**Thomas Jefferson University UniCAS: Applicant Information**

UniCAS offers a detailed Instruction Manual in the Help Center section. This supplemental information is for additional clarification regarding the application & Jefferson requirements. Review the application requirements for your specific program at: [http://www.jefferson.edu/biomedical_sciences/admissions.html](http://www.jefferson.edu/biomedical_sciences/admissions.html)

1. **Select Programs: One Application per Term**
   - You may choose only one application per term. If you are interested in more than one program, please indicate this interest in your personal statement.

2. **Select Programs: Adding your Program**
   - In the *My Application* page you choose your program. Please note, once the program is chosen it is listed in the *Status Center* page and not in the *My Application* page.
   - **Choosing the Correct Admit Term:** When choosing a Master of Science or Certificate program, the system lists 3 choices for the same program: Spring, Summer and Fall. Be sure to pick the program with your desired start term.

3. **Supporting Information: Evaluations (Letters of Recommendation)**
   - Letters of Recommendation are submitted through the *Supporting Information* section under *Evaluations*. Be sure to submit the correct number of letters:
     - i. Certificate Programs: 1 Letter
     - ii. Postbaccalaureate Pre-Professional Program: 2 Letters (at least 1 academic)
     - iii. Master of Science & PhD: 3 Letters

4. **Supporting Information: Attachments (Resume &Personal Statement)**
   - Upload a copy of your CV/Resume in the Attachments section of Supporting Documents
   - Applicants have the option of adding the *personal statement* in the *Supplemental Questions* section or as an uploaded .pdf or Word document in the *Supporting Information* section under *Attachments*. If you upload the document, indicate in the *Supplemental Questions* section text box: *Document Uploaded*. Since this is a required section, if the text box is empty, it will remain incomplete and you will not be able to finalize your application.

5. **Required and Non-Required Sections:**
   - Required sections and questions are indicated by an asterisk *. If you choose to not answer a non-required section, it may remain incomplete on the *My Application & Status Center* pages. This will not prevent you from completing and submitting an application.

6. **Academic History: Inputting Course Information:**
   - If you have access to an electronic copy of your transcript, you can cut and paste the information into the *Course Information* section.

   Currently, some functions of the UniCAS application are inaccessible on Thomas Jefferson University’s network. While we are working to rectify the issue, if you are a Jefferson student or employee we recommend completing the application off campus until this is corrected.