AMCAS
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2027 AMCAS® Applicant Guide

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The AAMC is a nonprofit association dedicated to improving the health of people everywhere through medical education, clinical care, biomedical research, and community collaborations. Its members are all 163 U.S. medical schools accredited by the **Liaison Committee on Medical Education**; 13 Canadian medical schools accredited by the **Committee on Accreditation of Canadian Medical Schools**; nearly 500 academic health systems and teaching hospitals, including Department of Veterans Affairs medical centers; and more than 70 academic societies. Through these institutions and organizations, the AAMC leads and serves America's medical schools, academic health systems and teaching hospitals, and the millions of individuals across academic medicine, including more than 210,000 full-time faculty members, 99,000 medical students, 162,000 resident physicians, and 60,000 graduate students and postdoctoral researchers in the biomedical sciences. Through the Alliance of Academic Health Centers International, AAMC membership reaches more than 60 international academic health centers throughout five regional offices across the globe. Learn more at **aamc.org**.

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What Is the AMCAS® Program?

Welcome to the American Medical College Application Service® (AMCAS®). The AMCAS program is a centralized application processing service available to people applying only to a first-year entering class at a participating U.S. medical school. If you are an advanced-standing or transfer applicant, you should contact medical schools directly for assistance.

You are about to begin the important and exciting process of applying to medical school. The AMCAS program simplifies the process by requiring you to submit only one set of application materials.

The AMCAS program is never involved in the admission decision-making process. Admission decisions are made solely by medical schools. It's important that you visit the websites of the medical schools where you plan to apply to familiarize yourself with each school's admission requirements and process. Another helpful resource during the application process is the Medical School Admission Requirements™ (MSAR®).

For a full list of definitions of terms, please refer to Appendix 3.

How Does the AMCAS Program Work?

Application Submitted

- The online application has been initiated, completed, and submitted to the AMCAS program.
- Fees have been paid (or the AAMC Fee Assistance Program award has been used).

Application Processed

- All required official transcripts have arrived at the AMCAS program.
- Coursework has been verified.
- GPAs have been calculated by the AMCAS program.

Application Delivered

- The verified application has been sent to designated medical schools.
- Letters of evaluation are sent as they are received by the AMCAS program.
- Medical College Admission Test® (MCAT®) and the AAMC PREview® scores are automatically sent as they become available.

Getting Help With Your Application

Online | aamc.org/amcas

Answers to most questions are available on our website: aamc.org/amcas. You will find helpful tools such as FAQs, guides, and video tutorials there, too.

Social Media | X and Vimeo

Follow the AMCAS program on the social platform X at @AMCASinfo. We post updates and announcements on X and video tutorials on Vimeo to help you fill out your application.

Phone | 202-828-0600

AAMC Support Center representatives are available Monday through Friday from 9 a.m. to 7 p.m. ET. Please have your AAMC ID number available when you call.

Email | Submit an Inquiry

Complete an online AMCAS inquiry form. To ensure a quick response, please include all the required information.

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Before You Begin

Are you eligible for the AAMC Fee Assistance Program?

Before you complete an AMCAS application, review the eligibility requirements for the AAMC Fee Assistance Program. If you plan to apply to the program, you must submit a completed Fee Assistance Program application **before** you submit your AMCAS application.

- The AMCAS application benefit includes a waiver of fees for one (1) submission, covering up to 20 medical school designations, submitted by Dec. 31, 2027.
- Fee Assistance Program benefits **are not** retroactive. You will not be able to use your awarded medical school designations if your AMCAS application was submitted before your Fee Assistance Program application was approved.
- Unused medical school designations **do not carry over to the next AMCAS application cycle**, even if the next cycle falls before Dec. 31 of the next year, after you've been awarded.

New in the AMCAS Application

The 2027 AMCAS application has a few new features:

- The *Social Justice/Advocacy* experience type has been updated to *Community Health Advocacy.*
- Updates have been made to the Medical School section focusing on how applicants edit school selections, update program details, manage letter assignments, and handle restricted programs. You can now more easily navigate to edit screens, adjust letters of evaluation, and follow a clearer multistep process for releasing restricted programs.

AMCAS Submission and Deadlines

Each medical school determines its AMCAS application deadline and the date by which the AMCAS program must receive official transcripts. Be sure to have all your official transcripts sent to the program in a timely manner to avoid processing delays and missed deadlines.

Your AMCAS application may be submitted before or after the AMCAS program receives your official transcripts and letters of evaluation.

Keep in mind:

- Once you submit your application, your ability to make changes to it is very limited.
- Once your application is submitted and all your official transcripts are received, your application will enter the verification queue.
- Your verified application will include your AMCAS GPAs, which you will be able to find on your printable application.
- Letters of evaluation that the AMCAS program receives on your behalf will be sent to your designated medical schools as they are received.
- You may submit your application before your letters of evaluation arrive at the AMCAS program. Letters are not required for the program to verify your application.

To meet a school's AMCAS deadline, your application must be submitted by 11:59 p.m. ET on the deadline date. Official transcripts for regular applicants must be received within 14 calendar days of the application deadline or the next business day if the transcript deadline falls on a weekend or holiday. (Regular applicants are applicants applying to MD programs, not to MD-PhD programs or to the Early Decision Program.)

The Early Decision Program deadline for the application and all official transcripts is Aug. 1 or the next business day if Aug. 1 falls on a weekend or holiday.

Application materials received during peak periods (June through September) may take longer to process because of high volume. You may miss deadlines and forfeit fees if your application is returned because of errors. If the AMCAS program returns your application, the date you officially recertify and resubmit your application will be used to determine if you have met the application deadlines for your designated medical schools. To avoid delays, it is important that you read all instructions thoroughly and submit all materials in a timely manner.

Application Processing

During peak season, AMCAS verification may take six to eight weeks. Once you have submitted your application and the AMCAS program has received all your required transcripts, your application will be listed as *Ready for Review*. At this stage, your application is in the verification queue. When your application status is *Under Review*, the AMCAS program determines if there are any missing or incorrect items that may prevent verification processing. If omissions or errors can't be resolved, the program will return your application.

The most common reasons for a returned application are:

- Failure to include original grades and credit hours for repeated courses.
- Failure to list 10 or more courses that appear on an official transcript.
- Failure to list 10 or more credits as they appear on an official transcript.
- Failure to list 10 or more grades as they appear on an official transcript.
- Failure to list coursework in chronological order.

You can only correct or change an AMCAS application that is returned to you. Be sure to review your application carefully before submitting it to the AMCAS program. You will not be able to change anything unless the program returns the application to you and specifically requests corrected information.

After You Submit Your Application

The standard application process involves the following steps once you submit your application:

- The AMCAS program emails you the acknowledgment that your application was received. You may also verify receipt through your application's Main Menu. The acknowledgment indicates only that your AMCAS application has been received; it does not indicate that your materials are complete or that you have met the deadline requirements.
- The AMCAS program determines whether all official transcripts have been received. If they have not, your application is held until they have. The program will email you every 10 business days until the transcripts arrive or until all deadlines have passed. You may check the status of your transcripts by checking your application's Main Menu.
- If any transcripts are missing or incomplete during verification, the AMCAS program stops verifying your materials and emails you. Omission of any necessary materials causes processing delays and could lead to missed deadlines.
- When your application and all transcripts are on file, the AMCAS program verifies your entered coursework against your official transcripts.

Grades and GPA Calculations

The AMCAS GPAs are standardized GPAs that medical schools can use to fairly compare the academic records of applicants who have attended undergraduate and graduate institutions that use different academic calendars

and grading systems. Your AMCAS GPAs are calculated during verification and will be listed on your printable application once AMCAS processing is complete. You will also be able to view your Cumulative Undergraduate GPA and your Graduate GPA.

AMCAS GPAs almost always differ from those calculated by the school(s) you have attended. The AMCAS program does not attempt to compare AMCAS GPAs with those that appear on your official transcripts.

The formulas the AMCAS program uses to calculate AMCAS GPAs are available in the Grade Conversion Guide.

Reapplicants

If you are reapplying to medical school, you are only considered a reapplicant to schools that received your verified AMCAS application from a previous application year. Keep in mind:

- You will need to resubmit official transcripts and letters of evaluation to the AMCAS program.
- You will indicate your reapplicant status for each school you're reapplying to in the Medical Schools section of your application.
- If you submitted a 2026 AMCAS application and did not withdraw it, most of the information you entered will roll over to the current application.
- Although most of your information rolls over from your submitted 2026 AMCAS application, the Main Menu will show all sections of your new application as "Incomplete." You are responsible for your responses, whether the information is rolled over or manually entered. You must review each section and edit or enter information as appropriate. When you verify that information is correct and select *Continue* at the end of each section, the Main Menu will show that section as complete. We suggest you print your application from the previous year to confirm what you submitted.
    - If the AMCAS program made changes to a section of the application, you will need to reenter information there.
- If the information you provided for any military discharges, misdemeanors, felonies, and institutional actions varies from previous applications, the AAMC may investigate the discrepancy. Changes to how you describe the circumstances surrounding these events are acceptable.

Deferred or Delayed Matriculants

If you are a deferred or delayed matriculant, log in to the AMCAS site with the same AAMC log-in credentials you used for your previous application. You are a deferred or delayed matriculant applicant for the entering class if you've done all of the following:

- Submitted an AMCAS application for the previous entering class.
- Received an acceptance.
- Delayed your matriculation with the approval of the medical school granting the acceptance.
- Were instructed by the medical school to submit your application to the institution as a deferred or delayed matriculant.

Before you submit an application to the next entering class, you need to verify your status as either a restricted or an unrestricted delayed matriculant applicant with the medical school that offered you an acceptance. When you receive the confirmation and instructions from your designated medical school to apply with delayed or deferred matriculation, the school will let you know whether your status is restricted or unrestricted.

If you are a restricted delayed matriculant applicant, you have agreed with the medical school granting the deferral that you will apply only to that medical school for the next entering class. In this case, you will not have to pay an AMCAS processing fee for resubmitting your application to the school granting the deferral. Violations of restricted delayed matriculation agreements are violations of admission processes and may result in an investigation.

If the program is unrestricted and you are allowed to designate additional schools, you will be required to pay the standard AMCAS processing fee as well as the appropriate fees for each designated school (minus the fee for the school granting the deferral).

Late Deferrals

If you have submitted your application to the AMCAS program and are then granted a late deferral by one of the schools to which you applied for the previous entering class, you may need to complete one of the following tasks, depending on the type of deferral you received:

- If the program granting the deferral is restricted and you have designated other medical schools, you will need to withdraw your application from the other medical schools by sending them a written notice of withdrawal. Once your application has been processed, you may not un-designate any institutions from the Medical Schools section.
- If the program is unrestricted, you need to ask the medical school granting the deferral to extend your deadline; once your deadline has been extended, you must select the *Deferred/Delayed* program type for the deferring school in the Medical Schools section of your AMCAS application and then update your application by selecting *Resubmit Application* on the Main Menu.

Monitoring Your Application's Progress

The AMCAS program makes every effort to process applications in a timely manner, and you can help ensure the success of those efforts. You are responsible for:

- Making sure the AMCAS program receives your application, official transcripts, and documentation.
- Regularly checking the status of your application, from the date you submit your AMCAS application through the date your designated school(s) receives your application.
- Notifying the AMCAS program if your designated school(s) has not received application materials within two to four weeks of the date the AMCAS program completed its processing.

You can monitor the status of your application by selecting *View Application Status History* on the Main Menu of the application. Please refer to Appendix 4 for a list of the different application statuses and what they mean.

Investigations

The AAMC ensures high ethical standards for admission to and enrollment in medical schools. Accordingly, if you are an applicant to medical school, you must provide complete, current, and accurate information throughout the admission processes.

The AAMC investigates any alleged falsification, omission, or discrepancy in application materials and any irregular behavior exhibited and reported during the application process. If a potential case is identified, you will be notified and asked to provide relevant information. If the investigation confirms incomplete, outdated, or inaccurate information, the AAMC will issue a report.

Before the issuance of a final report, the AAMC offers you the option, and reserves the right, to request arbitration for the following reasons: (1) you conclude that the draft report unfairly characterizes the matter under investigation, or (2) the parties cannot reach an agreement on the content and language of the report.

You will be provided with a draft investigation report to review and an opportunity to respond before the final report is issued. If, in your response, you conclude that the draft report unfairly characterizes the matter under investigation, or if agreement between the parties on the content and language of the report cannot be reached, you may request arbitration. Arbitration shall be conducted through written submission to the American Arbitration Association in Washington, D.C. ***The sole issue for arbitration shall be whether the AAMC acted reasonably and in good faith in making its decision.***

For more information, refer to the Policies and Procedures for Investigating Reported Violations of Admission and Enrollment Standards.

Certification Statements

To complete and submit your application, you must certify the following statements by checking each box in the application and selecting the *Agree* button.

- I certify that the information in this application and associated materials is current, complete, and accurate to the best of my knowledge.
- I certify that all my writing, including personal comments, essays for MD-PhD applicants, and descriptions of work/activities, is my own. Although I may utilize mentors, peers, advisors, and/or AI tools for brainstorming, proofreading, or editing, my final submission is a true reflection of my own work and represents my experiences. I acknowledge that no changes can be made after submission and will thoroughly proofread my work. Quotations are allowed if I cite the source.
- I have read, understand, and agree to comply with the AMCAS Applicant Guide, including the provisions noting that I am responsible for monitoring and ensuring the progress of my application process by checking the Main Menu of my application.
- I understand that I am responsible for reviewing my application after AMCAS processing is complete. I am responsible for notifying the AMCAS program of any discrepancies resulting from the verification process by using the Academic Change Request process, located in the Quick Links section of the Main Menu.
- I have read, understand, and agree to comply with the Application and Acceptance Protocols for Applicants, which sets forth guidelines for ethical conduct during the application process and defines important application cycle dates.
- I have read, understand, and accept the AAMC's Policies and Procedures for Investigating Reported Violations of Admissions and Enrollment Standards, which sets forth the AAMC's practices for investigating and reporting discrepancies in credentials, attempts to subvert the admissions process, inaccuracies, material omissions, or other attempts to subvert the admissions process.
- I understand that I am responsible for learning the admission requirements, application policies, and due dates for each school to which I am applying and that I am not eligible for a refund of AMCAS fees if I do not meet the admission requirements of the medical schools to which I apply.

- I understand that, unless advised otherwise by the recipient school, I am required to inform the admissions office of each medical school to which I apply if I am convicted of, or plead guilty or no contest to, a misdemeanor or felony crime after the date of my original application submission and prior to medical school matriculation. I understand that this communication must be in writing and must occur within 10 business days of the conviction, guilty or no contest to plea.
- I understand that I am required to inform the admissions office of each medical school to which I apply if I become the subject of an institutional action after the date of original application submission and prior to medical school matriculation. I understand that this communication must be in writing and must occur within 10 business days of the occurrence of the institutional action.
- I acknowledge and agree that my sole remedy in the event of any errors or omissions relating to the handling or processing of my application is to obtain a refund of my AMCAS application fee; however, I may be eligible for a refund only if I have notified the AMCAS program of any errors or omissions within 10 days of application processing completion.
- I understand that the AMCAS program has my permission to release information, at the request of the medical school(s), to a third party to prepopulate online secondary applications.
- I understand that any medical school in which I enroll may release my relevant student records to the AAMC for inclusion in the AAMC Student Records System (SRS), a secure, centralized enrollment database on the national medical student population. Access to SRS is limited to medical school administrators and select AAMC staff. The student records released to the AAMC may include information about my enrollment status, attendance, degree program, graduation plans, and demographic and contact information. Released student records will not include information about my academic performance, such as coursework grades or test scores. The AAMC uses SRS data for accreditation purposes, data services, outcomes studies, program evaluations, research projects, and other data activities in support of the medical education community and may release the data to a limited number of third parties. All AAMC uses and release of data will be consistent with the AAMC's privacy policies.
- I understand that my access and use of this application is governed by the AAMC Website Terms and Conditions and the AAMC Privacy Statement, including the AAMC Policies Regarding the Collection, Use, and Dissemination of Medical School and Applicant Data, which I agreed to when I created an AAMC account and which I continue to agree to by my access and use of the AAMC website, including this service. I acknowledge the following regarding my personal information:
    - The AAMC may release my application information to any school to which I submit my application.
    - The AAMC may release information regarding my matriculation status, including any commitment to matriculate I indicate to the AMCAS program, to any medical school to which I submit my application.
    - I understand that once released to a school, my personal information will be subject to the school's privacy policies.
    - I agree to the processing and storage of my personal information on servers located in the United States.
    - I acknowledge that if I wish to exercise any rights I may have under applicable law regarding my personal information I should refer to the AAMC Privacy Statement or contact privacy@aamc.org or amcashelp@aamc.org to make such a request.

Beginning Your AMCAS Application

Registration

You must register with the AAMC to obtain a username and password before starting the AMCAS application process. **If you previously registered or applied for AAMC programs, including the MCAT exam, Summer Health Professions Education Program (SHPEP), and the Fee Assistance Program, use the same AAMC account username and password.**

To register with the AAMC, select the *AMCAS Sign In* button in the top right of the AMCAS home page, then select *Create AAMC Account*. All fields, except those labeled "optional," must be completed. The AMCAS program is not responsible for delays resulting from inaccurate registration information. Entering false information or creating several AAMC ID numbers may result in an investigation.

After you successfully answer the registration questions, the system will prompt you to create a username and password. Your username must be at least six characters. You will also need to select and answer three security questions. In case you need to reset your password, you will be prompted to answer your security questions. If you took the MCAT exam after 1977, the AMCAS program will locate your MCAT username and prompt you for a password. Select *Submit* to save the information and complete your AAMC registration. Afterward, you will receive a confirmation email to verify your account.

To access any component of the AMCAS application, you must log in with your AAMC username and password. If you cannot remember your log-in credentials, simply select the *Forgot your username?* or *Forgot your password?* link, and you will be assisted accordingly.

Do not create several AAMC ID numbers by registering a second time, because this action may be flagged as fraudulent and may result in an investigation.

Accessing the Application

You may access the AMCAS application log-in button by visiting aamc.org/amcas.

My AAMC Profile

Information you entered when you registered for an AAMC account will populate on the first page that comes up in the application process. You can make any necessary changes to your legal name, preferred name, citizenship (only changeable before submitting your AMCAS application), birth date, and email address on this page. You may also need to add information that was not in your AAMC profile. After you have submitted your AMCAS application, you can update the information in your AAMC profile as needed.

Be sure that your information is accurate, because this address is tied to your AMCAS application notifications.

Please note: Any changes you make to your My AAMC Profile, even for another AAMC service, will update your AMCAS application. Please also be aware that if you have already submitted an application, any changes you have made to your My AAMC Profile will not be reflected in that application until you resubmit it. Resubmitting does not slow down your application processing time.

Important Notes

- A red asterisk (*) marks required fields and sections throughout the application. Even though optional fields are obviously not required, the information may be helpful to medical school admissions officers and, ultimately, to you. If applicable, provide the optional information.
- Medical schools receive all text-entry responses as plain text, which means that formatting options (such as bullets, bold and italic fonts) do not appear for reviewers. You should enter text responses in the application exactly as you would like the medical schools to receive them (e.g., avoid using all uppercase or lowercase text).
- To make sure you receive emails from the AAMC, we recommend you add aamc.org as a "safe" domain to receive messages from. It is your responsibility to ensure you receive messages from the AMCAS program and medical schools.

The AMCAS application times out after 30 minutes of inactivity. A time-out warning will appear to alert you that you have five minutes left before the system logs you out of your session. Remember to save your work often!

Identifying Information

The Identifying Information section of the application asks you to enter your legal name, preferred name, and alternate names (any variation of your name not listed in the previous fields), as well as ID numbers that may appear on any of your official transcripts sent to the AMCAS program. You must also include your birth and gender information in this section.

Legal Name

This field is for your full legal name as it appears on legal, government-issued documents. Nicknames should be entered in the Preferred Name section of the application.

The AMCAS program will automatically populate the First Name, Middle Name, and Last Name fields based on the information you entered during registration. Both your first name and last name are required.

Preferred Name

Any nicknames and preferred names should be added in this section.

Alternate Names

Alternate names are any variations of your name, such as a family (maiden) name or a nickname that may appear on any of your official transcripts sent to the AMCAS program. Completion of this field is optional, but we strongly encourage you to enter any names that may help us match relevant materials with your application to avoid any possible delays.

ID Numbers

Include any ID numbers that may be helpful in matching your documents to your application, such as the following:

- School-assigned ID numbers.
- MCAT or AMCAS IDs assigned before 2002.
- Other IDs that may appear on your documents and transcripts.

Do not enter your Social Security number (SSN) or Social Insurance Number (SIN) in the field provided.

Birth Date and Birthplace

Enter your birth information in this section. The AMCAS program will automatically populate these fields with the information you entered during registration.

Gender Identity and Pronouns

Enter your gender, gender identity (optional), and preferred pronouns (optional) in this section. Schools may use data on gender to understand the overall demographics of their student body.

Schools Attended

The Schools Attended section gathers your high school (from which you graduated) and postsecondary institution (where you were enrolled for at least one course, even if credits were transferred or no credit was earned) information. In addition, you will list any degrees you earned or expect to earn while attending the school(s), as well as your major(s) and minor(s).

High School

Enter the information for the high school from which you graduated. If you attended more than one high school, include only the school from which you graduated.

The AAMC will provide medical schools with consistent, publicly available data about your high school from the National Center for Education Statistics Public School Search and the National Center for Education Statistics Private School Search.

If your high school does not have publicly available data, no information will be delivered to the medical schools about your high school. Additionally, the AAMC uses three years of data and may use imputations to calculate data when needed. This means that in cases where specific data points are missing, the AAMC may estimate or fill in these gaps using statistical methods. Applicants should be aware of this process as it ensures consistency in the information provided to medical schools.

U.S. Schools/U.S. Territories and Possessions

Select *United States* then select the state and county where the school is located. Select the school name from the drop-down list; enter the name of the school only if it's not listed or you need to modify the name. Then, enter the city and your year of graduation in the designated fields.

Canadian Schools

Select *Canada* then select the province where the school is located. Select the school name from the drop-down list; enter the name of the school only if it's not listed or you need to modify the name. Then, enter the city and your year of graduation in the designated fields.

Non-U.S. and Non-Canadian Schools

Select the appropriate country from the drop-down list. Then, select either the school name from the drop-down list or *Other (not listed).* If you select *Other (not listed)*, enter the name of the school if it is not listed or you need to modify the name. Then, enter the city and your year of graduation in the designated fields.

Earned Equivalency or General Educational Development (GED)

If you received a high school equivalency diploma or a GED certificate, please list the state and county where the certificate was awarded. In the School field, select *Other (not listed)*, then in the box provided to the right, type "Earned Equivalent or GED." Then, enter the city where you took the test and the year you received the certificate.

Home School

If you were home-schooled, please list the state and county where you were home-schooled (or received your diploma). In the School field, select *Other (not listed).* In the box provided, type "Home-Schooled" then enter the city where you were home-schooled and your graduation year.

Colleges

In this section, list every postsecondary institution where you were enrolled for at least one course, **even if the credits were transferred, no credit was earned, or you withdrew.** Postsecondary institutions include, but are

not limited to, all colleges or universities, including community colleges, in which you were enrolled in a degree, credit, or certificate program.

You have the option to select an institution as either or both *Summer School Only* and *Study Abroad Program.* Select the study abroad option only if you were involved in a program through a school that was not affiliated with a foreign school. For programs through a school affiliated with a foreign school, please refer to the **Transcript Exception Request** section.

- If you were enrolled in more than one program at an institution (e.g., undergraduate and graduate), create a separate entry for each program. Please request separate transcripts for your undergraduate and graduate programs.
- Create a separate entry for any U.S.- or Canadian-sponsored study abroad program in which you participated.
- If you change or delete a school entry, you will lose all degrees, majors, minors, and coursework you entered for that school. The application gives a warning before confirming deletion.

U.S. Schools, Territories, and Possessions

Select *United States* then select the state and school name from the designated drop-down lists. Enter the name of the school only if it is not listed or you need to modify the name. Then, select your program type, indicating your start and end dates from the designated drop-down lists. **Coursework taken at a Puerto Rican institution should be entered under this selection.**

Canadian Schools

Select *Canada* and then select the province and school name from the designated drop-down lists. Enter the name of the school only if it is not listed or you need to modify the name. Then, select your program type, indicating your start and end dates from the designated drop-down lists.

American Colleges Overseas and Other Schools (Foreign Institutions)

Select the country in which the school is located and the school name from the designated drop-down lists. If your school is not listed, select *Other (not listed)*. Enter the school name that's on the official transcript, if appropriate. Enter the city in which the school is located and select your program type, indicating your start and end dates from the designated drop-down lists.

Releasing Information to Advisors

If you wish to authorize the AMCAS program to release information about your application to the designated advisor(s) at the school(s) you attended, select *Yes*. These advisor(s) have met AMCAS-established requirements and are bound by confidentiality. Transferred information includes your personal and demographic information, MCAT scores, PREview scores, GPAs, the names of your letter authors, your letter of evaluation types, the names of any other schools you have attended, the medical schools to which you have applied and actions those schools have taken, and the status of your AMCAS application. In addition, selecting *Yes* for this option allows AMCAS staff to discuss your application with the designated advisor(s) at each school.

Prehealth advisors use this information to gauge the effectiveness of their advising program and to improve advising services at their school.

Degrees

Under the postsecondary institutions you entered into your AMCAS application, you are asked if you earned a degree or expect to earn a degree from the institutions listed. To add a degree, select *Add Degree.* Degrees are listed alphabetically. If your degree is not listed, you may select *Other Associate's, Other Bachelor's, Other Master's,* or *Other Doctorate* and enter your current degree in the box provided. Then, enter the month and year when you earned the degree or expect to earn the degree. Finally, select *Save.*

Majors
To enter declared majors, select *Add Major* under the appropriate school(s). Majors are listed alphabetically. If yours isn't listed, you may select *Other Major* and enter your major in the designated field. Then, select *Save.*

Minors
To enter declared minors, select *Add Minor* under the appropriate school(s). Minors are listed alphabetically. If yours isn't listed, you may select *Other Minor* and enter your minor in the designated field. Then, select *Save.*

Transcripts

If the AMCAS program requires a transcript from your school(s), you must list each school in this section. You will then be able to create and print an AMCAS pre-barcoded Transcript Request Form to send to the appropriate registrar(s).

Pre-barcoded Transcript Request Forms are only needed for paper transcript submissions. If you are submitting a paper transcript, we strongly recommend including the pre-barcoded form to help ensure your transcript is correctly matched to your application.

For each school listed in your application, a unique transcript ID is generated. When requesting an electronic transcript, you must provide both your AAMC ID and the correct transcript ID to the transcript vendor or registrar. These identifiers ensure your e-transcript is matched accurately to your application. Entering incorrect AAMC or transcript IDs may result in processing delays.

Issues with transcripts are the No. 1 cause of processing delays and missed application deadlines. Please review this section carefully.

We also strongly recommend you request copies of your official transcript(s) for your own use in completing the Coursework section of your application. Please review each transcript carefully to be certain that:

- All coursework to date is listed and accurate.
- Any narrative evaluations received instead of grades are attached to your record.
- All final grades are reported correctly.
- All final grade changes are clearly recorded.
- Any list of other institutions attended is correct and complete.

You must submit new official transcripts each year you apply.

How Do I Know if the AMCAS Program Requires an Official Transcript?

One official transcript is required from **each** U.S., U.S. territorial, or Canadian postsecondary institution at which you have attempted coursework, regardless of whether you earned credit. The transcript requirement applies but is not limited to:

- College-level courses attempted while in high school, even if the courses did not count toward a degree at any college.
- Colleges at which you originally attempted a course, even if the credit was subsequently transferred to and accepted by another school.
- Colleges where you registered but did not earn any credit (e.g., incompletes, withdrawals, failures, audits).
- Courses that did not count toward a degree regardless of whether credit was earned or transferred.

- Extension programs through which you attempted courses if the extension division provided a separate transcript.
- Correspondence and home study programs.
- Military education and Joint Services Transcripts (JSTs).
- American colleges overseas.
- U.S., U.S. territorial, and Canadian medical schools.

The AMCAS program does not accept any transcripts from international evaluation services. Please refer to the **Study Abroad Coursework** section for further instructions.

Electronic Transcripts

The AMCAS program accepts official transcripts that are mailed by your registrar or electronically submitted by an approved vendor: National Student Clearinghouse, Parchment, and Certree. Contact your school's registrar's office to find out what their transcript transmission process is. The AMCAS program prefers electronic transcript submission. For efficient processing, please submit your transcript electronically to the AMCAS program. If you request an electronic transcript, do not send a paper transcript. When requesting e-transcripts, make sure to provide your accurate AAMC ID and transcript ID to prevent delays.

The AMCAS program will not accept transcripts sent by fax or email. If your institution is not set up with a vendor to send transcripts electronically and can't mail a paper transcript, please have your registrar contact etranscripts@aamc.org. Additional information about mailing transcripts can be found on our website.

If No Official Transcript Is Available

If the institution provides only a certificate of completion or does not provide an official transcript, the registrar of the institution must send the AMCAS program an official letter verifying that no official transcript is available.

If the Institution Closed

If an institution has closed, archived transcripts should be available. Ownership of the archived transcripts varies from state to state, but we suggest the following list to start your search, in addition to a basic internet search:

- State Department of Education.
- State Department of Commerce.
- Another campus if the school was part of a multicampus system.
- The National Student Clearinghouse.
- Parchment.

Your application will not be processed without an official transcript or detailed letter from the registrar's office indicating that no transcript is available.

College-Level Courses Taken While in Middle and High School

Many students attempt college-level courses while still in middle and high school. The courses primarily fall into the following categories:

- **Advanced Coursework and Exams**
  Unless a U.S. or Canadian postsecondary institution has granted credit for an Advanced Placement (AP), International Baccalaureate (IB), or College-Level Examination Program (CLEP) course or exam, such information should not be listed on the application. If credit has been granted, courses and exams should be listed according to the instructions regarding AP, IB, and CLEP credit.

- **Other Courses**
  Many students take other types of college-level courses either independently or through special programs offered by their school. Courses should be listed on your application under the name of the college, regardless of where the course was held.

Before completing your AMCAS application, contact the relevant college to determine transcript availability. If a transcript from the college is available, you need to have it sent to the AMCAS program and make sure the courses are listed in the Coursework section of your application.

If a transcript is not available from the relevant college, the college's registrar should send an official, detailed letter (with a Transcript Request Form attached) indicating that no transcript is available because of institutional policies. **Do not send middle or high school transcripts to the AMCAS program.**

Transcript Exception Request

If you indicate that a transcript is not required, you must request a transcript exception from the Colleges portion of the Schools Attended section. You can do this online **only before you submit your application.** If you need to request a transcript exception after you have submitted your application, please contact the AAMC Support Center at 202-828-0600 or send a message.

Below are the reasons for seeking a transcript exception. You must select only one option:

- Canadian CEGEP (collège d'enseignement général et professionnel) or Grade 13 program.
- Current or future coursework (spring, summer, fall).
- Multiple-degree or consortium/cross-registration program with no separate transcript available.

  Choose this option if no separate transcript is available from the school where coursework will be attempted. Only one transcript is required for schools you attended more than once, as long as all coursework appears on the same official transcript.
- Foreign institution or study abroad program sponsored by a U.S., U.S. territorial, or Canadian institution — credits transferred.
- Other foreign institution — no credits transferred.
- Institution temporarily closed — currently unable to provide transcript.

By selecting an option on this page, you are requesting a transcript exception; exceptions are not granted automatically. Furthermore, exceptions granted in previous years are not valid for other application cycles. A new request must be submitted with each new application submitted.

Please carefully research the availability of your transcript(s) before completing the Transcript Exception Request. If the AMCAS program denies your request, you will be required to provide a transcript or a detailed letter from the appropriate registrar's office. If the AMCAS program reviews your request after a transcript deadline and subsequently denies the request, the program cannot extend your deadline and cannot send your application to the school(s) for which deadlines have passed.
If you need additional help with your Transcript Exception Request, speak with your prehealth advisor or the AAMC Support Center at 202-828-0600 or send us a message.

Credit Transferred

The application form will ask whether credit from the program associated with the Transcript Exception Request was transferred to another institution. You may select *Yes* or *No*. If you select *Yes*, you will be prompted to select the institution the credit was transferred to.

Only list courses attempted independently at a foreign institution if the coursework has been transferred to a U.S. or Canadian institution. The only exception is MD coursework attempted at any institution, which should also be listed in the Coursework section.

Military Education Transcripts

In most cases, the education office at your current duty station will help active-duty and reserve personnel obtain the available records for all military coursework.

Non-active-duty personnel should contact individual schools directly to obtain the available records for all military coursework. It's generally faster to obtain transcripts directly from the schools rather than from the central records office. Transcripts are available from the following military institutions:

- Air Command and Staff College
- Air Force Institute of Technology
- Air University
- Armed Forces Staff College
- Command and General Staff College
- Army War College
- College of Naval Command and Staff
- Community College of the Air Force
- Defense Information School
- Defense Language Institute
- Dwight D. Eisenhower School for National Security and Resource Strategy (formerly the Industrial College of the Armed Forces)
- Joint Military Intelligence College (formerly Defense Intelligence College)
- National Cryptologic University
- National Defense University
- National War College
- Naval Postgraduate School
- Naval School of Health Science
- Uniformed Services University of the Health Sciences
- U.S. Naval War College

Even if you have not attended one of the above institutions, you may still be required to submit military transcripts. If the JST is available, the AMCAS program requires it for applicants who served or are serving in the U.S. Army, Navy, Marine Corps, or Coast Guard.

Joint Services Transcripts

If you select that you have served in the military, the AMCAS program suggests requesting a military transcript from Joint Services to lessen any possible delays during the verification process.

The JST documents the professional military education, training, and occupation experiences of service members and veterans. All enlisted and warrant officers — active-duty members and veterans of all Army

components and active-duty members and veterans of the Navy, Marine Corps, and Coast Guard — are eligible to obtain a JST. You may create a JST account and request transcripts at jst.doded.mil or by emailing usarmy.knox.tradoc.mbx.armyu-access-jst@army.mil.

When listing military credits in the Coursework section of your application, you will find JST listed as a school under Florida.

American Colleges Overseas and Other Schools

The schools listed below are not considered foreign institutions, so the AMCAS program requires transcripts. **Please note: The list is not exhaustive.** In addition, U.S. institutions with campuses overseas (such as University of Maryland Global Campus) are considered U.S. colleges for which transcripts are required and for which all coursework must be listed. Courses should be entered into the Coursework section, as with all other coursework.

American Colleges Overseas (not an exhaustive list)

Abu Dhabi University

American College in Jerusalem (closed in 1976)

American College of Switzerland (closed in 1991)

American College of Thessaloniki
Guam Community College

American InterContinental University (closed in summer 2014)

American Samoa Community College

American University of Armenia

American University of Beirut

American University in Bulgaria

American University in Cairo (The)

American University in Dubai

American University in Kosovo (Campus of Rochester Institute of Technology, Rochester, New York)

American University of Sharjah

American University of Paris

American University of Ras Al Khaimah (The)

American University of Rome

Anglo-American University

Bermuda College

Central European University

College of Micronesia - FSM

College of the Marshall Islands

Deree College, the American College of Greece

École hôtelière de Lausanne

Franklin University

La Universidad de las Américas-Puebla

Glion Institute of Higher Education

H. Lavity Stoutt Community College

Hellenic American University

Hult International Business School

Instituto Centroamericano de Administración de Empresas

Instituto Tecnológico y de Estudios Superiores de Monterrey

Irish American University (American College Dublin)

John Cabot University

Keiser University - Latin American Campus (formerly Ave Maria University)

Lebanese American University

Les Roches International School of Hotel Management

Ming Chuan University

Open University

Palau Community College

Richmond American University London

School for International Training (SIT Graduate Institute)*

United States International University

Universidad de las Américas

Universidad de Monterrey

Universidad Mayor

University of Guam

Zayed University

* A U.S. institution whose coursework takes place overseas.

Transcript Request Forms

Although the AMCAS program can accept transcripts that are not accompanied by a Transcript Request Form, the program is not responsible for transcripts that can't be matched to your application because of a missing form; therefore, we strongly request that you use the pre-barcoded Transcript Request Form. When you request an official, paper transcript for the AMCAS program, you need to inform the relevant registrar that the Transcript Request Form must be attached to the transcript when it is sent. If a school has placed a financial hold on your transcripts, the AMCAS program will not grant a Transcript Exception Request under any circumstances.

We request the use of a printed PDF AMCAS Transcript Request Form to avoid any delay in paper transcript processing. To generate this PDF form, select the *Create Transcript Request Form* button next to the appropriate institution in the Transcripts subsection of the Schools Attended section.

Next, select from the drop-down menu the name that will be displayed on the transcript (you may select among the *Legal, Preferred,* and *Alternate Names* you entered earlier). Then, you must verify or modify the prepopulated School Address. Finally, select *Print Transcript Request Form*. Please note: If a school name is updated in the application, an updated Transcript Request Form should be generated and included with the transcript.

Previous Matriculation

You have previously matriculated as a medical school student if you were ever officially enrolled and attended classes as a candidate for a medical school degree regardless of country (U.S. MD school, U.S. DO school, Caribbean school, or other foreign school). You will need to answer either *Yes* or *No* to the question about previous matriculation.

If you marked *Yes* that you previously matriculated to any medical school, you must provide the name of *all* medical schools to which you previously matriculated, the degree you sought, and why you are reapplying to medical school at this time. You will have 1,325 characters (including spaces) to briefly explain your previous matriculation.

Collecting this information is essential to the admissions process, as it helps medical schools better understand your academic journey and potential for success in medical school. Prior matriculation can offer insights into professional, academic, or personal growth experiences. Providing complete and accurate responses to this question is important and demonstrates your commitment to a thorough and thoughtful application process. All applicants should complete this section carefully and accurately.

Institutional Action

If you were ever the recipient of any institutional action by any college or medical school for unacceptable academic performance or a conduct violation, you must answer *Yes* to the question about institutional action. You need not disclose if the institution subsequently deleted or otherwise removed the institutional action from your academic record.

Your academic record may consist of an official transcript as well as a student conduct record. Your official transcript will likely include institutional actions for unacceptable academic performance. Your student conduct record will likely include institutional actions for conduct violations. Most institutional actions do not interrupt your enrollment or require you to withdraw.

If you are unsure whether you were the recipient of an institutional action, you may obtain copies of your official transcript and disciplinary or conduct-related records from the relevant institution's registrar's office or office of student conduct (or equivalent).

Failure to provide an accurate answer to the institutional action question in the AMCAS primary application or a school's secondary application, if applicable, may result in an investigation.

Medical schools understand that many individuals learn from the past and emerge stronger as a result. Full disclosure will enable medical schools to evaluate the information more effectively within the context of your application.

If you become the subject of an institutional action after certifying and submitting the AMCAS application, you are **required** to inform your designated medical school(s) within 10 business days of the date of the occurrence.

If you select *Yes*, you were a recipient of an institutional action, you will be prompted to select an institutional action category from the drop-down list ("academic," "conduct," or "both"). Examples of academic institutional actions include, but are not limited to, academic probation and academic standing warnings. Examples of conduct institutional actions include, but are not limited to, residence hall policy and student code of conduct policy violations. Select "Both" if you received an academic institutional action and a separate conduct institutional action.

If you are reapplying and previously answered *Yes* to the institutional action question on a prior application, answering *No* on this application will trigger an investigation. As part of the investigation, you may be asked to have the institution provide documentation directly to the AMCAS program confirming that a prior action was deleted or otherwise removed from your record.

Biographic Information

The Biographic Information section captures details such as your contact information, citizenship, legal residence, language proficiency, self-identified ethnicity and race, parent(s) or guardian(s), siblings, dependents, and any criminal convictions. While some of this information may be used by schools for research and reporting purposes, it also helps admissions officers gain a deeper understanding of your journey and background. This context provides insight into the experiences that may have shaped your path to medical school and may resonate with the mission and values of individual institutions, supporting their goals in advancing health care and serving their communities.

Please note: Email is the primary mode of communication among you, the AMCAS program, and medical schools. We recommend entering the email address you check most often, during and after the application process.

Preferred Address

Your preferred address is the address where any physical mail from medical schools will be sent. If your preferred address changes after you submit your application, you can update and save the changes by officially updating your application by selecting the *Resubmit Application* button. Be sure to keep both your email address and your preferred address current.

Permanent Address

Your permanent address will be used only if correspondence sent to your preferred address is returned by the U.S. Postal Service. If your permanent address changes after you submit your application to the AMCAS program, you may update the address and then save the change by officially updating your application by selecting the *Resubmit Application* button.

Alternate Contact (optional)

An alternate contact is any person who will be able to contact you if you become unreachable at any point during the application process, up to the date of matriculation. We recommend you provide alternate contact information if you expect to be difficult to contact (e.g., studying abroad in a remote area).

By entering the name of an alternate contact person and completing all required fields, you authorize the AMCAS program and your designated medical school(s) to release information about your AMCAS processing and admission status to the alternate contact person. The AMCAS program and the medical schools, however, are under no obligation to release information to your alternate contact. If you do not list an alternate contact, the program will not make your information available to a third party.

Citizenship

If you are a U.S. citizen, select *Yes* to the question in this section.

If you are **not** a U.S. citizen, select *No.* Select your country of citizenship and the type of visa you currently hold from the designated drop-down lists. The options are *Adjustment of Status*, *DACA*, *Exchange visitor/student (J1)*, *None*, *Other*, *Permanent Resident*, *Refugee/Asylum*, and *Student (F1)*.

If you do not currently hold a visa or have permanent resident status, select *None* from the drop-down list. If your visa type is not listed, select *Other* and enter a visa description in the space provided. Be certain to select the citizenship status you have been officially granted; do not select a type you are currently in the process of applying for.

You may not change citizenship status after submitting your application. If your citizenship status changes, please notify your designated medical school(s) directly.

Legal Residence

The medical school(s) you apply to may be interested in your state or county of legal residence. Each state has its own qualifications for determining legal residency; medical schools may request additional documentation. You are responsible for researching and understanding a state's qualifications for legal residency before claiming it as your state of legal residence in your AMCAS application. It may be possible to qualify for multiple states of legal residency, but you may select only one in the AMCAS application. If you have a state of legal residence in the United States, select *Yes* and then select the state in which you are a legal resident. If your state is not listed, select *Unknown U.S.* from the list. If you qualify for residency in more than one state, you may declare only one of those states as your legal residence in your AMCAS application. After selecting your state, select the county from the drop-down list. If your county is not listed, select *<state name> Unknown County* from the drop-down list.

If you are not a legal resident of the United States, select *No.*

After submitting an AMCAS application, you may request a change to your legal residence information.

To update your state and county of legal residence, please send an email from the email address on your application to AMCASExceptions@aamc.org and include the following information:

- Your name.
- Your AAMC ID number.
- The state and county of legal residence you listed in the application (may be empty if previously not selected).
- The state and county of legal residence you would like it changed to (may be empty if previously not selected).

You can't update the following sections (through page 28) after submitting your application. If you'd like to make changes, please notify your designated medical school(s) directly.

Self-Identification (optional)

If you would like, you may self-identify with a race and an ethnicity. If none of the options apply to you, you may select *Other* and write in your response. This question provides medical schools with important information for understanding the racial and ethnic backgrounds that make up the applicant and student bodies, as well as data for required reporting under local and federal laws. Race and ethnicity data are not collected for use in making admission decisions.

Tribal Affiliation (optional)

If you would like, you may self-identify your tribal affiliation. Tribal affiliation is the acknowledgment of membership or association with an American Indian, Alaska Native, or Indigenous tribe. This question is intended to provide you with an opportunity to share additional information about yourself and enhance your profile for medical schools in ways that you may not have expressed elsewhere. Applicants with affiliations to more than one tribe can enter multiple affiliations. The AMCAS program will not collect any materials to verify tribal affiliation.

Languages

Please add all languages you speak, including English. You may add a language by selecting *Add Language*. For each language, you will be asked for your proficiency level (Basic, Fair, Good, Advanced, or Native/Functionally Native) and level of use in your childhood home. After completing the fields, select *Save.*

Childhood Information

In this subsection, you must answer questions related to your childhood, including questions about how you paid for college. If you lived in multiple places during your childhood (from birth to age 18), select the place that best reflects where you spent a significant portion of time or is most relevant to the experiences you plan to share in this section.

To help you answer these questions, we define several important terms:

Immediate family: Broadly defined, *immediate family* can mean spouse, parent, child, or sibling, including any step and adoptive relationships.

Medically underserved: Based on your experiences or the experiences of immediate family and friends, you may believe the area in which you grew up was *medically underserved* if there was an inadequate number of health care providers to meet the needs of the area; health care providers include physicians, nurses, hospitals, clinics, and other health care services.

State and federal assistance programs: These programs are specifically defined as means-tested programs under which individual, family, or household income and assets must fall below specified thresholds. The sponsoring public agencies then provide cash and noncash assistance to eligible individuals, families, or households. Such programs include welfare benefit programs (federal, state, and local); Temporary Assistance for Needy Families (TANF); unemployment compensation; General Assistance (GA); Supplemental Nutrition Assistance Program (SNAP); Supplemental Security Income (SSI); Medicaid; and housing assistance.

Pell Grant: A Pell Grant is money the federal government provides to students who have, among other factors, demonstrated financial need. To determine whether you were ever a recipient, you may wish to review your past financial award letters or contact your graduating institution's financial aid office.

Military Service

The first question asks if you have served or are currently serving in the U.S. military. If you answer *Yes*, indicate your expected military status at the time of enrollment in medical school by selecting one of the options provided. If you select *Veteran*, provide your separation date. If you choose *Other*, explain your status in the space provided.

The second question asks if you are eligible for a GI Bill. If you answer *Yes*, please select one option from the drop-down menu (*Montgomery GI Bill*, *Post-9/11 GI Bill*, or *Other*). If you answer *Other*, please write your GI Bill name in the space provided.

Please note: The AMCAS program may require a JST. Review the requirements in the Transcript section for guidance.

Military Discharge

The question asks if you have ever been discharged by the Armed Forces. Answer *No* if you have ***never*** served in the Armed Forces or are currently serving without previous discharge.

If you answer *Yes*, you will be asked if you received an honorable discharge or discharge under honorable circumstances. If you answer *No* to this question, you must explain in 1,325 or fewer characters (including spaces) the circumstances of your discharge, including:

- The circumstances leading to your discharge.
- Your period of service.
- Your rank at the time of discharge.

Felony and Misdemeanor

Responding *Yes* to the felony or misdemeanor question will not necessarily disqualify you from acceptance or admission to medical school. Individual medical schools will review your response for accuracy and completeness and consider the information in the context of their overall assessment of your suitability for admission. Failure to disclose information, or the submission of inaccurate or incomplete information, on this application or on the form provided by the school in a potential secondary application, may result in an AAMC investigation, and the school may disqualify you for admission.

The AAMC recommends to all U.S. medical schools that they procure national background checks on all applicants upon initial acceptance to the medical school (refer to AAMC-Facilitated Criminal Background Checks). Disclosure in the application provides you an opportunity to frame the incident in your own words.

Felony or misdemeanor convictions may prevent some medical students from completing their experiential education requirements or obtaining licensure after graduation due to site or state restrictions. Check with the schools to which you plan to apply for more information on the potential implications of certain convictions on licensure in their state.

You must indicate whether you have ever been convicted of, or pleaded guilty or no contest to, a felony or misdemeanor crime. You must disclose your felony or misdemeanor conviction(s), even if you have a pending petition for expungement before the court on the date you submit your AMCAS application, unless a state-specific law to not disclose applies (refer to state-specific notifications below).

Felonies or Misdemeanors You Do Not Need to Disclose

You need **not** disclose any instance of a felony or misdemeanor crime if:

- You were adjudicated as a juvenile.
- You were arrested but not charged.
- Charges are pending.
- Charges were dropped.
- You were found not guilty.
- You completed any probation for a misdemeanor and the case was dismissed (where allowed by state law).
- Your conviction was overturned on appeal.
- Your record was expunged or sealed by the court.
- You received an executive pardon.
- State law says disclosure is not required (refer to state-specific notifications below).

If *Yes* to Felony or Misdemeanor

If you answer *Yes* to the felony or misdemeanor question, you will have 1,325 characters (including spaces) to explain the circumstances of your conviction, including the number of conviction(s), the nature of the offense(s) leading to conviction(s), the date(s) and location(s) of conviction(s), the sentence(s) imposed, and the type(s) of rehabilitation.

State-Specific Notifications About Felony and Misdemeanor Crimes

Below, you will find state-specific notifications relevant to the felony and misdemeanor question in the application. State-specific laws are intended for residents of that state applying to institutions within that state; they are not intended for multistate applications. This list may not be exhaustive, so you may wish to consult the admissions offices of the schools where you plan to apply for more information.

- **California Residents**
  Please do not provide any information concerning a misdemeanor or infraction marijuana conviction that occurred more than two years from today's date and specifically HS11357(b) or (c), HS11360(b),

HS11364, HS11365, or HS11550 as they related to marijuana before Jan. 1, 1976, and their statutory predecessors.

- **Connecticut Residents**
  Pursuant to CT Public Act No. 02-136 and specifically Section 31-51i of the general statutes:
  You understand that you are "not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Section 46b – 146, 54-76o, or 54-142a; that criminal records subject to erasure pursuant to Section 46b – 146, 54-76o, or 54-142a are records pertaining to finding a delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or annulled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon; and, that any person whose criminal records have been erased pursuant to Section 46b – 146, 54-76o, or 54-142a shall be deemed to have ever been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath."
- **District of Columbia Residents**
  Do not identify convictions that are more than 10 years old.
- **Georgia Residents**
  Do not identify any guilty plea that was discharged by a court under Georgia's First Offender's Act.
- **Hawaii Residents**
  Please do not identify any felony convictions over seven years old or any misdemeanor convictions over five years old.
- **Illinois Residents**
  You are not obligated to disclose sealed or expunged records of conviction or arrests.
- **Maryland Residents**
  As permitted under the Maryland Second Chance Act, convictions that have been successfully "shielded" do not need to be disclosed on an application.
- **Massachusetts School Applicants**
  Because Massachusetts educational institutions are prohibited from requesting information from you about certain misdemeanor crimes, your response to the above misdemeanor question will not be provided to medical schools in Massachusetts.

  Please note: Medical schools in Massachusetts typically collect misdemeanor information via their secondary or supplemental applications. In addition, the AAMC recommends that all medical schools conduct a criminal background check on applicants at the time of acceptance.
- **Nevada Residents**
  Only report those convictions that occurred within the past seven years.
- **New Hampshire Residents**
  Only report those convictions that have taken place in the past seven years. Convictions that have been annulled will not necessarily disqualify you from employment.
- **New York Residents**
  Do not disclose information about any criminal proceeding that terminated in a "youthful offender adjudication," as defined in Section 720.35 of the New York Criminal Procedure Law.
- **Ohio Residents**
  Please do not indicate any arrest or conviction for a minor misdemeanor drug violation (relating to 100 grams or less of marijuana or five grams or less of hashish).
- **Oregon Residents**
  Do not provide information about a juvenile record that has been expunged.
- **Virginia School Applicants**

  Do not disclose information about a conviction for marijuana possession.

- **Washington Residents**
  Limit your answer to conviction for which the date of conviction or prison release, whichever is more recent, is within 10 years of today's date.

You must inform the admissions office at each medical school to which you apply if you are convicted of, or plead guilty or no contest to, a misdemeanor or felony crime after the date of your original application submission and before medical school matriculation. The communication must be in writing and must occur within 10 business days of the conviction.

Other Impactful Experiences

To provide some additional context around each individual's application, admissions committees are interested in learning about the challenges applicants may have overcome in life. This question is designed to give you the opportunity to provide additional information about yourself that is not easily captured in the rest of the application. Learn more about the Other Impactful Experiences question.

Parents and Guardians

Please enter information about your parent(s) or guardian(s). Select *Save* to add a parent or guardian. To enter another parent or guardian, select *+Add Parent/Guardian*.

Siblings

How many siblings (if any) grew up in the same household as you from birth to age 18? Some medical schools use this information to gain a deeper understanding of your background. Select *Add Sibling* to add a sibling.

Dependents

Please enter the number of people who are financially dependent on you (do not include yourself).

Coursework

We highly recommend you use a personal copy of your official transcript(s) as a reference while you enter your coursework in the application. A readily available copy of your official transcript will help ensure your coursework information is complete and accurate. Some information that appears on your official transcript may not appear on an unofficial transcript. **Entering incorrect coursework information (e.g., omitting coursework, grades, and credits, or supplying incorrect grades) may affect your AMCAS GPAs and could result in delayed processing and even missed deadlines.**

When entering coursework, you must include course information, corresponding grades, and credit hours for every course you have ever enrolled in at any U.S., U.S. territorial, or Canadian postsecondary institution, regardless of whether you earned credit.

Coursework includes but is not limited to:

- All attempts at courses that have been repeated, including any courses removed from your transcript or GPA as a result of academic bankruptcy or institutional forgiveness policies.
- Courses removed from your transcripts or GPA as a result of academic bankruptcy, forgiveness, or similar institutional policies.
- Courses from which you withdrew.
- Courses for which you received a grade of Incomplete and for which no final grade has been assigned.
- Courses you failed, regardless of whether you repeated them.
- Remedial and developmental courses.
- College-level courses you took while in middle or high school even if no college counted them toward a degree.
- Courses taken at an American college overseas.
- Physical education and music courses.
- U.S. and foreign MD courses (DO courses should be listed under regular coursework).

Red asterisks (*) appear next to fields required by the AMCAS program. Although certain fields contain no asterisk (such as Transcript Grade and Credit Hours), you must complete these fields with information as it appears on your official transcript. Several tutorials are available for you to learn more about how to enter coursework. They appear on the AMCAS Tools and Tutorials website, and they're linked at the beginning of the Coursework section.

Watch the video tutorials about entering different types of coursework.

Grades Included in AMCAS GPAs

Any course with credit hours and a letter or numeric grade is calculated in the AMCAS GPAs, regardless of whether the credit was counted toward a degree or toward a school-calculated GPA.

- If you enter grades on your application that are not listed on your official transcript, they will not be included in your AMCAS GPAs. Conversely, if you do not enter grades on your application that appear on your official transcript on file with the AMCAS program, those grades will be included in your AMCAS GPAs during the verification process.
- Most courses with the AMCAS Course Type listed below are not included in AMCAS GPA calculations. Instead, the total number of hours for each of these categories is reported to medical schools under the heading "Supplemental Hours."
    - Pass/Fail-Pass

- Pass/Fail-Fail
- Advanced Placement (AP) Credit
- College Level Examination Program (CLEP)
- Other Test Credit

- Any courses with any of the following course types on your official transcript have no value or weight in your AMCAS GPA:

Symbol	Meaning
AU	Audited courses
CC	Courses you are currently taking or expect to take
DG	Multiterm courses (incomplete series, for which your grade is deferred)
EX	Exempt courses
NR	Courses for which there is no recorded grade because of school error
W	Courses from which you have officially withdrawn, or you have dropped

Grades Factored Into AMCAS GPA Calculations

- Grades and credit hours are factored into the AMCAS GPA calculations as they were assigned by the school where you took the given course(s). The only exceptions are for foreign coursework transferred to a U.S. or Canadian institution and coursework taken through an official study abroad program.
- The AMCAS program counts all plus (+) and minus (–) grades even if your school does not. For example, at some schools and in the AMCAS calculation, a plus or minus counts as 0.7 or 0.3 (e.g., 3.7 or 3.3 GPA); at other schools, a plus or minus counts as 0.5 (e.g., 3.5 GPA). (For more about grade conversion, refer to the Grade Conversion Guide.) Please note: The AMCAS program assigns the same weight (4.0) to grades of A+ and A.
- The AMCAS program counts grades for all attempts of a repeated course, even if your school does not.
- Depending on how your school considers them, grades of IF (incomplete failure) or unauthorized, unofficial, or administrative withdrawal may be treated as an F in your AMCAS GPA.
- Grades and credit hours for all failed courses are included in your AMCAS GPAs even if they are not included in the GPA calculations of the transcript-issuing institution.
- **Narrative Evaluations** will not be factored into your AMCAS GPA.

Academic forgiveness policy: If your school has an academic forgiveness policy and replaces the original grade you received with a special transcript symbol, **the original grade and attempted credits must be entered on your AMCAS application, regardless of whether they appear on your official transcript.** If the original grade is not entered, the AMCAS program will return your application to you to enter the original grade, which may cause you to miss application deadlines and forfeit fees.

The AMCAS program does not typically verify coursework from some types of institutions (e.g., acupuncture schools, vocational and career schools, Bible colleges) **unless an associate degree or other advanced degree is earned**. This coursework will not be factored into your AMCAS GPAs.

Your AMCAS GPAs will not include credit earned at an institution that does not:

- Grant associate, bachelor's, master's, or doctoral degrees.
- Offer a transcript for military coursework.
- Transfer credits to a degree-granting institution.

This coursework will be processed with the not equal (≠) verification mark and will not be counted in the AMCAS GPAs.

Some examples of these types of institutions are:

- Massage schools.
- Acupunctural schools.
- Bartending schools.
- Cosmetology schools.
- Scuba diving schools.
- Vocational, career, and training schools.
- Seminary and Bible colleges.
- Culinary schools.
- Real estate schools.

AMCAS GPA Reports to Medical Schools

- AMCAS GPAs are reported to medical schools for each academic status (high school [HS], freshman [FR], sophomore [SO], junior [JR], senior [SR], postbaccalaureate [PB], and graduate [GR]). In addition, two separate GPAs are calculated for coursework listed as biology, chemistry, physics, and math (BCPM) and all other (AO). Postbaccalaureate coursework is included in the Undergraduate Total GPA as well as in a separate Postbaccalaureate GPA.
- The following chart shows how the information is presented to schools for a student who completed undergraduate coursework in three years and took no college-level courses in high school.

Verified Grade-Point Averages GPA calculations will appear only when your application status is "Processed."						
Status	**BCPM**		**AO**		**Total**	
	GPA	**Hours**	**GPA**	**Hours**	**GPA**	**Hours**
High School						
Freshman	3.29	28.00	3.43	7.00	3.32	35.00
Sophomore	3.26	34.00	2.00	7.00	3.04	41.00
Junior						
Senior	3.62	27.00	3.00	3.00	3.60	30.00
Postbaccalaureate Undergraduate						
Cumulative Undergraduate	3.44	89.00	3.33	17.00	3.42	106.00
Graduate						

Supplemental Hours:	P/F-Pass:	P/F-Fail:	AP:70	CLEP	Other:

Coursework Details

Under your respective postsecondary institutions, you must enter courses in chronological order exactly as they appear on the official transcript of the school where you originally attempted them.

This is especially important to remember if the credit for a course was transferred from one U.S. or Canadian school to another.

For example, suppose you primarily attended the University of Maryland and took Intro to Photography at your local community college over the summer. You would list the community college in the Schools Attended section of the application (and request an official transcript from that school) and add Intro to Photography as a course you took there. You would not list the course under the University of Maryland, even if the credits were transferred there. The following are the fields that pertain to each entered course.

Academic Year and Term
These fields show the Academic Year and Term during which you took a course. The AMCAS academic year begins in the summer or fall and ends in the spring. Courses taken in the summer or fall should be entered with the contemporaneous calendar year, and courses taken in the spring should be listed in the previous calendar year, even if your institution considers them as part of the upcoming academic year. For example, if you take a course in spring 2017, you should enter it as the 2016-17 academic year, even if your school considers it as part of the 2017-18 academic year.

In the Academic Term drop-down menu, please select the academic term that best mirrors the institution's academic calendar system.

Year in School

The guidelines below will help you determine your Year in School. The AMCAS program is not responsible for any processing delays or incorrect GPA calculations that may result from incorrect Year in School assignments. If the Year in School designation greatly exceeds the ranges specified below, the program may reassign statuses.

- Each undergraduate status should consist of about 24-35 semester and supplemental hours. If you are enrolled in an institution as a full-time, continuous undergraduate, you should usually change your Year in School after every two semesters, three to four quarters, or two to three trimesters.
- If you have been enrolled part-time or have had interrupted attendance, you should use the chart below to determine your appropriate status for each term.
- Once you have reached the minimum threshold for each academic status (24-35 semester and supplemental hours), advance to the next academic status.

High School (HS)	College-level coursework taken while in high school
Freshman (FR)	24-35 semester and supplemental hours
Sophomore (SO)	36-65 semester and supplemental hours
Junior (JR)	66-95 semester and supplemental hours
Senior (SR)	96 or more semester and supplemental hours

For example, freshman and sophomore years should have a combined total of no more than 65 semester hours; freshman, sophomore, and junior years should have a total of no more than 95 semester hours.

If you have earned a significant number of AP or college-level coursework credits before entering college, you may list your entire first college year as FR status. In doing so, you will most likely exceed the guideline of 24-35 semester and supplemental hours for freshman year, but your AMCAS GPAs will reflect your "true" first year in college; in these cases, the AMCAS program will not change your academic status. However, if you'd rather base your academic statuses on credit hours only, your application will be accepted and verified according to the year-in-school guidelines.

In all instances where references are made to the number of hours the applicant should have, supplemental hours should also be included, as both are included in the AMCAS academic status calculations.

The following rules will help you determine the appropriate AMCAS Year in School for all your coursework (including foreign coursework):

- Do not assign more than one status to an academic term.
- Assign HS status to college-level courses taken before the high school graduation date you entered in the Schools Attended section, regardless of the physical location of the college-level course. This does not include AP, Exempt, International Baccalaureate (IB), or CLEP credit.

- Assign FR status to AP, Exempt, IB, or CLEP credit awarded when you first entered college. Do not enter test credit under HS status.
- Once your undergraduate Year in School (FR, SO, JR, SR) has advanced, do not assign the previous status; continue to enter your completed coursework from that point.
- Junior and community college courses (e.g., associate degree coursework) should usually be listed as FR or SO if you took the courses before you attended a four-year institution. For attendance longer than two years at the same school, refer to the Year in School section.
- Courses for a bachelor's degree earned in two years should be assigned statuses of FR and SR.
- Courses for a bachelor's degree earned in three years should be assigned statuses of FR, SO, and SR.
- Courses for a bachelor's degree earned in more than four years should be assigned statuses of FR, SO, JR, SR.
- Assign Postbaccalaureate (PB) status to any undergraduate-level coursework you enrolled in:
  - After you received your initial BA or BS degree.
  - While enrolled in a graduate program if coursework is not applied to a graduate degree.
- Assign graduate (GR) status to any professional or graduate-level coursework that is not applied to an undergraduate degree.

Course Number and Course Name

In the designated fields, enter the course name in **English** and the course number **exactly as it appears on the official transcript (excluding symbols or any style formatting)**. If the exact course name does not fit, enter a logical abbreviation. The course name and number are critical for the AMCAS verification of each course on the official transcript and for the medical school's or schools' evaluation of your application.

Course numbers should include all letters and numbers associated with the course (e.g., Intro to Biology, BIO 101). If a course number does not fit in the space provided, **include the last eight digits**. If decimal points are part of the course number on your official transcript, include them when entering the course number. The AMCAS program is not responsible for processing delays or missed deadlines resulting from incorrect listings of course names and numbers.

Course Classification

Each course must be assigned a course classification based strictly on the primary content of the course. The course classifications listed in the Course Classification Guide appear in **boldface type** and are titled as they appear in the course classification drop-down list. The items beneath each boldface heading are examples of courses for which you should select that bolded course classification. You are responsible for selecting the correct course classification, but the AMCAS program reserves the right to change the classification if the assigned classification clearly does not apply.

If you disagree with a change that the AMCAS program has made to a course classification, you may submit an Academic Change Request. Applications are not returned for changes made to course classifications.

The AMCAS program is not responsible for incorrect GPA calculations resulting from incorrect course classifications. If you are unable to classify a course satisfactorily, we suggest you refer to the description of the course on the relevant school's website.

The AMCAS program uses course classifications to calculate your GPAs. Classifications highlighted in the biology, chemistry, physics, and math courses (BCPM) group indicate such courses will be included in the calculation of your BCPM GPA. Classifications not grouped in BCPM indicate courses that will be included in the calculation of your "all other" (AO) GPA.

The department offering the course is typically not a factor in the course classification. For example, a course should be classified as biology if the primary content is biology, regardless of the department that offers the course.

Course Classification Guide

The following guide provides examples of how courses are often categorized. Please select course classifications based on the primary content of the course. BCPM grades are used to calculate the AMCAS BCPM GPA. Please note: Natural and physical sciences courses (NPSCs) are not included in the BCPM GPA.

To choose the most appropriate course classification for interdisciplinary courses in which two or more subject matters are combined into one course, refer to the description of the course on your school's website or consult with your prehealth advisor.

Course Classification Guide

Biology (BIOL)*

Anatomy
Biology
Biophysics
Biotechnology
Botany
Cell Biology
Ecology
Entomology
Genetics
Histology
Human Anatomy
Immunology
Microbiology
Molecular Biology
Neuroscience
Physiology
Zoology

Chemistry (CHEM)*

Biochemistry
Chemistry
Organic Chemistry
Physical Chemistry
Thermodynamics
Toxicology

Physics (PHYS)*

Astronomy
Physics

Mathematics (MATH)*

Algebra
Applied Mathematics
Biostatistics
Calculus
Geometry
Mathematics
Statistics

Behavioral and Social Sciences (BESS)

Anthropology
Economics
Family Studies
Psychology
Sociology

Business (BUSI)

Accounting
Finance
Human Resources Studies
Management
Marketing
Organizational Studies

Communications (COMM)

Journalism
Media Production and Studies
TV, Video, and Audio

Computer Science and Technology (COMP)

Computer Engineering
Computer Science
Information Systems
Telecommunications

Education (EDUC)

Counseling and Personnel Services
Curriculum and Instruction
Educational Administration
Educational Policy
Health Education
Human Development
Physical Education (except sports courses)
Special Education

Engineering (ENGI)

Aerospace Engineering
Biomedical Engineering
Chemical Engineering
Civil Engineering
Electrical Engineering
Environmental Engineering
Nuclear Engineering

English Language and Literature (ENGL)

Composition and Rhetoric
Creative Writing
Literature

Fine Arts (ARTS)

Art
Art History
Dance
Fine Arts
Music
Photography
Theatre

Foreign Languages, Linguistics, and Literature (FLAN)

American Sign Language
Comparative Literature
Foreign Language(s) and Literature
Linguistics

Government, Political Science, and Law (GOVT)

Criminology and Criminal Justice
Government
International Relations and Studies
Law/Legal Studies
Political Science
Public Affairs and Policy
Urban Policy and Planning

Health Sciences (HEAL)

Allied Health
Chiropractic
Dentistry
Hearing and Speech Studies
Hospital Administration
Kinesiology
Nursing
Nutrition
Occupational Therapy
Optometry
Osteopathy
Physical Therapy
Physician Assistant
Public Health
Pharmacology and Pharmacy
Sports Medicine
Veterinary Medicine

History (HIST)

History

Natural and Physical Sciences (NPSC)

Agriculture
Animal and Avian Sciences
Environmental Science and Policy
Forestry
Geography
Geology
Horticulture
Landscape Architecture
Meteorology
Natural Resources
Oceanography

Other (OTHR)

Architecture
Library Science
Military Science
Sports
All courses that do not fit appropriately into another classification, as well as tennis, golf, aerobics, etc.

Philosophy and Religion (PHIL)

Ethics
Logic
Philosophy
Religion
Theology

Special Studies (SSTU)

Afro-American Studies
American Studies
Gender Studies

* These courses are included in the BCPM GPA calculation.

Credit Hours

Your AMCAS application will automatically convert most undergraduate credit hours (also known as units and hours) to either semester hours or supplemental hours based on conversions provided by undergraduate institutions.

Again, indicate your credit hours or units **exactly** as they appear on your transcript. Do not attempt to enter conversions based on the Grade Conversion Guide or any other conversion method.

If no hours appear on your official transcript, leave the item blank unless the credits have been removed as a result of failure.

Below the Credit Hours field, you are asked, “Did the course include a lab section?” The three available selections are *Lecture Only, Lab Only*, and *Combined Lecture and Lab*. Select the appropriate designation for the course.

Transcript Grade

Enter the grade, symbol, or notation exactly as it appears on your official transcript from the institution where you attempted the course. If a grade appears on your transcript or you have earned a grade, you must enter it in the application.

If no grade appears on your transcript and you have not received a grade, a grade entry is not required unless the course has subsequently been repeated or removed because of academic bankruptcy or similar institutional situations. For the initial attempt of a course that has been repeated or removed because of academic bankruptcy or similar institutional situations, enter the original grade earned before the course was repeated, regardless of whether it appears on the official transcript or is included in your GPA. **Failure to enter the original grade received for repeated courses can lead to returned applications, missed deadlines, and forfeited fees.**

The AMCAS program will automatically convert most standard undergraduate transcript grades to AMCAS grades based on conversions provided by undergraduate institutions. Your AMCAS GPAs may not be exactly the same as your GPA(s) on your official transcript(s). AMCAS grades provide medical schools with a standardized comparison for evaluating your academic career. You will be able to view your AMCAS GPAs on your printable application after it has been verified. If you believe an AMCAS grade has been incorrectly assigned to a particular course, you may submit an Academic Change Request.

Special Course Types

The AMCAS program has special designations for some courses. If applicable, assign one or more special course types by checking the corresponding box.

Advanced Placement (AP)
For you to claim AP credit, the credit hours must be listed on your transcript. AP courses should be entered under the term the college credit was initially granted for. If no term is designated, include the credits with freshman coursework (FR). Include AP credit courses only once (by selecting *Advanced Placement* as the Special Course Type), even though AP credit for the same subject may have been awarded by more than one institution. AP courses may be assigned under the institution awarding the most credit. If AP credits appear in one block on the transcript, distribute the credit appropriately among the AP exams taken.

If you choose to omit your AP courses, AMCAS staff will add the credits to your application as a lump credit (even though the courses may be listed individually on the transcripts on file). For example, the University of Southern California awarded nine credits for three AP exams. On the official transcript, the credit appears as nine credits for AP exams, with no indication of the subject of the individual exams. On your AMCAS application, enter each exam as an individual course and distribute the credits appropriately, but do not exceed the total amount of credits earned.

If the transcript from the college awarding AP credit does not list course names, enter the subject area for which credit was earned (e.g., AP Credit: English) as the Course Name.

If the following course types appear on your official transcript, they should be indicated as *AP* on the AMCAS application, even if they are not technically Advanced Placement.

- ACE/ACT
- Bypass Credit
- CEEB
- Credit by Exam
- Departmental Exam
- Equivalency Exam
- Experimental Learning
- French Baccalaureate
- Lebanese Baccalaureate
- Life Experience
- Placement Exam
- Prior Learning
- Proficiency Exam
- Retroactive Credit
- Special Credit
- Test Out
- Validation Credit

Audit (AU)
Audit refers to any course you attended without attempting to earn credit, either formally or informally. If you officially registered for the course, it's usually listed on the transcript with a special symbol or notation. No credit hours or AMCAS grade will be assigned.

CLEP (CL)
You can earn CLEP credit by passing an examination offered by the College Level Examination Program (CLEP) or through USAFI/DANTES (U.S. Air Force Institute and Defense Activity for Non-Traditional Education Support). To claim credit in the CLEP category, the credit hours must be listed on your transcript.

You may list your CLEP credit only once, even though more than one institution may have awarded credit. The transferred credit may be credited to the institution granting the most CLEP credit.

Current/Future (CC)
Use the Current/Future designation for any courses you are currently taking or expect to take before entering medical school. Listing these courses is especially important if you have not yet completed medical school prerequisites. No AMCAS grade will be assigned.

Current/Future course entries are not binding or required but are intended to give medical schools an indication of what courses you expect to complete before matriculation. Current/Future courses do not have to appear on a transcript to be entered in Coursework. The AMCAS program will not add, remove, or modify Current/Future courses after your application is submitted. If the information changes, please contact the designated medical school(s) directly.

If Current/Future grades are entered on your application but not listed on your official transcript at the time of verification, they will not be included in your AMCAS GPAs. Conversely, if you do not enter grades but grades are listed on your official transcript at the time of verification, they will be included in your AMCAS GPAs.

Deferred Grade (DG)
Deferred Grade should be selected for any single course that officially takes more than one term to complete before the final grade and credit hours are awarded (e.g., research, thesis, dissertation credits). DG coursework is not the same as Repeat, Incomplete, or sequential levels of a subject (e.g., Spanish I, Spanish II) with final grades awarded at each level.

If a final grade has not been awarded, make a separate entry for each academic term:

- Use *Deferred Grade* for each entry for which there is no final grade. No AMCAS grade will be assigned.
- Do not use *Deferred Grade* for the entry that includes the final grade.

Exempt (EX)
Use *Exempt* to indicate courses that were completed but not awarded credit hours. No credit hours or AMCAS grade will be assigned. Exempt courses may include any course you were not required to complete because you had any of the following:

- Previously completed courses.
- Employment experience.
- Passed a departmental exam.

Honors (H)
An Honors course refers to any course attempted through an honors program or section.

Incomplete (I)
A course is considered Incomplete if the work required for it was not completed within the appropriate time limit. If the Incomplete is unresolved, no AMCAS grade will be assigned; however, if the Incomplete is resolved, an AMCAS grade will be assigned. Select *Incomplete* even if:

- A grade has been ultimately assigned.
- There is no notation indicating Incomplete on the official transcript.

Many schools assign an IF or F grade if the coursework is not completed within a given time limit. If attempted credit hours are listed on the official transcript or can be determined by the AMCAS program, the F will be included in your AMCAS GPAs.

International Baccalaureate (IB)
To claim IB credit, the credit hours must be listed on your transcript. Include IB credit courses only once (indicating IB under Special Course Types), even though IB credit for the same subject may have been awarded by more than one institution. IB courses should be entered under the institution awarding the most credit. IB credit should be entered under the first term in which the college credit was initially granted. If no term is designated, include the credit with FR coursework.

If the transcript from the college awarding IB credit does not list course names, enter the subject area for which credit has been earned as the Course Name (e.g., IB Credit: English).

Military Credit (MC)
The Military Credit type should appear only for courses in which a non-alpha grade was received (that is, pass-fail grades or credit awarded) at a U.S., U.S. territorial, or Canadian military institution. ROTC courses are not considered military credit.

When listing military credits, you will find JST listed as a school under Florida in the Schools Attended section of the application.

No Record (NR)
Assign *No Record* to any course for which no final grade is available because of an administrative problem or delay at the school. No AMCAS grade will be assigned.

Pass/Fail (PF)
Pass-fail courses are those attempted under a pass-fail system that allows no more than two passing grades and one failing grade (e.g., credit/no credit, pass-fail, satisfactory/unsatisfactory, high pass/pass/fail).

Pass-fail courses attempted under a pass-fail system that allows three or more passing grades (e.g., high pass/pass/low pass/fail) will be treated as a regular pass-fail course unless your school provides an alpha letter grade conversion (e.g., A, B, C).

Repeat (R)
This selection applies to **each completed attempt** for any course attempted more than once, unless the final grade initially received was Withdrawal or Incomplete.

A course entry must be made for each completed attempt of a repeated course, even if any mention of enrollment in the course has been removed from the transcript. To comply with the needs of medical schools, the AMCAS program requires that the grades from all attempts of repeated courses be included in GPA calculations (along with the original grades given for those courses, even if they are not included in schools' GPA calculations).

If you take a college-level course for which you already have been granted AP credit by the same institution, the AMCAS program considers the course a Repeat. For example, if you received AP credit for your AP Psychology course and took an Introduction to Psychology course at the same undergraduate institution, you should list Introduction to Psychology and AP Psychology as a Repeat.

- Do not select *Repeat* for courses designed to be reoccurring (e.g., independent study, thesis, chorus).
- If your school has an academic forgiveness policy and subsequently replaces the original grade received with a special transcript symbol, the original grade and attempted credits must be entered on your AMCAS application, regardless of whether they appear on your official transcript. If you do not list all your attempts in a given course (along with the original grade), the AMCAS program will return your application to you to enter the original grade, which may cause you to miss application deadlines and forfeit fees.

Withdrawal (W)
A Withdrawal includes any course you officially withdrew from, regardless of whether you were passing or failing at the time. Such courses usually appear on the transcript as a "W" or equivalent symbol. No credit hours or AMCAS grade will be assigned for Withdrawals, except in cases where the school includes the Withdrawal failing grade in the GPA as an F.

A course entry should not be made if the course was dropped within the normal drop-add period and does not appear on your transcript. The courses from which you made unofficial or administrative withdrawals will be included in your AMCAS GPAs if your school included them in its GPA.

If you withdrew entirely from a school before completing courses for a specific term, you must still list each course for which you were registered that term, with Withdrawal as the Special Course Type. If the school does not issue transcripts for students who withdraw entirely, you must ask the registrar's office to send an official letter (with an AMCAS Transcript Request Form attached) indicating that no transcript is available because of institutional policies.

Unusual Circumstances

If you attempted graduate-level coursework while formally enrolled in an undergraduate program, credit for the graduate coursework is counted toward the undergraduate degree requirements:

- Do **not** assign GR status to any professional or graduate-level coursework applied to an undergraduate degree. The graduate-level coursework should be listed with the appropriate status (i.e., FR, SO, JR, SR, or PB) at the time the courses were attempted.

If you have attempted undergraduate-level coursework while formally enrolled in a graduate program and the undergraduate coursework does **not** count toward the graduate degree requirements:

- If you previously earned a bachelor's degree, you should list the undergraduate-level coursework under PB status, and not under GR status. If you have not previously earned a bachelor's degree, the undergraduate-level coursework should be assigned with the appropriate undergraduate status (i.e., FR, SO, JR, or SR).

If you have enrolled simultaneously in undergraduate and graduate programs (e.g., bachelor's-master's dual degree):

- The graduate-level coursework will count toward a graduate degree, and you should list the undergraduate status at the time the courses were attempted. Assign the undergraduate-level coursework with the appropriate undergraduate status (i.e., FR, SO, JR, or SR).

If you have enrolled in a dual-degree program and the graduate-level coursework will count toward **both** the graduate and undergraduate degrees:

- List the graduate-level coursework with both the appropriate undergraduate and graduate academic statuses as two separate coursework entries.

If you have enrolled in a professional degree program (e.g., nursing, pharmacy, veterinary medicine) for a bachelor's degree:

- Assign the coursework FR, SO, JR, or SR statuses.

If you have enrolled in a professional degree program (e.g., law, medicine, dentistry, veterinary medicine) for a doctorate degree before receiving a bachelor's degree:

- Refer to your transcript or contact the school to confirm course level. In many cases, GR status may be assigned to professional-level coursework leading to a doctorate degree, even if you have not earned an undergraduate degree.

Canadian CEGEP and Grade 13 Coursework

Use the following list to determine if you must include your collège d'enseignement général et professionnel (CEGEP) or Grade 13 courses. The AMCAS program does not require a transcript from the CEGEP institution.

Credits Transferred
Courses attempted at a CEGEP or through a Grade 13 program must be listed if the credit has been transferred to a U.S. or Canadian institution with the use of a credit-hour system convertible to semester hours.

- Include the CEGEP or Grade 13 institution and the U.S. or Canadian institution accepting transfer credit in Schools Attended.
- Request a transcript exception for the CEGEP or Grade 13 institution and indicate the U.S. or Canadian institution on whose transcript these transfer credits will appear.
- List the coursework under the CEGEP or Grade 13 institution at which it was attempted.
- If transfer credits are not assigned to individual courses, divide the credit-hour total as appropriate to distinguish the number of credits for each course.
- If the U.S. or Canadian institution awarding transfer credit provides letter grades (e.g., A, B, C) and credit hours convertible to semester hours for each course (and the conversions are included on the transcript or in an official letter attached to the transcript):
    - Enter all required course data.
    - The AMCAS program will include the coursework in AMCAS GPAs, regardless of institutional policies.
- If the **U.S. institution** awarding transfer credit does **not** provide letter grades other than pass-fail:
- Indicate *Pass/Fail* as the Special Course Type, and provide all other required course data, entering the transcript grade exactly as it appears on the official transcript of the institution awarding transfer credit.

    - The AMCAS program will include the coursework in your cumulative Pass/Fail-Pass and Pass/Fail-Fail credit-hour totals, not in your AMCAS GPAs.
- If the **Canadian institution** awarding transfer credit does **not** provide letter grades other than pass-fail:
    - Indicate *Advanced Placement* as the Special Course Type, and provide all other required course data, entering the transcript grade exactly as it appears on your official transcript.
    - The AMCAS program will include the coursework in your cumulative Advanced Placement credit-hour totals, not in your AMCAS GPAs.

Credits Not Transferred
If CEGEP or Grade 13 course credits have **not** been transferred to a U.S. or Canadian institution, you are not required to list the courses. If you choose to include the coursework on your application:

- Include the CEGEP and Grade 13 institution in Schools Attended.
- Request a transcript exception for the CEGEP or Grade 13 institution.
- Provide all required course data except credit hours attempted and grades.

The AMCAS program will not verify the coursework and will not include it in your AMCAS GPAs or cumulative credit-hour totals.

Clock Hours and Continuing Education Units (CEUs)

Clock Hours
Official transcripts are required from all U.S., U.S. territorial, and Canadian postsecondary institutions awarding clock hours. If the institution provides only a certificate of completion, or if no official transcript is available, the registrar of the institution must send the AMCAS program an official letter (with a Transcript Request Form attached) verifying that no official transcript is available.

Please note: Your application will not be processed without an official transcript or letter.

Conversion to Semester Hours Provided by Institution
If the clock-hour institution provides a conversion to semester hours:

- Include the clock-hour institution in Schools Attended.
- If your official transcript does not clearly indicate the institution's recommended conversion, ask the registrar's office to attach a letter of explanation to your official transcript before it is sent to the AMCAS program.
- Enter all required course data, taking special care to enter the correct number of clock hours as credit hours.

The AMCAS program will verify the course data and will include the coursework in your AMCAS GPAs.

Conversion to Semester Hours Not Provided, Credit Transferred
If the clock-hour institution does not provide a conversion to semester or quarter hours, and course credits have been transferred to a U.S. or Canadian institution by using a credit-hour system convertible to semester hours:

- Include the clock-hour institution **and** the U.S. or Canadian institution accepting transfer credit in Schools Attended.
- Request the required official transcript (or a letter from the registrar's office if a transcript is not available).
- List the courses under the clock-hour institution at which they were attempted.
- If transfer credits are not assigned to individual courses, subdivide the credit-hour total as appropriate and assign credit hours to each course.

- If the U.S. or Canadian institution awarding transfer credit provides letter grades (e.g., A, B, C) and credit hours convertible to semester hours for **each** course on your official transcript or in an official letter attached to your official transcript, enter all required course data. The AMCAS program will include this coursework in your AMCAS GPAs, regardless of institutional policies.
- If the U.S. or Canadian institution awarding transfer credit does not provide letter grades other than pass-fail:
    - Indicate *Pass/Fail* as the Special Course Type, and provide all other required course data, entering the transcript grade exactly as it appears on your official transcript.
    - The AMCAS program will include this coursework in your cumulative Pass/Fail-Pass and Pass/Fail-Fail credit-hour totals but not in your AMCAS GPAs.

Conversion to Semester Hours Not Provided, Credit Not Transferred
If the clock-hour institution does not provide a conversion to semester hours, and course credits have not been transferred to a U.S. or Canadian institution, you are not required to list the courses on your application. However, you must:

- Include the clock-hour institution in Schools Attended.
- Ask for the transcript to be sent to the AMCAS program. If a transcript is not available, request a letter of explanation from the registrar (with a Transcript Request Form attached).

If you include this coursework in the Coursework section of your application, provide all required course data except credit hours.

The AMCAS program will not verify the coursework and will not include it in your AMCAS GPAs or cumulative credit-hour totals.

Continuing Education Units (CEUs)
CEU credits are usually used in vocational, licensure, and certificate programs (e.g., real estate licenses, teaching and nursing certifications). You are not required to list CEU courses on your application.

CEUs cannot be converted to semester hours. The AMCAS program will not verify the coursework and will not include it in your AMCAS GPAs or cumulative credit-hour totals.

Courses Taken While in Middle or High School

For a variety of reasons, many students attempt college-level courses while in middle or high school. The courses primarily fall into the categories of AP Courses/Exams or Other.

AP Courses/Exams
Unless credit has been granted by a U.S. or Canadian postsecondary institution or university for an AP course or an AP exam, you should not include such information on the application. If credit has been granted, you should list courses/exams according to the instructions for AP credit. Do not send high school transcripts or AP test score reports to the AMCAS program. AP credit earned during dual enrollment cannot be listed as high school coursework.

Other Courses
Many high school students take other types of college-level courses either independently or through special programs offered by their school. You should list these courses on your application under the name of the college, regardless of whether the course was held at the high school or college.

Contact the college that offered the course to determine transcript availability before you complete your AMCAS application. If a transcript from the college is available, you must ask for it to be sent to the AMCAS program, and you must list the course(s) in the Coursework section of your application.

If letter grades and credit hours are listed on the college transcript, the AMCAS program will include the grades and credit hours in its GPA calculations, even if they have not been transferred to the primary undergraduate school or used toward a degree. The courses do not require any Special Course Type unless they fall under one of those types. The only available Year in School for courses taken before the high school graduation date you entered in the Schools Attended section is High School.

If a transcript is not available from the college, the registrar's office of the college must send an official letter (with a Transcript Request Form attached) indicating that no transcript is available because of institutional policies. You should not send high school transcripts to the AMCAS program.

Full-Year Courses

If your school uses a full-year course program, choose one of the Full Year options from the Academic Term drop-down list based on the school's calendar system. Do not divide classes by term or enter Deferred Grade (DG) as the course type.

Life Experience Credit

If a U.S. or Canadian institution has granted Life Experience credit (e.g., health or physical education course credits resulting from military service or military occupational specialty codes held):

- Include the U.S. or Canadian institution granting the credit in Schools Attended.
- The official transcript from the school granting the credit must list Life Experience course credits for the information to be verified by the AMCAS program.
- Indicate *Advanced Placement* as the Special Course Type.

Medical School and MD-Degree Coursework

Medical School Coursework

- You must list courses taken in any medical school program at any institution, regardless of country. Include the institution in the Schools Attended section. Enter coursework, transcript grades, and credit hours.
- Transcripts are required for medical school coursework taken at U.S., U.S. territorial, and Canadian medical schools, regardless of whether the coursework was completed.
- If medical school coursework was attempted at a foreign institution, you must request a transcript exception with the reason *Foreign Institution — No credits transferred or Foreign Institution or study abroad program sponsored by U.S., U.S. territorial, or Canadian institution — Credits transferred* if a U.S. or Canadian institution has awarded credit for some or all your courses.
- If a U.S. or Canadian institution has accepted credit, indicate which school granted you the credit. Enter your courses under the foreign institution.
- List any other courses attempted at a medical school that were not part of a medical school program. List the courses in the same way you would list any other coursework. Your AMCAS GPA will include these courses.

MD-Degree Coursework

- Enter coursework, transcript grades, and credit hours for courses taken for an MD degree attempted or completed at a U.S., U.S. territorial, or Canadian medical school. These courses will not be computed in your AMCAS GPAs or cumulative-credit-hour totals.
- Transcripts are required for MD-degree coursework taken at U.S., U.S. territorial, and Canadian medical schools, regardless of whether coursework was completed.

- Include the institution in the Schools Attended section and select *Previous Matriculation.*

Foreign Coursework

Pay very close attention to this section if you participated in a study abroad program or will be including in your application any coursework that was attempted anywhere other than at an institution in the United States or Canada.

Individual medical schools may request foreign transcripts to complete secondary applications. You should check with the medical schools you're applying to about their requirements and, if necessary, request foreign transcripts as soon as possible.

This section outlines the most common study abroad scenarios. Contact the AAMC Support Center if you have questions.

American Colleges Overseas

Some schools, although not physically located in the United States or Canada, have received accreditation from an institutional accreditor recognized by the Council for Higher Education Accreditation, and are, thus, not considered foreign institutions; as a result, transcripts from these schools are required. Courses should be listed in AMCAS materials in the same way that all other coursework is listed. U.S. institutions with campuses overseas (such as the American College of Thessaloniki in Greece) are considered U.S. colleges for which transcripts are required, and all coursework must be listed.

For more information, refer to the American Colleges Overseas subsection under Schools Attended.

Independent Attendance, Credits Transferred

Courses attempted independently (not through a study abroad program) at a foreign institution must be listed if the credit has been transferred to a U.S. or Canadian institution by using a credit-hour system convertible to semester hours. Courses include those taken in a foreign country before formally enrolling in a U.S. or Canadian institution as well as those taken independently after enrolling in a U.S. or Canadian institution.

In Schools Attended, list the U.S. or Canadian institution that granted your transfer credit and list the foreign school.

- You must request a transcript exception for the foreign institution and select the reason *Foreign Institution or study abroad program sponsored by U.S., U.S. territorial, or Canadian institution — Credits transferred*.
- When asked if the credits from the foreign school were transferred, you must select *Yes* and select the name of the U.S. or Canadian institution that granted the credit.
- List foreign coursework as it appears on the U.S. or Canadian transcript under the foreign institution at which it was attempted. Do not list the coursework twice.
- If transfer credits are not assigned to individual courses, subdivide the credit-hour total as appropriate and assign credit hours to each course.
- If the U.S. or Canadian institution awarding transfer credit provides letter grades (e.g., A, B, C) **and** credit hours convertible to semester hours for **each** course on your transcript, enter all required course data. The AMCAS program will include the coursework in your AMCAS GPAs, regardless of institutional policies.
- If the U.S. or Canadian institution does **not** provide letter grades other than pass-fail:
    - Indicate *Pass/Fail* as the Special Course Type and provide all other required course data, entering the transcript grade exactly as it appears on your official transcript.

- The AMCAS program will include this coursework in your cumulative Pass/Fail-Pass and Pass/Fail-Fail credit-hour totals, not in your AMCAS GPAs.

Independent Attendance, Credits Not Transferred

Courses (other than MD coursework) attempted independently at a foreign institution do not have to be listed if credit has not been transferred to a U.S. or Canadian institution, except to meet medical school prerequisites unduplicated by other listed coursework. Such courses include coursework taken in a foreign country before formally enrolling in a U.S. or Canadian institution as well as coursework taken independently after enrolling in a U.S. or Canadian institution.

You are not required to list these courses in your AMCAS application, but you may do so if you'd like to make medical schools aware of them. The AMCAS program will not verify the coursework and will not include the courses in your AMCAS GPAs.

If you include this coursework in your application:

- Include the foreign institution in Schools Attended, request a transcript exception for the school, and select *Foreign Institution — No credits transferred*. Do **not** send foreign transcripts or certificates to the AMCAS program.
- Provide all required course data from the foreign institution except credit hours attempted and grades.

Study Abroad Coursework

Watch the video tutorial about how to enter study abroad coursework on the AMCAS Tools and Tutorials website. You can also find more information about study abroad coursework by visiting the AMCAS study abroad webpage at aamc.org/amcasstudyabroad.

You must enter courses attempted through a study abroad program. List study abroad coursework under the foreign college, the foreign listing of your home institution, or the organization at which the coursework was attempted **exactly as it appears on the sponsoring U.S. or Canadian institution's official transcript.** Do not enter the coursework twice.

If you attended a study abroad program, a transcript is required from the U.S. or Canadian institution that sponsored the program, even if it was not your home institution. Although you may not have taken a course at the sponsoring institution itself, you must have a transcript from that school if it was the school that awarded you credit for the study abroad coursework.

Study Abroad Program Sponsored by a U.S. or Canadian Institution

This type of program was sponsored by your undergraduate institution or another U.S. or Canadian college or university. The sponsoring school is the institution that granted you credit for the courses you took in the study abroad program.

In the School Attended section of your application, you will:

- List the U.S. or Canadian school that sponsored you (that is, the school that assisted with your registration at the study abroad institution or initially granted you credit for the courses taken).
- List the study abroad (foreign) institution.

When asked "Does the AMCAS program require an official transcript?"

- Select *Yes* for the U.S. or Canadian Institution that sponsored you.

- Select *No* for the study abroad (foreign) institution. Choose this transcript exception reason: *Foreign institution or study abroad program sponsored by U.S., U.S. territorial, or Canadian institution — credits transferred.*
- When asked if the credits from the foreign institution were transferred, select *Yes* and enter the name of the sponsoring school in the required field.

Enter your study abroad courses under the foreign school you attended exactly as they appear on the sponsoring school's transcript.

If the sponsoring U.S. or Canadian institution provides letter grades (e.g., A, B, C) and credit hours convertible to semester hours for each course on its transcript, enter all required course data. The AMCAS program will include this coursework in your AMCAS GPAs.

If the sponsoring U.S. or Canadian institution does not provide letter grades other than pass-fail:

- Indicate *Pass/Fail* as the Special Course Type and provide all other required course data, entering the transcript grade exactly as it appears on the official transcript of the U.S. or Canadian sponsoring institution.
- The AMCAS program will include this coursework in your cumulative Pass/Fail-Pass and Pass/Fail-Fail credit-hour totals, not in your AMCAS GPAs.

Study Abroad Program Sponsored by an Organization Other Than a U.S. or Canadian Institution

This type of program was sponsored by a third-party organization (such as Council on International Educational Exchange [CIEE], Cultural Experiences Abroad, DIS, International Education of Students, International Studies Abroad, World Education Services) to assist with the registration and enrollment at a study abroad school. This section provides directions for when a U.S. or Canadian school has granted credit for your study abroad courses.

In the Schools Attended section of your application, you will:

- List the U.S. or Canadian institution that has granted you credit for your study abroad course.
- List the study abroad organization.
- Select the state where your study abroad organization's headquarters is located.
- Select *Other (not listed)* for the school name. Modify the school name to reflect the name of the organization and the country where you completed your study abroad (e.g., "CIEE Spain").

When asked "Does the AMCAS program require an official transcript?"

- Select *No* for the study abroad organization. Choose this transcript exception reason: *Foreign institution or study abroad program sponsored by U.S., U.S. territorial, or Canadian institution — credits transferred*.
- Select *Yes* for the U.S. or Canadian institution that gave you credit for the study abroad courses.

When asked if the credits from the study abroad organization were transferred, select *Yes*, and enter the name of the institution where the credits were originally accepted. Enter your study abroad courses as courses taken at the study abroad organization; be sure to enter them exactly as they appear on the official transcript from the U.S. or Canadian institution that granted you credit.

If the sponsoring U.S. or Canadian institution provides letter grades (e.g., A, B, C) and credit hours convertible to semester hours for each course on its transcript, enter all required course data. The AMCAS program will include this coursework in your AMCAS GPAs.

If the sponsoring U.S. or Canadian institution does not provide letter grades other than pass-fail:

- Indicate *Pass/Fail* as the Special Course Type and provide all other required course data, entering the transcript grade exactly as it appears on the official transcript of the U.S. or Canadian sponsoring institution.

- The AMCAS program will include this coursework in your cumulative Pass/Fail-Pass and Pass/Fail-Fail credit-hour totals, not in your AMCAS GPAs.

The AMCAS program **cannot** accept documentation from certain study abroad programs, including those listed below. To be verified by the AMCAS program, coursework taken through one of these programs must be transferred to a U.S. or Canadian college or university; this list is not all-inclusive:

- Council on International Educational Exchange (CIEE)
- Cultural Experiences Abroad (CEA)
- Danish Institute for Study Abroad Program (DIS)
- Institute for the International Education of Students (IES Abroad)
- International Studies Abroad (ISA)
- World Education Services (WES)

Please note: The AMCAS program requires official transcripts from the School for International Training (SIT Graduate Institute).

International Baccalaureate (IB) Examination

If a U.S. or Canadian institution has granted credit for an International Baccalaureate (IB) examination, enter the exam with *International Baccalaureate* as the Special Course Type, and enter the transcript grade as recorded on the official transcript of the U.S. or Canadian institution accepting the examination as transfer credit and credit hours. IB credit should be entered under the term in which the college credit was initially granted. If no term is designated, include the credit with FR coursework.

The AMCAS program will verify and include letter grades (e.g., A, B, C) in its AMCAS GPA calculations only if such grades appear on the transcript of the U.S. or Canadian institution awarding the transfer credit.

French Baccalaureate is not considered an International Baccalaureate examination. Please list French Baccalaureate examinations under the Advanced Placement course type.

Military Credit

Refer to the Military Education Transcripts subsection of the Schools Attended section to determine if a transcript is available for courses taken at military institutions.

Transcript Available
If a transcript is available directly from the military school listing individual courses with letter grades (e.g., A, B, C) and credit hours are convertible to semester hours, include the military school in Schools Attended and enter course information as it appears on the transcript. The AMCAS program will include this coursework in your AMCAS GPAs.

If your transcript does not list individual courses with corresponding grades and semester hours (or course units convertible to semester hours) but the program attaches American Council on Education (ACE) credit recommendations to the transcript:

- Include the military school in Schools Attended.
- Send a Transcript Request Form to the military school. Handwrite on this request that the transcript should include ACE recommendations so that the AMCAS program will expect the information and the school will know to send it.
- Enter course information as it appears on the ACE recommendations. The AMCAS program will include this coursework in your cumulative Pass/Fail-Pass and Pass/Fail-Fail credit-hour totals, not in your AMCAS GPAs.

Joint Services Transcript Available
If a transcript is not available directly from the military school but a JST is available:

- Select *Joint Services Transcript* in the Schools Attended section (listed under Florida).
- Enter coursework as it appears on the JST under Military Course Completions.
- Military experience should be listed under coursework only if a U.S. or Canadian institution has accepted the experience as transfer credit.
- Experience from Occupations Held should not be listed unless a U.S. or Canadian institution has accepted the experience as transfer credit.
- Do **not** select *Pass/Fail (PF) Special Course Type* for military courses. Instead, select *Military Credit (MC) Special Course Type* for these courses.
- ROTC courses are not considered military credit.
- The AMCAS program will include this coursework in your year-in-school status and in your cumulative Pass/Fail-Pass credit-hour totals, but not in your AMCAS GPAs.

Additional information is available on the JST website at **https://jst.doded.mil/jst/** or by emailing **usarmy.knox.tradoc.mbx.armyu-access-jst@army.mil**.

Transfer Credit Awarded by Another School
Follow the instructions below if no transcript is available directly from the military school or program and if another institution awarded transfer credit.

If a JST is not available from the military but another U.S. or Canadian institution has granted transfer credit for military coursework:

- Include in Schools Attended the military program and the U.S. or Canadian institution accepting transfer credit.
- You must request a letter from JST stating that no transcript is available. Enter course information as it appears on the official transcript of the school accepting the transfer credit.

If the U.S. or Canadian institution awarding the transfer credit provides letter grades (e.g., A, B, C), and credit hours are convertible to semester hours for each course on its transcript or in an official letter attached to its transcript, enter all required course information. The AMCAS program will verify and include this coursework in your AMCAS GPAs, regardless of institutional policies.

If letter grades or credit hours are not listed for each course on the transcript of the school awarding the transfer credit, select *Military Credit* as the Special Course Type. The AMCAS program will include this coursework in your cumulative Pass/Fail-Pass credit-hour totals, not in your AMCAS GPAs.

No Transcript Available
If no military school transcript, JST, or transfer credit to another college is available, you are still encouraged to list military courses on the AMCAS application, particularly if the courses were health-related.

- Include the military school in Schools Attended.
- Request a letter from JST stating that no transcript is available. Enter all course information except credit hours. The AMCAS program will not verify the coursework and will not include it in your AMCAS GPAs.

Narrative Evaluations

All narrative evaluations received from registrars will be forwarded to your designated schools with your application. If you have received narrative evaluations for some or all courses in lieu of letter grades (e.g., A, B, C):

- Include the name of the institution(s) in Schools Attended.
- Do **not** select *Pass/Fail* as the Special Course Type, even if your transcript reflects a pass-fail grade for narrative evaluation coursework. Enter all required course information.

USAFI/DANTES Credit

If USAFI/DANTES credit has been transferred to a U.S. or Canadian institution:

- Include the U.S. or Canadian institution accepting USAFI/DANTES transfer credit in the Schools Attended section. Indicate *New Jersey* as the state, then select *Other* (not listed) for the School Name field, and modify it to read *USAFI/DANTES.*
- **A transcript is not required from USAFI/DANTES.** You must request a transcript exception and indicate the name of the U.S. or Canadian institution on whose transcript the credits will appear.
- Indicate *CLEP* as the Special Course Type, and provide all other required course information.
- If transfer credits are not assigned to individual courses, subdivide the credit-hour total as appropriate to determine the number of credits for each course.

If USAFI/DANTES credit has not been transferred to a U.S. or Canadian institution:

- Include USAFI/DANTES in Schools Attended. Indicate *New Jersey* as the state, then select *Other (not listed)* for the School Name field, and modify it to read *USAFI/DANTES.*
- A transcript **is** required from USAFI/DANTES.
- Indicate *CLEP* as the Special Course Type, and provide all other required course information.

Work/Activities

The Work/Activities section of the application gives you the opportunity to highlight your work experience, extracurricular activities, awards, honors, and publications you would like to bring to the attention of the medical schools you are applying to.

You may enter a maximum of 15 experiences and four separate date ranges for recurring experiences. **This section cannot be edited or updated after the original submission of your application.**

Your work experience and activities will appear on your application in chronological order and may not be rearranged; however, please be aware that medical schools sort your entries and view them in a variety of different orders to suit their specific review processes.

Medical schools receive your Work/Activities descriptions as plain text; therefore, formatting options, such as bulleted lists, indented paragraphs, and bold or italic fonts, do not appear for reviewers so are not available.

Adding Work/Activities

You may add work and activity entries in the Work/Activities section. Simply select *+Add Work/ Activity* and fill out the fields below. Please refer to the *Work and Activities Guide for Applicants*, which provides instructions for entering "Completed" and "Anticipated" experience hours.

Experience Type
From the drop-down list, select the experience type that best represents the experience you wish to include. Given that the information is self-identified, you must decide which option fits best for each experience.

Experience Name
Enter the name of the experience or the title you held during the experience. If the experience has no explicit name, select a name that you feel best describes the experience.

Completed Experiences
Experience Dates
In this section, include the start and end dates for each experience. Some Experience Types, such as Awards, Presentations/Posters, and Publications, require only one date. Given that medical schools want information about experiences that began before application submission, your start date must be the current month or earlier. End dates cannot go beyond the month and year the information is entered.

Total Completed Hours
Enter the total number of hours you completed for the experience during the date range you indicated. If you have a nontraditional schedule, use the Experience Description field for any explanation.

If you participated in an experience more than once, select *Yes* under the Repeated field for that entry. You may enter up to three additional date ranges; you must include the number of hours completed for each of those date ranges.

You may enter *0* (zero) hours for publications and Honors/Awards/Recognitions entries. Use the description to provide more information about the nature of the award or the number of times you earned it.

Anticipated Experiences

Experience Dates
In this section, please indicate if you anticipate completing any additional hours for an entirely new, future experience or for an experience considered to be a continuation of an already completed experience. Enter the date range of the hours you anticipate completing or any additional hours. Please note: The start date must be the

current month and year or later. Similarly, medical schools require experience end dates to coincide with the start of medical school, so the latest end date is August of the current application cycle.

Total Hours
Enter the total number of hours you expect to complete for the experience during the date range you indicated.

Organization Name
Enter the name of the organization where the experience occurred.

Country and City
Select the country and state or province where the experience occurred, and enter the name of the city in which the organization is located or where you spend most of your time during the experience.

Contact Information
Enter the information (title, first and last names, and phone number or email) for a person whom medical schools may contact to verify that the experience occurred. For example, you may enter the information for your supervisor or the individual in charge of a particular program. If the experience was a student-organized group for which there was no advisor, you may list a staff member in the student affairs/activities office who can verify your experience.

If you don't have information for a contact person, you may enter the name of a person who can verify your participation, including yourself.

Experience Description
You have the opportunity to describe or summarize each experience in 700 characters (including spaces) or fewer.

If you plan to cut and paste your experience description into the application, draft your information in plain text, preferably in text-only word-processing software, such as Microsoft Notepad or Mac TextEdit. Copying formatted or rich text into the application may result in formatting problems that cannot be edited once your application is submitted.

Most Meaningful Experiences Summary

You may identify up to three experiences you consider to be the most meaningful. This designation will allow you an additional 1,325 characters (including spaces) to explain why the experience(s) was particularly meaningful to you.

When writing your summary, you may want to consider the transformative nature of the experience, the impact you made while engaging in the activity, and the personal growth you experienced because of your participation. If you have two or more experience entries, you will be required to identify at least one as the more or most meaningful.

You may change which experience(s) you designate as Most Meaningful until the initial submission of your application. The text you entered in the Experience Summary section will be lost if you remove an experience from those you have designated as Most Meaningful. Your Most Meaningful selection(s) will be designated as such by a check mark in the Work/Activities main screen.

Letters of Evaluation

The Letters of Evaluation section gives you the opportunity to indicate who will be writing letters on your behalf. A letter of evaluation is written by a recommender who assesses your qualities, characteristics, and capabilities. Most medical schools allow the AMCAS program to accept, collect, and transmit letters of evaluation for their applicants. This service enables medical schools to receive all letters electronically with your AMCAS application and permits letter authors to send all letters to the AMCAS program rather than to each school.

Letters are not required to submit your application or have your application verified by the AMCAS program. You may submit your application **before** your letters of evaluation arrive at the AMCAS program.

You may have up to 10 letters associated with your AMCAS application. The number is intended to enable you and your letter authors to target specific letters to specific schools, if you wish to do so; however, the 10-letter total does not suggest that any one school wishes to receive 10 letters. If your advising office or career center is forwarding your letters to the AMCAS program, please consult with the office or center before you enter the information on your AMCAS application in order to avoid complications. Please review the MSAR guide for additional requirements for each MD-granting school.

The AMCAS program will retain and deliver letters only within a single application year. You may not make any changes to the letter information after you have submitted your application.

If you are a reapplicant, you will need to resubmit letters of evaluation to the AMCAS program for each application cycle.

A letter of evaluation is automatically submitted to medical schools once your application has been processed, the letter has been marked as "received," and you have assigned the letter to the appropriate school(s) in your AMCAS application. Once a letter is delivered to a medical school, it can't be returned.

Information about how letter authors may submit letters to the AMCAS program is available on the Letter Request Form (LRF) and on the AMCAS website. The letter of evaluation must be submitted by one of its authors or their institutional designee.

Types of Letters of Evaluation

Each letter type is considered one letter entry, regardless of the actual number of letters it contains.

- **Committee Letter:** A letter authored by a prehealth committee or prehealth advisor and intended to represent your institution's evaluation of you. A committee letter may or may not include additional letters written in support of your application. The committee letter is sometimes called a composite letter.
- **Letter Packet:** A packet, or set, of letters assembled and distributed by your institution, often by the institution's career center. A letter packet may include a cover sheet from your prehealth committee or advisor; however, in contrast to a committee letter, a letter packet does not include an evaluative letter from your prehealth committee or prehealth advisor.
- **Individual Letter:** A letter written by, and representing, a single letter author. If you have already included an individual letter within either a committee letter or letter packet, **you do not need** to add a separate entry for that letter.

If a committee letter or letter packet is sent to the AMCAS program, the **entire** committee letter or letter packet will be sent to the schools you have designated to receive the letter. The **AMCAS program does not split packets or add or remove letters** once the packets or letters have been received. If you wish to send a specific letter to one medical school, we recommend you enter it as an individual letter and have it sent separately.

Step-by-Step Guide for Creating and Managing Your Letter Request

1. **Access the Letters of Evaluation Section:** Select the *+ADD LETTER REQUEST* button. This will open a multistep modal, where you can enter letter details.
2. **Select Letter Type:** Choose the type of letter you want your author to send to the medical schools: *Committee Letter*, *Letter Packet*, or *Individual Letter*.
3. **Enter Letter Title:** Enter a title for the new letter request to help identify and manage various letters in your application.
4. **Select Associated School:**
    - On the Associated School screen, select a school from the drop-down menu.
    - For **Individual Letters**, you have the option to select *This author is not associated with a school*.
5. **Enter Author Information:**
    - Fill in the required fields: Author's First Name, Author's Last Name, Phone Number, and Email Address
    - Optional fields include: Author's Salutation, Middle Name, Suffix, Title, and Organization Name.
6. **Additional Author Information (for Letter Packets only):** If you select *Letter Packet*, you will see a screen where you can add the names of up to 10 additional letter authors who contribute to your packet.
7. **Review and Save:** This will allow you to review all the details you entered before saving your letter request. Once you save, a **Request ID** (a 16-character [including two hyphens] identification number assigned to each letter entry in your AMCAS application) will be created for the new letter request.
8. **Email the Request:** After saving your letter request, you can email it to your author immediately or choose to send it later.
    - The email preview lets you view your letter request with various details.
    - You are required to check the acknowledgement box before you send the email.
    - A confirmation message is sent to you once the email request is successfully delivered to the author.
    - To send the email later, go to the Manage Letter Requests section on the Letters of Evaluation screen, and go to the Actions menu (i.e., the three dots) next to the letter request (Request ID).
9. **Download LRF:**
    - You may download the LRF (in PDF format) from the Actions menu (i.e., the three dots).
    - You may print the LRF or save it as a PDF to email to the person submitting your letter(s). Ensure that your **AAMC ID** (an eight-digit identification number assigned to each user of AAMC products and services) and Request ID numbers are included to properly match your letter with your application.

You can manage your letters through the **Manage Letter Request Table** with the following options:

1. **Letter Title With Request ID:** Select this option to view the complete Letter Request Details.
2. **"Letter Request Status":** Select this help icon for more information about the various Letter Request Status options, including:
    - Email Not Sent
    - Email Sent
    - Email Resent
    - Request Fulfilled
    - No Longer Being Sent: After the initial AMCAS application submission, letter entries cannot be deleted; however, you can mark the status as "No Longer Being Sent" if the AMCAS program has not received the letter.
3. **Eye Action:** Select this action icon to complete the **Letter Request Details** section.
4. **Email:** Select this action icon to send an email to the letter author.
    - Once the request is "Fulfilled," the email icon will no longer be available, and you will not be able to send any further emails to the letter author.
    - The Resend Email icon indicates that you have emailed the letter request to the letter author through the AMCAS application multiple times.
5. **Download Request Form:** Select this action icon to download the LRF.
6. **Delete Request:** You can delete the letter request with this action icon in the following situations:

- For an **unsubmitted AMCAS application**, you can delete a letter request with the status **Email Not Sent**, **Email Sent**, **Email Resent**, or **Request Fulfilled**.
- For a **submitted AMCAS application**, you can only delete the letter request if it was added after submission but before recertifying and resubmitting the application again. The letter request cannot be deleted in any other postsubmission scenarios.

Assigning Letters of Evaluation to Medical Schools

Watch the video tutorial, "How to Add Letter of Evaluation Entries & Assign Them to Medical Schools," on the AMCAS Tools and Tutorials website.

Once you have designated which medical schools you would like to apply to in the Medical Schools section of your application, you may designate specific letters to be received by specific medical schools. When you're adding medical schools, you will be prompted to add letters of evaluation. If you have already entered letters, a list of your letter entries will appear. Select the letters you'd like to be delivered to the given schools.

If you've already added medical schools but have not designated letters or would like to designate additional letters:

- Go to the Medical Schools section of the application and select the *Assign Letters* link in the Letters column for the school for which you wish to assign letters.
- A popup modal will appear, giving you the option to select your letter of evaluation or recommendation.
- Select the letter(s) you would like to assign to that school, then select *SAVE.*
- If you have previously submitted your application, go to the Main Menu and select the *Resubmit Application* button to save your changes. This will not cause processing delays or result in additional fees.

Letters Received

You can view letters that have been received but not yet added to your application in the **"Letter Received"** section of the application. To add a letter to your application, you must create a letter request. To do so, click **"Add This Letter."**

To add a letter of evaluation for which you have not yet created a letter entry:

- Log in to your application and go to the Letters of Evaluation section.
- You will be prompted to complete an Add Letter of Evaluation/Recommendation entry. For more information, refer to the **Step-by-Step Guide for Creating and Managing Your Letter Request**.
- Once you have completed the fields, select *Save*.
- Regardless of how you added letters to your application, if you have previously submitted your application, go to the Main Menu and select *Resubmit Application* to save your changes. This will not cause processing delays or result in additional fees.

Delivery Methods for Authors or Primary Contacts

You must provide your letter author(s) with your AAMC ID and AMCAS Request ID to ensure your letters are matched correctly to your application.

- **AAMC Letter Writer Portal:** This application enables letter authors to securely upload PDF or Microsoft Word (.doc or .docx) versions of a letter(s) to the AMCAS program. Your letter author can either register

(if not previously registered) or proceed as a guest in order to upload your letter(s). They will need your AAMC ID and AMCAS Request ID, which can be found on the LRF.

- **Interfolio:** The AMCAS program can receive letters sent to Interfolio if you are an Interfolio user or your institution uses Interfolio to deliver evaluation letters. Authors should add the appropriate AAMC ID and AMCAS Request ID to their Interfolio account; the IDs must accompany your letter for your letter to be matched to your application. It can take up to three business days for letters to be delivered to the AMCAS program. Instructions are provided below.

Using Interfolio to Submit Letters: Enter each letter entry into your application before you have it delivered via Interfolio to the AMCAS program.

Individual Letter

- Enter each individual letter separately into your AMCAS application.
- Create a new delivery in Interfolio and select the *AMCAS* designation.
- Select the corresponding individual letter(s).
- Enter your AAMC ID and AMCAS Request ID, found on the LRF for each individual letter.
- Complete the delivery.

Letter Packet or Committee Letter

- Enter the letter packet or committee letter as one letter entry in your AMCAS application.
- Create a new delivery in Interfolio and select the *AMCAS* designation.
- Select the corresponding letter(s) that belongs to the letter packet or committee letter.
- Enter your AAMC ID and AMCAS Request ID found on the LRF for each letter. If the letters are compiled in Interfolio to make one letter packet or committee letter, you should enter the same AMCAS Request ID for all letters that belong in that letter packet or committee letter.
- Complete the delivery.

If a Letter Is No Longer Being Sent

After the initial submission of your AMCAS application, **letter entries may not be deleted;** instead, they may be designated as "No Longer Being Sent" — **this can only be done if the letter has not been received by the AMCAS program**. Log in to your application and go to the Letters of Evaluation section to make the designation:

- A notice above the letter descriptions reads as follows: "Medical schools need to know if you no longer plan on having specific letters sent to the AMCAS program. If one or more of your letters listed below is not going to be sent to the AMCAS program, *click here to let us know."*
- Check the box next to the letter(s) that will not be sent to the AMCAS program. Be sure to select the correct Author and Request ID combination from your application.
- You must read and acknowledge the following: "I understand that if the AMCAS program receives this letter at any time during this application cycle, the program will forward it to the medical school(s) that I have selected to receive this letter." Then, select *SAVE AS NO LONGER BEING SENT.*
- To save these changes in your application, you must officially update your application. Changes will not be saved unless you officially update your application by selecting the *Resubmit Application* button on the Main Menu. Updating your application for this purpose will not cause processing delays or result in additional fees.
- The "Letter Request Status" column will display the status for the selected letter as "No Longer Being Sent."
- Designating an entry as "No Longer Being Sent" does not remove a letter entry from your application.

Status of Letters

You may check the receipt status of any of your letters in the Letters of Evaluation section or by selecting the *Details* link in the Transcript and Letter Receipt Information section on the Main Menu. You will also receive an email notification each time a letter of evaluation is added to your AMCAS application.

- You may continue to add letters to your application and assign them to medical schools after the initial submission of your application, but you may not edit or delete existing information after your initial submission.
- **Once the AMCAS program receives a letter, no party may delete or edit it.** Any letters that follow an original letter with the same AMCAS Request ID will be appended to the original letter and sent to all medical schools selected as recipients of that original letter.
- Under no circumstances will the AMCAS program provide access to letters of evaluation to you or your letter authors.
- Medical schools may require letters of evaluation to be written on official letterhead and signed by the author(s).
- You must comply with each medical school's letter deadline(s).
- Please consult your prehealth advisor about questions or concerns regarding your letters of evaluation.
- Please refer to the MSAR guide for additional details.

Medical Schools

We recommend you review the most recent edition of the **MSAR** website and consult with a prehealth advisor for guidance in selecting medical schools.

Important considerations in selecting medical schools include not only comparing the requirements of each school with your credentials, citizenship, and legal residence restrictions, but also the potential cost of application (including AMCAS service fees, secondary application fees, costs associated with interviewing, and acceptance deposits) before you designate any school.

Many medical schools consider applications only from U.S. citizens, and some medical schools accept applications only from applicants who reside in certain states. Some schools may consider nonresidents only under the Early Decision Program. **The AMCAS program does not evaluate residency eligibility or citizenship status.** Questions about eligibility and application restrictions should be directed to medical school admissions offices. It is your responsibility to determine your eligibility before designating a school. The program cannot issue refunds for applicants who do not meet the admission requirements of a school, including state residency requirements.

Selecting the Medical School(s) That Will Receive Your Application

In the AMCAS application, you can filter medical schools by state, deadline, and program type by selecting from one (or more) of the drop-down menus. You can also select the medical school directly from the school drop-down list.

Once you have made a selection, information on the medical school's participation in other services (e.g., AMCAS Letter Service, the AAMC Criminal Background Check Service) will appear. The additional information will update each time you select a medical school from the list.

You must review your medical school designations carefully. Once you have submitted your application to the AMCAS program, you can't remove or substitute schools on your designation list under any circumstances.

Adding Schools After Submitting Your Application

You can send your application to additional medical schools if their application deadlines have not passed. To designate additional schools after you have submitted your application, return to the Medical Schools section of the application, select the additional schools you wish to designate, then return to the Main Menu to recertify and officially update your application by selecting the *Resubmit Application* button. **You must recertify and officially update your application with the newly designated schools in accordance with those schools' stated deadlines.** Deadlines may differ for different program types. There is a fee for applying to additional medical schools.

Updating your application will not delay the processing of your application.

Previous Application to a Medical School

If you have a verified AMCAS application from a previous application year that was sent to designated medical schools, you are considered a reapplicant to those medical schools, regardless of whether you completed a secondary application.

If you add a school to which you previously applied (through the AMCAS program, another application service, or directly to the school), you must indicate the addition of that school in your current application. Failure to acknowledge previous application activity may result in an investigation.

Medical School Program Types

When you're adding a medical school, you must designate which program of theirs you're applying to. The AMCAS application does not permit you to designate several programs for a single medical school. If you wish to apply to several programs at a single school, you should contact the medical school directly for recommendations on how to do that.

Certain programs require you to obtain permission from the medical school before you submit an application to them. In addition, some programs may be restricted, precluding you from applying to other medical schools. Not all types of programs are available at all medical schools. Please contact medical schools directly before applying to any restricted programs. An explanation of each type of program follows:

- **Regular MD Program:** The Regular MD Program type refers to the standard medical degree program at the selected school.
- **Combined MD-PhD Program:** Designating a Combined MD-PhD Program type notifies the school's MD program that you're interested in applying to one of its combined MD-PhD programs, either alone or in combination with the Regular MD Program. When you select this option, you will be asked to indicate the specific combined program(s) you're interested in. The Combined MD-PhD Program type requires you to complete two additional essays in the Essay section. Designating the Combined MD-PhD Program type is not the same as applying to the program and may require an additional application. Contact the medical school directly for additional information.
- **Combined Bachelor's-MD Degree Program:** You may not designate a Combined Bachelor's-MD Degree Program type without preapproval from the medical school you're applying to. Designating a Combined Bachelor's-MD Degree Program type is not the same as applying to the program and may require an additional application. Contact the medical school directly for additional information.
- **Combined MD Degree-Graduate Program:** Designating a Combined MD Degree-Graduate Program type notifies the school's Regular MD Program that you're interested in applying to one of its Combined MD Degree-Graduate Programs, either alone or in combination with the Regular MD Program. When you select this option, you will be asked to indicate the specific combined program(s) you're interested in.
- **Deferred/Delayed Matriculation:** If you were previously admitted to this medical school and granted a deferral, you will need preapproval from the medical school before you apply.
- **Early Assurance Program:** You will need preapproval from the medical school to apply to an Early Assurance Program. This program type is reserved for applicants whom medical schools have invited to apply.
- **Other Special Program (OSP):** An OSP is typically a special program of study offered by a medical school. OSPs tend to vary greatly from one institution to another, so you should refer to the MSAR website or the medical school's website for detailed information about each OSP.

If the program you want to select isn't listed, then its deadline has passed, the program requires preapproval, or the program has a residency requirement. If the program deadline has not passed, contact the medical school to determine whether you are eligible to apply.

Changing Medical School Program Type

You can change a medical school program type if the deadline has not passed. To save changes to the application, select *Update Application* on your AMCAS application. Select *Medical Schools* then change program types. Updating your application will not delay the processing of your application.

If you are switching from the Early Decision Program to a Regular MD Program, you must release your Early Decision Program selection from your application to be able to select additional medical school designations. There is no charge to update your application unless you are adding medical schools. Please note: If you are switching from the Regular MD Program to the Combined MD-PhD Program for the first time, be prepared to answer additional essay questions. You will not be able to add answers to those essay questions after you resubmit your application.

Early Decision Program (EDP)

The Early Decision Program (EDP) allows you to secure an acceptance from one EDP-participating medical school by Oct. 1* while allowing you enough time to apply to other schools if you're not accepted.

As an EDP applicant, you must agree:

- **Not** to apply through the EDP if you have already submitted an initial or secondary application (AMCAS or non-AMCAS program) to a U.S. medical school for an MD-degree program for the current entering class.
- To apply to only one medical school (AMCAS or non-AMCAS program) through the EDP once per application cycle.
- **Not** to submit additional applications (AMCAS or non-AMCAS program) until one of the following:
  - You receive an EDP rejection.
  - You receive a formal release from the EDP commitment.
  - The Oct. 1* notification deadline passes (contact your EDP school if you have not been notified).
  - You have decided to apply to other medical schools, communicated these intentions to the medical school(s), and officially released yourself from the EDP designation in your AMCAS application.
- To familiarize yourself and comply with the school-specific EDP policies of the program to which you were accepted, including any school-specific conditions if you decide to change program types and apply to other medical schools.

You must adhere to the terms set forth by a medical school if you are accepted to its EDP. The terms apply, but are not limited, to applicants accepted to the current entering class, delayed matriculants from a previous entering class, and all other applicants who are required by the medical school to submit an EDP application to the current entering class.

Medical schools agree to notify EDP applicants of admission decisions by Oct. 1* and may defer applicants to the regular applicant pool, if appropriate.

EDP Deadlines:

- Aug. 1*: Application submission and official transcripts received.
- School-specific deadline: Any supplemental application materials.

If your application is received by the stated deadline but any of your transcripts are late, you may still apply to the medical school's Regular MD Program. To do so, change the program type from Early Decision to Regular MD Program in the AMCAS application. Once you have made the change, you may designate additional medical schools.

* Or the next business day if the date falls on a weekend or holiday.

Essays

You are required to submit an essay in the Personal Comments Essay section. If applying to an MD-PhD program, you must complete two additional essays, the MD-PhD Essay and the Significant Research Experience Essay.

Your essay should accurately reflect your personal perspective and experiences. Make sure you proofread carefully because no changes may be made after you submit your application.

Personal Comments Essay

Consider and write your Personal Comments Essay carefully, as many admissions committees place significant weight on the essay. Here are some questions you may want to consider while writing the essay:

- Why have you selected the field of medicine?
- What motivates you to learn more about medicine?
- What do you want medical schools to know about you that has not been disclosed in other sections of the application?

In addition, you may wish to include:

- Unique hardships, challenges, and obstacles that may have influenced your educational pursuits.
- Insight into significant fluctuations in your academic record that are not explained elsewhere in your application.

Formatting Your Essay

Medical schools receive all text-entry responses as plain text. This means that formatting options such as bulleted lists, indented paragraphs, and bold and italic fonts do not appear for reviewers and are not available in the AMCAS application. You may want to include an extra space between paragraphs because the essay does not permit indentation.

To avoid formatting issues, we recommend typing your essay directly into your AMCAS application; copying formatted text into the application may result in formatting problems that can't be edited after your application is submitted. If you do cut and paste your essay(s) into the application, you should draft them in a plain text format, such as Microsoft Notepad or Mac TextEdit.

Please keep the following in mind:

- Proofread carefully! No changes (including corrections to grammatical or typographical errors) may be made to your essay after you submit your application to the AMCAS program.
- You can't run a spell check in the AMCAS application, but most browsers have built-in spell checking that you can enable. Use English (United States) characters; other characters may not be accurately recognized.
- Medical schools prefer to receive applications that follow normal writing practices regarding the case of letters; avoid using all uppercase or all lowercase letters for your text responses.
- Plagiarism or misrepresentation may result in an investigation. You may use artificial intelligence tools for brainstorming, proofreading, or editing your essays; however, it is essential that the final submission accurately reflects your own work and experiences.
- It isn't necessary to repeat information reported elsewhere in your application.
- The essay will be sent to all the medical schools you apply to.

- The space allotted for the essay is 5,300 characters (including spaces), or about one page. You will receive an error message if you exceed the character limit.

Essays for Combined MD-PhD Programs

If you're applying to MD-PhD programs, you're required to provide two additional essays, the MD-PhD Essay and the Significant Research Experience Essay. Use the **MD-PhD Essay** to state your reasons for pursuing the combined MD-PhD degree. Your essay will be forwarded only to your designated MD-PhD programs. This essay is limited to 3,000 characters (including spaces). Below the MD-PhD Essay, you will be asked to enter your total hours of research experience.

In the **Significant Research Experience Essay**, please specify your research supervisor's name and affiliation, the duration of the experience, the nature of the problem you studied, and your contributions to the research effort. This essay is limited to 10,000 characters (including spaces). If you were an author of a publication about your research, please enter the full citation in the Work/Activities section of your application.

Please note: If you change the program type to a Combined MD-PhD Program for a designated school after you submit your application to the AMCAS program, you will need to complete the MD-PhD and Significant Research Experience Essays before you can resubmit your application.

Standardized Tests

In this section, list your MCAT scores and other standardized test information required for the programs you're applying to.

MCAT Scores

All your MCAT exam scores will be automatically released to the AMCAS program. Before you submit your application, you must ensure that all the MCAT exams you've received scores for are listed in this section. Please note: This does not include any exams you voided at the time of the exam.

If, at the time you submit your application, you have not yet taken the MCAT exam or haven't yet received a score for a recently taken MCAT exam, it is very important that you include in your application the test dates for upcoming or recently taken MCAT exams. If you don't do this, medical schools will have no way of knowing that they should expect (additional) MCAT scores from you. **Be sure to remove MCAT exam date(s) from your application after your scores have been released and to keep this section current after you submit your application**!

Most medical schools require MCAT scores to be no more than three years old. Consult with the schools you plan to apply to or the MSAR website to ensure you meet all requirements for test dates. All MCAT scores from 2003 to the present will be automatically released to the AMCAS program (unless you voided your scores at the time of the exam) and will be included in all your future AMCAS applications.

The AMCAS program does not need your scores to verify your application. You may submit your AMCAS application before or after the release of your MCAT scores.

For MCAT exams taken before 2003: If you wish to release MCAT scores earned between 1991 and 2003, you may do so by selecting the *Print Score Report* option in the MCAT Score Reporting System. You may then mail or email the report to the institutions that should receive your scores. The report includes a Verification Code that the schools will use to confirm your scores.

To release scores earned before 1991, please visit the Electronic Score Request webpage.

AAMC PREview Scores

Your scores on the AAMC PREview assessment, a professional readiness exam, will be automatically released to the AMCAS program, and schools that require or recommend PREview scores that you have designated in your AMCAS application will have access to your scores. Before you submit your application, you must ensure all the PREview exams for which you have received scores are listed in this section. Please note: This does not include any exams you voided at the time of the exam.

If, at the time you submit your application, you have not yet taken the PREview exam or haven't yet received a score for a recently taken PREview exam, it is very important that you include in your application the test dates for upcoming or recently taken PREview exams. If you do not do this, medical schools will have no way of knowing that they should expect (additional) PREview scores from you. **Be sure to remove PREview exam date(s) from your application after your scores have been released and to keep this section current after you submit your application.**

Refer to the PREview program for a complete list of schools requiring or recommending the PREview exam. Consult with the schools you plan to apply to or the MSAR website to ensure you meet all requirements for test dates. All PREview scores from 2020 to the present will be automatically released to the AMCAS program (unless you voided your scores at the time of the exam) and will be included in all your future AMCAS applications.

The AMCAS program does not need your scores to verify your application. You may submit your AMCAS application before or after the release of your PREview scores.

Other Tests

If you're an applicant to a special program, such as an MD-PhD or an MBA-MD program, medical schools may require other test scores in addition to your MCAT scores. Examples of other tests include the GMAT, LSAT, MAT, and GRE. If you wish to include non-MCAT test scores in your application, select *Add Test Score* under Other Tests.

If you've taken a test that includes several sections (e.g., GRE-Math and GRE-Psych), treat each section as a separate test by entering each section individually.

Please note: The AMCAS program does not verify scores on tests other than the MCAT exam. Although your designated medical schools may require additional information and official score reports, please do not send the score reports to the AMCAS program.

If you do not have any other exams to report, designate *None* under Other Tests. A response is required to complete the section.

Certification and Submission

To complete and submit your application, you must certify a set of statements, which serves the same purpose as your legal signature. Agreeing to the certification statements is binding. Once you submit your application to the AMCAS program, you can make only limited changes to it; therefore, you need to undertake a careful review of your entire application, and we suggest you review a hard copy of it by selecting the *Print Application* button on the Main Menu. (It's important to note that only your processed application will reflect your AMCAS GPAs.)

Acceptance of Conditions

You may not change, correct, or update selected parts of your application after you submit it to the AMCAS program. To accept the conditions, check off each statement and then select *Agree*. In the next screen, you will then be prompted to enter your password. You will have the opportunity to print a PDF of your application as it appears on this screen.

Payment

Pay application fees (tax, where applicable, will be calculated at checkout) by credit card through VeriSign's secure credit card transaction services (for Visa, MasterCard, American Express, and Discover). Enter your credit card information, including the billing address, and then select *Continue* to make your payment.

The AMCAS program will not accept any offline payments, including checks, money orders, or credit card information sent via mail, fax, email, or phone.

Fee Assistance Program applicants: Your award is not retroactive. Please wait until you receive your award to submit your AMCAS application.

Financial Hold

Your application will be held if you owe the AAMC money for services provided in a previous year or for the current year for any AAMC program. Applications will not be processed until financial holds are resolved, which may result in missed deadlines.

It's your responsibility to ensure the AMCAS program has received payment of all required fees. You will receive email notification if your application is held for financial reasons. If you have any questions, send us a message or call 202-828-0600.

Refund Policy

Once you submit your application and it has been successfully delivered, the AAMC's service is complete, and **no refunds will be issued**. It's your responsibility to select the programs you will apply to, complete your application correctly, monitor the status of your application, ensure all required materials are received and posted to the application, respond to all notifications in a timely manner, and adhere to the deadline requirements posted by each program you have applied to. You will not receive a refund for failure to meet the admissions requirements of a medical school or for an unsuccessful application.

Verification

The AMCAS program uses the following symbols when verifying your coursework.

Symbol	Meaning
/	A course verified without correction.
X	A course verified with corrections.*
O	A course listed in the Coursework section but not reflected on an official transcript; no format corrections made.†
⊗	A course listed in the Coursework section but not reflected on an official transcript; format corrections were made.
≠	Coursework is not intended to be verified by the AMCAS program.

* The course is included in the total, but the AMCAS program made a change to the course.

† For "Current/Future (CC)" coursework with or without grades and courses that are duplicated on the application, the AMCAS program does not remove course entries made by the applicant.

During verification, the AMCAS program performs a line-by-line comparison of the information you entered in the Coursework section of the application with the information on your official transcript(s). We recommend you request a copy of your official transcript(s) to help guide you in completing the Coursework section and to ensure the information you enter is identical to what's in your official transcript(s). During verification, the AMCAS program also calculates your AMCAS application GPAs, which often differ from the GPAs shown on your official transcript(s).

Postsubmission Changes

Before submitting your application, you should review it thoroughly. After you submit it, you may make changes only to the following items:

- ID numbers.
- Name, including legal name, preferred name, and alternate names.
- Contact information, including permanent and preferred mailing addresses.
- Alternate contact.
- Birth and gender.
- Letters of evaluation (i.e., the addition of no more than 10 letter entries and notification to the AMCAS program of a letter no longer to be sent).
- Next MCAT and PREview test date(s).
- Additional medical school designations and change(s) to existing program type (deadlines, fees, and restrictions apply).
- Release of application information to your prehealth advisor.

After you submit your application, the *Submit Application* button will change to *Resubmit*. A time stamp will appear, noting the date and time of submission. The *Resubmit Application* button will remain inactive until a permitted change is made to the application. Once you have edited a permitted field, the button will become active.

Updating Contact Information

- Select *View/Update Application* in your current application. Your applicant profile should show up, and you can make changes to your contact information there. Select *Save & Continue* to access your application.
- If you're in the application, another way to access your profile is to choose *Edit My Profile*.
- You must (1) select the *Resubmit Application* button, and (2) recertify your application each time you make an allowable change after your initial submission. If you skip these steps, your changes will not be saved. Updating your application does not affect its processing and will **not** result in delays.

Academic Change Requests

The AMCAS program requires you to review verified coursework and GPA information. If you find discrepancies or disagree with changes made during the verification process, you may submit an Academic Change Request for review by the program. After the review, the request is either granted or denied. The Academic Change Request option is available in the Quick Links tile of the Main Menu. When submitting an Academic Change Request, you must select one of the following reasons:

- *Recompute the following GPA/hours.*
- *Reverify the following courses.*
- *Add the following courses.*
- *Delete the following courses* (only if the course has been added to your application by AMCAS staff).
- *Update the following school information.*

In the AMCAS application, you will need to enter details about your request into the text box and explain why you are requesting this change to your application. You may enter more than one request into the text box.

The AMCAS program will evaluate ONLY the following items in an Academic Change Request:

- Academic status.
- Academic term.
- Academic year.
- AMCAS grade.
- Course classification: Copy and paste into the text box either the course description directly from your school's website or a link where the description can be found, so that AMCAS staff can verify the primary content of the course.
- Course type.
- Credit hours attempted.
- Degree date or type.
- Grade update if the school made an error when reporting a grade: You must have the school submit an updated official transcript reflecting the changed grade and a letter from the registrar's office explaining the reason for the change. **If the letter is not included with the updated transcript, the Academic Change Request will be denied.**
- Correction to school name.
- Lab or lecture course.
- Degrees, majors, and minors: If you request a change to your major or minor course of study and it is approved, the AMCAS program changes the name to the most appropriate core subject name. The program can't change the subject name to the specific title of your degree, major, or minor. For example, a request to add "marine biology" as a minor will be input as "biology."
- Official transcript grade.
- Omitted coursework **(does not include current or future coursework)**.
- Semester or supplemental hours.
- School: Add a school and the associated coursework if you failed to report the school on the AMCAS application at the time of submission. The AMCAS program must receive the official transcript before you submit the Academic Change Request. **If the AMCAS program does not receive the transcript before you submit the Academic Change Request, the request will be denied.** This does not include a school(s) you are currently attending or planning to attend.

The AMCAS program will not change, correct, or add:

- Course names, titles, or numbers.
- Grades and hours for certain types of courses that were left off the application and did not appear on any official transcript at the time of processing, including:
  - Current/Future (CC) coursework: The AMCAS program does not add courses that have been completed in the current calendar year, unless the graded course(s) appears on the official transcript at the time of initial review and verification of the application.
  - Honors (H) designation: The AMCAS program does not add the Honors type if omitted by the applicant).
  - Deferred Grade (DG).
  - Incomplete (I).
- Any other sections or items in your application (e.g., essays, biographical and employment information, activities, school designations, test scores and dates).

- A discrepancy in GPA calculation from a previous application cycle.
- Current or future schools or institutions.

The reprocessing of your application will **not** result in delays.

Monitoring Your Application Status

The AMCAS program will make every attempt to process your application in a timely manner. You're responsible for regularly checking the status of your application online, from the time you submit your application to the AMCAS program through the date your application is received by your designated schools. It's important to verify — by checking your status online — that the AMCAS program received your application, official transcript(s), and other required documentation. The program will notify you by changing your status online when they've finished verifying and processing your application. It's your responsibility to notify the AMCAS program if your designated medical schools have not received your application material within two to four weeks after the program completes processing. Until the AMCAS program completes processing, do not assume that the program has received all required application information and transcripts.

Select the *View Application Status History* link on the Main Menu to review your AMCAS status. Check this page often. It's available 24 hours a day, seven days a week, except for scheduled maintenance periods.

Application status definitions are available in Appendix 4.

Withdrawing Your Application

IMPORTANT: If you are unsure about or have questions regarding the impact and process of an application withdrawal, please contact the AAMC Support Center (202-828-0600) before withdrawing your application.

Withdrawing your application is **final and cannot be reversed.** Once you withdraw it, you may no longer apply for the current application year and your application **cannot be reinstated**.

To withdraw your AMCAS application from consideration, log in to your AMCAS application and select *Withdraw Application* on the right side of the Main Menu.

This option is available only when your application is in one of the following statuses:

- Submitted to the AMCAS Program — Ready for Review.
- Submitted to the AMCAS Program — Waiting for Transcripts.
- Returned.

The initial processing fee is nonrefundable, but you will receive a refund for each designated school whose deadline has not passed.

If you need to withdraw your application from consideration after your AMCAS application has been processed, you will need to contact the medical schools to which you applied directly. You are not eligible for an AMCAS refund in this case.

Choose Your Medical School Tool

The Choose Your Medical School tool helps accepted applicants communicate their intentions about which medical schools they plan to attend. Typically, in February of the application cycle, applicants with at least one current acceptance will be able to use the tool. The tool gives admissions officers information about the intentions of their entering class to support their enrollment management process. Schools will only be able to access information about their accepted and alternate-list (i.e., waitlist) applicants. You should use the tool at the direction of the schools you've applied to and in accordance with school-specific policies and processes. More information about the tool can be found on our website.

AAMC-Facilitated Criminal Background Checks

The AAMC recommends that all U.S. medical schools procure a national background check on you after you receive an initial, conditional acceptance to medical school. The rationale for performing criminal background checks on accepted medical school applicants is based on several reasons, including (1) the need to enhance the safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the medical profession and (2) to ascertain the ability of accepted applicants to eventually become licensed physicians.

In support of this recommendation, the AAMC facilitates a Criminal Background Check Service, through which Certiphi Screening, Inc., (a Vertical Screen company) procures a national background report on Early Decision Program applicants at the point of acceptance and on all other accepted applicants after Jan. 1. The AAMC has initiated background checks in recognition of medical schools' desire to procure appropriate national criminal history reports and to help prevent you from paying additional fees at each medical school to which you are accepted.

Participating medical schools may require you to undergo a separate national background check if their institutional regulations or applicable state law requires it. Medical schools not participating in the background check service used by the AMCAS program may also require you to undergo a separate national background check process. Other medical schools you have designated or may later designate may opt to participate in the AAMC-facilitated Criminal Background Check Service at any time.

The criminal background check includes the following criminal history searches:

- **Social Security number:** A search of credit report header data to help confirm your identifying information such as name, aliases, address(es), Social Security number, and areas of previous residence.
- **County criminal records:** A direct search of county courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification and complete, easy-to-read details.
- **Statewide criminal records:** A search conducted through statewide criminal records repositories or court systems for any felony or misdemeanor criminal history.
- **Federal criminal records:** A direct search of federal courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification and complete, easy-to-read details.
- **National criminal database:** An instant, multijurisdictional, private database search covering more than 375 million criminal records collected from across the country. All database "hits" are verified directly through the source of information to ensure records are current.
- **National sex offender database:** A search of a national, private database that contains sex offender data collected from across the country. All records are researched to help ensure positive identification.
- **U.S. Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE):** A search of the LEIE database, which provides information to the public, health care providers, patients, and others relating to parties excluded from participation in the Medicare, Medicaid, and all other federal health care programs.
- **Dishonorable discharge from the armed forces:** Military records are verified through either phone interviews with the subject's former commander or by obtaining a DD214 form. Verification generally includes the subject's name, service number, rank, dates of service, awards and decorations, and place of entrance and separation.
- **International screening:** International criminal record searches are performed as applicable.

Background Check Process

Upon your initial, conditional acceptance by a participating medical school and after Jan. 1 for all programs (except applicants accepted by an Early Decision Program, for whom a background check takes place at the point of acceptance), Certiphi Screening will send an email to the preferred email address you entered in your AMCAS application. The email will provide you with access to a secure online form where you will provide basic identifying information and consent to obtain a background report. Your consent will cover all participating medical schools that offer you conditional acceptance.

Once you have provided consent, Certiphi Screening will conduct a background check; once completed, Certiphi Screening will send an email to your preferred email address asking you to review the background check report before it's distributed. Once you have received the email, you will have 10 calendar days to contest the accuracy of the contents of the background check report. Once you have reviewed and released the report, or after the specified 10-calendar-day period has elapsed, the background check report will be made available to the participating medical school(s) that made a conditional offer of acceptance.

Upon your initial, conditional acceptance to an additional participating medical school, the background check report will be made available to other participating medical schools who are offering a conditional acceptance after Jan. 1. The background check will not be released to any party other than the medical school(s) requesting it.

History in the background check report that may include infractions and juvenile records will be displayed to you, but medical schools' policies vary regarding the content their reviewers can and will view.

Obtaining a Personal Copy

- You may obtain a personal copy of the preliminary background report, prior to your 10-calendar-day review period described above, by visiting Application Station by Certiphi Screening and using this code: **CERTAP2027**. **If you choose to order a preliminary background report, the discounted cost is $71, plus any international research fees.** For more information, please contact Certiphi Screening's Applicant Services team at 800-803-9582 or ApplicantServices@certiphi.com.
- Please note that a personal copy of the preliminary background report is optional. It does not replace the final report distributed to requesting medical schools by Certiphi.

Please review the Felony and Misdemeanor section of this guide for further details.

State-Specific Notifications About Background Checks

Below are state-specific notifications that some states mandate for inclusion in advance of a background check. Many state-specific mandates indicate you are required to request in writing a copy of the report procured on you. If you live in one of the states named below, you will receive a copy of the report without requesting it.

Maine Applicants Only
"Upon request, you will be informed whether or not an investigative consumer report was requested and, if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from us, within five business days of our receipt of your request, the name, address, and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any reports."

New York Applicants Only
"You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report."

Washington Applicants Only
"If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time, to receive from us a complete and accurate disclosure of the nature and scope of the investigation. You have the right to request from the consumer reporting agency a summary of your rights and remedies under state law."

California,* Minnesota, and Oklahoma Applicants Only
"A consumer credit report will be obtained through Certiphi Screening, Inc., P.O. Box 541, Southampton, PA 18966. Telephone: (800) 260-1680. Website: certiphi.com.

"If a **consumer credit report** is obtained, I understand that I am entitled to receive a copy. I have indicated below whether I would like a copy.

"If an **investigative consumer report** and/or consumer report is processed, I understand that I am entitled to receive a copy. I have indicated below whether I would like a copy."

*** California applicants:** "If you chose to receive a copy of the consumer report, it will be sent within three (3) days of the employer receiving a copy of the consumer report and you will receive a copy of the investigative consumer report within seven (7) days of the employer's receipt of the report (unless you elected not to get a copy of the report). **Certiphi Screening's privacy practices with respect to the preparation and processing of investigative consumer reports may be found at certiphi.com."**

A Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as those that sell information about check-writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

For more information, including information about additional rights, go to consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street, NW, Washington, DC 20552.

Para información en español, visite consumerfinance.gov/learnmore o escriba al: Consumer Financial Protection Bureau, 1700 G Street, NW, Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment — or to take another adverse action against you — must tell you and give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - A person has taken adverse action against you because of information in your credit report.
  - You are the victim of identity theft and place a fraud alert in your file.
  - Your file contains inaccurate information as a result of fraud.
  - You are on public assistance.
  - You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. Refer to consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days; however, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need, usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your current or potential employer without your written consent first being given to the employer. Written consent generally is not required in the trucking industry. For more information, go to consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited, "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPT-OUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or in some cases a user of consumer reports or a furnisher of information to a consumer reporting agency, violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active-duty military personnel have additional rights.** For more information, visit consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state attorney general. For information about your federal rights, contact the relevant organization in the table below.

Type of Business	Contact
1. Certain financial institutions. **a.** Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates. **b.** Such affiliates that are not banks, savings associations, or credit unions, in addition to the Consumer Financial Protection Bureau.	**a.** Consumer Financial Protection Bureau 1700 G St. NW Washington, DC 20552 **b.** Federal Trade Commission: Consumer Response Center — FCRA 877-382-4357
2. Financial institutions not included in Item 1 above. **a.** National banks, federal savings associations, and federal branches and federal agencies of foreign banks. **b.** State member banks, branches, and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act. **c.** Nonmember insured banks, insured state branches of foreign banks, and insured state savings associations. **d.** Federal credit unions.	**a.** Office of the Comptroller of the Currency Customer Assistance Group P.O. Box 53570, Houston, TX 77052 **b.** Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 **c.** FDIC Consumer Resource Center 1100 Walnut St., Box #11 Kansas City, MO 64106 **d.** National Credit Union Administration Division of Consumer Compliance and Outreach 1775 Duke St. Alexandria, VA 22314
3. Air carriers.	Office of the Asst. General Counsel for Aviation Enforcement and Proceedings, Aviation Consumer Protection Division, Department of Transportation 1200 New Jersey Ave. SE Washington, DC 20590
4. Creditors subject to the Surface Transportation Board.	Office of Proceedings, Surface Transportation Board Department of Transportation

Type of Business	Contact
	395 E St. SW Washington, DC 20423
5. Creditors subject to the Packers and Stockyards Act, 1921.	Your nearest Packers and Stockyards Administration area supervisor
6. Small business investment companies.	Deputy Associate Administrator for Capital Access U.S. Small Business Administration 409 3rd St. SW, Suite 8200 Washington, DC 20416
7. Brokers and dealers.	Securities and Exchange Commission 100 F St. NE Washington, DC 20549
8. Federal land banks, federal land bank associations, federal intermediate credit banks, and production credit associations.	Farm Credit Administration 1501 Farm Credit Dr. McLean, VA 22102-5090
9. Retailers, finance companies, and all other creditors not listed above.	Federal Trade Commission Regional Office for the region in which the creditor operates, or: Federal Trade Commission: Consumer Response Center — FCRA 877-382-4357

Credit report contact information:

Certiphi Screening, Inc.
Consumer Care Dept.
P.O. Box 541, Southampton, PA 18966
Toll-free phone: 800-260-1680

Note: All laws cited are subject to change, and although the AAMC will endeavor to keep this information updated, we will not be held responsible or liable for any changes that may not appear in this document.

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AAMC Policies About AMCAS Applicant Data

The AAMC recognizes its responsibility to treat with care the information it collects about individuals and institutions involved in medical education and to respect their privacy relative to this sensitive data. To meet this responsibility, the association has developed a privacy statement and policies to govern data collection, use, and dissemination.

AAMC Privacy Statement

This privacy statement explains what kinds of information the AAMC collects through its website (including the AMCAS website), web-based applications, and other AAMC programs, and how the AAMC uses this information.

AAMC Policies About the Collection, Use, and Dissemination of Medical Student and Applicant Data

These policies describe specific uses of personal information of AMCAS applicants and medical students. The AAMC disseminates application information to the medical schools to which applicants have applied.

Any information published by the AAMC related to medical school applications is done with aggregate statistics. The AAMC may also share personally identifiable data with peer not-for-profit organizations, certifying boards, licensing bodies, and other organizations involved in medical education for research, eligibility determination, verification, and credentialing purposes.

Additional AAMC Resources for Applying to Medical School

The AMCAS program is a service provided by the AAMC. The AAMC neither endorses nor has any relationship with commercial agencies concerned with admission to medical schools.

AAMC PREview Exam

The PREview exam helps admissions officers assess readiness to learn about issues related to professionalism in medical school. For more information, visit aamc.org/PREview.

Fee Assistance Program

The Fee Assistance Program assists those who, without financial assistance, would be unable to take the MCAT exam or apply to medical schools that use the AMCAS application. For more information on the Fee Assistance Program and to start an application, visit **aamc.org/feeassistance**.

FIRST

Financial Information, Resources, Services, and Tools (FIRST) provides information on student debt management, specifically for medical students. For more information, visit aamc.org/services/first.

MCAT Exam

The Medical College Admission Test (MCAT) is required for applying to medical school. For more information, visit aamc.org/mcat.

Medical School Admission Requirements Website

The Medical School Admission Requirements website is a comprehensive resource that lists requirements and other pertinent information for each medical school. The website is updated annually. A subscription is available for purchase at aamc.org/msar.

Premed Navigator

Subscribe to the AAMC newsletter, *Premed Navigator*, to receive updates on important topics, resources, tips, and key dates for aspiring physicians.

Social Media

For information, tips, and resources from the AMCAS program and other AAMC services for premeds, follow **@AAMCPreMed** on X and **@aamcToday** on Instagram, and "like" the **AAMC Premed** Facebook page. For AMCAS-specific content, such as deadline information and announcements, follow **@AMCASinfo** on X.

facebook.com/AAMCpremed **x.com/AAMCPreMed** **x.com/AMCASinfo**

instagram.com/aamctoday **instagram.com/aamc_pathtomedicine**

Appendix 1: Socioeconomic Status (SES) Disadvantaged Indicator

The Socioeconomic Status (SES) Disadvantaged Indicator is one tool that medical schools may use to identify applicants who come from different socioeconomic backgrounds. It's intended to help schools place your entire AMCAS application information in context as part of a holistic review admission process. *The AMCAS indicators were developed as tools to assist medical schools in their review processes and are not intended to be used as standalone elements.*

The SES Disadvantaged Indicator is derived from information you provide about your parents' or guardians' occupations and education levels* by using the schema in the table below. Once the AMCAS program has processed your application, the indicator associated with your parent or guardian with the highest education and occupation levels will appear on your printable application. To view the indicator, select the *Print Application* button on the Main Menu.

Parent or Guardian Education	Parent or Guardian Occupation	
	Executive, Managerial, or Professional Position	**Service, Clerical, Skilled, or Unskilled Labor**
Doctorate or Professional Degree	SES Disadvantaged Indicator: No	SES Disadvantaged Indicator: Yes, EO-2
Master's Degree	SES Disadvantaged Indicator: No	SES Disadvantaged Indicator: Yes, EO-2
Bachelor's Degree	SES Disadvantaged Indicator: No	SES Disadvantaged Indicator: Yes, EO-2
Less Than a Bachelor's Degree	SES Disadvantaged Indicator: Yes, EO-1	SES Disadvantaged Indicator: Yes, EO-1

Note: EO = Education/Occupation.

An SES indicator of "N/A" indicates one of the following:

- Parent(s) or guardian(s) who completed their highest level of education outside the United States and are not legal U.S. residents.
- Parent(s) or guardian(s) who are deceased.
- There is no parent or guardian data.
- Applicant is not a U.S. citizen or permanent resident.

An SES indicator of "Unknown" occurs when:

- All EO levels of the parent(s) or guardian(s) are unknown.
- One EO level of a parent or guardian is unknown or all other EO levels are indicated as "N/A."

* The AMCAS program does not determine international equivalencies for education or occupation information.

Appendix 2: First-Generation-College-Student Indicator

The First-Generation-College-Student ("First-Generation") Indicator is another tool that medical schools may use to identify applicants who come from different socioeconomic backgrounds. It's intended to help schools place your entire AMCAS application information in context as part of a holistic review admission process. *The AMCAS indicators were developed as tools to assist medical schools in their review processes and are not intended to be used as standalone elements.*

The First-Generation Indicator is derived from information you provide about your parents' or guardians' education levels* by using the schema in the table below. Once the AMCAS program has processed your application, the indicator associated with your parent or guardian with the highest education will appear on your printable application. To view the indicator, select the Print Application button on the Main Menu.

Parent or Guardian Education Level	First-Generation Indicator
• Don't know • No parent or guardian data provided	Unknown
• Less than high school • High school graduate (high school diploma or equivalent) • Some college but no degree	Yes
• Associate's degree (AS, AN, etc.) • Bachelor's degree (BA, BS, etc.) • Some graduate but no degree • Master's degree • Doctorate or professional degree	No

A First-Generation Indicator of "Unknown" indicates one of the following:

- The highest level of education for the parent(s) or guardian(s) is unknown.
- No parent or guardian data were provided.

Appendix 3: Glossary and Abbreviations

The following are common terms in the online application and application instructions. The abbreviations are defined **in the table that follows**.

Term	Definition
AAMC ID	An eight-digit number the AAMC assigns when a person registers for any AAMC service.
Academic Change Request (ACR)	An electronic request option available after AMCAS processing is complete; used to request a review of possible mistakes made by AMCAS staff.
Academic Status	A student's achieved education level (i.e., freshman, sophomore, junior, or senior). The education-level assignment is based on the number of credit hours completed.
Advanced Placement (AP)	Advanced Placement courses taken while in high school or by passing an AP departmental exam.
All Other (AO) GPA	The AMCAS grade-point average calculation for all courses except biology, chemistry, physics, and math.
Audit (AU)	Courses taken for experimentation without getting a grade or review. Credit hours for audited courses do not count toward fulfillment of graduation requirements.
BCPM GPA	The AMCAS grade-point average calculation for courses classified as biology, chemistry, physics, and math.
CEGEP or Grade 13	CEGEP, or *collège d'enseignement général et professionnel,* is two years of general or three years of technical education between high school and university. CEGEP is considered the first level of higher education in Canada; the second is university. CEGEP accepts students who have completed six years of elementary school and five years of secondary school.
Certification	Certification refers to your legal signature for an electronic application. Your certification, or electronic signature, indicates your agreement to the certification statements.
Clock Hours	Credits given for attending approved, in-service programs. Sixty minutes of continuous in-service is equivalent to one clock hour.
College Level Examination Program (CLEP)	A program that administers a nationally standardized examination for examinees to receive college credit for competency obtained through life experiences.

Term	Definition
Continuing Education Units (CEUs)	A way to document noncredit work in activities specifically developed for adult learners in a variety of disciplines. One CEU is provided for every 10 hours engaged in a learning activity under responsible sponsorship, capable direction, and qualified instruction.
Course Classification	Course classification is based solely on the primary content of the course content rather than on the course title or the department through which it is offered. Consult your preprofessional health advisor or registrar to resolve any questions concerning classification.
Credit Hours	Hours received for courses taken at a college or university that appear on an official transcript. Some institutions may refer to credit hours as units.
Current or Future Courses (CCs)	All courses you are attempting at the time you submit the AMCAS application, and those you plan to take before entering medical school.
Deferred Grade (DG)	Grades for certain courses are postponed, because the courses last more than one term due to either the volume of course content or the amount of required student work. Research projects, theses, and dissertations are examples of courses that might have a multiterm structure.
Deferred or Delayed Matriculant	The program type you select if you submitted a previous year's application and were accepted to a medical school for a specific year but have decided (and the medical school has approved your decision) to delay entrance until the following year.
Exempt (EX)	An individual department may use any of the following criteria to determine a course exemption: • Previous courses completed by the student at another institution. • Employment experience. • The student's score on an approved examination. If granted, course exemption allows the student to enroll in a higher-level course within the sequence without having to take the lower-level course.
Grade-Point Average (GPA)	A measure of a student's academic achievement at a college or university, which is calculated by dividing the total number of grade points received by the total number attempted.
Honors (H)	Specialized, college-level courses.

Term	Definition
ID Numbers	Any identification numbers that are helpful in matching your documents to your application, including: • School-assigned ID numbers. • MCAT or AMCAS IDs (only before 2002). • Other IDs that may appear on your documents. For purposes of this definition, ID numbers do not include Social Security number (SSN) or Social Insurance Number (SIN).
Incomplete (I)	An Incomplete designation or "I" is assigned temporarily when the student is unable to fulfill all the normal course requirements. Note that many schools assign IF or F if coursework is not completed within an appropriate time limit as determined by the instructor.
International Baccalaureate	Credit granted by a college for courses taken at a high-school level under the International Baccalaureate Diploma Programme. Such credit is treated under the same policies as AP credit. This is not to be confused with French Baccalaureate.
Joint Services Transcript (JST)	An academically accepted document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training, along with the corresponding ACE college credit recommendations. The JST replaced the Coast Guard Institute Transcript, the Army/American Council on Education Registry Transcript System (AARTS), and the Sailor-Marine American Council on Education Registry Transcript (SMART).
Letters of Evaluation	Letters provided by a counselor, prehealth advisor, premed committee, or other professional. Evaluation letters must be sent to the AMCAS program if you are applying to a medical school that participates in the AMCAS Letters of Evaluation service.
Narrative Evaluation	A written evaluation provided by institutions, based on a special grading system for which letter grades are usually unavailable. The evaluation, which describes the student's performance, is provided for each class the student completes.
No Record (NR)	Used when a grade is unavailable at the time of transcript issuance because of an administrative error or lateness.
Official Transcript	An official document that contains all essential academic data, such as dates of attendance, courses taken, grades and credits awarded, and

Term	Definition
	degrees received. It may also contain information related to the student's current status at the institution.
Pass-Fail (PF)	A grading system in which no more than two possible passing grades are attainable.
Postsubmission Changes	The limited changes to the AMCAS application that are permitted after initial submission.
Repeat (R)	A course that a student has failed or for which the student's initial grade was below departmental standards.
Transcript Grade	Grades, symbols, and notations that appear on an official transcript issued by a college or institution at which a course has been completed.
Transcript ID	The AMCAS transcript ID is used when requesting an electronic transcript from an approved sender.
Withdraw	A course for which a student registered and subsequently chose not to complete.

Abbreviations

Abbreviation	Definition
AACOMAS	American Association of Colleges of Osteopathic Medicine Application Service
AAMC	Association of American Medical Colleges
AAMC ID	Association of American Medical Colleges ID number
AIS	Advisor Information System
AMCAS	American Medical College Application Service
AMCAS Request ID Number	A 16-character (including two hyphens) identification number that is assigned to each letter entry on your AMCAS application
AO	All other
AP	Advanced Placement
BCPM	Biology, chemistry, physics, math
CEGEP	Canadian *collège d'enseignement général et professionnel*
CLEP	College Level Examination Program
EDP	Early Decision Program
ERAS®	Electronic Residency Application Service®
GMAT	Graduate Management Admission Test
GPA	Grade-point average
GRE	Graduate Record Examination
JST	Joint Services Transcript
LOE	Letters of evaluation

Abbreviation	Definition
LRF	Letter Request Form
LSAT	Law School Admission Test
MCAT	Medical College Admission Test
MCATthx®	MCAT Testing History System
MED LOANS	Medical school loans
MSAR	Medical School Admission Requirements
NAAHP	National Association of Advisors for the Health Professions
NRMP®	National Resident Matching Program®
OMSAS	Ontario Medical School Application Service
OT	Official transcript
SHPEP	Summer Health Professions Education Program
SSL	Secure Sockets Layer
TMDSAS	Texas Medical and Dental Schools Application Service
TRF	Transcript Request Form

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Appendix 4: Application Statuses

The AMCAS program uses statuses to track your application process. Medical schools may use different words or meanings to explain statuses in relation to the AMCAS and medical school secondary application processes.

Status	Definition
Not Submitted to the AMCAS Program	You have initiated your AMCAS application, but it has not been certified and submitted to the AMCAS program.
Submitted to the AMCAS Program — Waiting for Transcripts	You have certified and submitted your AMCAS application. However, your application is pending processing while the AMCAS program waits for your transcripts.
Submitted to the AMCAS Program — Financial Hold	You have certified and submitted your AMCAS application. However, the AMCAS program is unable to process your application until you resolve the financial hold associated with your application. Please contact the AMCAS program for more information at 202-828-0600 or send us a message.
Submitted to the AMCAS Program — Processing Exception	You have certified and submitted your AMCAS application. However, your application is on hold due to the detection of a processing exception. Please contact the AMCAS program for more information at 202-828-0600 or send us a message.
Submitted to the AMCAS Program — Incorrect Coursework	You have certified and submitted your AMCAS application. However, your application is on hold due to incorrect coursework in your application. Please contact the AMCAS program for more information at 202-828-0600 or send us a message.
Submitted to the AMCAS Program — Incorrect Documents	You have certified and submitted your AMCAS application. However, your application is on hold due to incorrect documents associated with your application. Please contact the AMCAS program for more information at 202-828-0600 or send us a message.
Submitted to the AMCAS Program — Ready for Review	The AMCAS program has received your transcripts, and your application is now in the queue for verification and processing.
Submitted to the AMCAS Program — Under Review	An AMCAS verifier is currently reviewing your transcripts and coursework.
Returned to Applicant	An AMCAS verifier found missing coursework in your application during their review. Your application has been returned so you can make the necessary changes to your coursework. You may also need to make changes to your Schools Attended section. Please contact the AMCAS program for more information at 202-828-0600 **or** send us a message.

Status	Definition
AMCAS Processing Is Complete	Congratulations! Your application is processed and has been made available to your designated medical schools.
Withdrawn From the AMCAS Program	You have withdrawn your AMCAS application. This step is final, so you are no longer eligible to apply for the current application cycle.
Submitted to the AMCAS Program – On Hold	You have certified and submitted your AMCAS application; however, an AMCAS verifier has determined that a required official transcript is missing or is incomplete.

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