Supporting Applicants through the 2023 AMCAS Application Cycle

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Agenda

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

aamc.org/advisors
aamc.org/amcas

Applying to Medical School with AMCAS®

The American Medical College Application Service® (AMCAS®) is the AAMC’s centralized medical school application processing service. Most U.S. medical schools use AMCAS as the primary application method for their first-year entering classes.

American Medical College Application Service® (AMCAS®)

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# 2023 Application Dates

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

*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](http://www.aamc.org/amcasdeadlines)
2023 AMCAS Participation

<table>
<thead>
<tr>
<th>Tentative 2023 Participation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>152 Schools/Programs</td>
</tr>
<tr>
<td></td>
<td>All MD granting schools in the United States with the exception of MD programs at Texas public schools</td>
</tr>
<tr>
<td>AMCAS Letters</td>
<td>151 Schools/Programs</td>
</tr>
<tr>
<td>Criminal Background Checks</td>
<td>126 Schools/Programs</td>
</tr>
</tbody>
</table>

2023 AMCAS Application Fees:
- $170 processing fee (includes one school designation)
- $43 for each additional school

aamc.org/amcas
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
Accessing the Application
AAMC Registration

Applicants should only complete registration if they do not have an AAMC ID
My AAMC Profile
AMCAS Main Menu

[Image of the AMCAS application interface]

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AMCAS Main Menu
Identifying Information

The identifying information section includes fields for:
- Legal Name*
- Preferred Name*
- Alternate Names
- ID Numbers
- Birth & Sex*

Some information is centrally managed by AAMC and cannot be edited on this page. To edit your legal name, preferred name, birth, and sex, go to My AAMC Profile.

Medical schools will send you correspondence, and often prefer salutation and proper use of name (e.g., Mr. John Smith).

Fields for:
- First Name *
- Last Name *
- Middle Name
- Suffix

To edit your Legal Name, go to My AAMC Profile.
Schools Attended
Schools Attended

Transcript Request

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
Schools Attended
Biographic Information
Coursework

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.
Coursework

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

- Maximum of 15 entries
- Applicants can enter 3 additional date ranges for repeated activities
- Applicants can enter anticipated hours
- Maximum of 3 “Most Meaningful”
Letters of Evaluation

Applicants can submit their application before AMCAS receives their letters.
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.

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.

5,300 characters left of 5,300.
Essay

MD/PhD Essay

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

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).
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

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 where official MCAT scores have yet to be released?

- Yes
- No

AAMC PREview™ Scores
Note: Your PREview Scores have not been loaded yet
Certification Statements

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

The graph shows the average number of business days to complete verification for each month from June to December for the years 2019AY, 2020AY, 2021AY, and 2022AY.

- **2019AY**
  - June: 6
  - July: 18
  - Aug: 25
  - Sept: 23
  - Oct: 13
  - Nov: 14
  - Dec: 1

- **2020AY**
  - June: 21
  - July: 18
  - Aug: 9
  - Sept: 13
  - Oct: 4
  - Nov: 1
  - Dec: 1

- **2021AY**
  - June: 30
  - July: 13
  - Aug: 9
  - Sept: 14
  - Oct: 1
  - Nov: 2
  - Dec: 1

- **2022AY**
  - June: 0
  - July: 1
  - Aug: 2
  - Sept: 1
  - Oct: 1
  - Nov: 1
  - Dec: 1
Application Reminders

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

<table>
<thead>
<tr>
<th>Application Status</th>
<th>CBC Procured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted, Early Decision Program</td>
<td>Upon Acceptance</td>
</tr>
<tr>
<td>Accepted, Regular</td>
<td>After January 1</td>
</tr>
<tr>
<td>Alternate List</td>
<td>After May 15, by school's request only</td>
</tr>
</tbody>
</table>
Application and Acceptance Protocols for Applicants

Recommendations to help ensure that all MD and MD-PhD applicants receive timely notification about the outcome of their AMCAS® application. These guidelines are not intended to supersede the policies, timelines, or discretion of individual schools or programs. Each applicant is expected to become familiar with the procedures and requirements of each school to which they apply.

The following steps are recommended to help ensure that all MD and MD-PhD applicants receive timely notification about the outcome of their applications, and to protect schools and programs from having unfilled positions in their entering classes. These protocols are often referred to as “Traffic Rules” by admissions officers and prehealth advisors. Prospective applicants, their advisors, and admission staff at medical schools and programs should all be aware of these Application and Acceptance Protocols for applicants. An applicant’s actions during the admissions process should be conducted in the spirit of professionalism and ethics expected of a future physician.
AMCAS Tools

- AMCAS Applicant Guide
- Application and Acceptance Protocols
- Video Tutorials
- Twitter
  - @AMCASinfo

aamc.org/amcas
Agenda

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

Submission Methods:

• AMCAS Letter Writer Application
• Interfolio

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

aamc.org/amcasletters
Letters of Evaluation

Letters of Evaluation Received, 2017AY – 2021AY

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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

Guidelines for Writing a Letter of Evaluation for a Medical School Applicant

Thank you for agreeing to write a letter of evaluation for a medical school applicant!

The guidelines are intended to enhance the letter-writing process by providing a general framework of best practices and relevant content for letter writers to follow. They are optional and can be applied to both individual and committee letters.

Guidelines
1. Provide an accurate assessment of the applicant's suitability for medical school rather than advocate for the applicant.

2. Briefly explain your relationship with the applicant:
   - How long have you known the applicant?
   - In what capacity have you interacted (e.g., faculty, premedical advisor, supervisor)?
   - Are your observations of the applicant direct or indirect?

3. Quality of information is more important than letter length. Focus on the applicant rather than details of the lab, course, assignment, job, or institution.

4. Only include information on grades, GPA, or MCAT scores if you also provide context to help interpret them. Grades, GPA, and MCAT scores are available within the application.
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
Advisor Information System (AIS)

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Lookup</td>
<td>Search for a single advisee</td>
</tr>
<tr>
<td>Roster of Applicants</td>
<td>Retrieve data for a particular set of AMCAS applicants</td>
</tr>
<tr>
<td>MCAT Roster/Summary</td>
<td>Retrieve individual or aggregate data for a particular set of MCAT examinees</td>
</tr>
<tr>
<td>Designated School</td>
<td>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</td>
</tr>
<tr>
<td>Application Year Statistics</td>
<td>Compare school statistics to national statistics for a given application year</td>
</tr>
<tr>
<td>Trends</td>
<td>Graphs of aggregate data for closed application years</td>
</tr>
</tbody>
</table>
The Advisor Hub

Prehealth Advisors

As a prehealth advisor, you have a critical role in guiding your students on their individual paths to medical school. The AAMC provides accurate, reliable resources and tools on medical school admission requirements, financial aid, the application process, and more, to support you in providing the best guidance to your students.

How to Get the Most of the Advisor Information System (AIS)

Use AIS to track the performance of your program and run reports on your students’ MCAT scores and applicant data.

AMCAS® Choose Your Medical School Tool

The AAMC American Medical College Application Service® (AMCAS®) created this tool to support medical schools’ enrollment management processes and help applicants communicate their intentions about which medical schools they plan to attend. Schools will only be able to access information about this.

Advisor Information System
AMCAS® Letter Writer Application
Medical School Admission Requirements
Prehealth Advisor Support

The AAMC’s prehealth advisor support team offers assistance for the Advisor Information System, AMCAS, MCAT, Medical School Admission Requirements, the Fee Assistance Program, Aspiring Docs, and FIRST.

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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
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
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
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.
Anatomy of an Applicant

• Core Competencies
• Student Profiles

Medical schools consider more than your grades and scores. There are 15 Core Competencies that demonstrate your preparedness for medical school. To show how successful applicants have demonstrated these competencies in many different ways, we interviewed real medical students, their pre-health advisors, and the admission officers who accepted them.

- Compassionate Caregiver to Military Medic: Christiana’s Path to Medical School
  “Do not rush the application process. It is okay if you do not follow the traditional application timeline as everyone’s journey is unique. The important thing is having a strong application that highlights your unique path to becoming a physician.”

- Passion for Psychology and Service: Micayla’s Path to Medical School
  “Long-term goals, including becoming a physician, cannot be achieved without having short-term goals. Prepare for the future, but do not miss out on the joys of life today. Know that if you come from a background with decreased representation in medicine or a low-income family, with perseverance...

- Focusing on the Positive: Sara Kennedy’s Path to Medical School
  “Always keep in mind what the goal of this journey is: to be a physician who serves others. When you’re feeling down in the weeds about studying, take time to volunteer or shadow. Connect with patients and bring yourself back to what brought you to this path in the first place.”

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!