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

April 24, 2024
Welcome to Navigating AMCAS® Transcripts and Coursework
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

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Common Transcript Issues

Applicant Initiation Issues

Paper Transcript Issues

E-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.

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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

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Common Paper Transcript Issues

- **Transcripts are Illegible**
  - Illegibility – Damage during transit, security features prevent legible scanning, faded ink, etc.

- **Incorrect Documentation**
  - Incorrect Documentation – wrong person/wrong institution, high school diplomas, etc.

- **Incomplete Transcripts**
  - Incomplete Transcripts – Missing pages (i.e. page 2 of 3 is missing), missing a specific element on the transcript, etc.

- **Unofficial Transcript**
  - 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**
  - Foreign Institution – excludes U.S. Institutions based abroad.
Common E-Transcript Issues

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 your 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

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: 99210000
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
The Verification Process
How to Enter Coursework in AMCAS

<table>
<thead>
<tr>
<th>Term</th>
<th>Course</th>
<th>Credits</th>
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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

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Avoiding Holds

The most common reasons for applications being placed on hold.

- Missing Coursework
- Incomplete Coursework
- Missing Official Transcript
- Transcript Exception Denial
Avoiding Holds

Missing Incomplete/Coursework

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Avoiding Holds – Repeated Courses

2016 Fall Semester

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Semester GPA: 3.417

2017 Spring Semester

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Semester GPA: 3.50

Spring 2021

- A global health emergency during this term required significant course changes. Unusual enrollment patterns and grades could reflect the tumultuous time, not necessarily the student’s work.

- College of Arts and Sciences
  Biology
  Continuing

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<tr>
<td>THEA 1010</td>
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Semester GPA: 3.214

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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: 3921527

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 2018 to January 2020
Summer School Only: No
Study Abroad Program: No
Advisor Release: Yes
Transcript Required: Yes
Transcript ID: 3921527

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
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

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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 (CCR)
  - 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: 213
Gender: Decline to Answer
Date of Birth: 07/02/1989
Country of Birth: USA
Email: ____________@yahoo.com
Birth State: AL
Birth City: 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

Application
- Identifying Information: Completed
- Schools Attended: Completed
- Biographic Information: Completed
- Course Work: Completed
- Work/Activities: Completed
- Letters of Evaluation: Completed
- Medical Schools: Completed
- Essays: Completed
- Standardized Tests: Completed

AMCAS Processing is Complete

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 AAMCAS Participating Medical Schools and Deadlines
- Find AAMC resources on the Tools and Tutorials page
- Visit the AAMCAS website
- Medical School Admission Requirements (MSAR)
- Review AMCAS transcript processing timelines

FOLLOW US ON TWITTER

My Document Statuses
- Transcripts (1)
  - Birmingham-Southern College (Birmingham): Not Required
  - 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

- Grades and Hours
- Course Classification
- Academic Status
- Omitted Courses or Grades (not Current or Future courses)
- Remove Courses (added by AMCAS)
- Degree Date, Degree Type, Major and Minors (non-specific)
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

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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