The AAMC American Medical College Application Service® (AMCAS®) Opening Cycle Webinar for Registrars

March 23, 2022

Association of
American Medical Colleges

Welcome to AMCAS

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

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Agenda

1. 2023 Application Cycle Dates

2. What's New for the 2023 Application Cycle

3. AMCAS Timeline

4. AMCAS Grading System Reporting

5. Document Processing

6. AMCAS Verification

7. 2023 Application Cycle Resources

8. Questions and Answers

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2023 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 all transcripts must be received by Monday, August 1

- Visit www.aamc.org/amcasdeadlines

Date*	Event
April 2022	2023 AMCAS Resources • Applicant Guide • Opening Cycle Webinars for Applicants and Advisors
Tuesday, May 3	AMCAS application opens
Thursday, May 26	AMCAS application submission begins
Friday, June 24	Initial transmission of application data to medical schools
Monday, August 1	Early Decision Program deadline
Sept.-Dec.	Application deadlines

Application dates are subject to change; if needed, updates will be provided

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2023 Cycle Updates

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Transcript Policy Changes for the 2023 AMCAS Cycle

Transcripts will be accepted in the following three (3) ways:

1. **Electronically via secure file transfer process (SFTP) from [Parchment](#) or [National Student Clearinghouse (NSC)](#):**
   - If you use one of these vendors, please contact them to verify that you are set up to send transcripts electronically to AMCAS via SFTP
   - Parchment can send us both emailed and eTranscripts; NSC can only send eTranscripts via SFTP

2. **Emailed from Approved Registrar Senders**
   - If your school does not use Parchment or NSC, you are eligible to email transcripts. Please contact us at etranscripts@aamc.org to begin the approval process. We will send you a form to complete and return to us
   - If you were approved to email transcripts last year, you will still need to follow this process this year

3. **Paper Transcripts via USPS, UPS, FedEx, or DHL**
   - If applicants have questions regarding our transcript policies, they can [send a message](#) to 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

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Transcript Processing Timelines

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/

2022 AMCAS Application

The 2022 AMCAS application is now open. If you wish to start medical school in Fall 2022, please complete and submit the 2022 AMCAS application.

As of **March 14** AMCAS is:

Marking transcripts as "Received" that were delivered on or before:
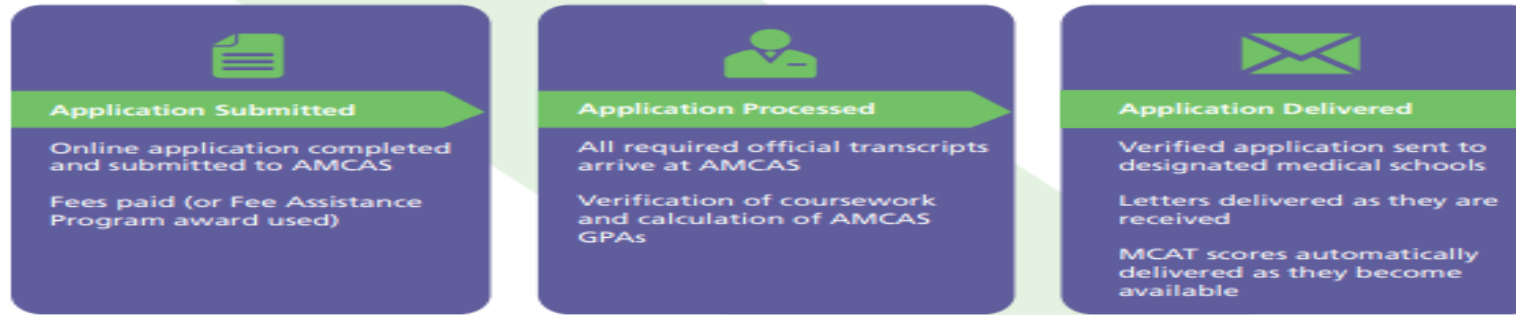
- Paper (mailed) – **March 14**
- Parchment – **March 11**
- National Student Clearinghouse – **March 14**

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

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

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AMCAS Timeline

How Does AMCAS Work?

Application Submitted

Online application completed and submitted to AMCAS

Fees paid (or Fee Assistance Program award used)

Application Processed

All required official transcripts arrive at AMCAS

Verification of coursework and calculation of AMCAS GPAs

Application Delivered

Verified application sent to designated medical schools

Letters delivered as they are received

MCAT scores automatically delivered as they become available

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). 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

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AMCAS Grading System Reporting

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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.

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

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 verify applications properly, ensures 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 (e.g., from semester calendar to quarter calendar), grading system, credit system, special programs, back of transcript, school name, and/or contact information since March 2021, we ask that you include the updated documents in your email response.

Reply **YES** – changes have been made. Please attach the 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 cycle in May 2022.

Documentation must be submitted via email by **March 07, 2022**. If we do not receive a response, AMCAS will keep the current information on file. Information received after the deadline will be saved and updated in the next application cycle.

If this is your first time submitting calendar, grading system, and/or credit system information to AMCAS, contact our verification staff at registrarletters@aamc.org for detailed instructions. We encourage you to reach out if you have any questions regarding your school's information with AMCAS. Registrars should not send official transcripts to this email. Please review the AMCAS for Registrars website for information on how to send official transcripts during our opening cycle.

Please note, for this upcoming 2023 application cycle, AMCAS will only accept transcripts sent by mail, electronically from approved vendors, or via secure email from approved school senders. We will not accept transcripts via fax or from schools that have not been pre-approved to send transcripts by email.

Thank you again for your assistance.

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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'											

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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.

Grading System Manual (GSM)

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	Freshman Chemistry II Lab	1212L		Lab	B-	1	1		B-
University of Georgia	SO	BIOL	2012	S2	Principles of Biology I	1107		Lecture	A-	3	3		A-
University of Georgia	SO	BIOL	2012	S2	Principles of Biology I Lab	1107L		Lab	A	1	1		A
University of Georgia	SO	CHEM	2012	S2	Moderate Organic Chemistry I	2211		Lecture	B	3	3		B
University of Georgia	SO	CHEM	2012	S2	Moderate Organic Chemistry Lab I	2211l		Lab	A	1	1		A
University of Georgia	SO	FLAN	2012	S2	Elementary Japanese II	1002		Lecture	A	4	4		A

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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

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Document Processing and Transcripts

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AMCAS Transcript Requests

- 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.

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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.

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

Transcript Processing – Authentication Process

AMCAS is responsible for verifying the authenticity of each transcript received

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.

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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.

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Electronic Transcripts

eTranscripts:

- AMCAS only accepts PDF eTranscripts from approved senders – National Student Clearinghouse and Parchment

  - These vendors may only submit transcripts to AMCAS via secure file transfer process (SFTP)

Emailed Transcripts:

- AMCAS will accept emailed transcripts from approved registrar senders

  - Contact us at etranscripts@aamc.org to begin the approval process

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AMCAS Verification

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The Verification Process

Grades and GPA Calculations

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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

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Grades Factored into the AMCAS GPA Calculation

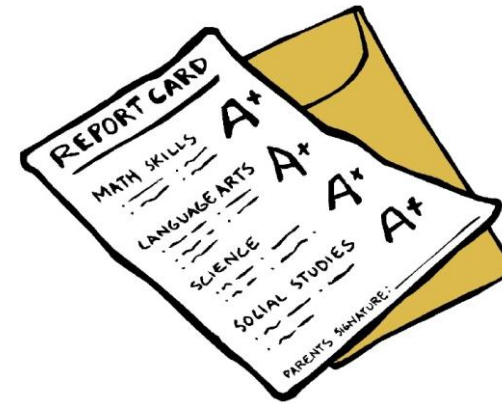AMCAS counts all plus (+) and minus (–) grades, even if your school does not.

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.

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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:

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2023 Application Cycle Resources

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2023 Application Cycle Resources

We will continue to provide updates via:

- Our Website

- AMCAS for Registrars

- 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 and Advisors: AAMC Services Contact Center

- Registrars: etranscripts@aamc.org

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AMCAS Opening Cycle Webinars – Applicants & Advisors

Advisor Webinar

- Tuesday, April 12 at 2:00 p.m. ET

- *Supporting Applicants through the 2023 AMCAS Application Cycle*
  - Walkthrough of 2023 AMCAS application and Advisor Information System (AIS)

Applicant Webinar

- Thursday, April 28th at 2:00 p.m. ET

- *Navigating the 2023 AMCAS Application Cycle for Applicants*
  - Walkthrough of AMCAS application, available AMCAS resources, and more

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Questions and Answers

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