



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.



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

April 5, 2023

Welcome to AMCAS

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



Agenda

1. 2024 Application Cycle Dates and Information
2. The AMCAS Grading System
3. AMCAS Document Processing
4. AMCAS Verification
5. 2024 Application Cycle Resources
6. Questions and Answers

2024 Application Cycle Dates and Information

2024 Application Dates

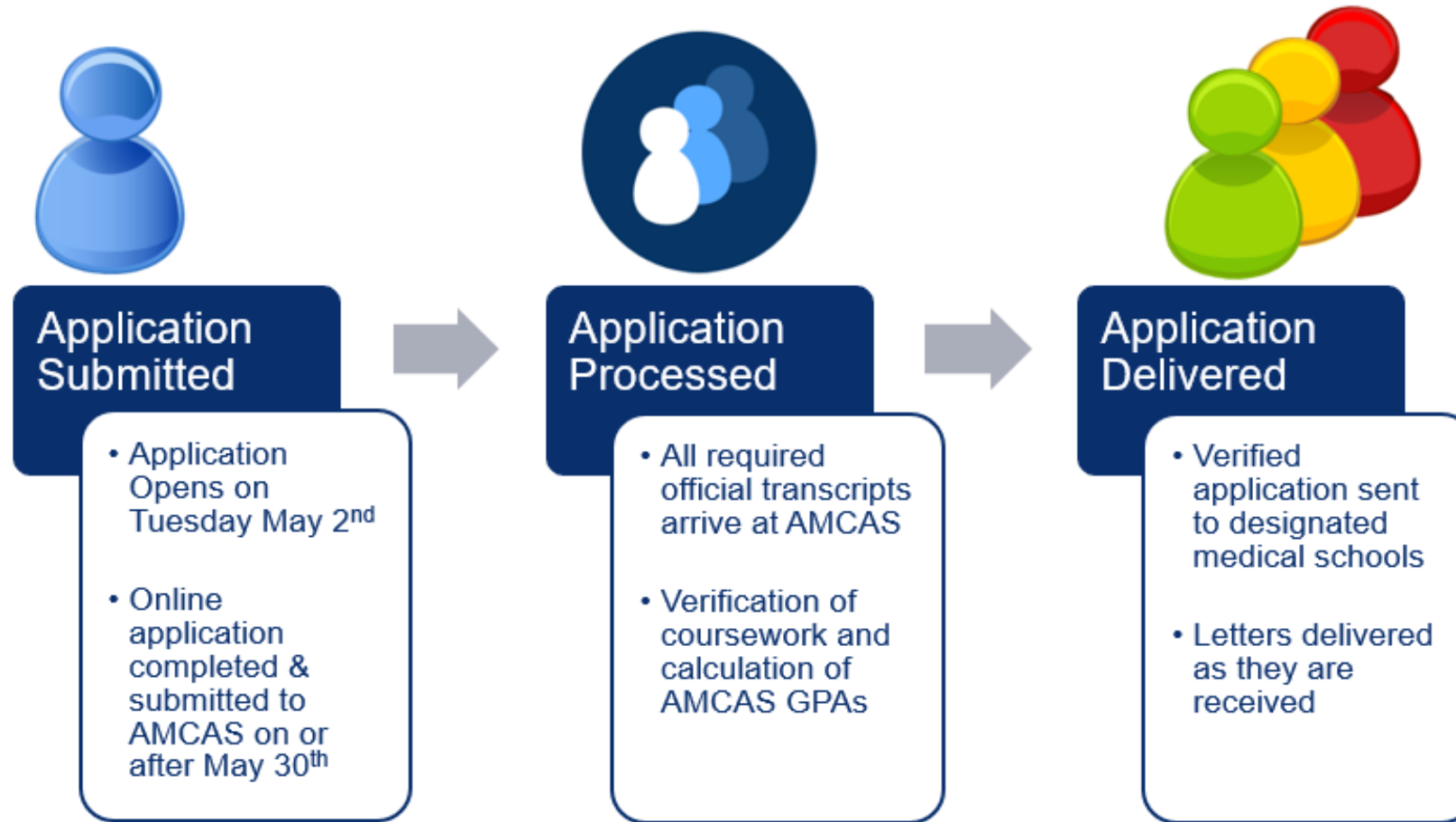
Application Deadlines

- 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 Tuesday, August 1
- Visit www.aamc.org/amcasdeadlines

Date*	Event
April 2023	2024 AMCAS Resources <ul style="list-style-type: none">• Applicant Guide• Opening Cycle Webinars for Applicants and Advisors
Tuesday, May 2	AMCAS application opens
Tuesday, May 30	AMCAS application submission begins
Friday, June 30	Initial transmission of application data to medical schools
Tuesday, August 1	Early Decision Program deadline
Sept.-Dec.	Application deadlines

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

AMCAS Process



Transcript Policies for the 2024 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 **do not** need to re-apply for approval 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

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/>

2023 AMCAS® Application

The 2023 AMCAS application is now open. If you wish to start medical school in Fall 2023, please complete and submit the 2023 AMCAS application.

As of **March 30** AMCAS is:

Marking transcripts as "Received" that were delivered on or before:

Paper (mailed) – **March 30**

Parchment – **March 29**

National Student Clearinghouse – **March 30**

Processing applications that reached "Ready for Review" on **March 30**.

AMCAS Grading System

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 2022, 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 2023.

Documentation must be submitted via email by **March 13, 2023**. 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 the upcoming 2024 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.

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
- 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"/>		
<small>* indicates a required field</small>			
<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

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



Select	Status	Term	Year ▲	Course Class	Course Name	Number	Lab or Lecture	Course Types	OT Grade	Credit Hours	Sem Hours	Sup Hours	AMCAS Grade	Verify
<input type="checkbox"/>	FR	S1	2018	BIOL	INTRODUCTION TO NEUROSCIENCE	NSC3361	Lecture		A+	5	5		A	<input type="checkbox"/>
<input type="checkbox"/>	FR	S1	2018	OTHR	FIRST YEAR SEMINAR	BBSU1100	Lecture		A	1	1		A	<input type="checkbox"/>
<input type="checkbox"/>	FR	S1	2018	BIOL	INTRODUCTORY TO ORGANIC CHEMISTRY I	CHEM2323	Both		A	3	3		A	<input type="checkbox"/>
<input type="checkbox"/>	FR	S1	2018	ARTS	MUSIC IN WESTERN CIVILIZATION	MUS12322	Lecture		A	3	3		A	<input type="checkbox"/>
<input type="checkbox"/>	FR	S1	2018	CHEM	INTRODUCTORY ORGANIC CHEMISTRY I LAB	CHEM2123	Both		A+	1	1		A	<input type="checkbox"/>
<input type="checkbox"/>	FR	S1	2018	GOVT	STATE AND LOCAL GOVERNMENT	GOVT2306	Lecture		A+	3	3		A	<input type="checkbox"/>
<input type="checkbox"/>	FR	S2	2018	BIOL	CELLULAR NEUROSCIENCE	NCS4352	Lecture		A+	3	3		A	<input type="checkbox"/>
<input type="checkbox"/>	FR	S2	2018	BIOL	INTEGRATIVE NEUROSCIENCE	NCS4354	Lecture		A-	3	3		A-	<input type="checkbox"/>
<input type="checkbox"/>	FR	S2	2018	CHEM	INTRODUCTION TO ORGANIC CHEMISTRY II	CHEM2325	Both		A	3	3		A	<input type="checkbox"/>
<input type="checkbox"/>	FR	S2	2018	CHEM	INTRODUCTION TO ORGANIC CHEMISTRY II LAB	CHEM2125	Both		A	1	1		A	<input type="checkbox"/>
<input type="checkbox"/>	FR	S2	2018	BIOL	NEUROIMMUNOLOGY	NCS4372	Lecture							<input type="checkbox"/>
<input type="checkbox"/>	FR	S2	2018	CHEM	BIOCHEMISTRY I	BIOL3361	Lecture	PF	A-	3	3		A-	<input type="checkbox"/>
<input type="checkbox"/>	FR	S2	2018	BIOL	NEUROSCIENCE OF PAIN	NCS4358	Lecture		A	3	3		A	<input type="checkbox"/>
<input type="checkbox"/>	FR	S2	2018	BIOL	BIOCHEMISTRY I WORKSHOP	BIOL3161	Lecture		A-	1	1		A-	<input type="checkbox"/>

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.



April 5, 2023

To: AMCAS
From: Registrar Office

RE: No official State University transcript for Jane Doe, 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 office has no official transcript for this student.

I am happy to provide further details if needed.

Sincerely,

Registrar
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

https://amcas.staging.aamc.org/amcas/

https://amcas.staging.aamc.org/amcas/



Alicia Keys

AMCAS TRANSCRIPT REQUEST

+++For AMCAS 2024 applications only+++

TO: Office of the Registrar
Wichita State University
jbiugivvj
Wichita Kansas 67208
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 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: Keys
First/Middle Name: Alicia
DOB: 10/1/2009
Dates Attended: 08/2008 - 05/2010
Alternate Name(s): Alicia Keys
Degrees Earned:

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: 21284154
Transcript ID:3921099

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.

1 of 1

3/23/2023, 4:04 PM

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



WICHITA STATE UNIVERSITY
CAMPUS OF APPLIED SCIENCES
AND TECHNOLOGY

E-TRANSCRIPT

Page: 1


OFFICE OF THE REGISTRAR
4004 N WEBB ROAD, BLDG. 100, WICHITA, KS 67226 · PHONE: 316.677.9400 · FAX: 316.462.5990

Current Name: Lisa Thomas
1234 Oak Street
Wichita, KS 67226

Date Issued: 24-Apr-2023
Date of Birth: 02-Jan
Student ID: 0000000
Level: Undergraduate

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
INSTITUTION CREDIT:					
Fall 2016					
NTR 112	College Algebra	3.00	B	9.00	
SPR 101	Public Speaking	3.00	A	12.00	
	Total Earned Credits	6.00			
Spring 2017					
BIOL 180	Human Anatomy & Physiology	6.00	A	20.00	
NTR 119	Trigonometry	3.00	A	12.00	
SOC 101	Principles of Sociology	3.00	A	12.00	
	Total Earned Credits	11.00			
Fall 2017					
ENG 101	Composition I	3.00	B	9.00	
	Total Earned Credits	3.00			
Last Standing: Good Standing					
***** TRANSCRIPT TOTALS *****					
TOTAL INSTITUTION	Earned Hrs	CRA Hrs	Points	GPA	
	20.00	20.00	74.00	3.70	
TOTAL TRANSFER	0.00	0.00	0.00	0.00	
OVERALL	20.00	20.00	74.00	3.70	
***** END OF TRANSCRIPT *****					

TRANSCRIPT KEY PRINTED ON SEPARATE PAGE.



Bonnie Engelken, Registrar

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

eTranscripts:

- AMCAS only accepts PDF eTranscripts from approved vendors—
National Student Clearinghouse and Parchment
 - These vendors 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

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.

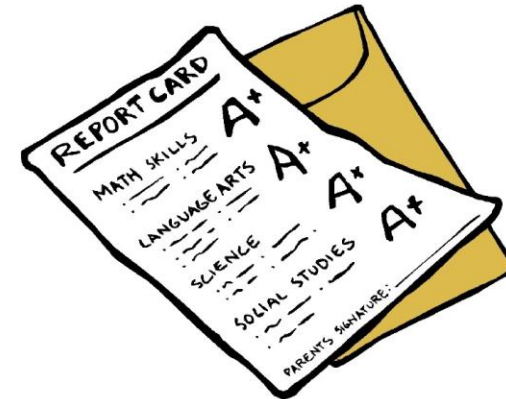
AMCAS counts all attempts of a repeated course, even if your school does not.

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:	

2024 Application Cycle Resources

2024 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](#)
- [2024 AMCAS Applicant Guide](#)

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

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

2024 AMCAS® Application Fees

The application processing fee is \$175 and includes one medical school designation. Additional school designations are \$45 each. Tax, where applicable, will be calculated at checkout.

AMCAS Opening Cycle Webinars – Applicants & Advisors

Advisor Webinar

- Tuesday, April 11 at 2:00 p.m. ET
- [Supporting Applicants through the 2024 AMCAS Application Cycle](#)
 - Walkthrough of 2024 AMCAS application and Advisor Information System (AIS)

Applicant Webinar

- Wednesday, April 26th at 2:00 p.m. ET
- [Navigating the 2024 AMCAS Application Cycle for Applicants](#)
 - Walkthrough of AMCAS application, available AMCAS resources, and more

Questions and Answers