

## **MD/PhD Program Contacts**

### **Program Directors:**

Scott Waldman, MD, PhD, FCP  
[scott.waldman@jefferson.edu](mailto:scott.waldman@jefferson.edu)  
215-955-6086  
1020 Locust St., Jefferson Alumni Hall, Suite 368J

Manuel Covarrubias, MD, PhD  
[manuel.covarrubias@jefferson.edu](mailto:manuel.covarrubias@jefferson.edu)  
215-503-4341  
233 S 10th St., Bluemle Life Science Building, Suite 231

### **Program Coordinator:**

Danielle Park  
[danielle.park@jefferson.edu](mailto:danielle.park@jefferson.edu)  
215-503-0164  
1020 Locust St., Jefferson Alumni Hall, Suite M-46

### **Jefferson Physician Scientist Association:**

[jpsa@jefferson.edu](mailto:jpsa@jefferson.edu)

**Note:** Please do not hesitate to contact the JPSA or your student interviewer if you have any other questions/concerns. They will be able to put you in contact with the relevant person to resolve any issue you may run into.

## **ONBOARDING TASKS**

1. Accept your offer of admission as instructed by Sidney Kimmel Medical College (SKMC) and AMCAS
2. Arrange your first research rotation as soon as possible, to begin in the summer prior to SKMC matriculation
  - a. Summer rotations should be 8 weeks long; 6 weeks minimum
    - i. If a pre-matriculation rotation is not possible due to prior commitments, notify the MD/PhD program directors
  - b. Contact faculty members whose research interests you. Discuss your potential lab rotation, and arrange a start date
    - i. For a list of graduate faculty and labs, visit the [Jefferson College of Life Sciences \(JCLS\) website](#)
    - ii. You may email the MD/PhD program directors or the Jefferson Physician Scientist Association for guidance on choosing a lab rotation
    - iii. Reaching out to faculty as soon as possible (for example, once you have accepted your offer of admission) is recommended
  - c. Notify the JCLS Senior Associate Director of Admissions, Marc Stearns ([marc.stearns@jefferson.edu](mailto:marc.stearns@jefferson.edu) or 215-503-0155) and the MD/PhD program

coordinator of your start date as soon as possible so that your fellowship stipend can be set up

- i. Provide the name of your rotation lab and start date
  - ii. Fellowships awarded prior to September 1 of your admissions year will be awarded at the current rate for PhD students. New fellowship award amounts always begin with the matriculation of the new PhD student class (JCLS students matriculate a month later than SKMC)
  - iii. Please see the section on STIPENDS below for further information
3. Review and complete all [pre-matriculation requirements for SKMC](#) prior to your arrival on campus for your summer rotation
4. The [Jefferson Physician Scientist Association \(JPSA\)](#) president will send you information regarding housing in Philadelphia, choosing a summer lab rotation, and will be available to answer any questions you may have. For additional information, you can access the JPSA Resources page on Blackboard
- i. Open [Blackboard](#) and select 'Community'
  - ii. Search for 'Jefferson Physician Scientist Association' in the left-hand Organization Search bar
  - iii. Select 'Enroll' and 'Ok'
  - iv. Select the 'JPSA Resources' link on the left-hand sidebar
- b. If you have questions about these resources, please contact the JPSA directly

### **IMPORTANT INFORMATION for Admitted Students:**

1. HEALTH INSURANCE:
  - a. SKMC (Phases 1, 2, and 3): you are responsible for providing your own medical insurance. If you wish to purchase student health insurance through SKMC, please contact the Student Health Care Coordinator, Joyce Muwwakkil ([joyce.muwwakkil@jefferson.edu](mailto:joyce.muwwakkil@jefferson.edu) or 215-503-6988; 1025 Walnut St., College Building, Suite 116). If you already have medical insurance coverage that provides coverage through July 31, either through a previous policy (e.g. COBRA coverage after leaving your job) or through your parents, you will not need to purchase insurance for your pre-matriculation lab rotation period.
    - i. If you are unable to reach Joyce, contact the SKMC Educational Business Manager, Richard Crespo ([richard.crespo@jefferson.edu](mailto:richard.crespo@jefferson.edu))
  - b. JCLS (PhD studies): at the end of SKMC Phase 1, you will transition to JCLS. While in JCLS, you will receive medical insurance as part of your fellowship. If you purchased medical insurance coverage through SKMC, it will continue until July 31. Medical insurance through JCLS extends from September 1 through August 31, but can be initiated early for transitioning MD/PhD students. Contact the JCLS Program Coordinator, Danielle Park ([danielle.park@jefferson.edu](mailto:danielle.park@jefferson.edu) or 215-503-0164; 1020 Locust St., Jefferson Alumni Hall, Suite M-63), as soon as possible to let her know that you will need medical insurance as of August 1.

2. STIPENDS:

- a. You will receive an email from the Jefferson Payroll Office and/or Michael Lucey ([michael.lucey@jefferson.edu](mailto:michael.lucey@jefferson.edu) or 215-503-0281) asking you to complete an online GLACIER form to determine your tax withholding rate for your stipend
  - i. If you do not hear from Payroll during the first few weeks of your summer rotation, please reach out to Michael directly
- b. If you have provided your pre-rotation start date and do not receive your first stipend payment when expected (it will arrive in the mail for the first few weeks until direct deposit is set up), please contact the JCLS Financial Analyst, Kyle McGinnis ([kyle.mcginis@jefferson.edu](mailto:kyle.mcginis@jefferson.edu) or 215-503-0150; 1020 Locust St., Jefferson Alumni Hall, Suite M-63). Once your fellowship begins, Kyle will be your financial contact for any questions or problems.
  - i. If you have any stipend problems or questions, please contact Kyle sooner rather than later.
  - ii. If you are unable to reach Kyle, contact JCLS Director of Finance & Business Planning, Robert Bartosz ([robert.bartosz@jefferson.edu](mailto:robert.bartosz@jefferson.edu)).
- c. Please respond promptly to any requests for information in order to process your stipend. Stipend sources will change as you progress through the program and may require new processing.
- d. Members of the administration cannot offer financial or tax advice. It is highly recommended that you contact the JPISA or current students for help navigating the payroll system and managing finances as a new MD/PhD student.

3. INTERNATIONAL STUDENTS:

**Office of International Affairs:**

[ويا@jefferson.edu](mailto:ويا@jefferson.edu)

(215) 503-4335

1020 Locust St., Jefferson Alumni Hall, Suite M-70

[https://www.jefferson.edu/university/international\\_affairs.html](https://www.jefferson.edu/university/international_affairs.html)

**SKMC International Student Liaison:**

Debotri Chatterjee

[debotri.chatterjee@jefferson.edu](mailto:debotri.chatterjee@jefferson.edu)

- a. If you need to renew your F-1 visa before starting your first summer lab rotation, keep the F-1 visa application timeline in mind when selecting a start date (e.g. some countries may have a waitlist for visa interviews that spans several weeks into the summer)

- b. ALL accepted international students:
  - i. Contact JCLS Senior Associate Director of Admissions, Marc Stearns ([marc.stearns@jefferson.edu](mailto:marc.stearns@jefferson.edu) or 215-503-0155) and request a formal acceptance letter with your start date and stipend amount indicated as soon as possible
  - ii. Review which [documents](#) are required by the Office of International Affairs to issue your new I-20. Forward the OIA these documents in addition to your acceptance letter.
  
- c. International students currently on an F-1 visa at another institution:
  - i. Check with your prior institution about their transfer policy
  - ii. Send TJU's F-1 visa transfer request form to your prior institution and ask them to forward the completed form to the OIA
  
- d. Once the OIA finishes processing your I-20 (official processing time is two weeks), they will send you information about setting up an E-Ship Global account to ship the I-20 to you by mail
  
- e. You will need to check in with the OIA for a mandatory orientation on/up to 15 days before your start date. Contact the OIA for further details on setting up this meeting.