Supporting Applicants through the 2023 AMCAS Application Cycle

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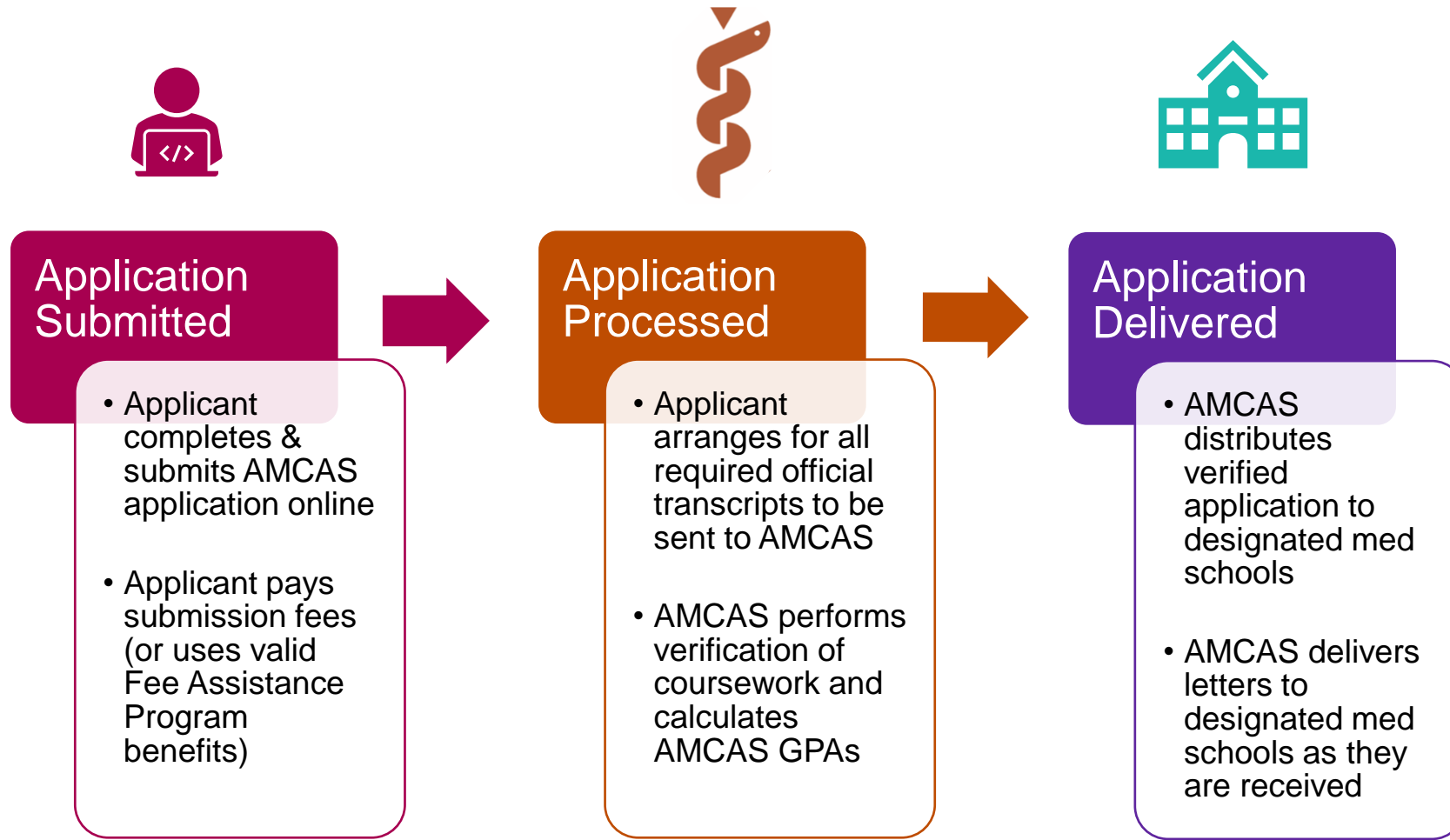Digital Communications & Outreach Specialist

AAMC
American Medical College
Application Service®

Association of
American Medical Colleges

Agenda

- AMCAS Application
- Verification
- After Submission
- AMCAS Letter Service
- The Advisor Information System (AIS)
  - Access and Reports
- The AAMC Advisor Hub
- Resources
- Q&A

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How does AMCAS work?

Application Submitted
- Applicant completes & submits AMCAS application online
- Applicant pays submission fees (or uses valid Fee Assistance Program benefits)

Application Processed
- Applicant arranges for all required official transcripts to be sent to AMCAS
- AMCAS performs verification of coursework and calculates AMCAS GPAs

Application Delivered
- AMCAS distributes verified application to designated med schools
- AMCAS delivers letters to designated med schools as they are received

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aamc.org/amcas

2023 Application Dates

Date*	Event
April 1	2023 AMCAS resources available
May 3	AMCAS application opens
May 31	AMCAS application submission begins
June 24	Initial transmission of application data to medical schools
August 1	Early Decision Program deadline
Sept.-Dec.	Application deadlines

*Dates subject to change

Application Deadlines

- Application must be submitted by 11:59 p.m. ET of the deadline date

- Transcript deadlines must be received by AMCAS within 14 calendar days of the application deadline date

- Must be received by August 1 for early decision applicants

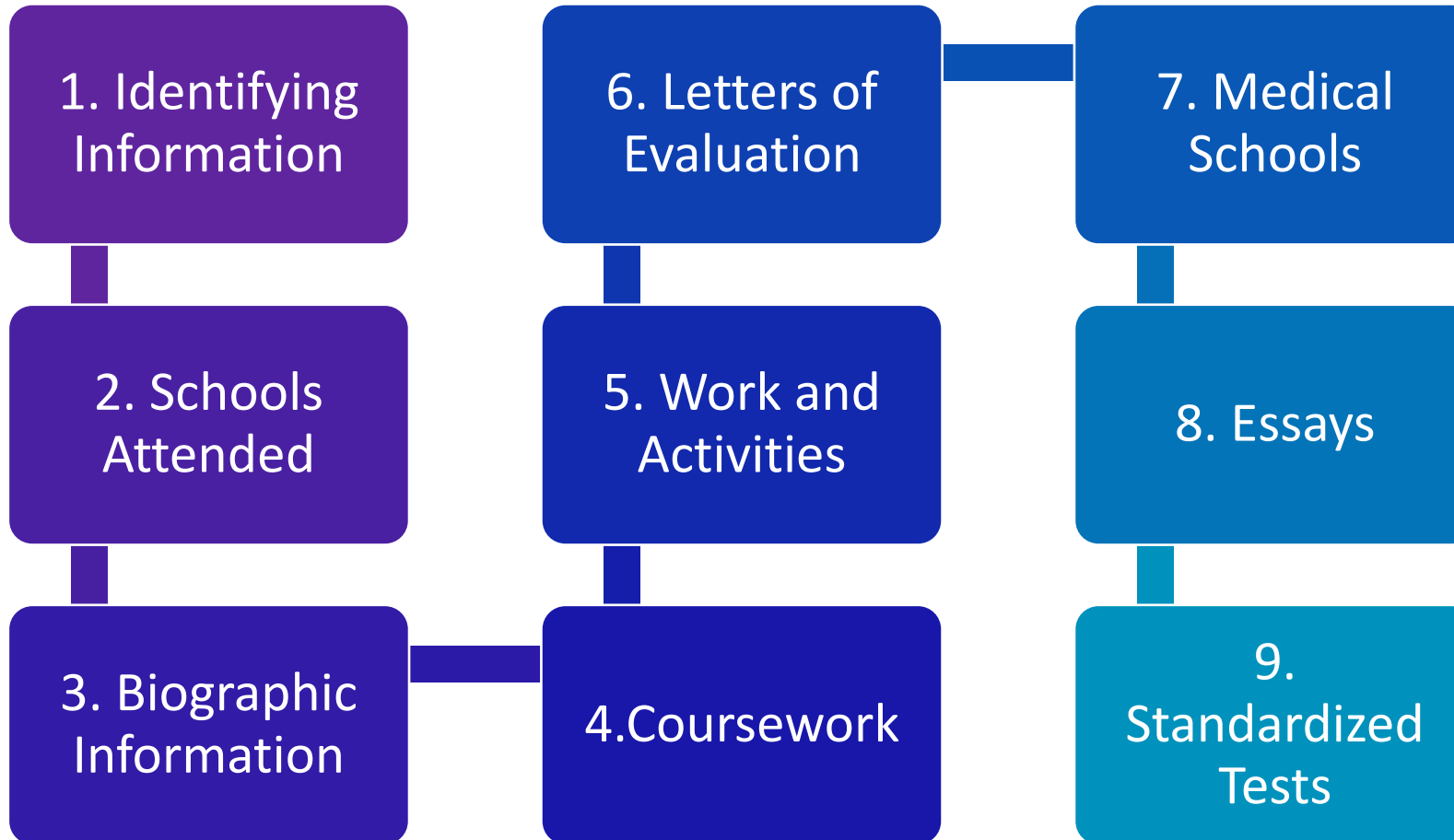- Visit www.aamc.org/amcasdeadlines

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2023 AMCAS Participation

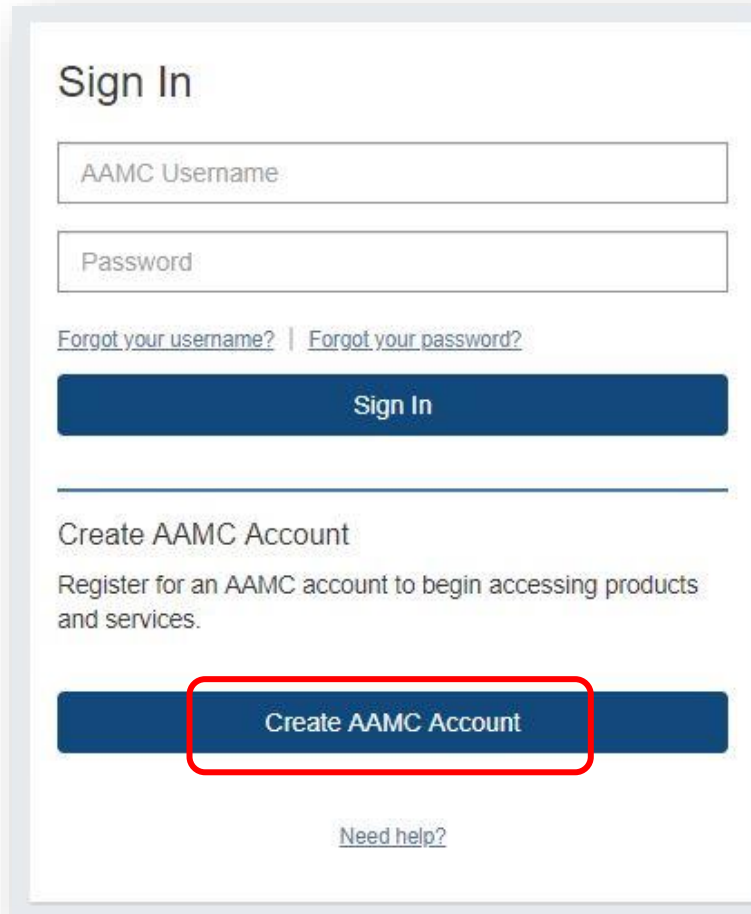| Tentative 2023 Participation	
Application	152 Schools/Programs All MD granting schools in the United States with the exception of MD programs at Texas public schools
AMCAS Letters	151 Schools/Programs
Criminal Background Checks	126 Schools/Programs

2023 AMCAS Application Fees:

- $170 processing fee (includes one school designation)

- $43 for each additional school

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The AMCAS Application

1. Identifying Information

2. Schools Attended

3. Biographic Information

4. Coursework

5. Work and Activities

6. Letters of Evaluation

7. Medical Schools

8. Essays

9. Standardized Tests

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Accessing the Application

AAMC Registration

Applicants should only complete registration if they do not have an AAMC ID

My AAMC Profile

My AAMC Profile

SAVE & CONTINUE TO APPLICATION

AAMC ID
21237971

* Indicates required fields

Name

Prefix
Miss ▼

First Name *
Judy

Middle Name

Last Name *
Smith

Generational Suffix
Select Suffix ▼

Legal Name

Legal First Name *
Judy

Legal Middle Name

Legal Last Name *
Smith

Generational Suffix
Select Suffix ▼

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AMCAS Main Menu

AMCAS Main Menu

AMCAS Main Menu

Quick Links

ACADEMIC CHANGE REQUEST   UPDATE ADVISOR RELEASE

Learn more about the AAMC Fee Assistance Program

View AMCAS Participating Medical Schools and Deadlines

Find AMCAS resources on the Tools and Tutorials page

Visit the AMCAS website

Medical School Admission Requirements (MSAR)

Review AMCAS transcript processing timelines

FOLLOW US ON TWITTER

My Document Statuses
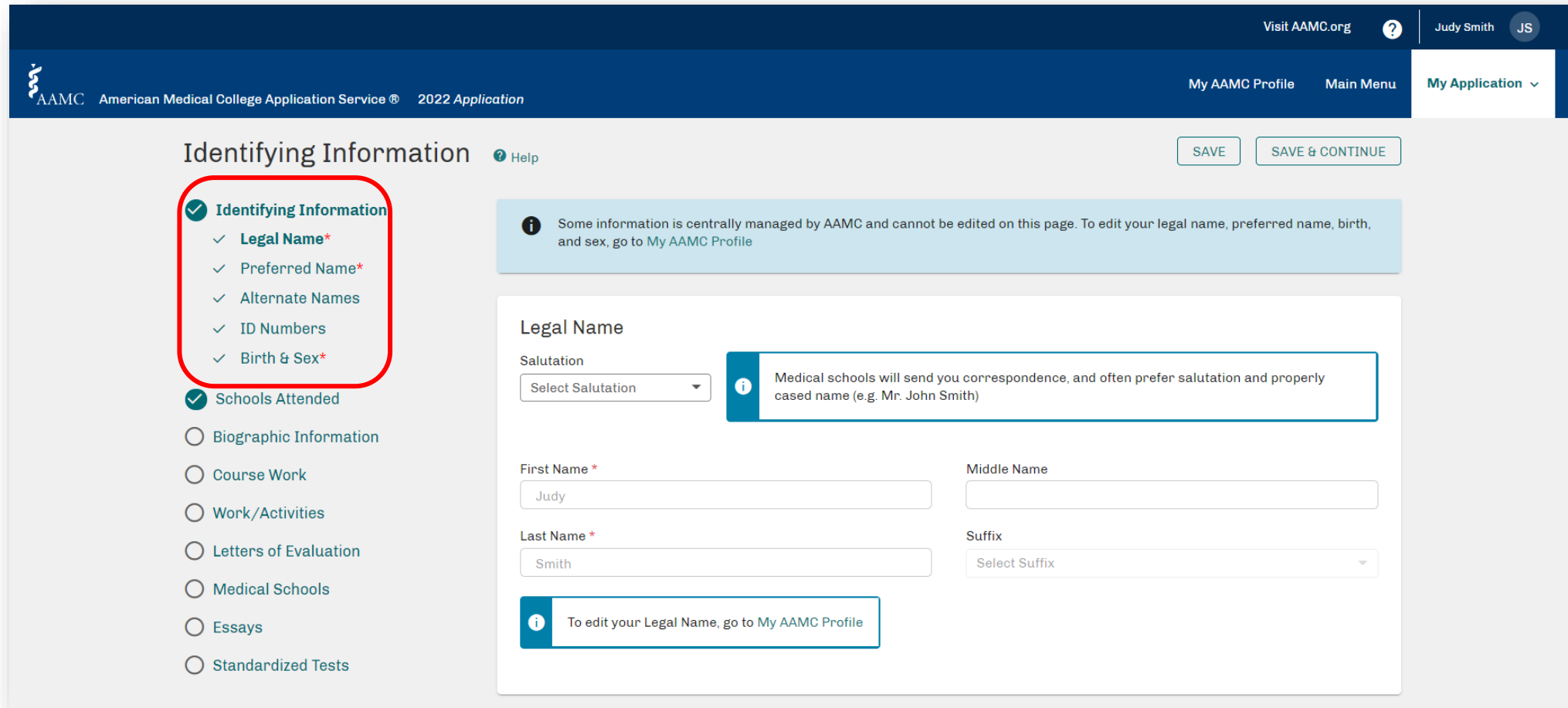
Transcripts (0)   You have no transcripts attached to your application

Letters of Evaluation (0)   You have no letters attached to your application

VIEW ALL DOCUMENT STATUSES

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Identifying Information

Schools Attended

Schools Attended

Transcript Request

ℹ️ Note: One official transcript is required from each U.S., U.S. Territorial, or Canadian post-secondary institution at which you have attempted course work, regardless of whether credit was earned.

If you click Yes, you must have an official transcript sent to AMCAS by the Registrar's Office of the institution.

If you click No, this means that you are submitting a Transcript Exception Request and does not preclude you from transcript requirements. AMCAS will review your request and notify you if your Transcript Exception is not granted. This may result in delays for processing your application.

Does AMCAS require an official transcript from this school? Generally, a transcript is required. Please review this additional information if you need assistance in determining if a transcript is required. *
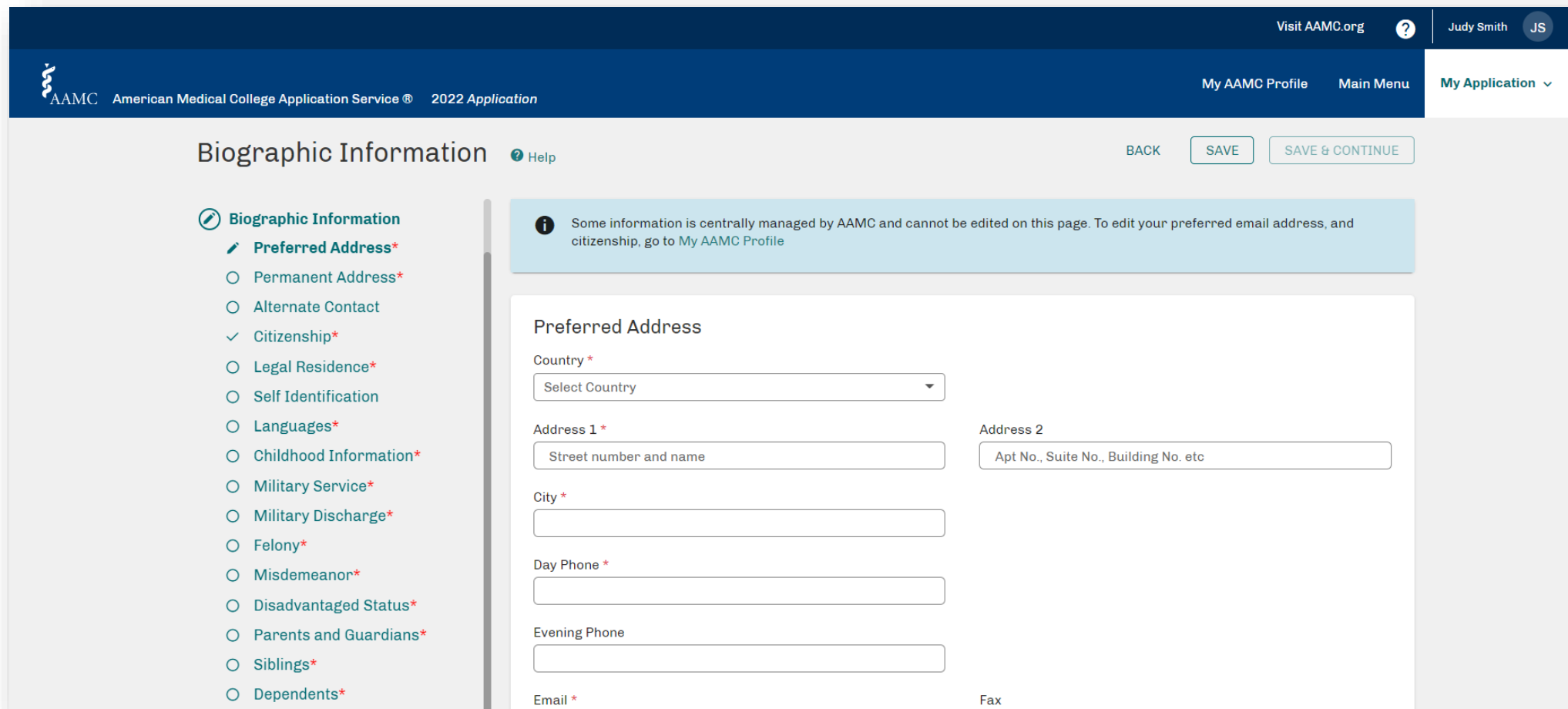
○ Yes

○ No
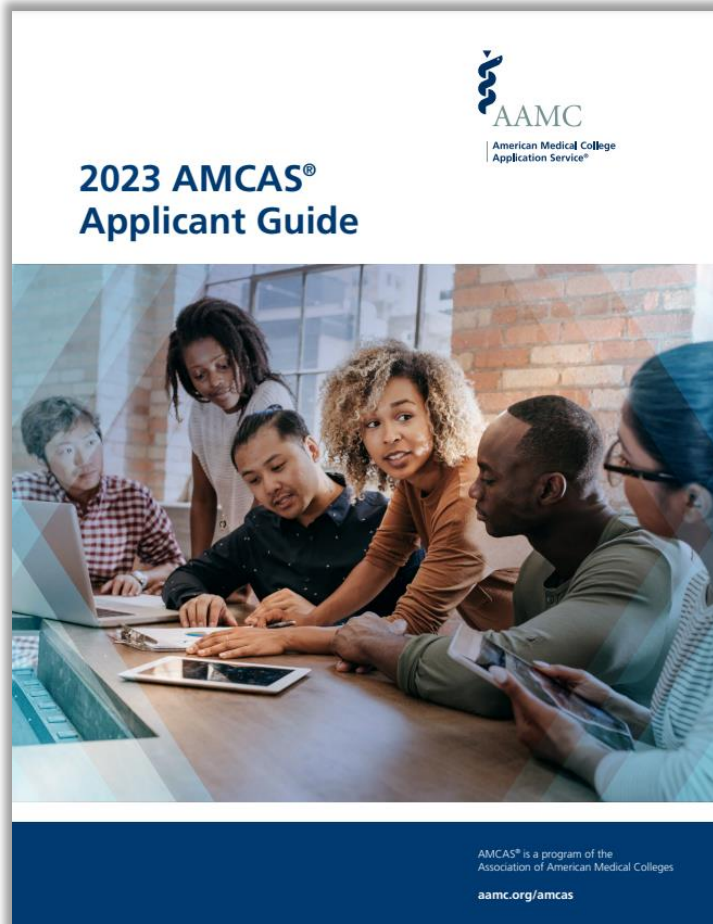
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Schools Attended

Biographic Information

© Association of American Medical Colleges

Coursework

Visit AAMC.org ? Judy Smith JS

AAMC American Medical College Application Service ® 2022 *Application*

My AAMC Profile   Main Menu   My Application ∨

Course Work ? Help

BACK   SAVE & CONTINUE

✓ Identifying Information

✓ Schools Attended

○ Biographic Information

✎ **Course Work**

○ Course Work*

○ Work/Activities

○ Letters of Evaluation

○ Medical Schools

○ Essays

○ Standardized Tests

Course Work

You must enter all of the courses you took at each school. Prior to entering your coursework, you are encouraged to watch some brief tutorials that will guide you through the process of entering your coursework. Click on the links below to learn about the process of entering coursework:

- Watch Basic Coursework Tutorial
- Watch AP Coursework/Credit Tutorial
- Watch Current and Future Coursework Tutorial (where you have not yet earned a grade)
- Watch Study Abroad Coursework Tutorial

Please review additional information about coursework in the AMCAS Applicant Guide.

ⓘ If you do not need to enter coursework for any of your schools attended, please select None for the applicable school(s). In order for AMCAS to process your application, all required coursework must be entered. Please refer to the AMCAS Applicant Guide for more information about entering coursework.

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Coursework
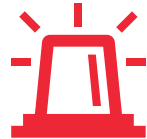
Applicants should use an official transcript to complete this section.

Add Course

Please be sure to enter all course(s) in the correct academic year, academic term, and year in school to avoid delays in application processing time.

Reminder: The AMCAS year begins with summer and ends with spring. Courses taken in the summer should be entered with the next academic year, even if your institution considers them in the previous academic year. For example, if you took a course in the first summer session of 2016, you should enter it as the 2016–2017 academic year, even if your school considers it in the 2015–2016 academic year.

Academic Year *

Select Year

Academic Term *

Select Academic Term

Year in School *

Select Year in School

Course Number

Please enter any letters or numbers. Example BIO 101

Please enter course number

Course Name *

Please enter course name

CANCEL   SAVE & ADD ANOTHER   SAVE

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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 following may be treated as F in your AMCAS GPA. These courses should be added.
    - IF (incomplete failure)
    - Unauthorized/unofficial/administrative withdrawal

- 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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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 a "F".

- A course entry should not be made if the course was dropped within the normal drop/add period and does not appear on the official transcript. If the course was drop/add outside the normal period and does appear on the official transcript, a course entry should be made.

Work/Activities

Add Work/Activities ✕

Experience Type *

[Select Experience Type ▾]

Experience Name *

[   ]

ⓘ Indicate the total number of hours that you spent completing (or expect to complete) this work experience or activity during the date range that you indicate. If this is a repeated experience, enter the total number of hours for each date range you provide.

Start Date *

[Select Month ▾]

End Date *

[Select Month ▾]

Total Hours *

[   ]

[Select Years ▾]

[Select Years ▾]

Repeated *

◯ Yes

◯ No

Organization Name

[   ]

CANCEL   [SAVE & ADD ANOTHER]   [SAVE]

- Maximum of 15 entries
  - Applicants can enter 3 additional date ranges for repeated activities
  - Applicants can enter anticipated hours
- Maximum of 3 "Most Meaningful"

Most Meaningful Experience Summary*

This is your opportunity to summarize why you have selected this experience as one of your most meaningful. In your remarks, you might consider the transformative nature of the experience: the impact you made while engaging in the experience and the personal growth you experienced as a result of your participation.

[   ]

1325 characters left of 1325

CANCEL   [SAVE & ADD ANOTHER]   [SAVE]

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Letters of Evaluation

Add Letter of Evaluation/Recommendation   ✕

ℹ Many medical schools determine whether or not an applicant has met their letter of evaluation/recommendation requirements by the type of letters they receive in support of an application. For example, a medical school may require a committee letter OR three individual letters in support of your application.

Please review the AMCAS Applicant Guide for more information about Letters of Evaluation.

Please identify the type of letter you wish to enter. If you are uncertain as to the type of letters provided by your school/institution, please ask your pre-health advisor or career center prior to answering this question.

○ Committee Letter:
A committee is a letter authored by a pre-health committee or pre-health 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. A 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.

○ Individual Letter:
An individual letter refers only to a letter authored by, and representing, a single letter writer. **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 the individual letter.**

ℹ Select a meaningful Letter Title, as you may need this title later to identify a letter. For example, if this letter were from the University Of X, with a primary contact of John Doe, and you intend to have this letter sent only to MD/PhD programs, you might create a title of "UX_Doe_MD_PhD ".

Letter Title

Please enter a title for this letter

CANCEL   SAVE

Applicants can submit their application before AMCAS receives their letters.

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Medical Schools

Essay

Personal Comments Essay

Some questions you may want to consider while drafting this essay are:

- 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 hasn't been disclosed in another section of the application?

In addition, you may wish to include information such as:

- Special hardships, challenges or obstacles that may have influenced your educational pursuits
- Commentary on significant fluctuations in your academic record which are not explained elsewhere in your application

OK

Personal Comments Essay

Consider and write your Personal Comments carefully; many admissions committees place significant weight on this section. Make sure you proofread carefully because no changes may be made after you submit your application. What information should I consider including in my personal comments?

Use the space provided to explain why you want to go to medical school. *

5300 characters left of 5300

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Essay

MD/PhD Essay

ⓘ Your response will only be forwarded to your designated MD/PhD program(s).

Please state your reasons for wishing to pursue the combined MD/PhD degree. *

Your response will only be forwarded to your designated MD/PhD program(s).

Significant Research Hours

Please enter your total hours of prior research experience. *

Significant Research Essay

ⓘ Your response will only be forwarded to your designated MD/PhD program(s).

If your research resulted in a publication on which you were an author, please provide the full citation in the Work/Activities section of your application.

Please describe your significant research experiences. In your statement, please specify your research supervisor's name and affiliation, the duration of the experience, the nature of the problem studied, and your contributions to the project. *

Your response will only be forwarded to your designated MD/PhD program(s).

10000 characters left of 10000

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Standardized Tests

Applicants should indicate any future MCAT testing dates.

aamc.org/mcat

MCAT Scores

Score breakdowns and confidence bands will appear in the AMCAS application.

Standardized Tests

Standardized Tests   ? Help   BACK   SAVE

- ✓ Identifying Information
- ✓ Schools Attended
- ✓ Biographic Information
- ✓ Course Work
- ✓ Work/Activities
- ✓ Letters of Evaluation
- ○ Medical Schools
- ✓ Essays
- ✒ **Standardized Tests**
  - ✓ **MCAT Scores**
  - ○ MCAT Exam Date*
  - ✓ PREview Scores
  - ✓ Other Tests*

MCAT® Scores

ⓘ   **Note:** Your MCAT scores have not been loaded yet.

MCAT® Exam Date

ⓘ   Please remember to keep this information current, especially after initial submission, as it alerts medical schools when to expect your MCAT exam scores.

Medical schools need to know if they should expect future MCAT scores in support of your application. Do you have an upcoming or recently taken MCAT exam date where official MCAT scores have yet to be released? *

○ Yes

○ No

AAMC PREview™ Scores

ⓘ   **Note:** Your PREview Scores have not been loaded yet

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Certification Statements

Application Submission Process

CANCEL   AGREE

- ⊘ Pre-Submission Checks
- ✎ Certification
- ○ Password
- ○ CBC
- ○ Payment

Certification Statements

ⓘ In order to complete and submit your application, you must certify the following statements by checking each box and clicking 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 written passages, such as the personal statement, essays required from M.D.-Ph.D. applicants and descriptions of work/activities, are my own and have not been written, in part or whole, by a third party. Quotations are permitted if the source is cited. *

☐ 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 AMCAS 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 set forth guidelines for ethical conduct during the application process, and define important application cycle dates. *

☐ AMCAS investigates and may report to legitimately interested parties discrepancies in information, attempts to subvert the admission process, and any other irregular matter that occurs in connection with application activities. I understand and agree that the sole and exclusive remedy available to me to appeal or otherwise challenge the AAMC's decision to send an investigation report to legitimately interested parties shall be confidential, binding arbitration through written submissions only to the Washington, D.C. office of the American Arbitration Association under the expedited procedures for commercial matters. I understand that my failure to request in writing arbitration within 30 calendar days of receipt of an investigation report that has been approved by the AAMC for transmittal to interested parties will constitute an absolute bar and waiver of this exclusive remedy. I further understand that the sole issue for arbitration shall be whether the AAMC acted reasonably and in good faith in making its decision. *

☐ I understand that I am responsible for learning the admissions 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 admissions requirements of the medical schools to which I apply. *

☐ I understand that 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 ten (10) business days of the occurrence of the conviction. *

☐ 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 my original application submission and prior to medical school matriculation. I understand that this communication must be in writing and must occur within ten (10) business days of the occurrence of the institutional action. *

Last step of application: certify data is accurate, submit, and pay processing fee.

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AMCAS Verification Process

Transcripts

- All required official transcripts must be received before an application can join the verification queue

Processing

- From date of **"Ready to Review"** application status, about 6 weeks
- Find processing on the AMCAS application sign in page

All official transcripts received

Application Submitted

"Ready for Review" Status

Verification Queue

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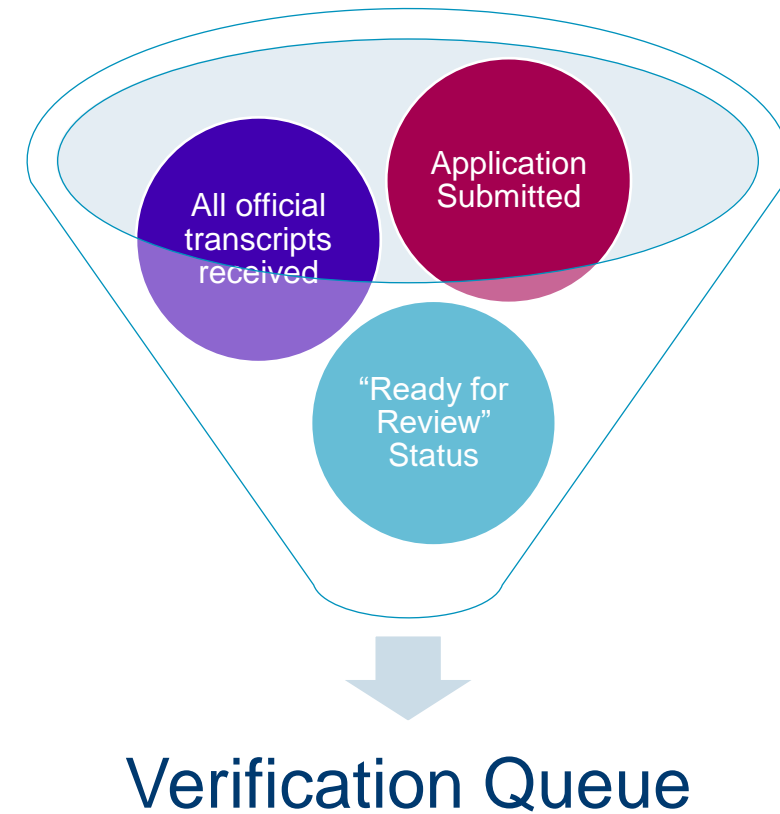
AMCAS Verification
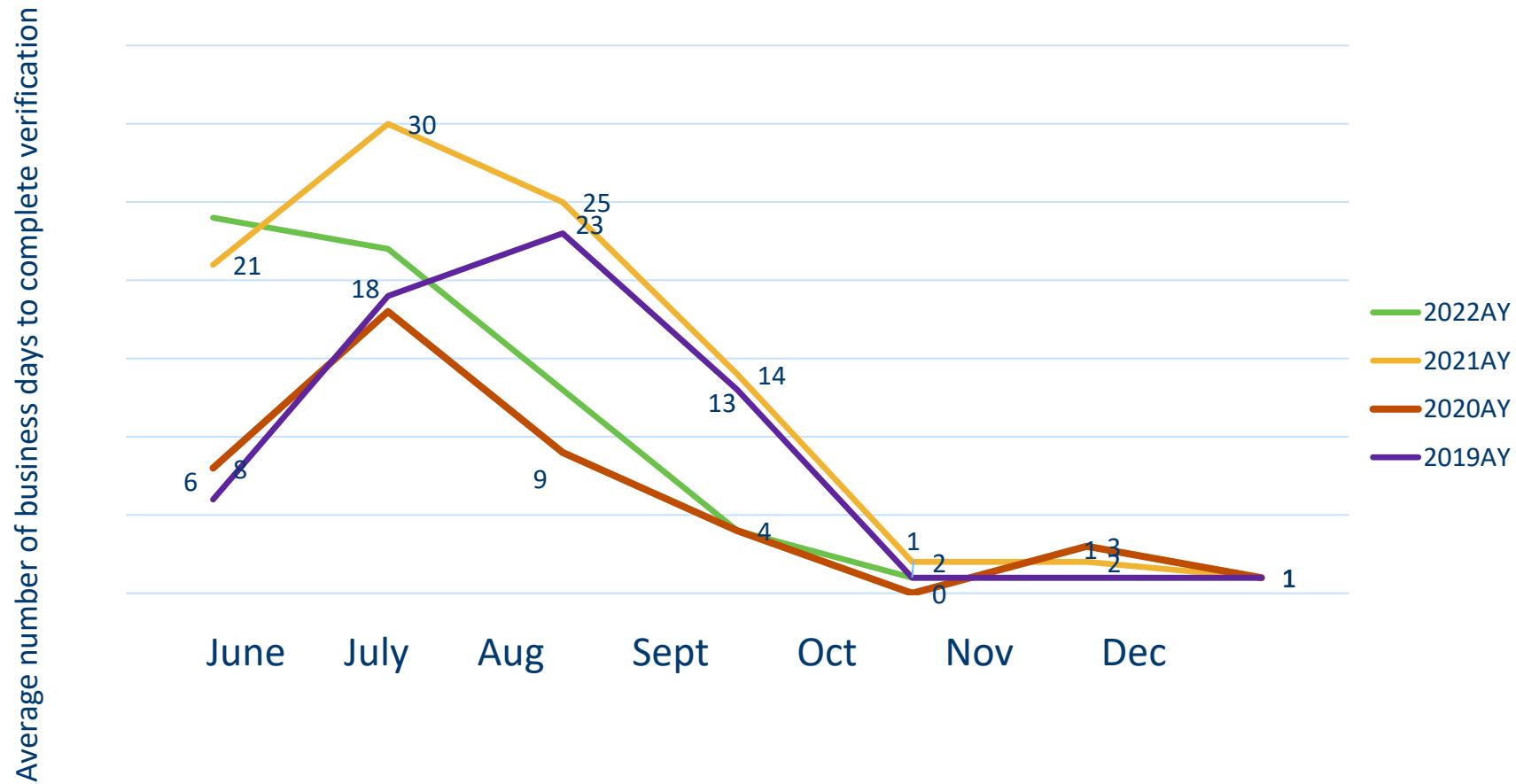
Application Reminders

- Criminal Background Checks
- *Application and Acceptance Protocols for Applicants*

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Criminal Background Checks

- Participating schools have checks run on accepted or waitlisted applicants

- Certiphi Screening, Inc. will notify applicants when the CBC has been initiated

- Applicants have 10 calendar days to review their report

- No additional charge to the applicant for this service

CBC Schedule

Application Status	CBC Procured
Accepted, Early Decision Program	Upon Acceptance
Accepted, Regular	After January 1
Alternate List	After May 15, by school's request only

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Application and Acceptance Protocols for Applicants

AMCAS Tools

- AMCAS Applicant Guide
- Application and Acceptance Protocols
- Video Tutorials
- Twitter
  - @AMCASinfo
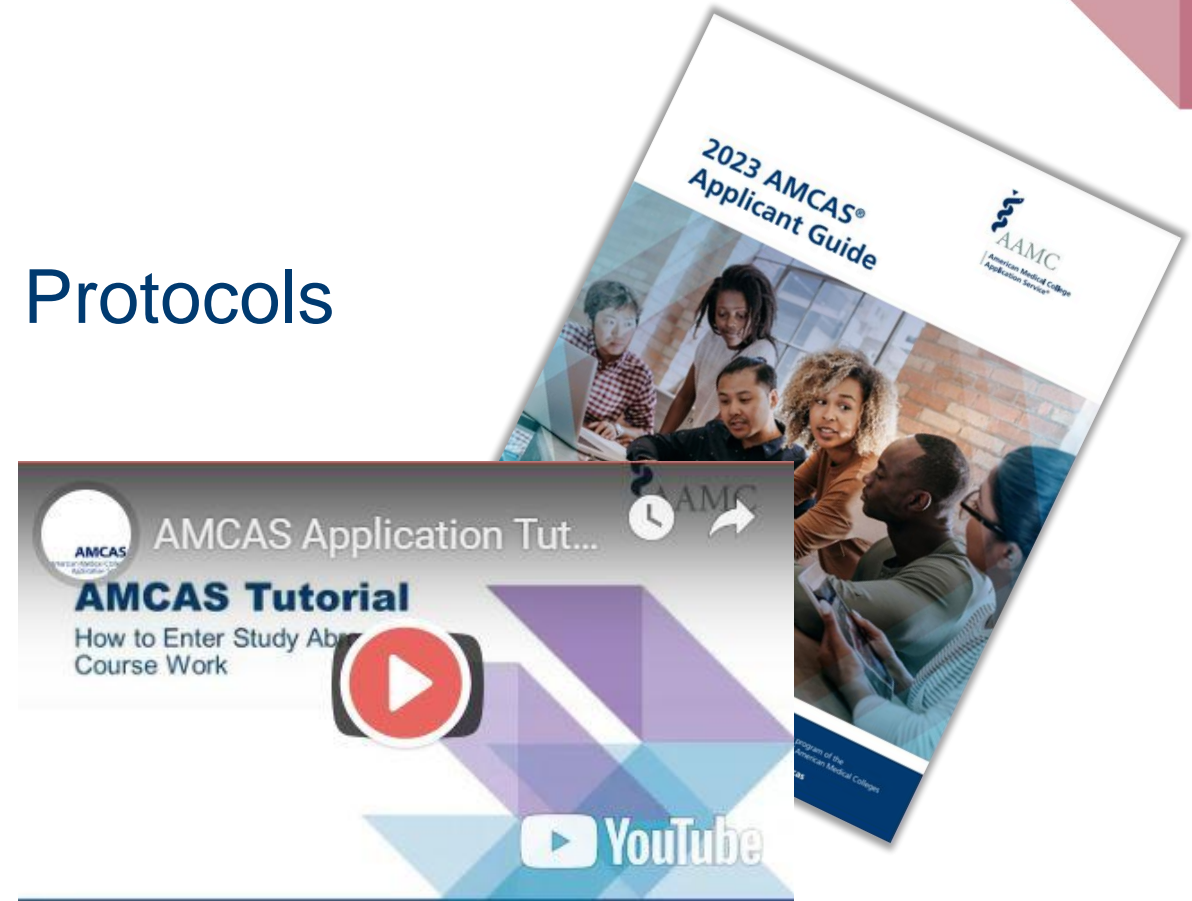
aamc.org/amcas

Agenda

- AMCAS Application
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- AMCAS Letter Service
- The Advisor Information System (AIS)
  - Access and Reports
- The AAMC Advisor Hub
- Resources
- Q&A

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Letters of Evaluation

Submission Methods:

- AMCAS Letter Writer Application

- Interfolio
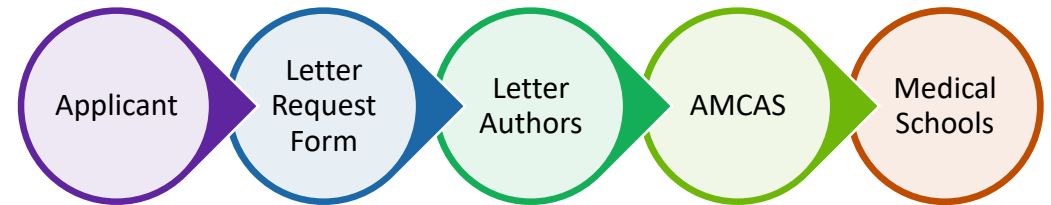
Medical schools receive letters electronically, on a rolling basis after an application is verified

Applicant → Letter Request Form → Letter Authors → AMCAS → Medical Schools

aamc.org/amcasletters

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Letters of Evaluation

Letters of Evaluation Received, 2017AY – 2021AY

Legend: 2018, 2019, 2020, 2021, 2022
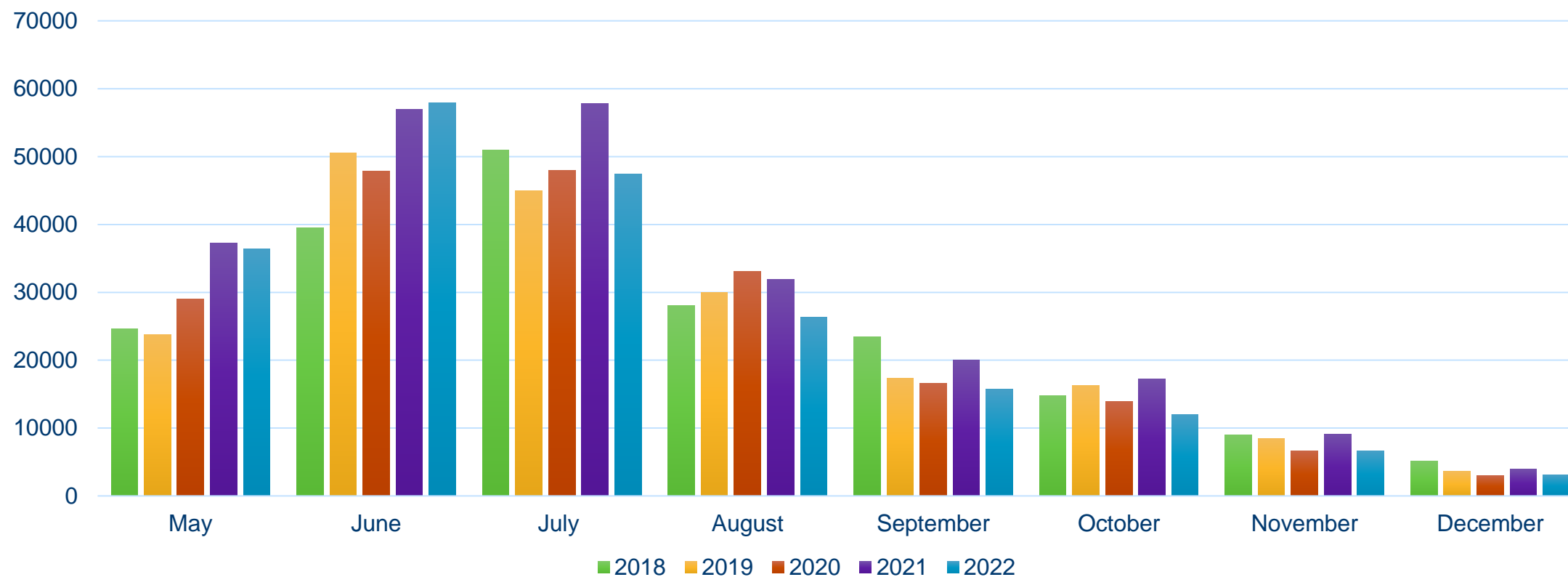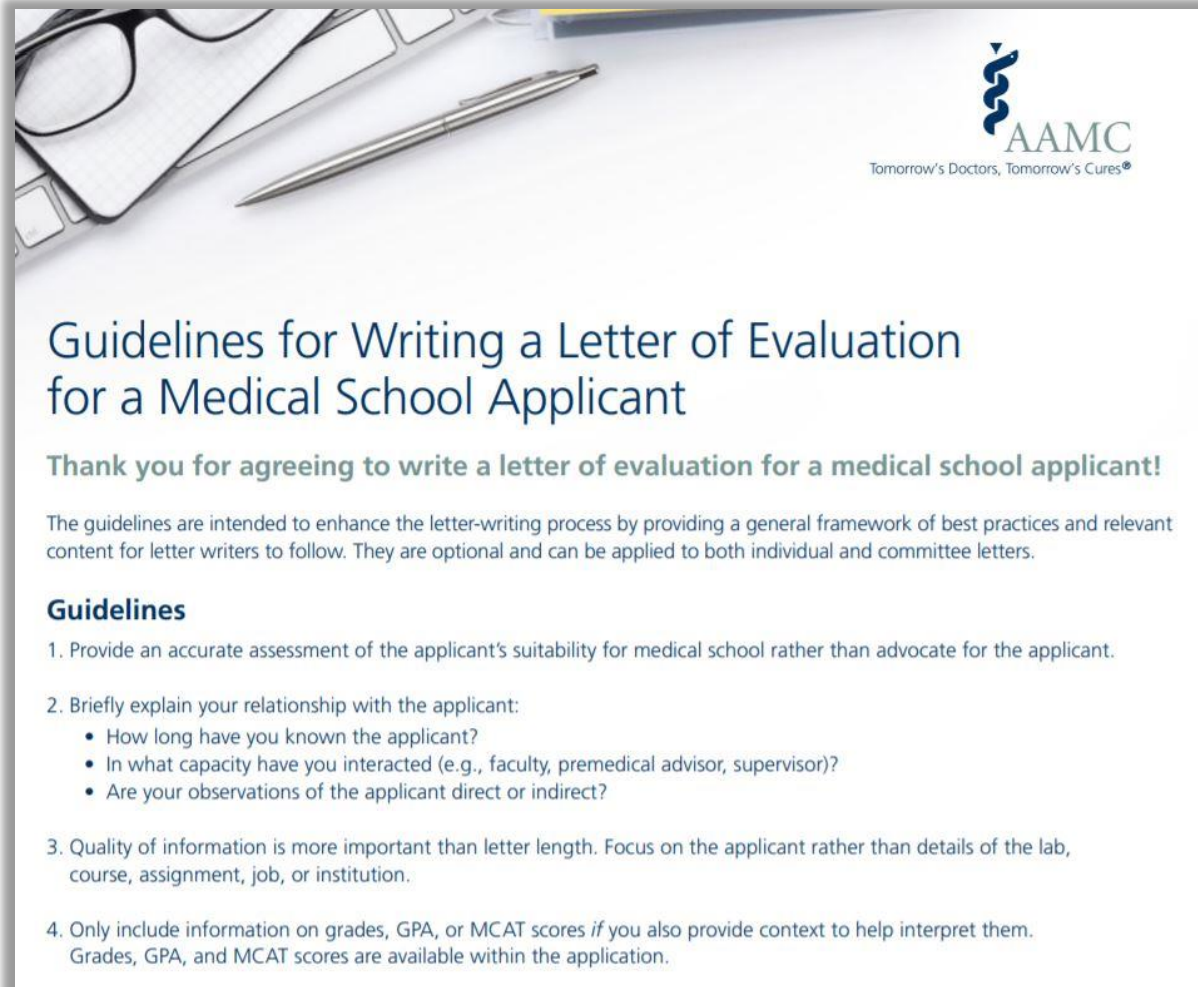
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AMCAS Letter Writer Application

Use your AAMC account (or create one) to upload PDFs quickly and securely—for free!
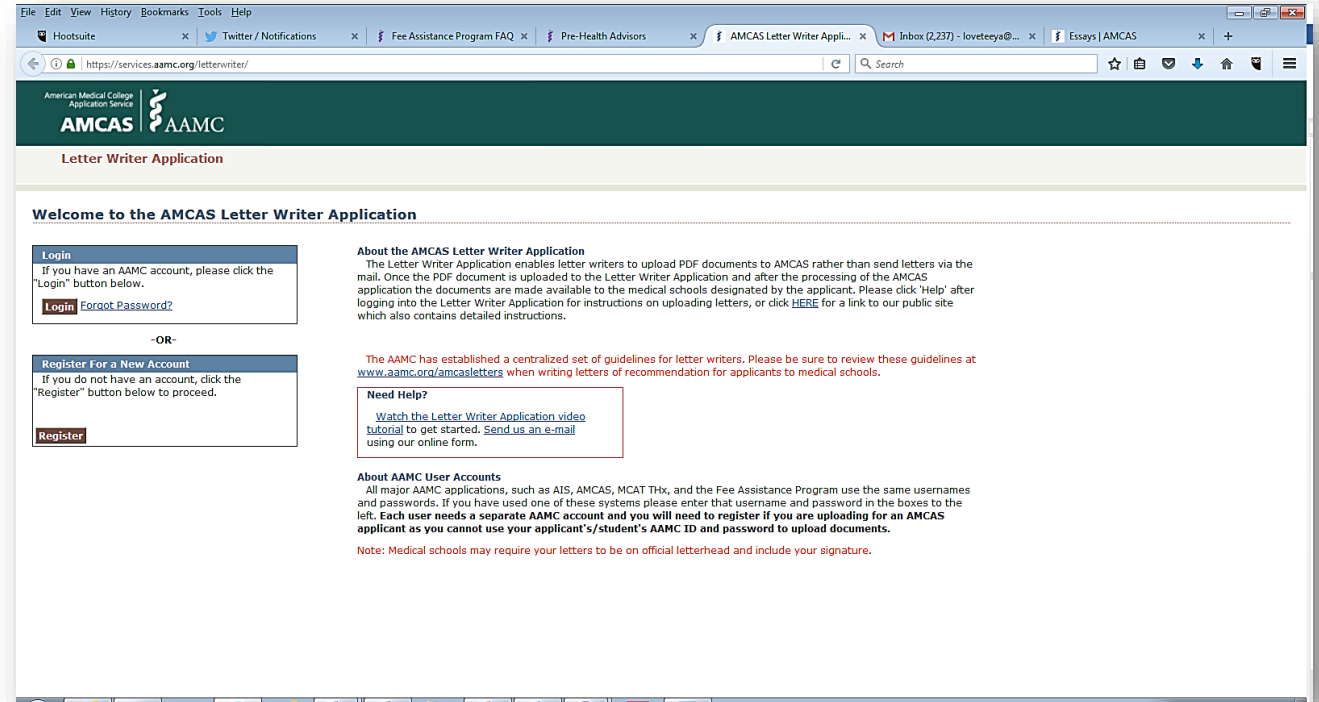
services.aamc.org/letterwriter/

Letter Writer Guidelines

Letter Writer Guidelines

Core, Entry-Level Competencies

Describe how the applicant has, or has not, demonstrated any of the following competencies that are necessary for success in medical school.

Thinking and Reasoning Competencies

Critical Thinking: Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Quantitative Reasoning: Applies quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world.

Scientific Inquiry: Applies knowledge of the scientific process to integrate and synthesize information, solve problems, and formulate research questions and hypotheses. Is facile in the language of the sciences and uses it to participate in the discourse of science and explain how scientific knowledge is discovered and validated.

Written Communication: Effectively conveys information to others using written words and sentences.

Science Competencies

Living Systems: Applies knowledge and skill in the natural sciences to solve problems related to molecular and macro systems.

Human Behavior: Applies knowledge of the self, others, and social systems to solve problems related to the psychological, social, and biological factors that influence health and well-being.

Pre-professional Competencies

Service Orientation: Demonstrates a desire to help others and sensitivity to others' needs and feelings. Demonstrates a desire to alleviate others' distress. Recognizes and acts on their responsibilities to society locally, nationally, and globally.

Social Skills: Demonstrates awareness of others' needs, goals, feelings, and the ways social and behavioral cues affect peoples' interactions and behaviors. Adjusts behaviors appropriately in response to these cues. Treats others with respect.

Cultural Competence: Demonstrates knowledge of social and cultural factors that affect interactions and behaviors. Shows an appreciation

Advisor Information System (AIS) Access & Resources

- Visit https://students-residents.aamc.org/advisors/advisor-information-system/

- Get info about gaining access to AIS, report instructions, and other helpful resources

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Advisor Information System (AIS)

- Applicant data from students who have released their information to school-designated advisors

- Statement of Confidentiality

Name	Purpose
Quick Lookup	Search for a single advisee
Roster of Applicants	Retrieve data for a particular set of AMCAS applicants
MCAT Roster/Summary	Retrieve individual or aggregate data for a particular set of` MCAT examinees
Designated School	Lists medical schools that your students have applied to, the number who have applied, the number who have been accepted, and the number who have matriculated
Application Year Statistics	Compare school statistics to national statistics for a given application year
Trends	Graphs of aggregate data for closed application years

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The Advisor Hub

aamc.org/advisors

AAMC Fee Assistance Program

- MCAT Benefit
  - Reduced registration fees
  - Access to all 15 online AAMC MCAT Official Prep Products
  - Stipend for updated evaluation for accommodations
- AMCAS Benefit
  - AMCAS application submission fee waiver for up to 20 schools
- MSAR Benefit
  - Complimentary access to the Medical School Admission Requirements (MSAR) website
- AAMC PREview™ Benefit
  - Waiver for AAMC PREview™ professional readiness exam registration fees

Benefits are NOT Retroactive

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Fee Assistance Program Eligibility

- U.S.-based home address

- Tied to U.S. Department of Health and Human Services' poverty level guidelines

- Requires parental financial information and supporting tax documentation for applicants under 26

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AAMC Fee Assistance Program

Website resources to direct your advisees to:

- What You Need to Apply
- *2022 Fee Assistance Program Essentials*
- Fee Assistance Program FAQ's

202-828-0600
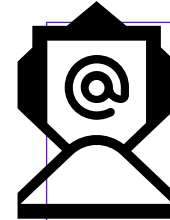
fap@aamc.org

@AMCASinfo

AAMC

Advisor Support

Advisor support for all pre-med AAMC programs and services will be accessible via one phone number and email address:

AAMC Advisor Support

Phone: 202-828-0950

Emails: advisors@aamc.org
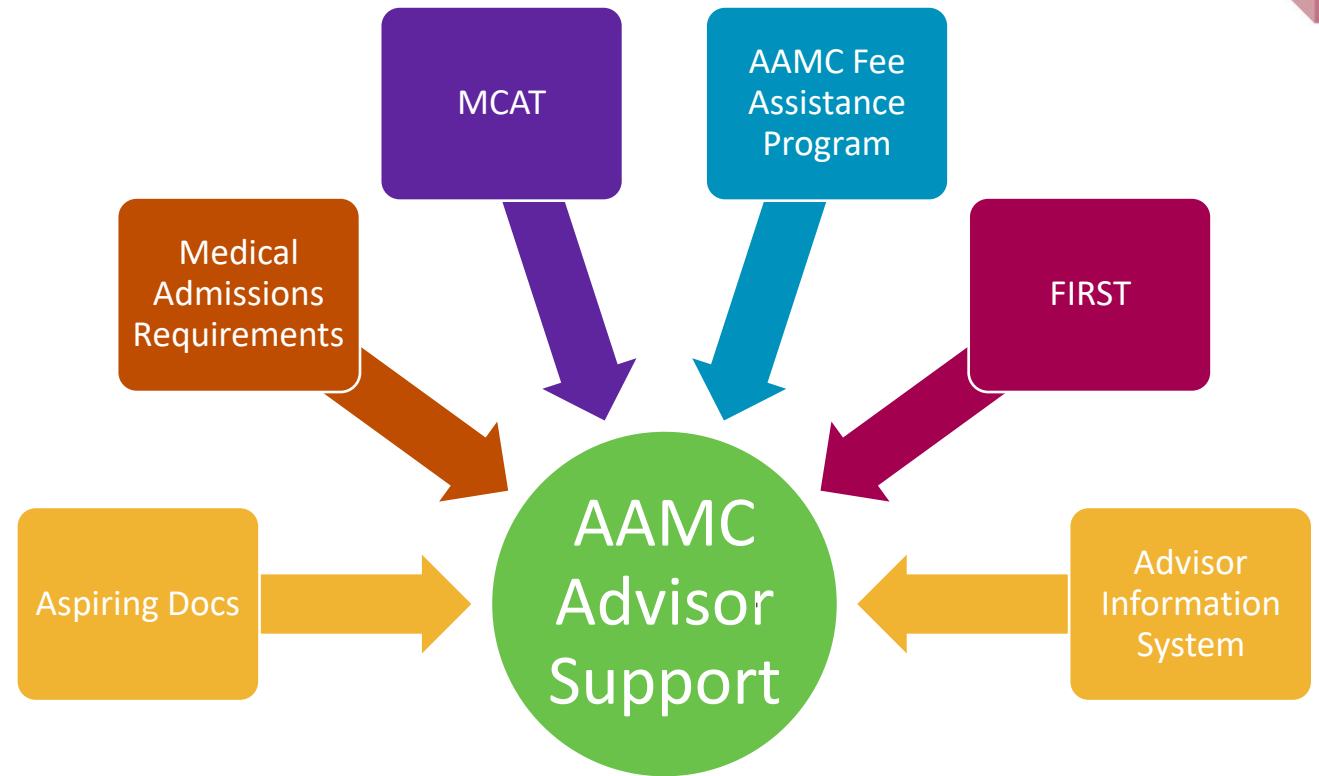
AAMC Premed Navigator

Monthly e-newsletter for applicants and helpful web content.

students-residents.aamc.org/navigator

Anatomy of an Applicant

- Core Competencies
- Student Profiles

aamc.org/competencies

Access Code Management Tool (ACMT)

ACMT allows advisors to easily distribute, manage and keep track of your access codes in a "Code Bank."

Questions?

Contact Us
202-828-0950
@amcasinfo

Please fill out the survey and tell us what you thought about this webinar!

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