

SOM OP: 50.02, **Applications**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to address the School of Medicine's response to requests for applications, the length of time to retain these requests, and the process for applications which have been received for admission to a residency program.

REVIEW: This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the TTUHSC Graduate Medical Education Coordinating Council. Revisions will be forwarded to the Office of the Dean for approval and publication

POLICY/PROCEDURE:

1. **General.** Texas Tech University Health Sciences Center (TTUHSC) is an institution of higher education with a primary mission of addressing the health care needs of rural and other medically under-served populations through education, research, and service. At TTUHSC, the School of Medicine's residency training programs provide graduate medical education for medical residents dispersed among four (4) campuses at Amarillo, El Paso, Lubbock, and Odessa. Each year many individuals request a copy of an application for admission to a residency program and also request copies of brochures describing the residency program department and TTUHSC.
2. **Application Expectations.**
 - a. The School of Medicine responds to requests by promptly sending an application. All requests for applications will be kept on file for a minimum of two (2) years.
 - b. If the applicant is accepted as a resident, the application will become part of the permanent file for the resident.
 - c. If the applicant is not selected as a resident, the application will be kept on file for a minimum of three (3) years.
 - d. Applicants will be referred to the department web page, if available, in lieu of sending an application.