



Albert Einstein College of Medicine

# Admissions Interview Policies and Procedures (MD)

## Contents

I.	Purpose .....	2
II.	Scope.....	2
III.	Policy .....	2
III.A.	Interview Process .....	2
III.B.	Second Interviews .....	2
III.C.	Interview Locations.....	2
III.D.	Applicant Luncheons and Tours.....	3
III.E.	Interview Cancellation .....	3
III.F.	Clinical or Research Interests.....	3
III.G.	Special Needs .....	3
III.H.	Guests .....	3
IV.	Definitions.....	4
V.	Effective Date .....	4
VI.	Policy Management and Responsibilities .....	4
VII.	Approved (or Revised).....	4

## I. Purpose

This Policy details requirements and procedures for admissions interviews for admission to Albert Einstein College of Medicine (“Einstein” or “College of Medicine”).

## II. Scope

This Policy applies to applicants for the Einstein MD Program.

## III. Policy

### III.A. Interview Process

Applicants invited for an interview will meet with a member of the admissions committee. Because approximately 1,000 applicants are interviewed every year, the lag time between M.D. candidates being invited for an interview and the actual interview may be as long as two months. We regret any inconvenience this delay may cause applicants, but we assure you that even if your interview takes place in April, we will have a spot for you if your application is rated highly by the Admissions Committee.

The interview usually lasts between 30 minutes and an hour and is conducted by a clinician or scientist from our 80-member committee. Applicants are encouraged to use this time to openly share their experiences and future goals with their interviewer. If at the end of the interview the applicant feels there is something important to share with the interviewer, the applicant is encouraged to feel comfortable to introduce the topic.

To help familiarize applicants with the Einstein environment and student body and to help defray costs, applicants who would prefer to stay at Einstein the night before their interview are invited to request overnight housing with an Einstein student. Such requests should be made to the admissions office when scheduling your interview by e-mailing [bridget.sweeney@einsteinmed.edu](mailto:bridget.sweeney@einsteinmed.edu).

Applicants who apply to the M.D./Ph.D. Program but decide afterward that they would prefer the M.D. Program only must notify both the M.D. admissions office and the M.D./Ph.D. office, in writing.

### III.B. Second Interviews

Because sometimes applicants and his or her interviewer may not connect optimally, applicants who are dissatisfied with their interview are encouraged to request a second interview immediately, especially prior to receiving a letter of disposition. Requests for re-interview should be made to the office of admissions prior to leaving the College of Medicine on the day of interview to Ms. Mary Pace ([mary.pace@einsteinmed.edu](mailto:mary.pace@einsteinmed.edu)). Once a letter of disposition has been mailed, requests for re-interview will not be considered. Occasionally, the admissions committee invites applicants back for a second interview if further information is needed.

### III.C. Interview Locations

Interview sites include four locations in the Bronx: The College of Medicine (the Jack and Pearl Resnick Campus); Weiler Hospital or Jacobi Medical Center (each located adjacent to the medical school) or Montefiore Medical Center (Moses Division on E. 210th Street). Applicants interviewed at Montefiore

Medical Center are provided transportation to the interview site after their check-in at Einstein. Interviews are conducted Mondays, Tuesdays, and Fridays; there are no Wednesday or Thursday or weekend interviews.

### III.D. Applicant Luncheons and Tours

Every Monday, Tuesday, and Friday at approximately noon, Einstein students host an informal luncheon in the Upper Max and Sadie Lounge, located in the Forchheimer Building. Food is strictly kosher. The half-hour luncheon provides a forum through which applicants and students can have an honest and open exchange without faculty members present. In this way, you'll have the opportunity to meet representatives of our unique student body and get further perspective about what is special about Einstein. Immediately following the lunch, student-hosts lead a half-hour tour of Einstein's campus and facilities.

### III.E. Interview Cancellation

Applicants who choose not to keep their interview appointment are asked to login to the Auto-Scheduler and cancel their interview. If you cancel less than 48 hours, we request that you ALSO call the Admissions office at 718.430.3014 or e-mail [mary.pace@einsteinmed.edu](mailto:mary.pace@einsteinmed.edu). The admissions office will notify an applicant's pre-professional advisor if the applicant does not notify the office of their intention to cancel their interview within 48 hours of the scheduled interview time.

### III.F. Clinical or Research Interests

Applicants who have specific [research or clinical interests](#) are invited to complete the Special Interest form (included in your interview invitation) one week before their interview to request time with a faculty member involved in the field of your interest. Every effort will be made to accommodate the request.

### III.G. Special Needs

Applicants who have been invited for interview who have any special needs are asked to notify the admissions office before the day of their interview by e-mailing: [mary.pace@einsteinmed.edu](mailto:mary.pace@einsteinmed.edu) or calling 718.430.2106. Special needs may include physical accommodations, requests for overnight housing accommodations with an Einstein student (when available) and/or hotel recommendations and help with travel arrangements to and from the College of Medicine and transportation terminals.

Additionally, applicants are encouraged to inform the Admissions Office of their travel plans so that those with air, train, or bus reservations can keep to their scheduled departure times. With advance notice, the Admissions Office receptionist will make every effort to help applicants ride share when and if possible.

### III.H. Guests

On the day of interview, applicants who are accompanied by a family member should notify the admissions office at least one day in advance so that special accommodations can be made for them. Family members are invited to wait for applicants in the D. Samuel Gottesman Library located in the Forchheimer building. To notify us, please e-mail [mary.pace@einsteinmed.edu](mailto:mary.pace@einsteinmed.edu) or call 718.430.2106.

**IV. Definitions**

None.

**V. Effective Date**

Effective as of: 25 July 2018

**VI. Policy Management and Responsibilities**

Einstein's Office of Admissions for the MD Program is the Responsible Office under this Policy. Einstein's Executive Dean is the Responsible Executive for this Policy. Einstein's Associate Dean for Student Admissions for the MD Program is the Responsible Officer for the management of this Policy.

**VII. Approved (or Revised)**

  
\_\_\_\_\_  
Responsible Executive

August 21, 2018  
\_\_\_\_\_  
Date