



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

March 19, 2025

Welcome to the AMCAS Program

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



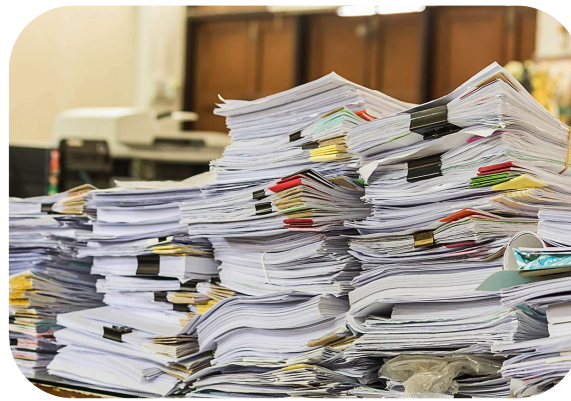
AMCAS Program by the Numbers



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

Agenda

2026 AMCAS Application Cycle Dates

What's New for the 2026 AMCAS Application Cycle

Opening Cycle Webinar for Registrars

AMCAS Application Timeline

AMCAS Grading System Reporting

Document Processing

2026 AMCAS Application Cycle Resources

Questions and Answers

2025 Application Dates

Application Deadlines

- Application must be submitted by 11:59 p.m. ET on the deadline date
- Transcripts 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)
- Early Decision Program applicants all transcripts must be received by Friday, Aug. 1st, 2025
- Visit www.aamc.org/amcasdeadlines

Date*	Event
April 2025	2025 AMCAS Resources <ul style="list-style-type: none">• Applicant Guide• Opening Cycle Webinars for <u>Applicants and Advisors</u>
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

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.

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

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

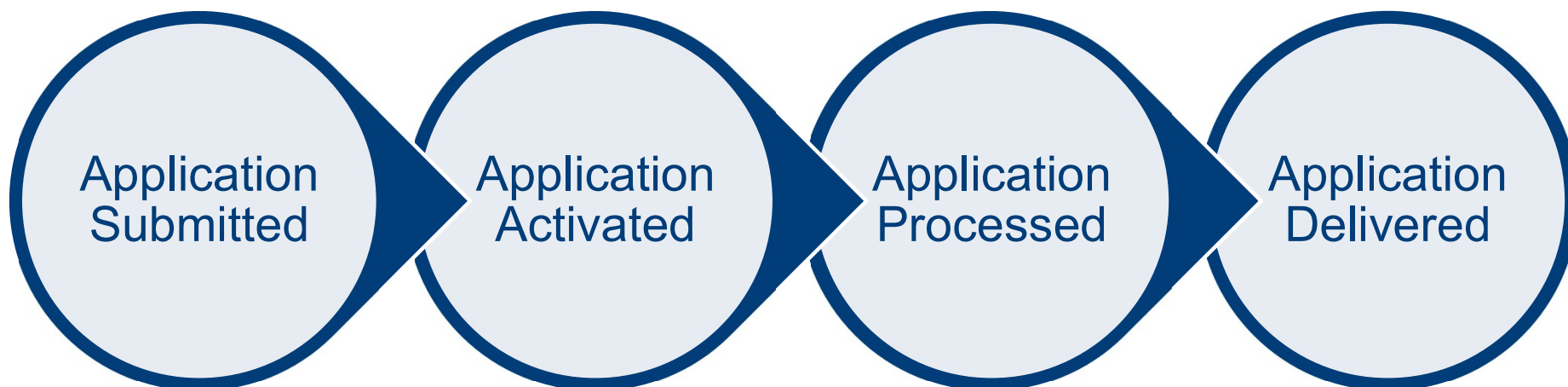
Certree – **December 4**

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

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

Impact on AMCAS Application

How and when transcripts are received, matters.



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.

AMCAS Application Grading System

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



The image shows a screenshot of an email template from AMCAS. The header features the AMCAS logo. The body of the email is addressed to the Registrar and explains the importance of accurate information for the application cycle. It provides instructions on how to respond, including the deadline for updates and the consequences of not responding. It also includes contact information for verification staff and a note about the 2026 application cycle.

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 \[click email aamc.org\]](https://www.aamc.org/AMCAS-for-Registrars) 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.

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

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) 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

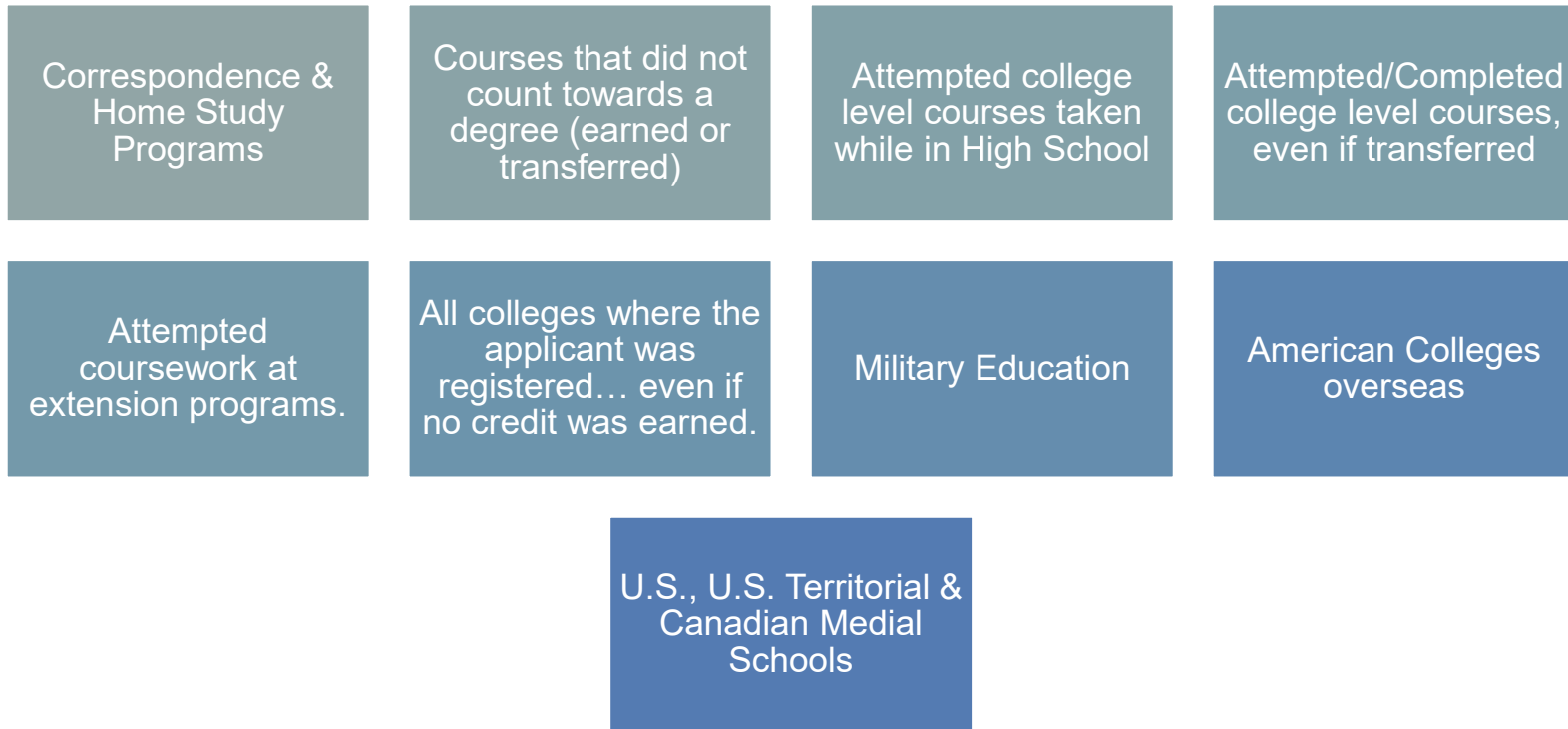
SCHOOL	STAT	CLASS	YEAR	TERM	NAME	NUM	TYPE	LAB/LEC	OT GRD	OT HRS	SEM HRS	SUPP HRS	AM GRD
University of Georgia	SO	CHEM	2012	S2	<u>Freshman Chemistry II Lab</u>	1212L		Lab	B-	1	1		B-
University of Georgia	SO	BIOL	2012	S2	<u>Principles of Biology I</u>	1107		Lecture	A-	3	3		A-
University of Georgia	SO	BIOL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

Document Processing and Transcripts

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



Transcript Request Process

AMMC
Molly Lee

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

TO: Office of the Registrar
Southwest Baptist University
1600 South Springfield
Bellevue 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 e-Transcripts from approved senders. Please visit www.aamc.org/amcas/register to learn how to become an approved sender. For those schools not yet approved to send PDF e-Transcripts, 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	AMMC Medical School Application Services
Dates Attended:	08/2019 - 05/2022	P.O. Box 57326
Alternate Name(s):	Molly Lee	Washington, DC 20037
Degrees Earned:	No Degree Expected	

ATTENTION APPLICANT:

AMMC ID: 21350545	• These IDs are only used when requesting a PDF e-Transcript from an approved sender. If your registrar's office does not require the Transcript ID, they are not yet an approved sender of e-Transcripts with AMCAS.
Transcript ID: 3921908	• 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.

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 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. Suite 100

Washington, DC 20001




The Four Processes

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



Transcript Processing – Authentication Process

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



Date Issued: 03-APR-2024

Page: 1

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

Issued To: AMCAS
 PO BOX 57326
 REFNUM: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

SUBJ NO.	COURSE TITLE	CR/WK	GRD	PTS
INSTITUTION CREDIT:				
Term: 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
CUM	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	Gross Anatomy	4.00		
MSB 5055S	Microbiology and Immunology	3.00		
MSB 5060S	Neuroscience	3.00		
	In Progress Credits	13.00		


***** CONTINUED ON NEXT COLUMN *****

***** 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 PRINT *****

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



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

Undamaged & Legible

Sent & Issued directly to AMCAS

Seals & Signatures Present

All Pages Present

Received within 2 weeks of Issue

Applicant Identification

Transcript Processing – Authentication



High School Transcripts



Foreign Institutions



Authentication Failure

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



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

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:

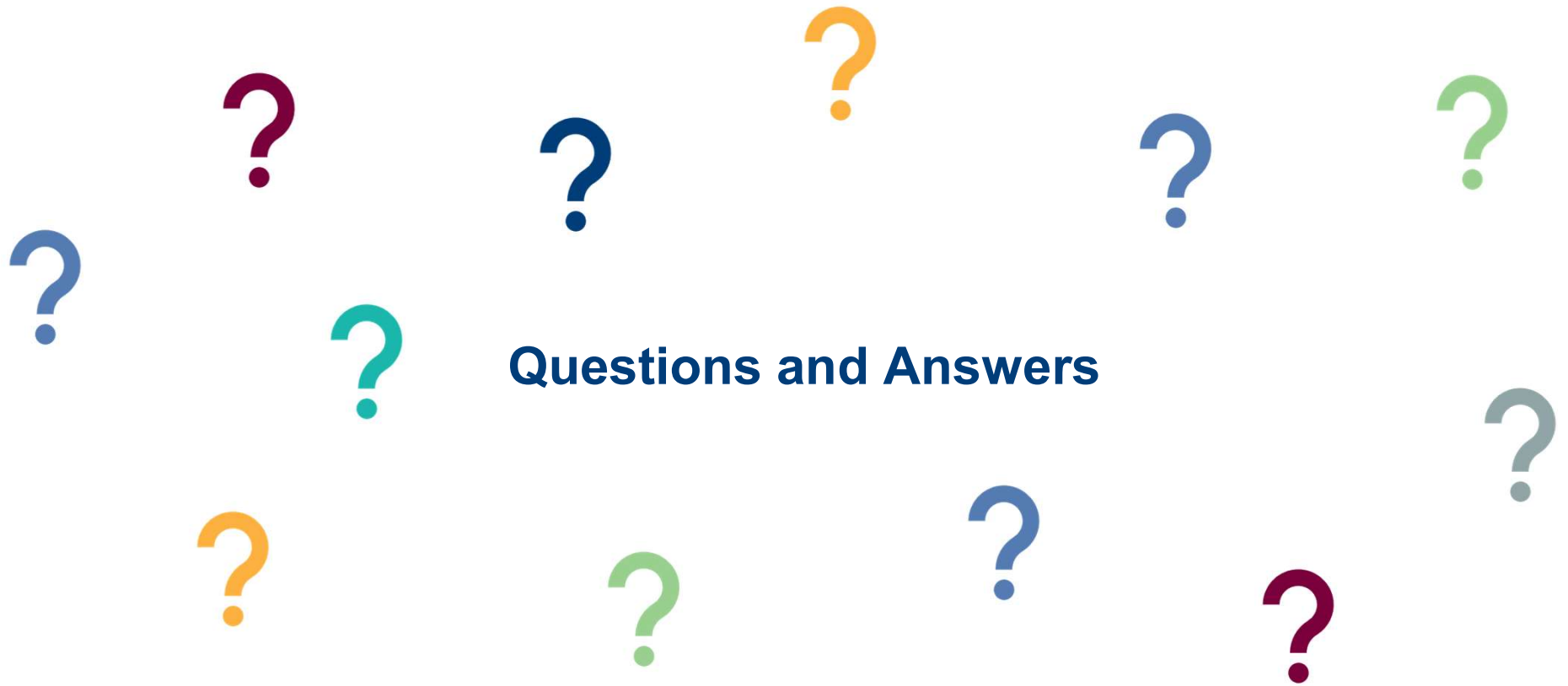
- Applicants and Advisors: [AAMC Support Center](#)
- Registrars: etranscripts@aamc.org

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](#)



Questions and Answers