



**Welcome!**

**Thank you for joining us for today's webinar. The program will begin shortly.**

**You will not hear the audio until we begin.**

**If you have technical questions, please email [aamc@commpartners.com](mailto:aamc@commpartners.com).**

# Panelists

- **AMCAS**
  - Sharifa Dickenson, AMCAS Operations Director
  - Kenyetta Wood, AMCAS Verification Supervisor
  - Shannon Vines, AMCAS Document Processing Supervisor
  - Robert Hathaway, AMCAS Operations Manager

# Agenda

1. Welcome to AMCAS
2. AMCAS Timeline
3. AMCAS Grading System Reporting
4. Document Processing
5. AMCAS Verification
6. Key Resources and Important Dates
7. Questions and Answers

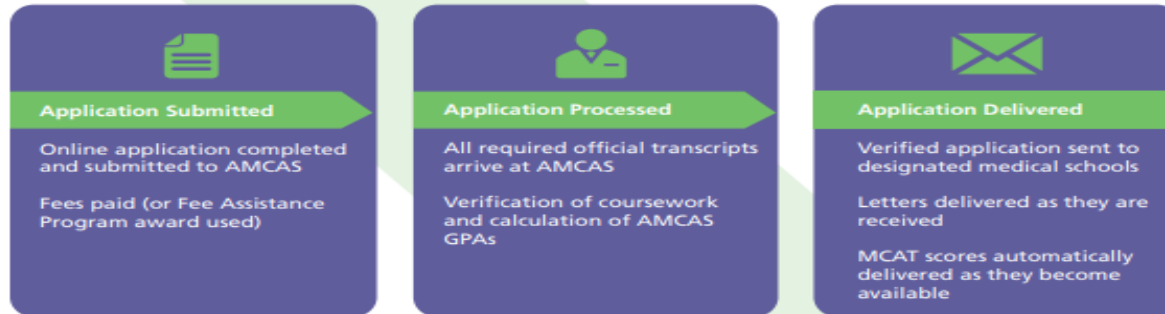
# Welcome to AMCAS

**The American Medical College Application Service® (AMCAS®) is the AAMC's centralized medical school application processing service.**



# AMCAS Timeline

## How Does AMCAS Work?



## Preparing for AMCAS

- The AMCAS application opens in May of each year for applicants who plan to begin medical school in the following year. When you are ready to begin the application, you should start by visiting the AMCAS website ([aamc.org/amcas](http://aamc.org/amcas)). The documents and video tutorials available in the Resources section are updated for each application cycle with the most current information.
- AMCAS does not advise applicants on making decisions related to their application, so we encourage you to work with your school's advising office and to review the Medical School Admission Requirements.
- Using the online application, you will enter information about yourself and your background. You will have your official transcripts sent directly to AMCAS, where AMCAS staff will verify your coursework and normalize your GPA based on your school's grading scale. Along with your letters of evaluation, AMCAS then sends your verified application data to the medical schools to which you have chosen to apply.
- For regular applications, your official transcripts must be received by AMCAS within 14 calendar days after the application deadline.
- You can submit your AMCAS application before your official transcripts and letters of evaluation reach AMCAS.
- June-September is the peak application submission period, which means your application may take about six weeks, after all materials are received, to be processed.
- After your application is submitted, you may check its verification status using our automated system or on Twitter @AMCASinfo.

Find FAQs, video tutorials, an application guide, and more at

**[aamc.org/amcas](http://aamc.org/amcas)**

# AMCAS Grading System Reporting

# AMCAS Grading System Request

At the beginning of each calendar year, AMCAS sends an email request for information to each of the institutions within the AMCAS system to verify their current grading system information.



Dear Registrar,

**You play a vital role in assisting your students and alumni attain their goal of attending medical school.** We are writing to request your updates to our American Medical College Application Service (AMCAS®) college list. Having the correct information in our system helps AMCAS ensure that your students and alumni are represented accurately to their prospective medical schools, and limits the frequency with which your students and alumni contact your office.

If any changes were made to your institution's calendar, grading system, special programs, back of transcript, school name, and/or contact information since March 2020, we ask that you email the updated documents to [registrarletters@aamc.org](mailto:registrarletters@aamc.org).

Reply **YES** - changes have been made. Please attach updated information (back of official transcript, transcript key, etc.)

Reply **NO** - no changes have been made - AMCAS can keep the current information on file

AMCAS will not make changes or add Main/Special Programs (Graduate, Law, Pharmacy, etc.) after the opening of the AMCAS application season in May.

Contact our verification staff at [registrarletters@aamc.org](mailto:registrarletters@aamc.org) for detailed instructions if this is your first time submitting calendar and grading system information, or if you have any questions for AMCAS.

**Documentation must be submitted through email by March 9, 2021.** If we do not receive a response, AMCAS will keep the current information on file. *If you have responded to our previous request, we thank you and please disregard this email.*

Information received after the deadline will be saved and updated in the next cycle.

Please note, for this upcoming application cycle, AMCAS will be returning to the transcript delivery policies that were in place prior to the pandemic (before March 2020). *We will only accept transcripts sent by mail or electronically from approved vendors; we will not accept transcripts via fax or email.* If you are still experiencing issues with sending transcripts by mail due to the pandemic, please contact [etranscripts@aamc.org](mailto:etranscripts@aamc.org).

Thank you again for your assistance.

Sincerely,  
Kenyetta Wood

- Calendar
- Grading systems
- Special Programs
- Back of Transcript
- Contact Information/Name Change



# AMCAS Grade Conversion

AMCAS converts most standard college and institution transcript grades to AMCAS grades based on conversion information provided by colleges and institutions.

Grading System Type: Five or more passing grades, alpha with +/-												
AMCAS Grades	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
AMCAS Weights	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.7	0.0
01	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
02	A+, A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
03	A		B+	B		C+	C		D+	D		F
04	A+, A		B+	B		C+	C		D+	D		F
05	A+, A	A-	B+	B	B-	C+	C	C-	D+	D		F
06	A	A-	B+	B	B-	C+	C	C-				F
07	A		B+	B		C+	C			D		F
08	A	A-	B+	B	B-	C+	C	C-	D+	D		F
09	A	A-	B+	B	B-	C+	C	C-		D		F
10	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E/NC
11	A+, A	A-	B+	B	B-	C+	C	C-				
12	A+, A	A-	B+	B	B-	C+	C	C-	D+	D	D-	
13	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	
14	Non-standard system using 5 or more alpha grades, no 'F'											
15	Non-standard system using 5 or more alpha grades, and 'F'											



# Grading System Manual (GSM)

The Grading System Manual is an AMCAS database that houses the historical grading and credit information of institutions in the U.S., U.S. Territories, and Canada.

Main Program	Grading Systems	Cross-Registrations	Transcript Symbols
<b>- Grading System -</b>			
<b>Start Year</b>	<input type="text" value="2006"/>		
<b>Start Term*</b>	<input type="text" value="Summer Semester (Summer)"/> ▼		
<b>End Year</b>	<input type="text" value="2020"/>		
<b>End Term*</b>	<input type="text" value="2nd Semester (Spring)"/> ▼		
<b>Calendar Code</b>	<input type="text" value="Semester"/> ▼		
<b>Credit Code</b>	<input type="text" value="Semester Hours"/> ▼		
<b>Lecture Factor</b>	<input type="text" value="1.000"/> (to 3 decimal places)		
<b>Lab Factor</b>	<input type="text" value="1.000"/> (to 3 decimal places)		
<b>Combined Factor</b>	<input type="text" value="1.000"/> (to 3 decimal places)		
<b>Grade Conversion</b>	<input type="text" value="(09) A A- B+ B B- C+ C C- D F"/> ▼		
* Indicates a required field			
<input type="button" value="Save"/>			

# Grading System Manual (GSM)

Main Program

Grading Systems

Cross-Registrations

Transcript Symbols

## - Grading System -

Start Year	<input type="text" value="2006"/>
Start Term*	<input type="text" value="Summer Semester (Summer)"/>
End Year	<input type="text" value="2020"/>
End Term*	<input type="text" value="2nd Semester (Spring)"/>
Calendar Code	<input type="text" value="Semester"/>
Credit Code	<input type="text" value="Semester Hours"/>
Lecture Factor	<input type="text" value="1.000"/> (to 3 decimal places)
Lab Factor	<input type="text" value="1.000"/> (to 3 decimal places)
Combined Factor	<input type="text" value="1.000"/> (to 3 decimal places)
Grade Conversion	<input type="text" value="(09) A A- B+ B B- C+ C C- D F"/>

\* indicates a required field

Save

# Grading System Manual (GSM) Conversion

Having the correct information in our system helps AMCAS ensure that your students and alumni are represented accurately to their prospective medical schools.

## AMCAS Academic Record

SCHOOL	STAT	CLASS	YEAR	TERM	NAME	NUM	TYPE	LAB/LEC	OT GRD	OT HRS	SEM HRS	SUPP HRS	AM GRD
University of Georgia	SO	CHEM	2012	S2	<u>Freshman Chemistry II Lab</u>	1212L		Lab	B-	1	1		B-
University of Georgia	SO	BIOL	2012	S2	<u>Principles of Biology I</u>	1107		Lecture	A-	3	3		A-
University of Georgia	SO	BIOL	2012	S2	<u>Principles of Biology I Lab</u>	1107L		Lab	A	1	1		A
University of Georgia	SO	CHEM	2012	S2	<u>Moderate Organic Chemistry I</u>	2211		Lecture	B	3	3		B
University of Georgia	SO	CHEM	2012	S2	<u>Moderate Organic Chemistry Lab I</u>	2211l		Lab	A	1	1		A
University of Georgia	SO	FLAN	2012	S2	<u>Elementary Japanese II</u>	1002		Lecture	A	4	4		A

# Letters of Explanation

AMCAS will verify coursework completed at, or transferred from, a non-degree granting institution as credit to a degree-granting college or institution.

If the institution provides only a certificate of completion or does not provide an official transcript, applicants are required to have registrars of the institution send AMCAS an official letter (signed and on letterhead) verifying that no official transcript is available.

## State University

655 K Street, NW  
Washington, DC 20011

July 18, 2020

To: AMCAS  
From: Registrar Office

Re: No official State University transcript for Nicole Branch, AAMC ID 12345678

Dear AMCAS,

This letter is sent to acknowledge that the courses taken under our dual enrollment program with Fairfax County schools there is no official transcript associated for students who opt not to enroll in the optional State University credit program. Therefore, our Registrar office has no official transcript for this student.

I am happy to provide further details if needed.

Sincerely,

Registrar Office  
State University  
Washington, DC 20011  
(202) 828-0400

# Document Processing and Transcripts

# AMCAS Transcript Requests

## What transcripts are required for an AMCAS applicant?

- One official transcript is required from each U.S., U.S. territorial, or Canadian postsecondary institution at which coursework was attempted, regardless of whether credit was earned. 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 where an applicant originally attempted a course, even if the credit was subsequently transferred to and accepted by another school.
  - Colleges where an applicant was 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 where an applicant attempted courses, if a separate transcript is provided by the extension division.
  - Correspondence and home study programs.
  - Military education.
  - American colleges overseas.
  - U.S., U.S. territorial, and Canadian medical schools.
  - AMCAS does not accept any transcripts from international evaluation services.

# Transcript Request Process

Mailed transcripts should include the AMCAS Pre-barcoded Transcript Request Form to help us match the transcript(s) to the correct application and application year.

2/14/2021



Alicia Washington



## AMCAS TRANSCRIPT REQUEST

☆☆☆ For AMCAS 2022 applications only ☆☆☆

TO:

Office of the Registrar  
University of Pennsylvania  
34TH AND SPRUCE STREET  
Philadelphia PA 19104  
United States of America (the)

Dear Registrar:

I hereby request that you forward my official transcript to the American Medical College Application Service (AMCAS). AMCAS accepts PDF eTranscripts from approved senders. Please visit [www.aamc.org/amcasregistrars](http://www.aamc.org/amcasregistrars) to learn how to become an approved sender. For those schools not yet approved to send PDF eTranscripts, please attach this form and mail my transcript(s) to the address below.

Last Name: Washington  
First/Middle Name: Alicia  
DOB: 09/24

Dates Attended: 08/2017 - 05/2021  
Alternate Name(s):  
Degrees Earned: Doctor of Medicine in Dentistry - 05/2021

Mail Paper Transcripts to:  
AMCAS, Attn: Transcripts  
AAMC Medical School Application  
Services  
P.O. Box 57326  
Washington, DC 20037

### ATTENTION APPLICANT:

- These IDs are only used when requesting a PDF eTranscript from an approved sender. If your registrar's office does not require the Transcript ID, they are not yet an approved sender of eTranscripts with AMCAS.
- Transcripts are not accepted via e-mail.
- Providing the registrar with the Transcript ID AMCAS has assigned to another one of your schools will delay processing of your application.

AAMC ID: 10000020  
Transcript ID: 1111111

Applicant Signature

Date

Please enclose this form with the applicant's official transcript(s) when mailed to AMCAS.

A transcript will be rejected and possibly returned by AMCAS under any of the following conditions:

- The Registrar's seal and/or signature is missing.
- The transcript is stamped "Issued to Student" or "Student Copy" etc.
- The official transcript was received directly from the student.
- The official transcript is for the wrong student, or the name on the transcript differs from that on this transcript request form.
- The official transcript is illegible.
- A PDF eTranscript was sent by an institution not approved to send AMCAS electronic transcripts.



# Transcript Processing – Mailing Paper Transcripts

## Standard Mail Service:

AMCAS, Attn: Transcripts

AAMC Medical School Application  
Services

P.O. Box 57326

Washington, DC 20037

## Expedited Mail Service (Priority Mail, FedEx, UPS, or DHL):

AMCAS, Attn: Transcripts

AAMC Medical School Application  
Services

655 K Street, N.W. Suite

Washington, DC 20001



AMCAS is responsible for verifying the authenticity of each transcript received.

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# Transcript Processing – Indexing Process

Transcript indexing is the process of recording the receipt date and status of a transcript.

Applicants receive automatic emails notifying them of the transcript receipt.



# Transcript Processing – Scanning Process

Scanning transcripts received in support of AMCAS application creates images for paperless processing.

Transcripts receive a barcode during the indexing process so that a digital image may be created of the document.



# Electronic Transcripts

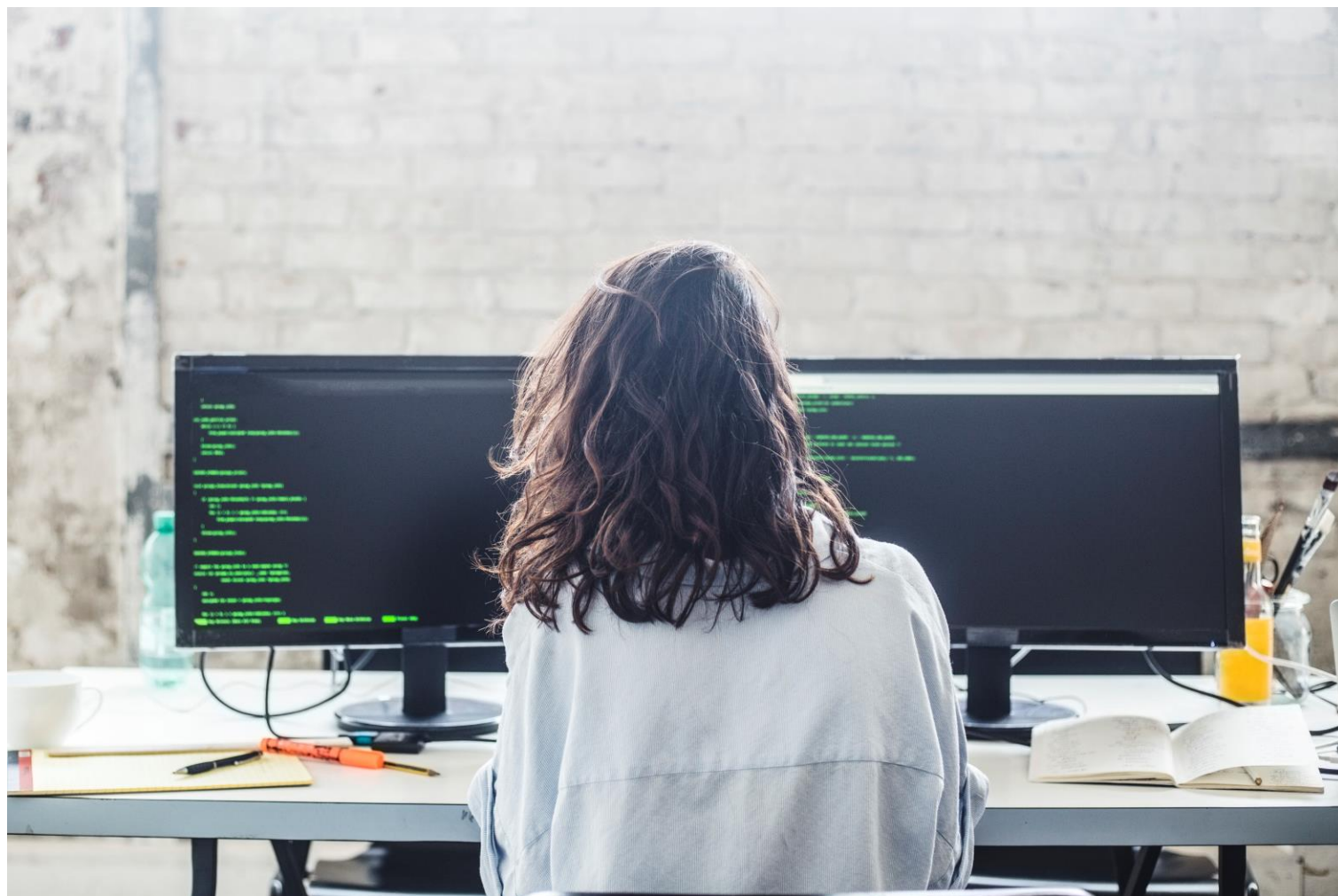
AMCAS only accepts PDF eTranscripts from approved senders – National Student Clearinghouse and Parchment – who may only submit transcripts to AMCAS by means of a secure file transfer (SFTP).



# AMCAS Verification



# The Verification Process





# Grades and GPA Calculations



AMCAS Grade Conversion Guide

## AMCAS® Application Grade Conversion Guide

During the verification process, AMCAS converts most standard undergraduate transcript grades to AMCAS grades based on conversion information provided by colleges and universities. The AMCAS GPA provides medical schools with a standard way to compare each applicant's academic record. AMCAS GPAs may differ from the GPA shown on your records at the institutions you have attended. The following tool will help guide you to estimate your AMCAS grade point average.

Your AMCAS Verified GPA is accessible on the printable version of your application once AMCAS processing is complete. You may find additional information about grade conversions in the [AMCAS Applicant Guide](#).

**The AMCAS Grade Conversion Guide is for personal reference. Do not enter the estimates below on your AMCAS application, you must enter course information as it appears on your official transcript**

**STEP 1** Create a worksheet for each Academic Status (freshman, sophomore, etc.).

Status: Freshman

Course	Transcript Grade	AMCAS Grade	AMCAS Weight	x	Semester Hours	=	Quality Points
Total Freshman							

**STEP 2** List each of your courses and grades as they appear on your transcript.

**STEP 3** Using the Grade Conversion Tables below, select the AMCAS grade and corresponding weight for each class.

Most courses with credit hours and a letter grade are calculated into the AMCAS GPAs, regardless of whether the credit is counted toward a degree or has been counted toward a school-calculated GPA.

# Grades Factored into the AMCAS GPA Calculation

AMCAS counts all plus (+) and minus (–) grades, even if your school does not.

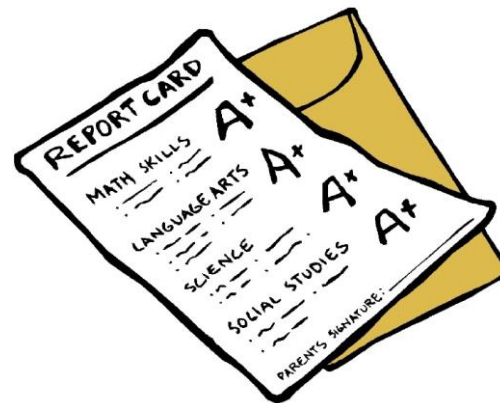
AMCAS counts all attempts of a repeated course, even if your school does not.

Depending on how your school considers them, grades of IF (incomplete failure) or unauthorized/unofficial/administrative withdrawal may be treated as F in your AMCAS GPA.

Grades and credit hours for all failed courses are included in the AMCAS GPAs even if they are not included in the GPA calculations of the transcript-issuing institution.

## EXCEPTION

The only exceptions pertain to foreign coursework transferred to a U.S. or Canadian institution and coursework taken through an official study abroad program.



**Academic Forgiveness Policy:** If your school has an academic forgiveness policy and subsequently replaces the original grade received with a special transcript symbol, an applicant must enter the original grade and attempted credits on their AMCAS application, regardless of whether they appear on the official transcript.

# AMCAS GPA Reports to Medical Schools

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:	A/P: 70.00	CLEP:	Other:	

# 2022 Cycle Update

# Transcript Policy Changes for the 2022 AMCAS Cycle

Transcripts will be accepted in the following two ways\*:



1. Electronically via **Parchment** or **National Student Clearing House**:
  - a. If you use one of these vendors, please contact them to verify if you are set up to send us transcripts electronically
2. Paper transcripts via USPS, UPS, FedEx, or DHL

Transcripts **WILL NOT** be accepted via any of the following methods:

1. Fax
2. Email



**\*Note:** If your school is unable send us a transcript via one of the two approved methods, please contact us at: [etranscripts@aamc.org](mailto:etranscripts@aamc.org)

- If applicants have any questions regarding our transcript policies, they can [contact the AAMC Services Contact Center](#) or call 202-828-0600
- AMCAS will only investigate a missing transcript if it was sent via expedited mail service (Priority Mail, FedEx, UPS, DHL) and we are provided with the tracking number

# Transcript Processing Timelines

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AMCAS Applicants are asked to allow up to 14 days from the date their transcript has been mailed for it to arrive at our office

- It can take 10-15 business days to process a transcript from the day it is received

Anyone can view the receipt date of transcripts that are currently being processed here:

<https://students-residents.aamc.org/applying-medical-school/applying-medical-school-process/applying-medical-school-amcas/>

## 2021 AMCAS Application

**The 2021 AMCAS application is now open.** If you wish to start medical school in Fall 2021, please complete and submit the 2021 AMCAS application.

**Please be sure to proofread your application before submitting.**

As of **March 15** AMCAS is:

Marking *electronic* transcripts as "Received" that were delivered on **March 12** and *paper* transcripts as "Received" that were delivered on **March 11**.

Processing applications that reached "Ready for Review" on **March 14**.

Processing Academic Change Requests submitted on **March 14**.

# 2022 Application Dates

## Application Deadlines

- Application must be submitted by 11:59 p.m. ET of the deadline date
- Transcripts must be received by AMCAS within 14 calendar days\* of the application deadline date (or the next business day if the deadline date falls on a weekend or holiday)
- \*For Early Decision Program applicants (August 1 is on a Sunday in 2021), all transcripts must be received by Monday, August 2
- Visit [www.aamc.org/amcasdeadlines](http://www.aamc.org/amcasdeadlines)

Date*	Event
April 2021	2022 AMCAS Resources <ul style="list-style-type: none"><li>• Applicant Guide</li><li>• Opening Cycle Webinars for Applicants and Advisors</li></ul>
Monday, May 3	AMCAS application opens
Thursday, May 27	AMCAS application submission begins
Friday, June 25	Initial transmission of application data to medical schools
Monday, August 2*	Early Decision Program deadline
Sept.-Dec.	Application deadlines

Dates are subject to change and, if needed, updates will be provided on our website



# 2022 Application Cycle Resources

We will continue to provide updates via:

- [Our website](#)
- [Coronavirus \(COVID-19\) and AMCAS page](#)
- AMCAS Twitter feed ([@AMCASinfo](#))
- Emails from AMCAS Outreach, [Prehealth Advisor Email Series](#), and [Premed Navigator](#)
- [AMCAS Grade Conversion Guide](#)

If you or your applicants have any questions or require assistance, please call 202-828-0600 or contact:

- Applicants: [AAMC Services Contact Center](#)
- Advisors: [advisors@aamc.org](mailto:advisors@aamc.org)
- Registrars: [etranscripts@aamc.org](mailto:etranscripts@aamc.org)

# Questions and Answers