all previous post-secondary institutions
- If applying for financial aid, the student should complete a FAFSA loan application and request financial aid transcripts from all previous higher educational institutions as soon as possible.
- Student will be instructed to contact the CMS Director of Student Affairs for clinical rotation and to schedule student.
- CMS Director of Student Affairs will ensure with the assistance of the Registrar that students schedule is set 30 days prior to their first rotation (July 1st start). This should happen no later than May 15th.
- Student will be instructed by CMS Director of Student Affairs to attend June orientation with other 3rd year CMS students.
- Student will be instructed at first meeting with CMS Director of Student Affairs of any other requirement deemed necessary for the student based on their individual circumstances.
- Student is subject to the same on-going requirements as non-transfer CMS students.
- The tuition rate for an admitted transfer student equals the rate for the class of CMS medical students simultaneously entering the first clinical year.

POINTS OF CONTACT:

RFUMS Office of Admission and Enrollment: 847-578-3204
REFERENCES AND RELATED POLICIES:

LCME Element 10.9
LCME Element 5.10