

**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](mailto:aamc@commpartners.com).**

# Navigating AMCAS® Transcripts and Coursework: How to Avoid Processing Delays

April 24, 2024

# Welcome to Navigating AMCAS® Transcripts and Coursework



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# Agenda

When is an Official Academic Transcript Required

Electronic & Emailed Transcripts

Common Transcript Issues

Transcript Processing Timeline

Entering Coursework Accurately

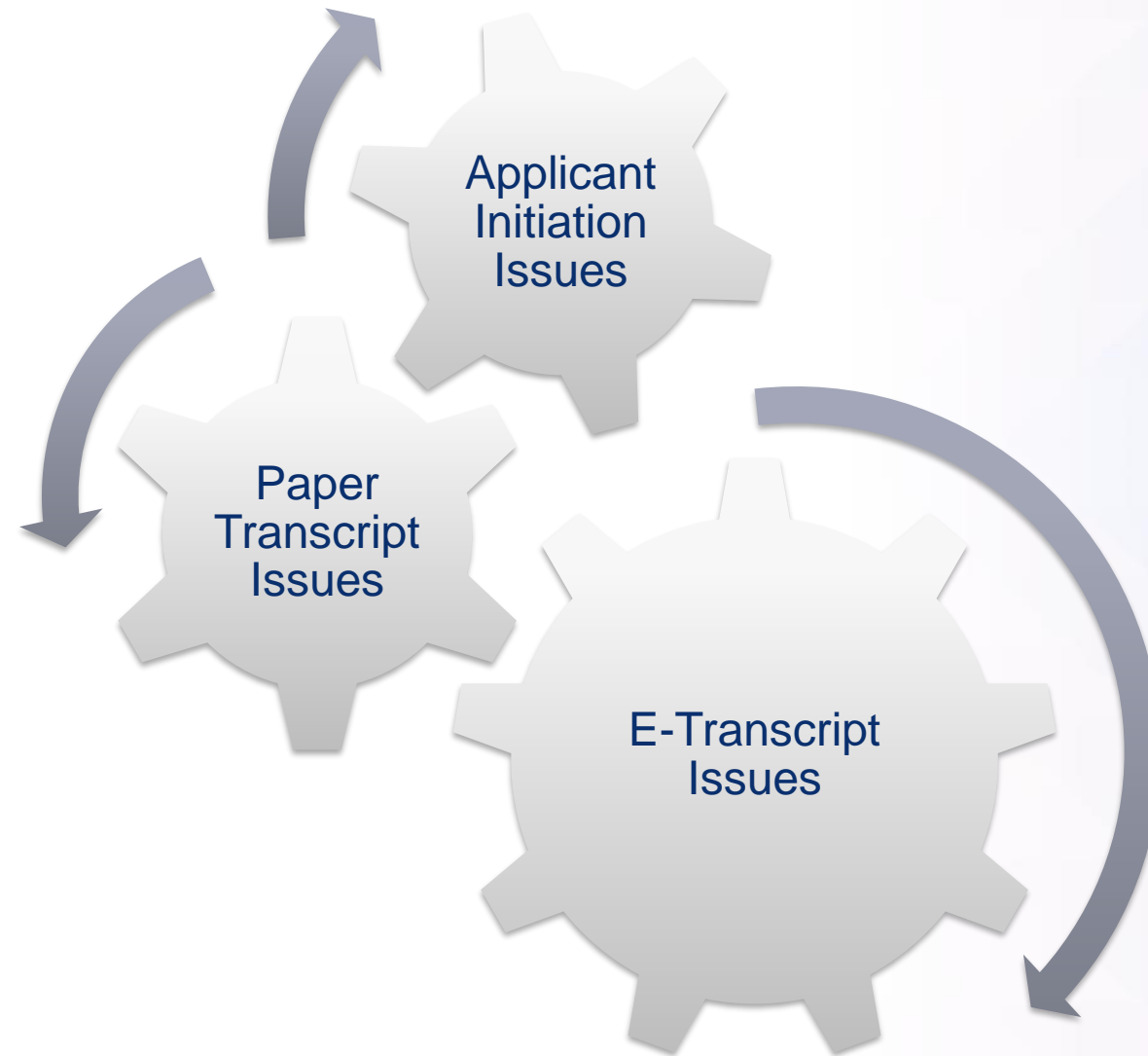
How to Avoid a Returned or Delayed Application

Other Important Aspects of Entering Coursework

Questions and Answers



# Common Transcript Issues



# When is an Official Academic Transcript Required?

College-level courses attempted while in high school, even if the courses did not count toward a degree at any college

Colleges at which you originally attempted a course, even if the credit was subsequently transferred to and accepted by another school

Colleges where you 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 through which you attempted courses if the extension division provided a separate transcript

Correspondence and home study programs

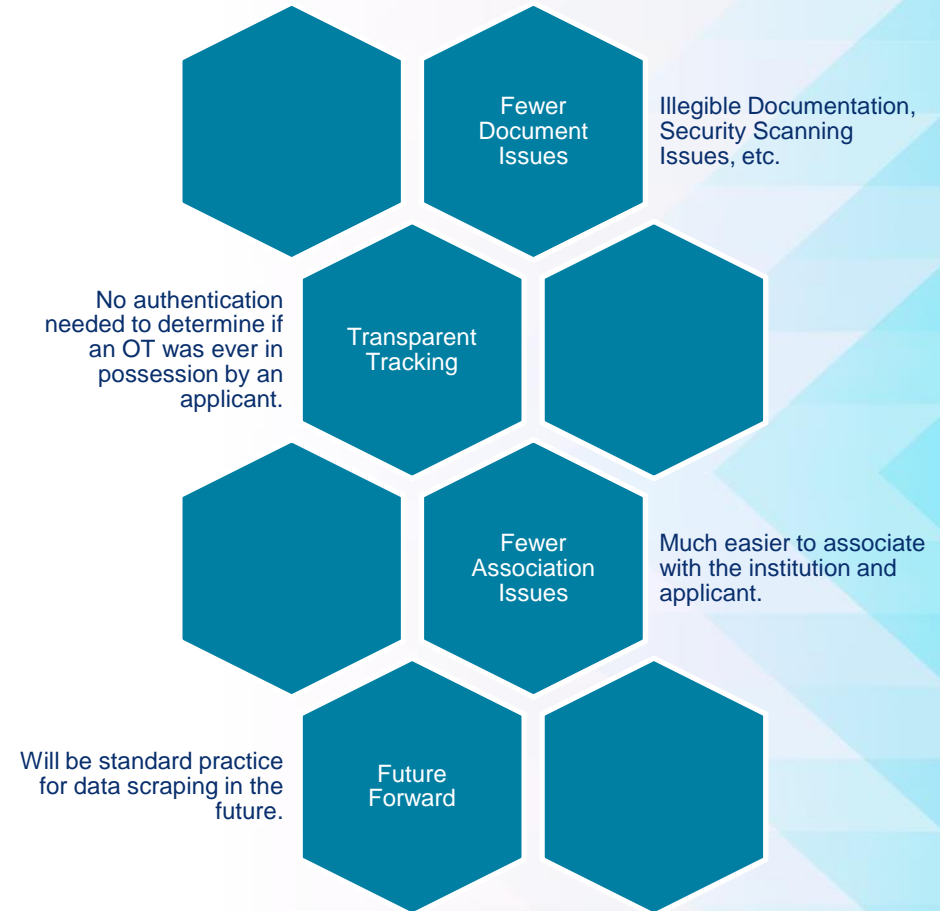
Military education and Joint Services Transcripts (JSTs)

American colleges overseas

U.S., U.S. territorial, and Canadian medical schools

# 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.



# Application Initiated Issues

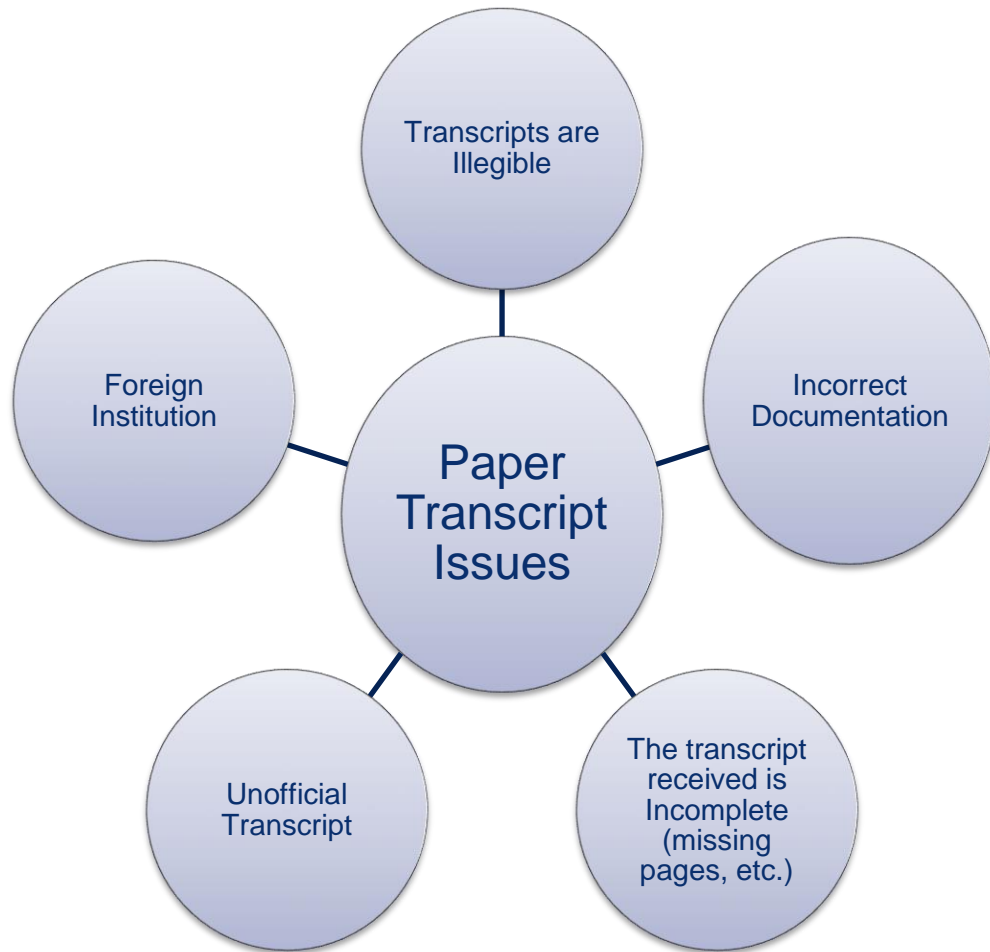
Omission of alternate/preferred names to your application that appear on the official transcript

Modifying the names of schools attended

Failure to indicate that a transcript is not required



# Common Paper Transcript Issues



- ✓ Illegibility – Damage during transit, security features prevent legible scanning, faded ink, etc.
- ✓ Incorrect Documentation – wrong person/wrong institution, high school diplomas, etc.
- ✓ Incomplete Transcripts – Missing pages (i.e. page 2 of 3 is missing), missing a specific element on the transcript, etc.
- ✓ Unofficial Transcript – The transcript was received from an applicant, or is missing elements that are required to be considered an official transcript (i.e. registrar seal), etc.
- ✓ Foreign Institution – excludes U.S. Institutions based abroad.

# Common E-Transcript Issues

☒ Identifying Information

☒ Schools Attended

☒ High School\*

☒ Colleges\*

☐ Transcripts\*

☐ Previous Matriculation\*

☐ Institutional Action\*

☐ Biographic Information

☐ Course Work

☐ Work/Activities

☐ Letters of Evaluation

☐ Medical Schools

☐ Essays

☐ Standardized Tests

## Colleges

**Note:** If you have ever taken a post-secondary course anywhere other than at your home institution, taken foreign coursework including a study abroad course or taken any military course work, you must add these schools to our application. **This includes college courses taken while in high school and courses taken at another institution even if credit was transferred.**

☒ I understand that I must include schools where I attempted post-secondary and foreign/study abroad courses. Please review additional information about Foreign/Study Abroad coursework if you need assistance. \*

☒ I understand I must include institutions where I attempted military education courses. Please review additional information about Military Education if you need assistance. \*

Please add information about the college(s) you attended.

ADD COLLEGE

Wichita State University

EDIT

DELETE

**Location :** Wichita, Kansas, United States of America (the)

**Program Type :** Undergraduate

**Dates Attended :** August 2008 to May 2010

**Summer School Only :** No

**Study Abroad Program :** No

**Advisor Release :** Yes

**Transcript Required :** Yes

**Transcript ID :** 3921099

# Transcript Processing Timelines

<https://students-residents.aamc.org/applying-medical-school-amcas/applying-medical-school-amcas>

- ✓ Overview of the current season's application deadlines.
- ✓ Daily updates provided on the status of the AMCAS applications being processed on the AAMC website.
- ✓ Includes updates on transcript processing timelines, overall application processing statuses and Academic Change Requests.

## 2025 AMCAS® Application

2025 AMCAS application dates:

May 1, 2024: AMCAS application opens

May 28, 2024: Submission for AMCAS application verification begins

June 28, 2024: Application transmission to medical schools begins

Aug. 1, 2024: Early Decision Program (EDP) deadline

## 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 **April 10** AMCAS is:

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

Paper (mailed) – **April 10**

Parchment – **April 9**

National Student Clearinghouse – **April 10**

Processing applications that reached "Ready for Review" on **April 10**.

Processing Academic Change Requests submitted on **April 10**.

# Entering Coursework in AMCAS

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# The Verification Process



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# How to Enter Coursework in AMCAS

Transfer Term 2018						
TRANSFER CREDIT FROM: 0098						
Advanced Placement Exam						
PS	101	Intro. Psychology	TR	0.00	3.00	0.00 0.00
HS	131	U.S. History to 18	TR	0.00	3.00	0.00 0.00
HS	AC UN 132	U.S. Since Reconst	TR	0.00	3.00	0.00 0.00
Term 18/TT				Totals:	0.00	9.00 0.00 0.00 GPA = 0.00
Cumulative Totals:					0.00	9.00 0.00 0.00 GPA = 0.00
Fall 2018						
BIO	150	General Bio for Ma	A	4.00	4.00	4.00 16.00
CHE	110	General Chemistry	A	3.00	3.00	3.00 12.00
CHE	110L	Gen Chem I Lab	A	1.00	1.00	1.00 4.00
FYS	101	First Year Seminar	A	3.00	3.00	3.00 12.00
MA	141	Calculus of a Sing	A	3.00	3.00	3.00 12.00
EN	101	Intro Acad Reading	A	3.00	3.00	3.00 12.00
Term 18/FA				Totals:	17.00	17.00 17.00 68.00 GPA = 4.00
Cumulative Totals:					17.00	26.00 17.00 68.00 GPA = 4.00
Spring 2019						
BIO	151	Molecular Cell Bio	A	4.00	4.00	4.00 16.00
AN	252	Science of Human D	A	3.00	3.00	3.00 12.00
SO	101	Introduction to So	A	3.00	3.00	3.00 12.00
CHE	111	General Chemistry	A	3.00	3.00	3.00 12.00
CHE	111L	Gen Chem II Lab	A	1.00	1.00	1.00 4.00
EN	102	Academic Writing/R	A	3.00	3.00	3.00 12.00
Term 19/SP				Totals:	17.00	17.00 17.00 68.00 GPA = 4.00
Cumulative Totals:					34.00	43.00 34.00 136.00 GPA = 4.00
Fall 2019						
BIO	211	Human Anatomy/Phys	A	3.00	3.00	3.00 12.00
BIO	211L	Human Anatomy/Phys	A	1.00	1.00	1.00 4.00
BIO	298	Research Methods i	A	3.00	3.00	3.00 12.00
CHE	210	Organic Chemistry	A	3.00	3.00	3.00 12.00

## Add Course



Academic Year \*

Select Year

Academic Term \*

Select Academic Term

Year in School \*

Select Year In School

Course Number

Please enter course number

Course Name \*

Please enter course name

Course Classification \*

Select Course Classification



Although an asterisk does not appear next to Transcript Grade and Credit Hours indicating these fields are required, you must complete these fields if the information appears on your official transcript.

In certain cases, it may be appropriate to leave these fields blank. Please review the coursework section of the AMCAS Applicant Guide for more information. Failure to include required grades and credit hours may result in application processing delays, missed deadlines, and lost application fees. Please contact the AAMC Services



# Avoiding Returns

The most **common reasons** for **returned** applications.

The original  
grades and  
credit hours  
for repeated  
courses

Missing 10 or  
more  
**courses** that  
appear on an  
official  
transcript

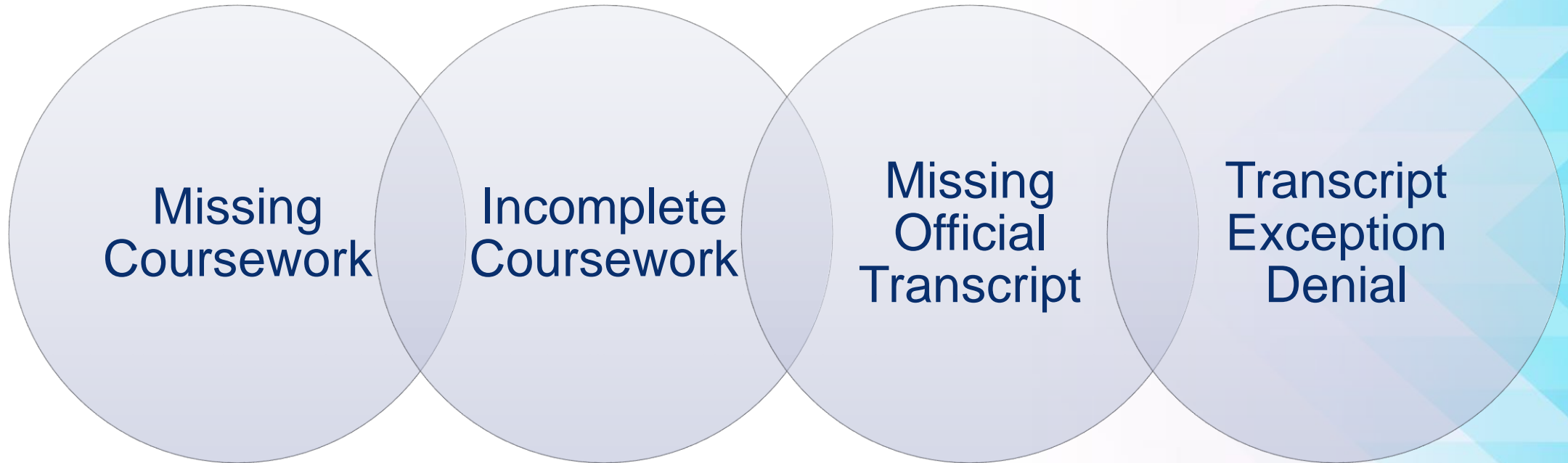
Missing 10 or  
more **grades**  
that appear  
on an official  
transcript

Missing 10 or  
more **credits**  
hours that  
appear on an  
official  
transcript

Failure to list  
coursework  
in  
chronological  
order

# Avoiding Holds

The most **common reasons** for applications being place on **hold**.





# Avoiding Holds

## Missing Incomplete/Coursework

Account: Kay WDod

American Medical College Application Service® 2018 Application

Main Menu My Application

Identifying Information Schools Attended Biographic Information **Course Work** Work/Activities Letters of Evaluation Medical Schools Essays

Standardized Tests

**Course Work**

Courses (1)

Please enter all of your course work for Apollo College Mesa-Tri City Inc.

**Hold Course**

Year	Term	Course Classification	Course Name	Course Number	Credit Hours	Transcript Grade	Special Course Type	
2015-2016	2nd Semester (Spring)	Communications	Orifigent	45	4	A	Int Baccalaureate	<a href="#">Edit</a> <a href="#">Delete</a>

[Back](#) [Save & Continue](#)

College of Arts & Sciences		
Bachelor of Science		
Major:	Biology	
Major:	Neuroscience	
<u>CBS NUM</u>	<u>COURSE TITLE</u>	
CHE 109	GENERAL CHEMISTRY I	
WRD 111	COMP & COMM II	
MA 193	SUPPLEMENTARY MATH	
	WORKSHOP I: CALC I	
	Pass Fail Grade Scale	
BIO 152	PRIN OF BIOLOGY II	
MA 113	CALCULUS I	
	<b>AHRS</b>	<b>EHRS</b>
Semester	15.0	15.0
Cumulative	44.0	43.0

Program: College of Arts & Sciences						
Bachelor of Science						
Major: Biology						
Major: Neuroscience						
<u>CRS NUM</u>	<u>COURSE TITLE</u>	<u>GRADE</u>	<u>HOURS</u>	<u>OPTS</u>		
CHE 109	GENERAL CHEMISTRY I	A	4.0	R	16.00	
WRD 111	COMP & COMM II	A	3.0		12.00	
MA 193	SUPPLEMENTARY MATH	P	1.0		0.00	
WORKSHOP I: CALC I						
Pass Fail Grade Scale						
BIO 152	PRIN OF BIOLOGY II	B	3.0		9.00	
MA 113	CALCULUS I	C	4.0		8.00	
	<b>AHRS</b>	<b>EHRS</b>	<b>QHRS</b>	<b>QPTS</b>	<b>GPA</b>	
Semester	15.0	15.0	14.0	45.00	3.214	
Cumulative	44.0	43.0	26.0	86.00	3.308	

CHEM 1160	General Chemistry II	3.00	B+	9.90
Ehrs:	3.00	GPA-Hrs:	3.00	Opts:
			9.90	GPA:
				3.30



# Avoiding Holds – Missing & Omitted Transcripts

## University of Washington

**Location :** Seattle, Washington, United States of America (the)

**Program Type :** Undergraduate

**Dates Attended :** August 2018 to May 2021

**Summer School Only :** No

**Study Abroad Program :** No

**Advisor Release :** Yes

**Transcript Required :** Yes

**Transcript ID :** 3921827

### Degrees

Did you earn a degree from University of Washington , or do you expect to earn one? \*

[ADD DEGREE](#)

**You have indicated that you have no Degrees to add.**

### Majors

Did you declare a major at University of Washington ? \*

[ADD MAJOR](#)

**You have indicated that you have no Majors to add.**

### Minors

Did you declare a minor at University of Washington ? \*

[ADD MINOR](#)

**You have indicated that you have no Minors to add.**

## Shoreline Community College

**Location :** Shoreline, Washington, United States of America (the)

**Program Type :** Junior College

**Dates Attended :** August 2019 to January 2020

**Summer School Only :** No

**Study Abroad Program :** No

**Advisor Release :** Yes

**Transcript Required :** Yes

**Transcript ID :** 3921826

### Degrees

Did you earn a degree from Shoreline Community College , or do you expect to earn one? \*

[ADD DEGREE](#)

**You have indicated that you have no Degrees to add.**

### Majors

Did you declare a major at Shoreline Community College ? \*

[ADD MAJOR](#)

**You have indicated that you have no Majors to add.**

### Minors

Did you declare a minor at Shoreline Community College ? \*

[ADD MINOR](#)

**You have indicated that you have no Minors to add.**

\*\*\*\*\*  
\* ANY ALTERATION OR MODIFICATION OF THIS RECORD \*  
\* OR ANY COPY THEREOF MAY CONSTITUTE A FELONY \*  
\* AND/OR LEAD TO STUDENT DISCIPLINARY SANCTIONS. \*  
\*\*\*\*\*

### UNIVERSITY OF WASHINGTON DEGREES EARNED:

BACHELOR OF SCIENCE (BIOLOGY: MOLEC, CELL, &  
DEVELOPMENT)

SPRING 2020 (06/12/20)

UW: 98.0 TRANSFER: 90.0 EXTENSION: 0.0 GPA: 2.92

### PRIOR DEGREE:

SHORELINE COMM COLL  
DEGREE: AA 6/14

### SUMMARY OF TRANSFER CREDIT:

→ SEATTLE CENTRAL COLLEGE 5.0

→ EDMONDS COMM COLL 5.0

→ SHORELINE COMM COLL 132.5

CHEM 120 AND CHEM 142 ARE PARALLEL COURSES.

5 CREDITS TOTAL ALLOWED.

TRANSFER CREDIT ACCEPTED: 90.0



AAMC

American Medical College  
Application Service®

# Other Important Aspects of Entering Coursework



Entering Test Credits



Entering Foreign Coursework



Entering Military Coursework



College Credit Earned in High School



Current and Future Coursework



Course Classification



Post-Submission Changes and Academic Change Requests

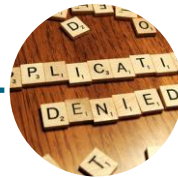
# Post-Processing Changes



What is an Academic Change Request?



Where and How to Submit an Academic Change Request?



What Categories are Frequently Requested and Frequently Denied?



How Long Does it Take?

# Your Application is Now Processed

Congratulations Elle Phant,

Your 2024 AMCAS application has completed processing. You are required to review your verified coursework and GPA. Please log in to AMCAS to review your application using the Print Application option located on the right side of the Main Menu in the application panel.

A legend for AMCAS verification marks is available in the [2024 AMCAS Applicant Guide](#).

\*\*\* Important \*\*\*

If you find discrepancies, or you disagree with changes made during the verification process after reviewing your application, you are responsible for submitting an Academic Change Request. The "Academic Change Request" button is available in the Quick Links panel on the left side of the Main Menu of the application. You must review the areas AMCAS will evaluate in an **Academic Change Request** before submitting your request.

AMCAS will not change or correct:

- Course names, titles, or numbers
- Updated grades and hours for certain types of courses that were left off the application and did not appear on any official transcript at the time of processing, including:
  - Current (CC)
  - Deferred Grade (DG)
  - Honors (H) - AMCAS does not add the Honors type if omitted by the applicant
  - Incomplete (I)
- Any other sections or items in your application

*\*AMCAS Academic Change Request policies are subject to change each application year.*

As part of our effort to continually improve our services, **you may be receiving an invitation to participate in a very brief survey** regarding the processing of your application and documents. We value your feedback and encourage you to take just a few minutes to complete the survey.

Sincerely,

AMCAS Operations



# Where to Submit an Academic Change Request

Elle Phant

AAMC ID

Gender

Date of Birth

Country of Birth

Email

Birth State

Birth City

213.

Decline to Answer

07/02/1985

USA

\_\_\_\_\_@yahoo.com

AL

selma

Some information is centrally managed by AAMC and cannot be edited on this page. To edit your legal name, preferred name, birth, and gender, go to [My AAMC Profile](#)

EDIT MY PROFILE

Application

AMCAS Processing is Complete

Identifying Information

Schools Attended

Biographic Information

Course Work

Work/Activities

Letters of Evaluation

Medical Schools

Essays

Standardized Tests

Completed

Completed

Completed

Completed

Completed

Completed

Completed

Completed

Completed

PRINT TRANSCRIPT REQUEST FORMS

PRINT LETTER REQUEST FORMS

PRINT APPLICATION

VIEW APPLICATION STATUS HISTORY

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 (1)

Birmingham-Southern College (Birmingham)


View All Transcript Statuses

Letters of Evaluation (0)

You have no letters attached to your application

VIEW ALL DOCUMENT STATUSES

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## Academic Change Request

AAMC ID: 213

The Academic Change Request process allows applicants to address verification errors or omissions that have a direct impact on the calculated AMCAS GPAs or the determined Primary Undergraduate School.



Please [review the AMCAS GPA policies](#), corrections made by AMCAS to your Academic Record during verification, and your own calculations before contacting AMCAS or submitting this request.

Before you submit this request, [review the changes that can be made by AMCAS](#) if re-verification is warranted.

If you have reviewed the policies and information referenced above and would like to request re-verification of your academic information, complete the form below.

Select the reason for your Academic Change Request:\*

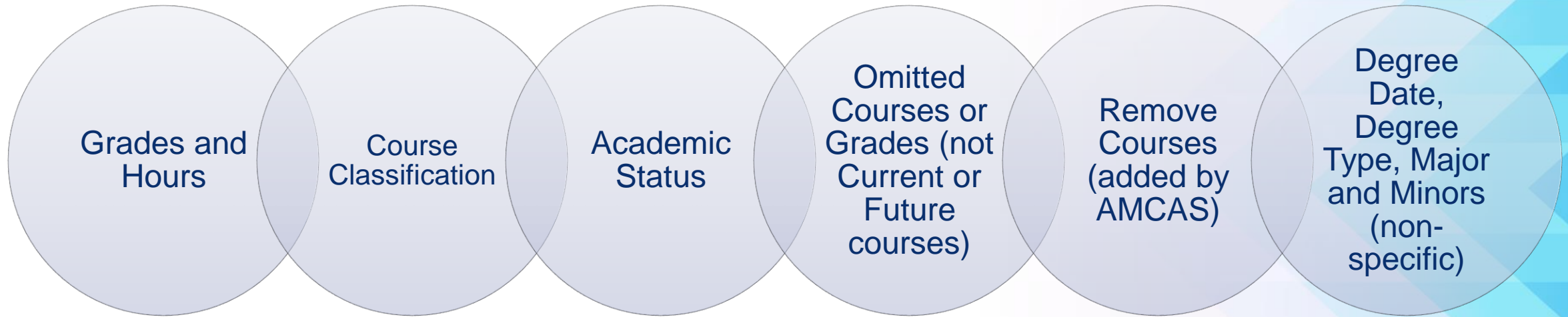
- ☐ Recompute the following GPA/hours
- ☐ Reverify the following courses
- ☐ Add the following courses
- ☐ Delete the following courses
- ☐ Update the following school information

Please provide the details about your request:\*

CANCEL

SUBMIT REQUEST

# Frequently Requested for Review



# Frequently Requested and Frequently Denied

Edit Course  
Name or  
Course  
Numbers

Add or  
Update  
Current or  
Future  
Coursework  
or Institutions

Update  
Incomplete or  
Deferred  
Courses

Delete  
Course  
Entries

Enter  
Multiple or  
Specific  
Major/Minor

# How Long Does it Take?

The application process is usually 6 - 8 weeks

The Academic Change Request process is usually 3-5 business days



# Questions and Answers