



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 16, 2024

Welcome to AMCAS

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



Agenda

Registrar Opening Cycle Webinar

2025 Application Cycle Dates

What's New for the 2025 Application Cycle

AMCAS Timeline

AMCAS Grading System Reporting

Document Processing

AMCAS Verification

2025 Application Cycle Resources

Questions and Answers

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 Monday, August 5th
- Visit www.aamc.org/amcasdeadlines

Date*	Event
April 2024	2024 AMCAS Resources <ul style="list-style-type: none">• Applicant Guide• Opening Cycle Webinars for Applicants and Advisors
Monday, May 6	AMCAS application opens
Tuesday, May 28	AMCAS application submission begins
Friday, June 28	Initial transmission of application data to medical schools
Monday, August 5	Early Decision Program deadline
Sept.-Dec.	Application deadlines

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

2025 Cycle Updates

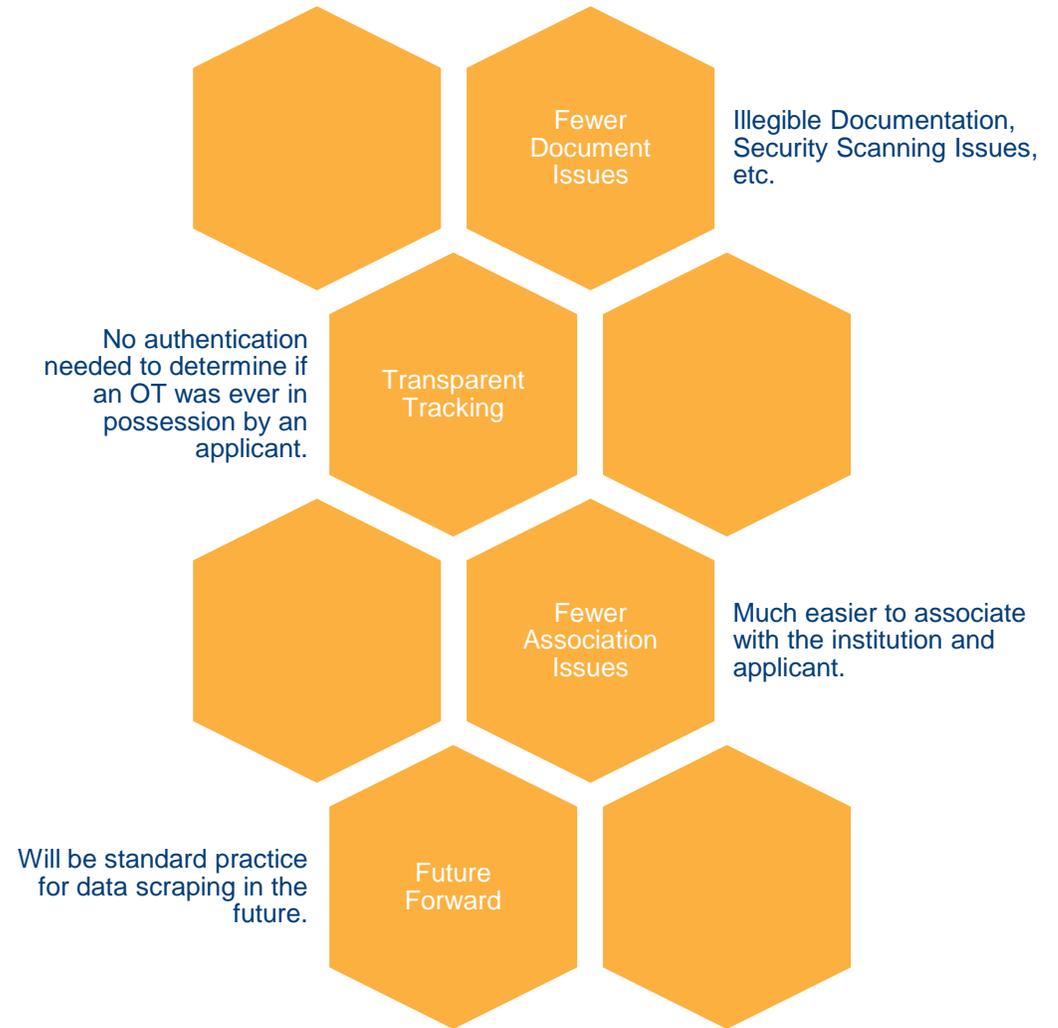
Transcript Policy Information for the 2025 AMCAS Cycle

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 AMCAS 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 not need to complete this process a second time.
- 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 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.

Electronic & Emailed Transcripts

The AMCAS program prefers electronic transcript submission. For efficient processing, please submit your transcript electronically to the AMCAS program. **If you request an electronic transcript, do not send a paper transcript.** When requesting e-transcripts, make sure to provide your accurate AAMC ID and Transcript ID to prevent delays. If electronic submission is unavailable at your institution, mail paper transcripts to the provided address.



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/>

2024 AMCAS® Application

The 2024 AMCAS application is now open. If you wish to start medical school in Fall 2024, please complete and submit the 2024 AMCAS application.

As of **March 22** AMCAS is:

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

Paper (mailed) – **March 22**

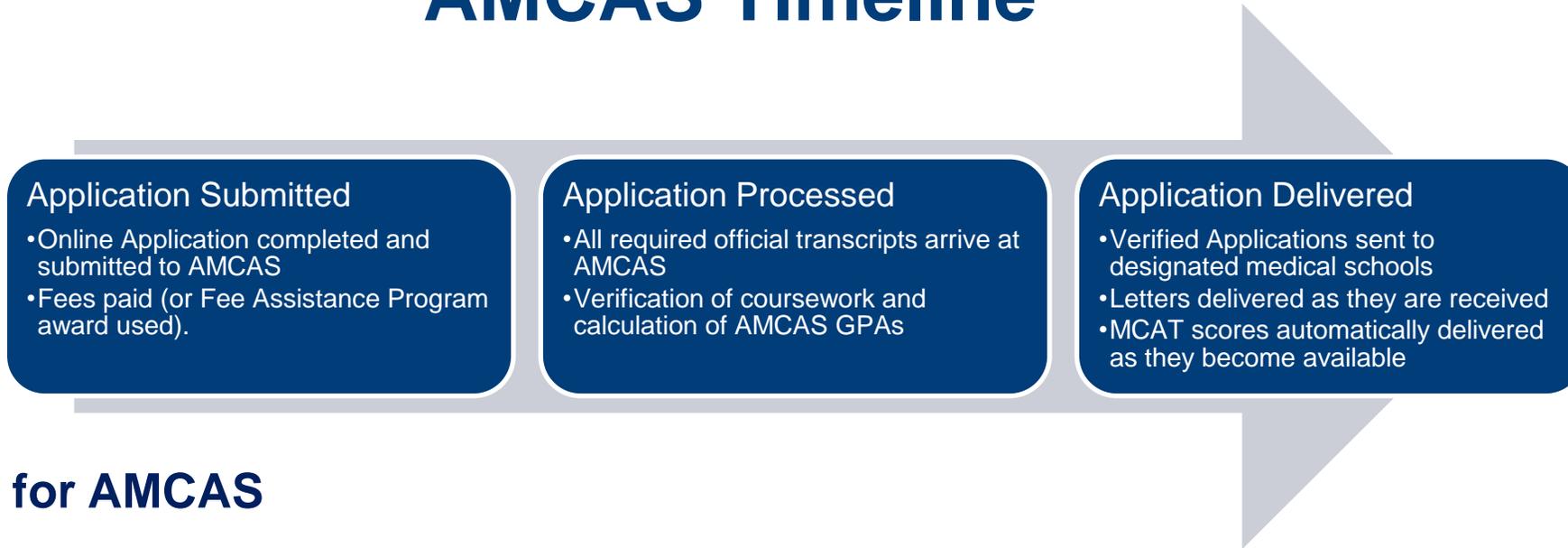
Parchment – **March 21**

National Student Clearinghouse – **March 22**

Processing applications that reached "Ready for Review" on **March 22**.

Processing Academic Change Requests submitted on **March 22**.

AMCAS Timeline



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 an applicant is ready to begin their application, they start by visiting the AMCAS website (www.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. We encourage applications to work with the school advising office and to review the Medical School Admission Requirements.
- Using the online application, the Applicant will enter information about themselves and their background. The applicant will all official transcripts sent directly to AMCAS where AMCAS staff will verify coursework and normalize the applicants GPA based on the individual institutions grading system. Along with letters of evaluation, AMCAS sends verified application data to the medical schools designated on the application.
- For standard/routine applications, official transcripts must be received by AMCAS within 14 calendar days after the application deadline.
- Applications can be submitted before official transcripts and letters of evaluation have been received by AMCAS.
- June – September is the peak application submission period. *Applications received during this time may take up to six weeks for processing.
- After the application is submitted, the applicant may check the status of verification using the AMCAS Automated System, or on Twitter via @AMCASinfo.
- **Find FAQ’s, video tutorials, the application guide and more at www.aamc.org/amcas**

*Applications will not be processed until all official transcripts are received.

AMCAS Grading System Reporting

AMCAS Grading System Request



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

- 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 the AMCAS program 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 2023, 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. The AMCAS program can keep the current information on file

The AMCAS program will not make changes or add Main/Special Programs (Graduate, Law, Pharmacy, etc.) after the opening of the AMCAS application cycle in May 2024.

Documentation must be submitted via email by **March 11, 2024**. If we do not receive a response, the AMCAS program 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 the AMCAS program, 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. 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 2025 application cycle, the AMCAS program 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 previously 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
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- 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

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

Letters of Explanation

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

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

State

University

655 K Street, NW
Washington, DC 20011

July 18, 2023

To: AMCAS
From: Registrar Office

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

Dear AMCAS,

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

I am happy to provide further details if needed.

Sincerely,

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

Document Processing and Transcripts

AMCAS Transcript Requests

What transcripts are required for an AMCAS applicant?

- One official transcript is required from each U.S., U.S. territorial, or Canadian postsecondary institution at which coursework was attempted, regardless of whether credit was earned. The transcript requirement applies but is not limited to:
 - College-level courses attempted while in high school, even if the courses did not count toward a degree at any college.
 - Colleges where an applicant originally attempted a course, even if the credit was subsequently transferred to and accepted by another school.
 - Colleges where an applicant was registered but did not earn any credit (e.g., incompletes, withdrawals, failures, audits).
 - Courses that did not count toward a degree, regardless of whether credit was earned or transferred.
 - Extension programs where an applicant attempted courses, if a separate transcript is provided by the extension division.
 - Correspondence and home study programs.
 - Military education.
 - American colleges overseas.
 - U.S., U.S. territorial, and Canadian medical schools.
 - AMCAS does not accept any transcripts from international evaluation services.

Transcript Request Process

Paragraph 131 Styles

 
Molly Lee

AMCAS TRANSCRIPT REQUEST
◆◆◆For AMCAS 2025 applications only◆◆◆

TO: Office of the Registrar
Southwest Baptist University
1600 South Springfield
Bolivar Missouri 65613
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:	Lee	Mail Paper Transcripts to:
First/Middle Name:	Molly	AMCAS, Attn: Transcripts
DOB:	10/6/2000	AAMC Medical School Application Services
Dates Attended:	08/2019 - 05/2022	PO Box 57326
Alternate Name(s):	Molly Lee	Washington, DC 20037
Degrees Earned:	No Degree Expected	

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: 21350545
Transcript ID: 3921980

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.

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.

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 100

Washington, DC 20001



Transcript Processing – Authentication Process

AMCAS is responsible for verifying the authenticity of each transcript received

RUTGERS
THE STATE UNIVERSITY
OF NEW JERSEY

Date Issued: 03-APR-2024

Record of: **Mary B. Lewis**
Current Name: **Mary B. Lewis**
124 North East Street NE
Washington, DC 20017

Issued To: **AMCAS**
PO BOX 57326
HSPNEM:30210805
WASHINGTON, DC 20037-0326

School of Graduate Studies
Course Level: **SGS - Piscataway**

Current Program
Program : **Master of Biomedical Sciences**
Campus : **Piscataway**
Degree(s) Sought: **Master**
Current Major : **Biomedical Sciences**
Hrs: 14.00 GPA-Hrs: 14.00 Pts: 56.00 GPA: 4.000

Page: 1

***** TRANSCRIPT TOTALS *****					
Earned Hrs					
	GPA Hrs	Points	GPA		
TOTAL INSTITUTION	14.00	14.00	56.00	4.000	
TOTAL TRANSFER	0.00	0.00	0.00	0.000	
OVERALL	14.00	14.00	56.00	4.000	
***** END OF TRANSCRIPT *****					

SUBJ NO.	COURSE TITLE	CR/WK	GRD	PTS				
INSTITUTION CREDIT:								
Terms: Fall 2023 (SGS)								
Biomedical Sciences								
MSB 5040S	MSB Capstone I	3.00	A	12.00				
MSB 5020S	Medical Biochemistry	3.00	A	12.00				
MSB 5025S	Physiologic Basis of Disease	3.00	A	12.00				
MSB 5065S	Cell Structure & Function	3.00	A	12.00				
MSB 5120S	Clinical Drug Development	2.00	A	8.00				
TERM	Hrs:	14.00	GPA Hrs:	14.00	Pts:	56.00	GPA:	4.000
COM	Hrs:	14.00	GPA Hrs:	14.00	Pts:	56.00	GPA:	4.00
Spring 2024 (SGS)								
IN PROGRESS WORK								
MSB 5041S	MSB Capstone II	3.00						
MSB 5010S	Genes Analysis	4.00						
MSB 5055S	Microbiology and Immunology	3.00						
MSB 5060S	Neuroscience	3.00						
	In Progress Credits	13.00						
***** CONTINUED ON NEXT COLUMN *****								

This transcript is not official without the signature of the registrar.
This transcript processed and delivered by Parchment.

RAISED SEAL NOT REQUIRED
Kelly B. Soszowski
University Registrar
Rutgers, The State University of New Jersey

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.



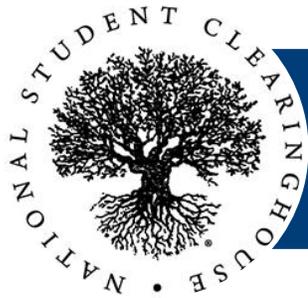
Transcript Processing – Scanning Process

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



NSC – National
Student
Clearinghouse



Parchment

E-Transcripts:

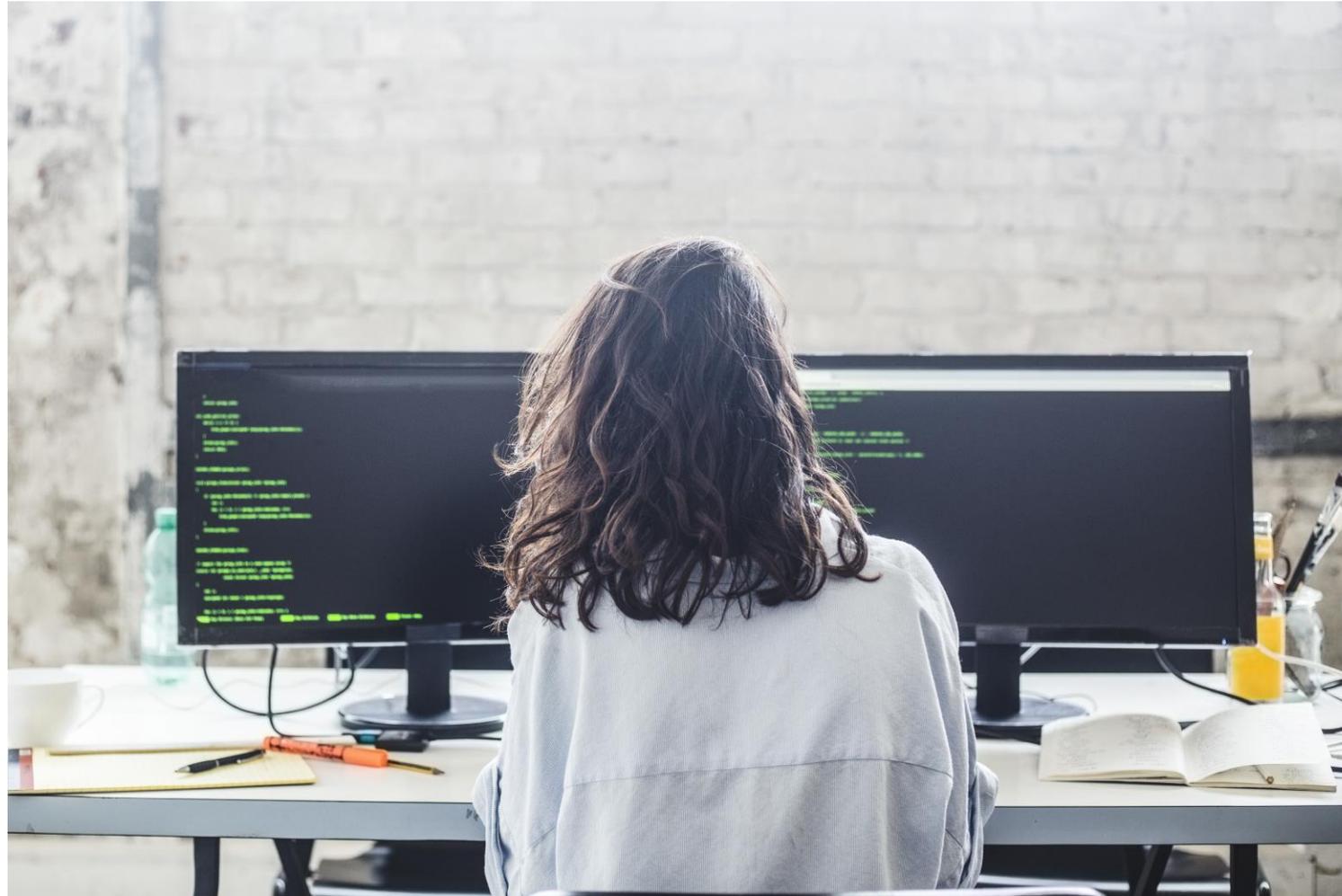
- AMCAS only accepts PDF eTranscripts from approved senders – National Student Clearinghouse and Parchment
 - These vendors may only submit transcripts to AMCAS via secure file transfer process (SFTP)

Emailed Transcripts:

- AMCAS will accept emailed transcripts from approved registrar senders
 - Contact us at etranscripts@aamc.org to begin the approval process

AMCAS Verification

The Verification Process

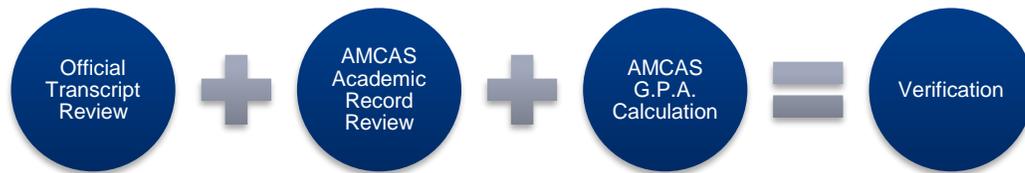


Academic Record and Transcript

The Verification team conducts a line-by-line analysis of the following:

- ✓ Each course and corresponding GPA, credit hours, etc. listed in the applicants AMCAS Academic Record,
- ✓ Each official transcript received, and all the coursework listed, GPA, credit hours, etc.,
- ✓ Review of the grading systems used by the institutions the applicant attended,
- ✓ Calculation of AMCAS GPA,
- ✓ Other various elements that may be specific to the individual applicant.

INSTITUTION CREDIT:
 Summer 2020
 College of Science
 Pre-Medical
 CHEM 211 General Chemistry I 3.00 A- 11.01
 CHEM 213 General Chemistry Laboratory I 1.00 A 4.00
 Ehrs: 4.00 GPA-Hrs: 4.00 QPts: 15.01 GPA: 3.75
 Good Standing
 Fall 2020
 An alternative grade mode was available for selection by students.
 College of Science
 Pre-Medical
 BIOL 213 Cell Structure and Function 4.00 A 16.00
 CHEM 212 General Chemistry II 3.00 A 12.00
 CHEM 214 General Chemistry Laboratory II 1.00 A 4.00
 PHYS 243 College Physics I 3.00 A 12.00
 PHYS 244 College Physics I Lab 1.00 A 4.00
 Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 48.00 GPA: 4.00
 Dean's List
 Good Standing
 Spring 2021
 An alternative grade mode was available for selection by students.
 ***** CONTINUED ON NEXT COLUMN *****



CLASS	YEAR	TERM	NAME	NUM	TYPE	LAB OR LECTURE	OT GRD	OT HRS	SEM HRS	SUPP HRS	AM GRD
CHEM	2020	SS	GENERAL CHEMISTRY I			Lecture	A-	3	3		A-
CHEM	2020	SS	GENERAL CHEMISTRY I LAB			Lab	A	1	1		A
PHYS	2020	S1	COLLEGE PHYSICS I			Both	A	4	4		A
BIOL	2020	S1	CELL STRUCTURE AND FUNCTION			Both	A	4	4		A
CHEM	2020	S1	GENERAL CHEMISTRY I			Both	A	4	4		A
BIOL	2020	S2	BIOSTATISTICS FOR BIOLOGY MAJORS			Lecture	A+	4	4		A
BIOL	2020	S2	GENERAL GENETICS			Lecture	A	4	4		A
PHYS	2020	S2	COLLEGE PHYSICS II			Lecture	A+	3	3		A
PHYS	2020	S2	COLLEGE PHYSICS II LAB			Lab	A	1	1		A
CHEM	2020	S2	GENERAL BIOCHEMISTRY I			Lecture	B+	4	4		B+

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.



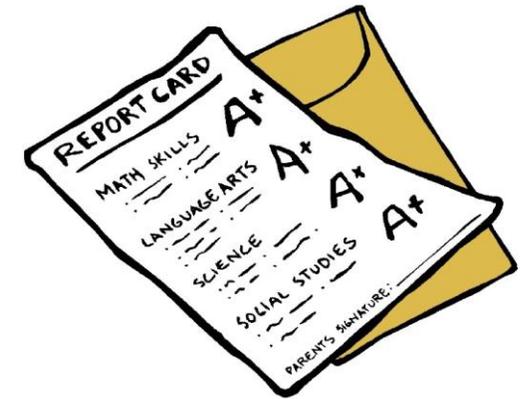
Depending on how your school considers them, grades of IF (incomplete failure) or unauthorized/unofficial/administrative withdrawal may be treated as F in your AMCAS GPA.



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:	

2025 Application Cycle Resources

2025 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

AMCAS Opening Cycle Webinars – Applicants & Advisors

Applicant Webinar

- Wednesday, April 24th at 2:00 p.m. ET
- [Navigating the 2025 AMCAS Application Cycle - Registration Link](#)
 - Walkthrough of AMCAS application, available AMCAS resources, and more

Questions and Answers