

MID-POINT REVIEW

How to Prepare Your Application for Submission

- Limit your application to **200 pages or less**
- Include no less than three (3) but no more than six (6) resident/student evaluation forms (page 19)
- Include no more than three (3) evaluations of CME activities you have presented (page 19)
- Include no more than three (3) unsolicited letters from colleagues or grateful patients that speak to your clinical practice or comments from patient satisfaction surveys (page 19)
- **Save your final application as ONE single PDF file**
 - Do not submit multiple files (including Word docs, PowerPoints, additional PDFs, etc.)
 - Do not print and scan your application. File → Save As → Select PDF
 - Insert appendices documents and additional attachments by adding pages to the end of your PDF application. [Click here for a tutorial.](#)
 - Do not electronically sign your application. Print the signature page, sign, and insert it into your application PDF. If physical signatures are not possible, please contact the Office of Faculty Affairs for further instruction: 215-4188
 - **Submit your application to the Office of Faculty Affairs by email to fservices@ttuhsc.edu by the deadline on the timeline.** If the file size is too large to email, contact the Office of Faculty Affairs.
 - For questions regarding your application please contact the Office of Faculty Affairs: fservices@ttuhsc.edu