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

March 19, 2025

Association of
American Medical Colleges

Welcome to the AMCAS Program

The American Medical College Application Service® (**AMCAS®**) is the AAMC's centralized medical school application processing service.
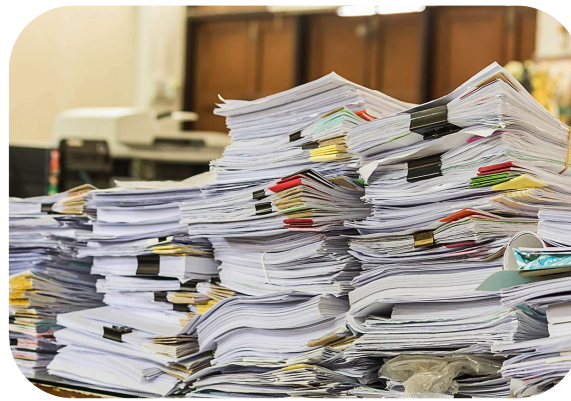
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AMCAS Program by the Numbers

130,000+ Transcripts

200,000+ Letters of Recommendation

50,000+ AMCAS Applications Submitted

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Please join me in welcoming our supporting Experts

Mikala Harris – Document Processing Associate Lead

Shannon Vines – AMCAS Document Processing & Fee Assistance Operations Manager

Adirin Ologide – Lead Verification & ACR Processing Expert

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Agenda

Opening Cycle Webinar for Registrars

2026 AMCAS Application Cycle Dates

What's New for the 2026 AMCAS Application Cycle

AMCAS Application Timeline

AMCAS Grading System Reporting

Document Processing

2026 AMCAS Application Cycle Resources

Questions and Answers

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2025 Application Dates

Application Deadlines

- <u>Application</u> must be submitted by 11:59 p.m. ET on the deadline date

- <u>Transcripts</u> must be received by the AMCAS program within 14 calendar days of the application deadline date (or the next business day if the deadline date falls on a weekend or holiday)

- <u>Early Decision Program</u> applicants all transcripts must be received by Friday, Aug. 1st, 2025

- Visit www.aamc.org/amcasdeadlines

Date*	Event
April 2025	2025 AMCAS Resources • Applicant Guide • Opening Cycle Webinars for **Applicants and Advisors**
Thursday, May 1, 2025	AMCAS Application Opens
Tuesday, May 27, 2025	AMCAS Application Submission Begins
Friday, June 27, 2025	Initial Transmission of Applications to Medical Schools
Friday, Aug. 1, 2025	Early Decision Program Deadline
September to December	Application Deadlines

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

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2026 AMCAS Application Cycle Updates

Transcript Policy Information for the 2026 AMCAS Application Cycle

1. **Electronically via secure file transfer process (SFTP) from [Parchment](#), [National Student Clearinghouse (NSC)](#) or [Certree](#)**
   - Parchment can send both emailed and eTranscripts; NSC can only send eTranscripts via Secure File Transfer Protocol (SFTP); Certree can only send eTranscripts via SFTP.

2. **Emailed directly from the Registrar Office**
   - If your school does not use Parchment, NSC or Certree, you are eligible to email transcripts. Please contact us at etranscripts@aamc.org to begin the approval process.
   - 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 Support Center or call 202-828-0600
   - The AMCAS program 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.

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Electronic & Emailed Transcripts

➢ eTranscripts preferred

➢ Avoid duplication

➢ Provide Accurate AAMC ID

➢ Provide Accurate Transcript ID

Paper Transcripts

Illegible
Scanning Problems
Postal Delays
Application Association Issues
Tracking Issues
30 Days to Receive & Process

eTranscripts

Immediate Association to Application
Expedited Receipt & Processing
Transparent Tracking
Standard Practice

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Transcript Processing & Timelines

➢ If you use postal mail, please allow 14 days from the post date for receipt.

   ➢ Once received, the transcript may take an additional 10-15 days to process.

   ➢ eTranscripts are preferred to avoid a lengthy postal process.

➢ Processing timelines are published **daily** on our website.

As of **December 4** AMCAS is:

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

Paper (mailed) – **December 3**

Parchment – **December 3**

National Student Clearinghouse – **December 4**

Certree – **December 4**

Processing applications that reached "Ready for Review" on **December 3**.

Processing Academic Change Requests submitted on **December 3**.

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Impact on AMCAS Application

How and when transcripts are received, matters.

Application Submitted → Application Activated → Application Processed → Application Delivered

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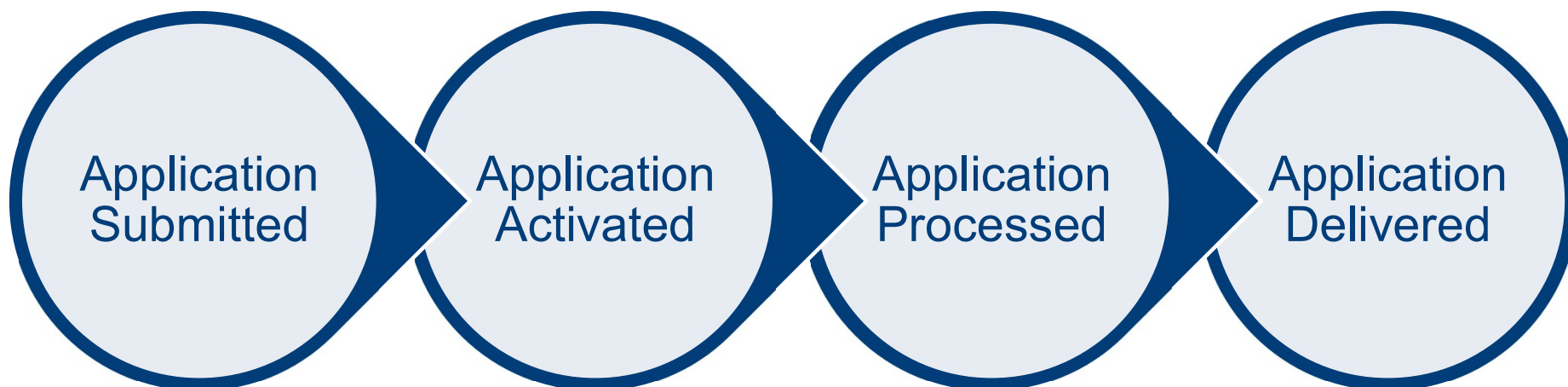
Important Information

- AY2026 will open on May 1, 2025.

- The AMCAS program does not advise applicants on making application related decisions.

- Applicants can submit their application before letters and transcripts are received; however, **all official transcripts must be received** before verification is started.

- Transcripts must be received by the AMCAS program within 14 calendar days after the application deadline.

- Peak Application: June to September. Applications received during this time may take up to six weeks to process.

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AMCAS Application Grading System

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AMCAS Grading System Request

At the beginning of each calendar year, the AMCAS program 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
- Institution 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 2024, 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

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 2025.

Documentation must be submitted via email by **March 13, 2025**. 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 [click.email.aamc.org] website for information on how to send official transcripts during our application cycle.

Please note, for the upcoming 2026 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 pre-approved to send transcripts by email.

Thank you again for your assistance.

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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'											

If you have questions about what is on file for your institution, please reach out to:

Registrarletters@aamc.org

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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.

Grading System Manual (GSM) Conversion

Having the correct information in our system helps ensure that your students and alumni are represented accurately to their prospective medical schools.
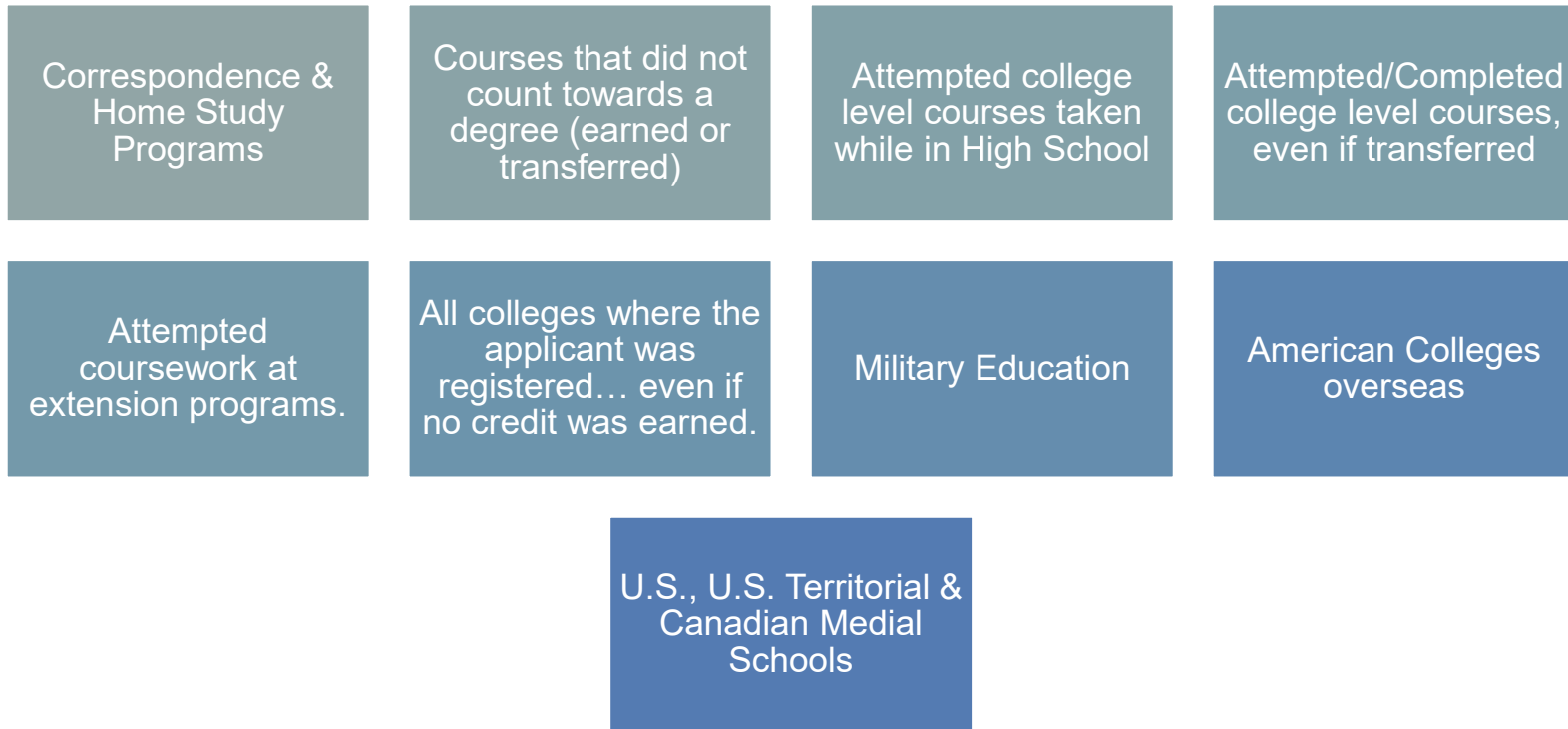
AMCAS Academic Record

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

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Document Processing and Transcripts

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What transcripts are required for AMCAS program Applicants?

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.

AMCAS Transcript Requests

Correspondence & Home Study Programs

Courses that did not count towards a degree (earned or transferred)

Attempted college level courses taken while in High School

Attempted/Completed college level courses, even if transferred

Attempted coursework at extension programs.

All colleges where the applicant was registered… even if no credit was earned.

Military Education

American Colleges overseas

U.S., U.S. Territorial & Canadian Medial Schools

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Transcript Request Process

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.

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Mailing Paper Transcripts

Standard Mail Service:

AMCAS Service, Attn: Transcripts

AAMC Medical School Application Services

P.O. Box 57326

Washington, DC 20037

Expedited Mail Service (Priority Mail, FedEx, UPS, or DHL):

AMCAS Service, Attn: Transcripts

AAMC Medical School Application Services

655 K Street, N.W. Suite100

Washington, DC 20001

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The Four Processes

What happens when a transcript is received by the AMCAS Service?

| Authentication | Indexing | Scanning | Filing |

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Transcript Processing – Authentication Process

The AMCAS program is responsible for verifying the authenticity of each transcript received.

Undamaged & Legible	Sent & Issued directly to AMCAS
Seals & Signatures Present	All Pages Present
Received within 2 weeks of Issue	Applicant Identification

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Transcript Processing – Authentication

High School Transcripts

Foreign Institutions

Authentication Failure

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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.

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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.

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Electronic Transcripts

	NSC – National Student Clearinghouse
	Parchment
	Certree

E-Transcripts:

- The AMCAS program only accepts PDF eTranscripts from approved senders – National Student Clearinghouse, Parchment, Certree

  - These vendors may only submit transcripts to AMCAS via secure file transfer process (SFTP)

Emailed Transcripts:

- The AMCAS program will accept emailed transcripts from approved registrar senders

  - Contact us at etranscripts@aamc.org to begin the approval process

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2026 AMCAS Application Cycle Resources

2026 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:

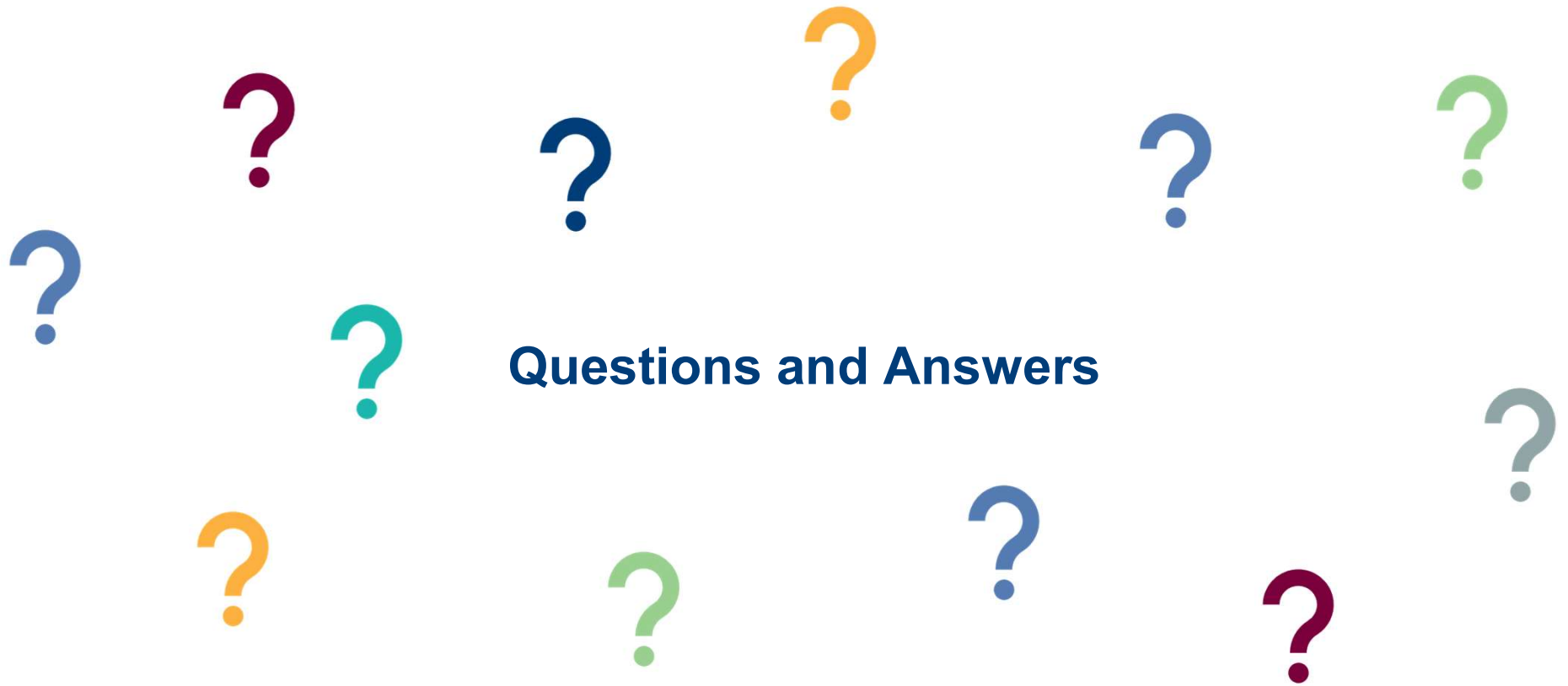- Applicants and Advisors: AAMC Support Center

- Registrars: etranscripts@aamc.org

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AMCAS Opening Cycle Webinars – Applicants & Advisors

Upcoming Webinars

- Supporting Applicants through the 2026 AMCAS Application Cycle
  - Thursday, April 3 at 2 p.m. ET

- Navigating the 2026 AMCAS Application Cycle for Applicants
  - Wednesday, April 9 at 2 p.m. ET

- Navigating AMCAS Transcripts and Coursework: How to Avoid Processing Delays
  - Wednesday, April 23 at 2 p.m. ET

AAMC Webinars and Online Courses: Upcoming Webinars

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Questions and Answers

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