

John A. Burns School of Medicine (JABSOM)
University of Hawaii

Admissions Policy for Medical Students
Advanced Standing
(Revised February 20, 2004)

JABSOM allows, under extraordinary circumstances, for a student currently or previously enrolled in another LCME accredited medical school to apply for admission with advanced standing into the third or fourth years of the JABSOM curriculum. Only those students who demonstrate compelling circumstances will be considered. JABSOM reserves the right to make the sole and final determination on what constitutes “extraordinary” or “compelling” circumstances. Acceptances are the exception rather than the rule.

All applicants must meet the acceptance criteria for entering students to the John A. Burns School of Medicine. In addition, he/she must have successfully completed at least two years or all of the basic sciences course-work by the time of transfer, and must be or have been in good academic standing at the time of his/her departure. Applicants must have attended a medical school which utilizes Problem-Based Learning. Finally, applicants who have not been full-time students in an LCME accredited medical school for more than one year at the time of application are not considered for transfer. The school will consider applications for advanced standing only when space is available. The school assumes no obligation to accept transfer students under any circumstances.

Applicants meeting all requirements must submit to the Director of Admissions:

- 1) an application for advanced standing;
- 2) a letter evaluating their overall performance in medical school, i.e. “Medical School Performance Evaluation” or its equivalent written by the Dean/Associate Dean for Student Affairs, or other appropriate official of the applicant’s current school that must include:
 - a. mention of any leaves-of-absence, schedule modifications, and an explanation of the grading system;
 - b. the eligibility (or expected eligibility) of the individual for promotion to the next academic year at the student’s current school;
 - c. the academic and non-academic qualifications of the individual for the eventual practice of medicine;
 - d. mention of any infractions of the school’s code of ethical and behavioral conduct;
 - e. the extent to which Problem-Based Learning is utilized in the school’s curriculum;
- 3) a detailed description of courses completed or to be completed by the time of admission with advanced standing;

- 4) an official transcript;
- 5) three complete history and physical examinations written by the student;
- 6) National Board of Medical Examiners Exam result(s), if applicable;
- 7) two letters of recommendation, one of which must attest to the student's skill in the PBL process and their performance in Problem-Based Learning;
- 8) a letter stating the reason for the request for transfer

All application materials must be received by February 28th preceding the academic year of anticipated enrollment.

After all materials are received and reviewed for completeness by the Registrar, they are forwarded to the Directors of the Office of Student Affairs and the Office of Medical Education or their designates for evaluation of the following:

- 1) the comparability of course-work completed with JABSOM's curriculum;
- 2) the acceptability of the applicant's performance in the courses completed;
- 3) the role of Problem-Based Learning in the school's curriculum and the applicant's skill and experience with this learning method;
- 4) the applicant's clinical skills based on their transcripts and write-ups.

The Directors of the Office of Student Affairs and the Office of Medical Education will forward to the Admissions Committee an assessment of whether or not the student meets all applicant requirements for admission with advanced standing. If the applicant does meet all requirements they are presented at the Admissions Committee and processed in the usual manner. The Admissions Committee may ask that interviews be conducted. In general, only those students who have demonstrated an exceptional academic record and outstanding character are accepted as transfer students.

The Admissions Committee will notify applicants of their decision by June 1st of the academic year preceding anticipated enrollment. The applicant must notify JABSOM within one week on whether they will accept admittance in advanced standing.


If an applicant is accepted, the JABSOM Associate Dean for Student Affairs will notify the Associate Dean for Student Affairs at the school in which the student is currently enrolled. The student will not be permitted to enroll at JABSOM prior to receipt of a letter from officials at their current school confirming that the student has resigned.

The Registrar will contact the AAMC's Section for Medical School Application Services to report acceptances and follow-up with a completed Advanced Standing/Transfer Student Acceptance Report Form. The Registrar will also notify the AAMC if an accepted applicant withdraws as a candidate for admission.


Student accepted for transfer in advanced standing will not allowed to start clerkships at JABSOM until they receive a passing score on the USMLE Step 1 Exam.

Approved by:
Executive Committee on February 20, 2004

Accepted by:



Edwin C. Cadman, M.D.
Dean



Date