

HOW TO APPLY

Applications for Queen's School of Medicine are submitted to Ontario Medical Schools' Application Service (OMSAS) (<http://www.ouac.on.ca/omsas/>). It is your responsibility to ensure that OMSAS receives all the required application pieces, including all references, documents, transcripts and registrar statements, by the application deadlines (<https://www.ouac.on.ca/guide/omsas-dates/>). Candidates will be assessed based on materials submitted to OMSAS as well as their MCAT and Casper assessments by the deadline.

Addendums or supplemental materials sent directly to the School of Medicine, or incomplete applications will not be considered. Applicants who have applied previously **must** resubmit all application requirements each cycle to be considered.

Important: You must indicate your intention to apply to this program in your OMSAS Application. By selecting this option, you are indicating that this is your first choice at Queen's and, as such, you will be considered for this program first. If you are unsuccessful in receiving an interview or offer for this program, your application will only then be moved to the MD Kingston Campus Program for consideration. Assessment of your application for the MD Kingston Campus Program will be identical to all other applications to this program and will in no way be influenced by the fact you indicated interest in the MD Family Medicine Program. You will not, however, be considered simultaneously for both Queen's-Lakeridge Health MD Family Medicine Program and the MD Kingston Campus Program.

If you are offered a position in the Queen's-Lakeridge Health MD Family Medicine program at the time of admission and choose to decline it, your application will be closed and hence you will not then be considered for the MD Kingston Campus program.

If you apply to the Queen's-Lakeridge Health MD Family Medicine program you are NOT eligible to apply to the MMTP stream or MD/PhD, MD/Master's combined program.

Communication Protocol

Communication with applicants will be through the email address provided in your OMSAS application. As such, it is your responsibility to monitor your email and all associated email folders (inbox, spam, junk, etc.) during the application process. This includes ensuring that email inboxes and associated folders are not full and are able

to receive incoming mail. We are not responsible for any correspondence that is not answered by stipulated deadlines.

Applicants, prospective applicants or other individuals with inquiries about our program are expected to conduct themselves throughout their interaction with our office and/or the application process in a manner that is respectful to the community, our faculty, and our staff.

Please note that all inquiries related to Queen's-Lakeridge Health MD Family Medicine Program admissions are to be directed to MDFMprog@queensu.ca (mdfmprog@queensu.ca). Sending multiple emails to various individuals at Queen's University regarding admissions inquiries to our program will not speed up the response time in any way and will only cause further delays. Please also respect our response timelines indicated in our automatic replies. The Admissions Team tries to respond to your inquiries within those timelines.

Individuals, applicants, or their family members, delegates, and friends are **not** to contact the Dean, School of Medicine, Associate Dean, MD Program, Assistant Dean of Admissions, MD Program, Assistant Dean of the Queen's Lakeridge Health MD Family Medicine program, or Associate Dean, Graduate & Postdoctoral Education directly or indirectly in any form/method/manner regarding the application process or their application. This includes sending application status emails to various individuals at the university. To do so, will be considered a breach of professionalism and any such contact or overtures will be noted and may jeopardize the individual's application.

Please note that we do not respond to third-party inquiries that are sent on behalf of an applicant.

The MD Program at Queen's University's School of Medicine is fully accredited by the Committee on Accreditation of Canadian Medical Schools (CACMS) and the Liaison Committee on Medical Education (LCME) - the bodies that accredit MD programs in Canada and the United States. As such, the Admissions Office adheres strictly with the following CACMS standard:

The final responsibility for accepting students to a medical school rests with a formally constituted admission committee. The authority and composition of the committee and the rules for its operation, including voting privileges and the definition of a quorum, are specified in bylaws or other medical school policies. Faculty members constitute the majority of voting members at all



meetings. #The selection of individual students must not be influenced by any political or financial factors.

To be considered for the Queen's-Lakeridge Health MD Family Medicine Program, you must submit a complete Queen's MD Program application as well as the required supplemental application forms. Please ensure you read the Queen's MD Program Eligibility Requirements (<https://meds.queensu.ca/academics/undergraduate/admissions/how-apply/>) prior to applying.

Applicants to this program must be Canadian Citizens or a Permanent Resident of Canada.

Admission procedures are reviewed annually and requirements from previous years may not apply. Queen's University reserves the right to change admission requirements at any time, without notice. Submission deadlines are final, and the instructions provided on OMSAS must be followed for your application to be considered. When you submit an application to the Queen's University MD Program, you accept the current admission policies and procedures, as well as the methods by which the applicants are selected.

You must provide the following additional items for the Queen's-Lakeridge Health MD Family Medicine Program and submit them through your OMSAS Application:

- Responses to a series of short answer questions in the application.
- A highlighted selection of autobiographical sketch activities.
- 2 additional confidential assessment letters in addition to the 3 references that are required for the MD application.

You may use the same referee(s) for the Queen's-Lakeridge Health MD Family Medicine Program component of the application and the MD Confidential Assessment Form; however, there are different questions in each form that will need to be completed as an MD referee and as a Queen's-Lakeridge Health MD Family Medicine referee.

The MD component will require the completion of the Confidential Assessment Forms while the Queen's-Lakeridge Health MD Family Medicine referee will be required to upload a separate form. You will see the referee selection choices in the OMSAS Application.

This supplemental application will also review the **first referee's Confidential Assessment Form** from the main MD application.

All components of the main MD application and the supplemental pieces for the Queen's-Lakeridge Health MD Family Medicine Program must be completed by the deadline to be considered.

AI Use is Not Permitted in Admissions

Please note that using generative AI writing tools such as but not limited to ChatGPT to obtain responses is not permitted at any stage of assessment for Queen's MD Program Admissions as components of the application are intended to be reflective.

As per the Office of the Provost and Vice Principal (Academic) (<https://www.queensu.ca/provost/teaching-and-learning/teaching-and-learning-statements-guidelines-and-resources/>), "This type of use of Artificial Intelligence would constitute a departure from academic integrity as it involves a misrepresentation of an applicant's work and abilities."

"Original work, completed wholly by you", is expected to be submitted in your application and within any component of admissions as application components are reflective.

If it is discovered that any AI writing tools or equivalent have been used for any component of an application or at any point during the admissions process, the application will be disqualified. If it is discovered after an offer of admission has been sent, that offer will be withdrawn.

If these circumstances are discovered after you are admitted into the MD program, you will be required to withdraw from the program.

Queen's School of Medicine may, at its discretion, refuse to accept future applications to the MD program from a candidate who has submitted a false, misleading, or fraudulent application in the past.