Choose Your Medical School Tool Guide for Applicants

This guide provides American Medical College Application Service® (AMCAS®) applicants with step-by-step instructions for accessing, using, and editing selections in the Choose Your Medical School (CYMS) tool.

Where can I access the CYMS tool?

Once you receive an acceptance, the CYMS tool is available in the AMCAS application as a banner or "Quick Links" button. You will not be able to see the link to access the CYMS tool until you receive an acceptance. Follow the steps below to access the CYMS tool:

Step 1: Log in to the AMCAS Application

- Go to the AMCAS application (https://amcas.aamc.org/amcas/) and log in with your credentials.
- Once logged in, you will land on the Application Year Selection page (refer to Figure 1).

Step 2: Access the Relevant Application Year

- Select the relevant application year from the Application Year Selection page (refer to Figure 1).

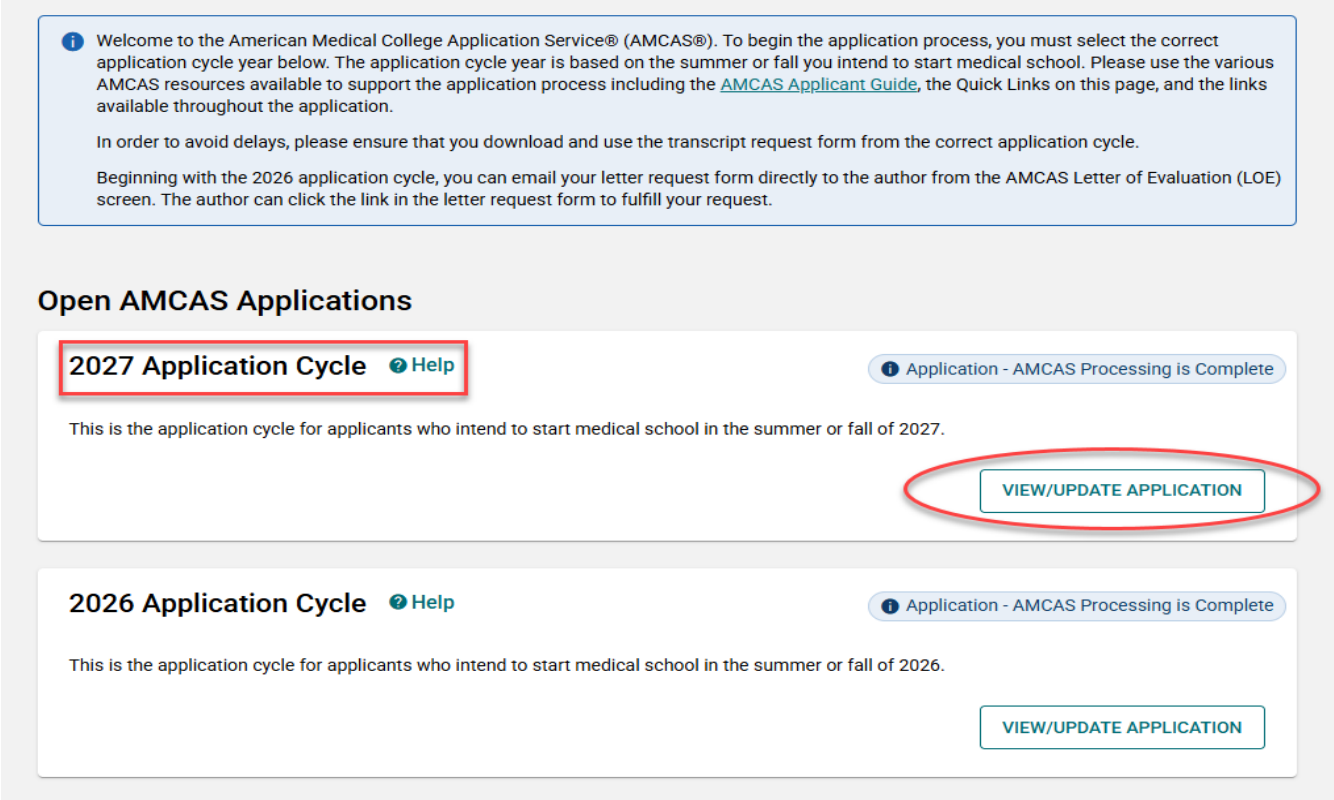


Figure 1. Application Year Selection Page

Step 3: Access the Choose Your Medical School Tool

- On the main menu page (refer to Figure 2), the CYMS tool can be accessed in two ways:
  - Banner at the top of the page
  - Button in the "Quick Links" section
- Select the link in either the banner or "Quick Links" button to access the CYMS tool.

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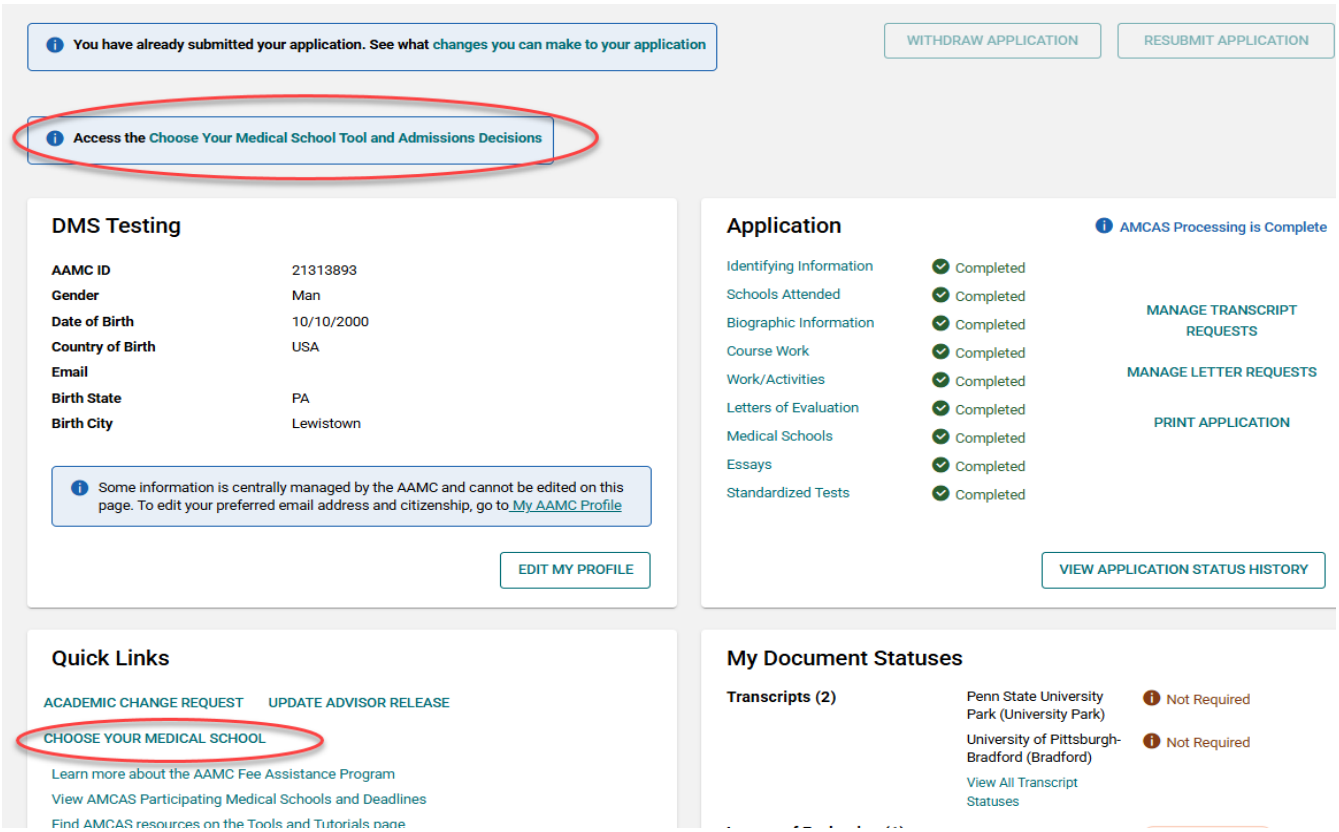


Figure 2. Main Menu

Step 4: Overview of the Choose Your Medical School Landing Page and the Admissions Decisions Dashboard

- The Choose Your Medical School Admissions Decisions Dashboard displays the latest admission actions on file with the AMCAS program from all schools where you initially held an acceptance or alternate list offer during the cycle (refer to Figure 3).
- See the Appendix for more details about the dashboard.

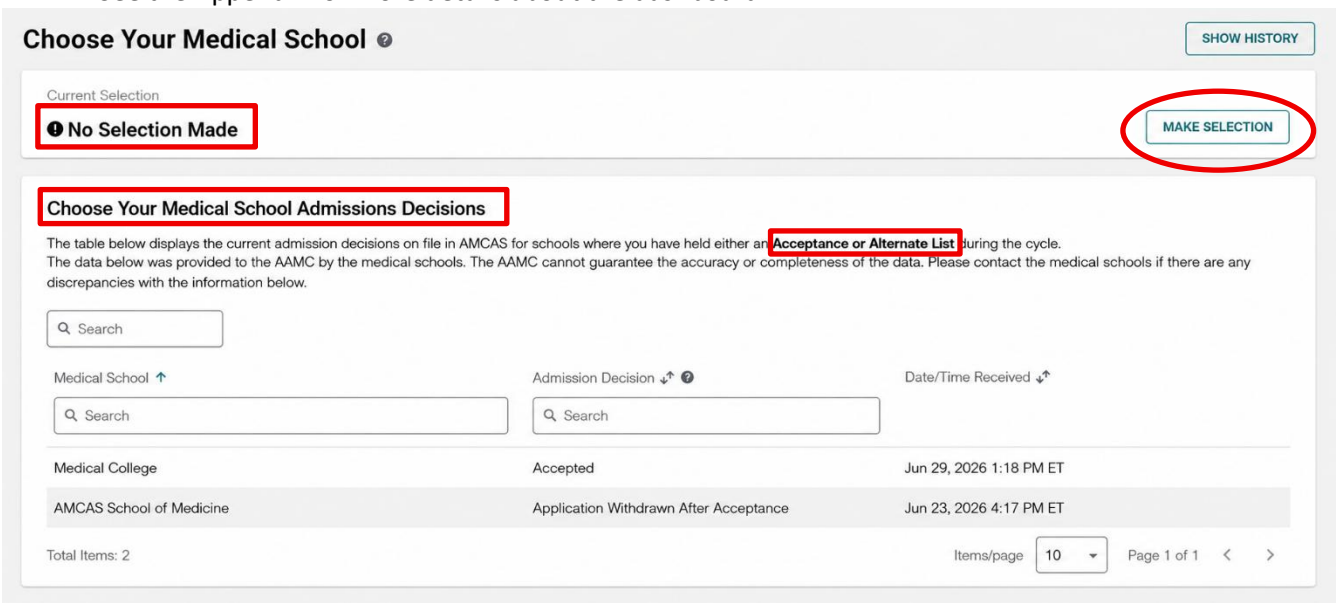


Figure 3. Overview of the CYMS Landing Page and Admission Decisions Dashboard

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Step 5: Make Your CYMS Selection

- Click the "**Make a Selection**" button, as shown in Figure 3 on the CYMS landing page.
- From Feb. 19 to April 30, you will be able to select ***only*** "Plan to Enroll" in the CYMS tool at one school (refer to Figure 4).
- "Commit to Enroll" will be available in the tool starting on April 30.
- On or after April 30, you will be able to select either "Plan to Enroll" or "Commit to Enroll" at one school (refer to Figure 4 for the difference between "Plan to Enroll" and "Commit to Enroll).
- Important Notes:
    - You cannot select "Plan to Enroll" or "Commit to Enroll" to multiple medical schools (or at the same time) but you can edit your selection.
    - You must acknowledge you understand the option you selected, your responsibilities to communicate, and the importance of following school-specific policies before your selection can be submitted.
    - Selecting "Commit to Enroll" does not automatically withdraw applications from other medical schools. You must communicate your final decisions directly with all schools where you applied according to each school's specific policy.

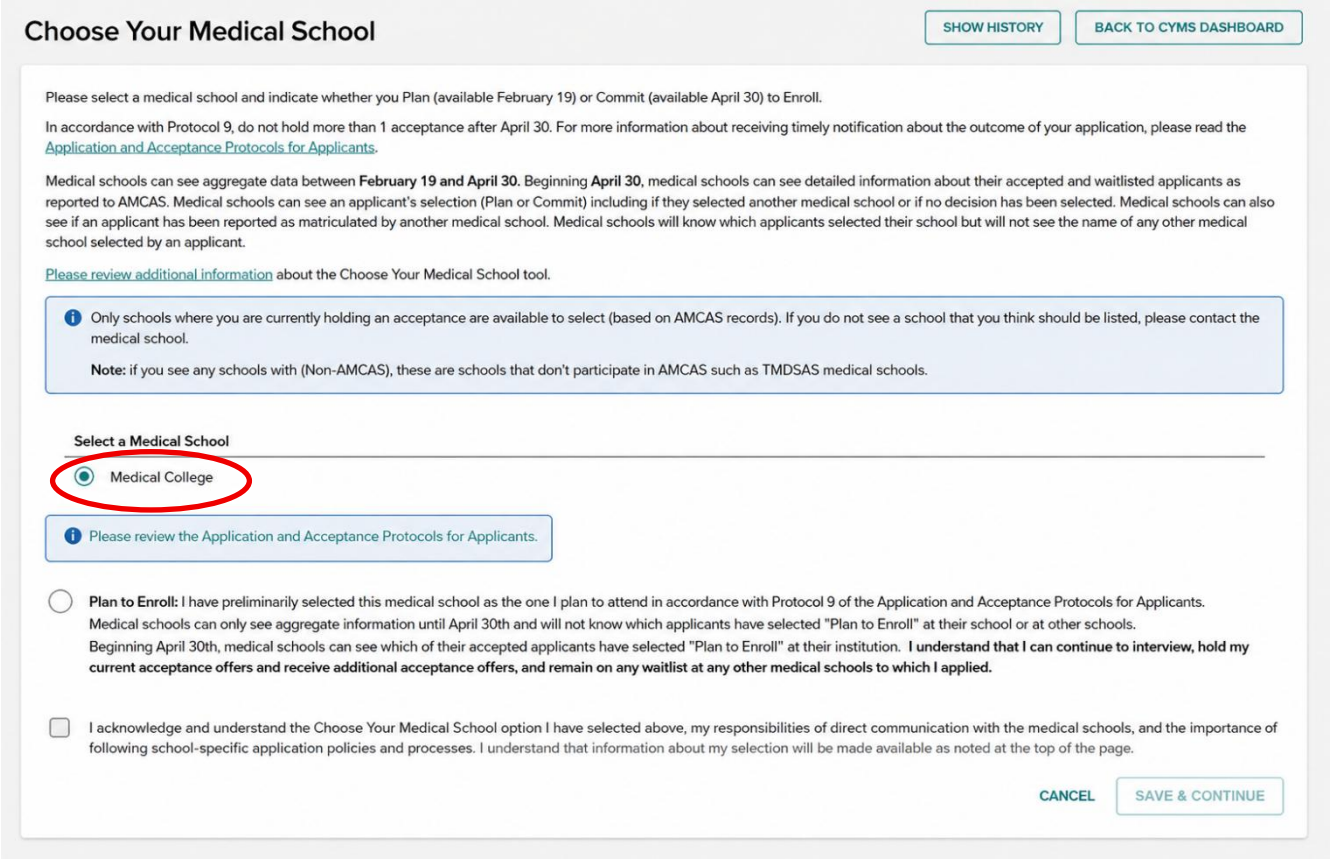


Figure 4. CYMS Selection Page

Step 6: Submit Your CYMS Selection

- On the confirmation page (refer to Figure 5), select the "Submit" button to submit your CYMS selection.

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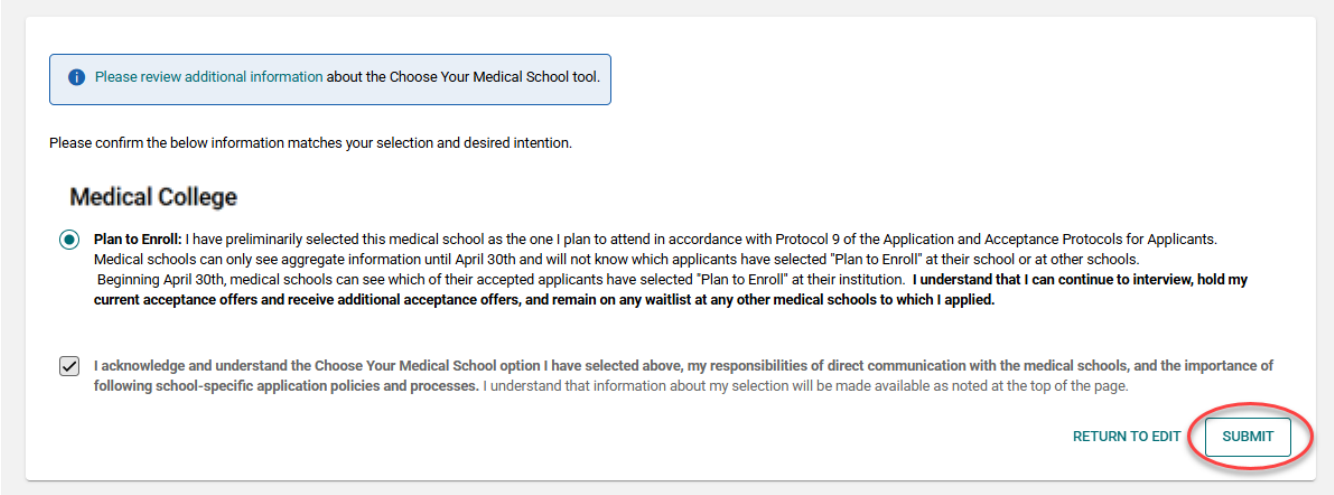


Figure 5. CYMS Confirmation Page

After Submitting Your Selection

- Once you submit your selection, you will return to the CYMS landing page where you will see confirmation of your "Plan to Enroll" or "Commit to Enroll" selection (refer to Figure 6).

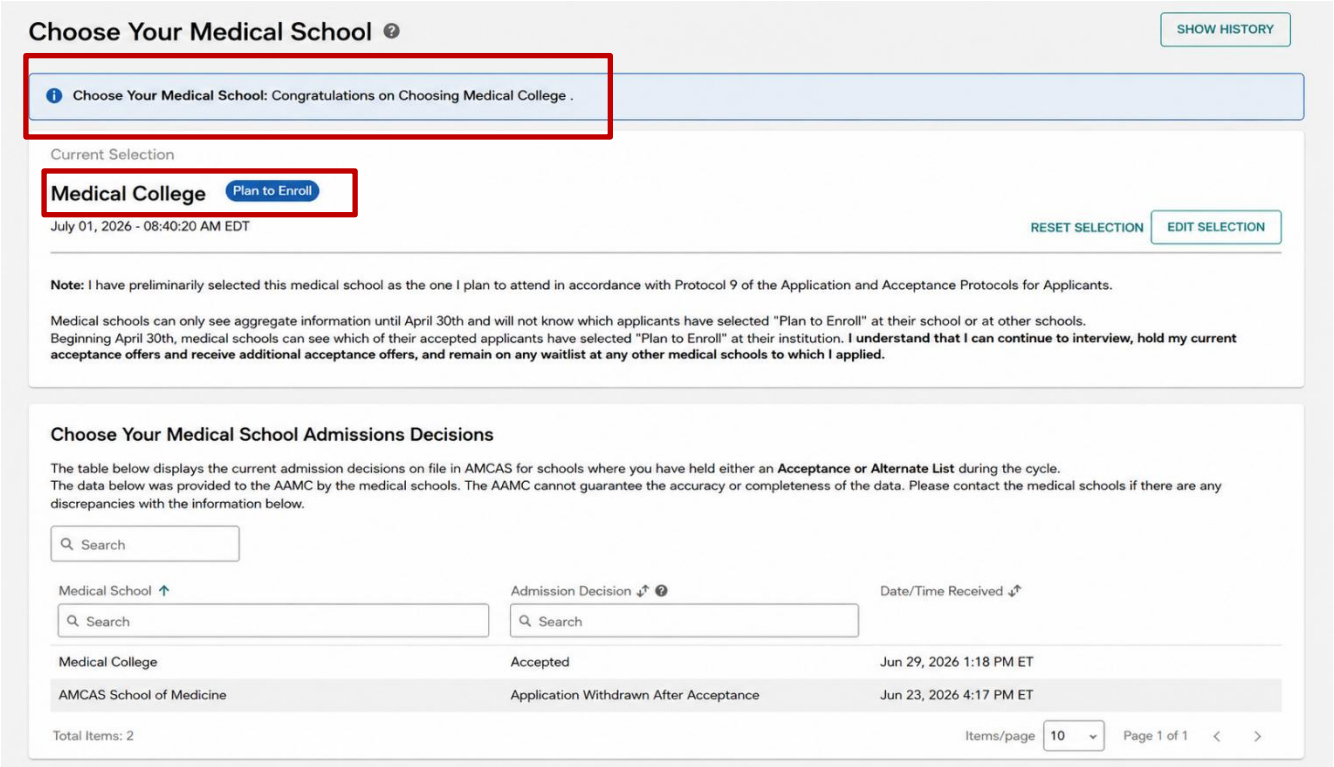


Figure 6. CYMS Landing Page with Admissions Decisions Table

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How can I edit my CYMS selection?

- Access the CYMS tool from the AMCAS application main menu via the banner or "Quick Links" button.
- You will be directed to the current landing page (refer to Figure 7).
- To edit your "Plan to Enroll" or "Commit to Enroll" selection, use the "**Edit Selection**" button.
- Use the "Edit Selection" button to:
    - *Change from "Plan to Enroll" to "Commit to Enroll" at the same school* (e.g., you currently have "Plan to Enroll" selected at Medical School A and want to change it to "Commit to Enroll" at Medical School A). **Note: you can begin selecting "Commit to Enroll" beginning* April 30.
    - *Change your "Plan to Enroll" or "Commit to Enroll" selection from one school to another school* (e.g., "Plan to Enroll" is currently selected for Medical School A, but you want to change your "Plan to Enroll" selection to Medical School B)

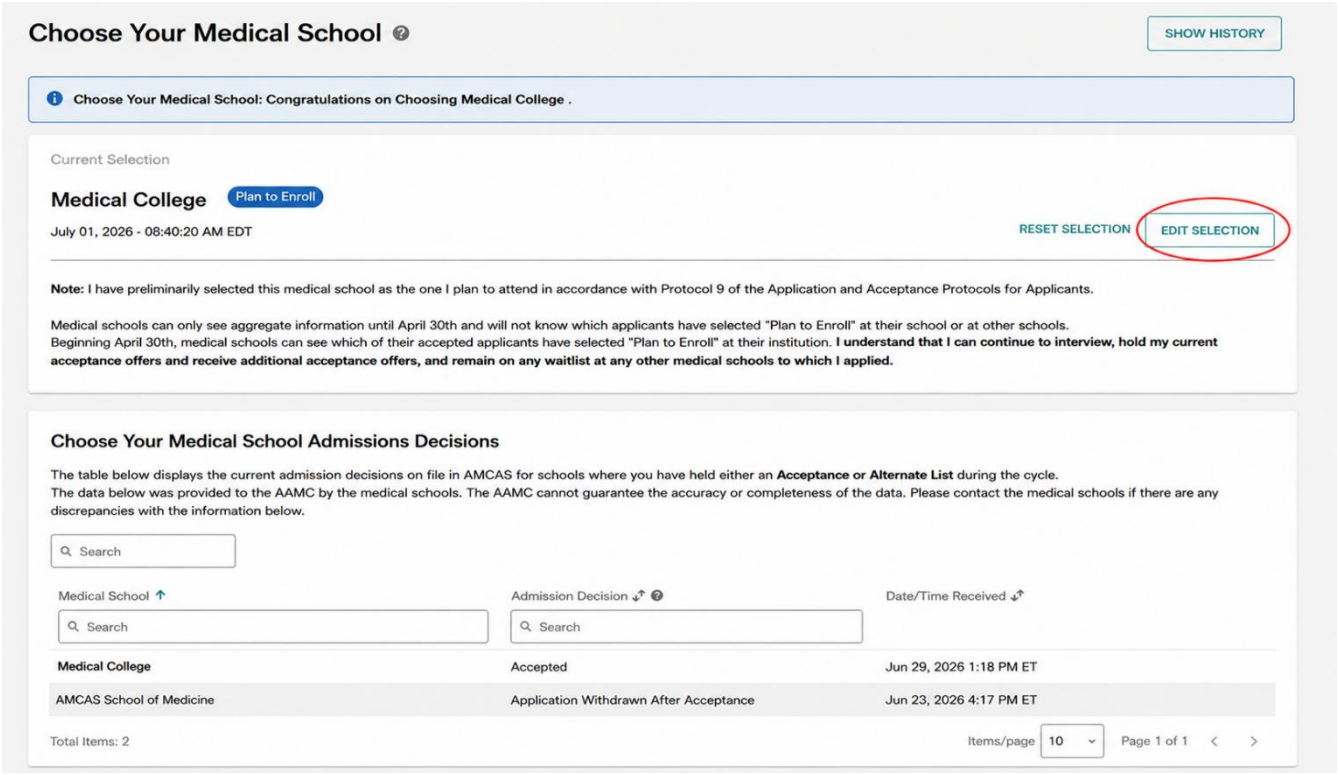


Figure 7. Edit Selection – CYMS Landing Page and Admissions Decisions Table

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How can I reset my CYMS selection?

- Access the CYMS tool from the AMCAS application main menu via the banner or "Quick Links" button.
- You will be directed to the current landing page.
- To reset your "Plan to Enroll" or "Commit to Enroll" selection, use the "**Reset Selection**" button (refer to Figure 8).
- You will then be asked to confirm whether you want to reset or keep your current selection.
- Reminder: Selecting "Reset Selection" will *clear* your **"Current Selection"** of either "Plan to Enroll" or "Commit to Enroll" to **"No Selection Made."**

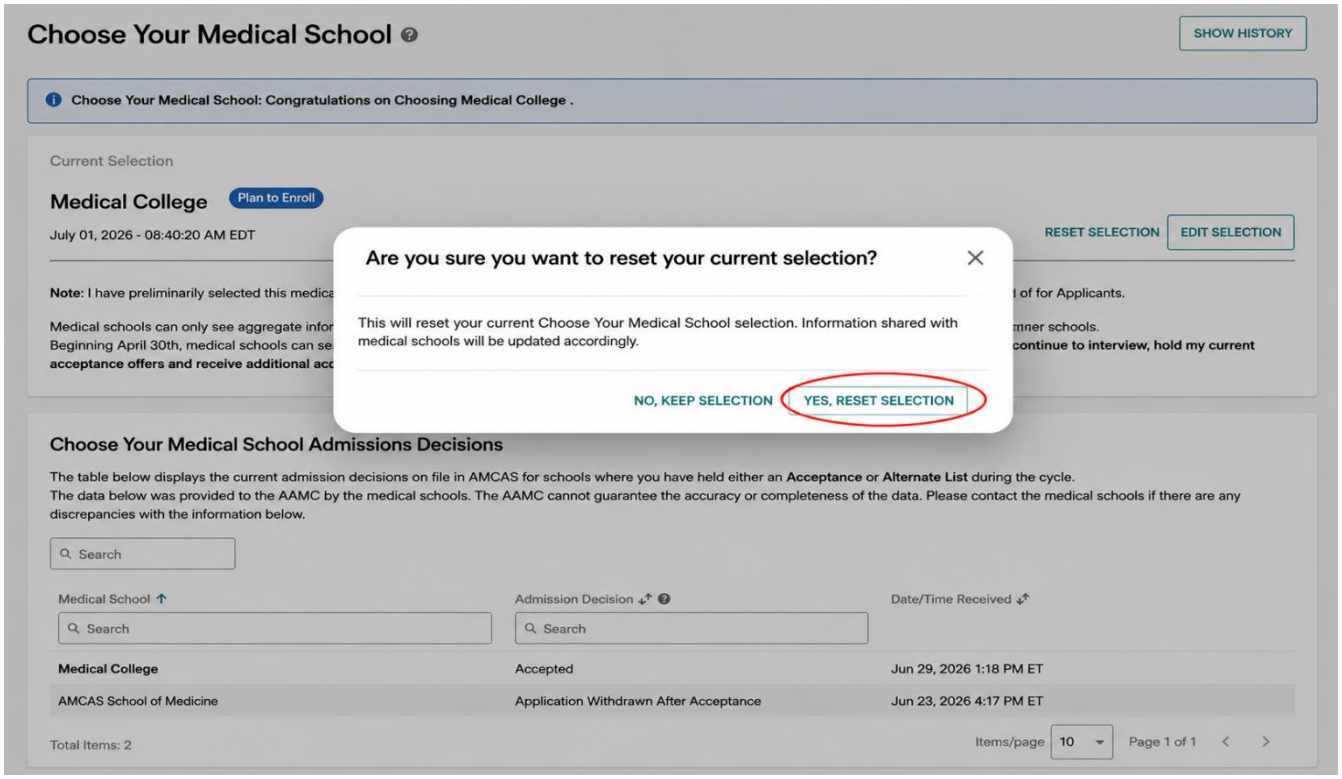


Figure 8. Reset Selection – CYMS Landing Page and Admissions Decisions Table

What is the difference between "Edit Selection" and "Reset Selection"?

- Use "Edit Selection" to:
  - Change from "Plan to Enroll" to "Commit to Enroll" at the same school (e.g., you currently have "Plan to Enroll" selected at Medical School A and want to change it to "Commit to Enroll" at Medical School A). *Note: you can begin selecting "Commit to Enroll" beginning April 30.
  - Change your "Plan to Enroll" or "Commit to Enroll" selection from one school to another school (e.g., "Plan to Enroll" is currently selected for Medical School A, but you want to change your "Plan to Enroll" selection to Medical School B).
- Use "Reset Selection" to:
  - Remove your current "Plan to Enroll" or "Commit to Enroll" section.
  - Note: Selecting **"Reset Selection"** will clear your **"Current Selection"** of either "Plan to Enroll" or "Commit to Enroll" to **"No Selection Made"** (you will then not have "Plan to Enroll" or "Commit to Enroll" selected for any school).
- Notes:
  - To **edit** *or* **reset** your current Choose Your Medical School section, access the CYMS tool from

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the AMCAS application main menu via the banner or "Quick Links."
- Once you click on **"Edit Selection,"** you will be redirected to the Choose Your Medical School selection page where you can make the necessary change to your earlier selection (refer to Figure 4).
- After clicking on **"Reset Selection,"** your current Choose Your Medical School selection will be cleared and you will be redirected to the Choose Your Medical School: Action History page (refer to Figure 9).

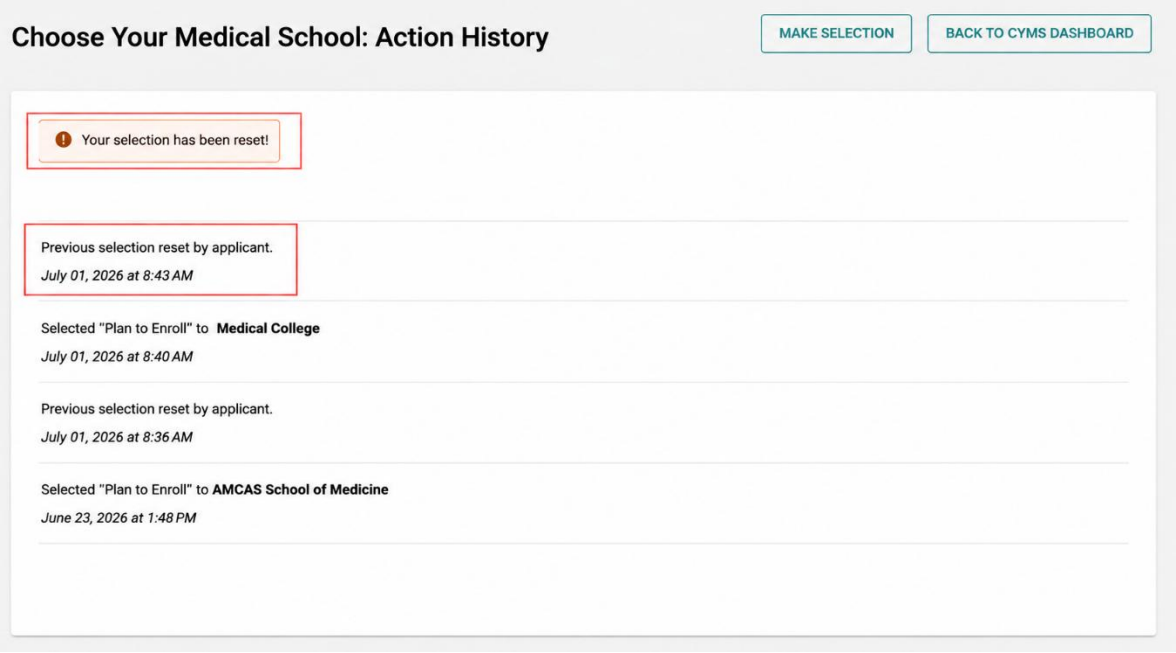


Figure 9. CYMS: Action History Page

How can I learn more about the CYMS tool?

Visit the Choose Your Medical School website for additional resources to learn more about the tool.

Important Reminders

- **Follow school-specific policies and procedures.**
  - You should use the tool at the direction of the schools to which you have applied. The CYMS tool is not the primary method of communication between you and medical schools. It is important to review and follow each school's application instructions, policies, deadlines, and requirements. We recommend visiting each school's admissions website, checking the Medical School Admission Requirements™ website, and directly communicating with the schools where you applied to make sure you understand and follow their specific instructions.

- **Review the Application and Acceptance Protocols for Applicants.**
  - The guiding principles for professional behavior during the application cycle are set forth in the Application and Acceptance Protocols for Applicants. *These guidelines are not intended to supersede the policies, timelines, or discretion of individual schools or programs*. However, they do provide you with a sense of the professionalism medical schools expect from applicants.

- **Withdraw your application from the school(s) where you do not intend to matriculate.**
  - Selecting "Commit to Enroll" does not automatically withdraw applications from other medical schools. You must communicate your final decisions directly with all schools where you

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applied according to each school's specific policy.

Frequently Asked Questions

- **Why don't I see the links to access the CYMS tool even though I have received an acceptance?**
  - If the medical school has not communicated your acceptance to the AMCAS program, the acceptance will not be reflected in the application for you to access the CYMS tool. Contact the medical school directly to ensure it has submitted the relevant admission decision to the AMCAS program.

- **What information can schools see starting April 30?**
  - Starting April 30, schools that have offered you an acceptance or alternate list offer will be able to identify their applicants' "Plan to Enroll" or "Commit to Enroll" selection. This applicant-specific information will be visible only to schools where you have a current acceptance or alternate list position. If you select "Commit to Enroll" to a school, all other schools where you also hold an acceptance or alternate list offer will be notified but will not know the name of the school selected.

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Appendix

Choose Your Medical School (CYMS) Admissions Decisions Dashboard

The Choose Your Medical School (CYMS) Admissions Decisions Dashboard was developed for applicants to provide visibility into and streamline the process of organizing admissions decisions. It allows an accepted applicant to see the latest admission actions submitted to the AMCAS program by all medical schools where the applicant initially held an acceptance or alternate list offer. The dashboard can also be used as an aid to the CYMS tool when selecting "Plan to Enroll" and "Commit to Enroll."

Accessing the CYMS Admissions Decisions Dashboard

- To view the CYMS Admissions Decision Dashboard, an applicant must first have access to the Choose Your Medical School (CYMS) tool in the AMCAS application.

- The CYMS tool and Admissions Decisions Dashboard become available within the AMCAS application when an applicant has at least *one (1) current acceptance* from a medical school. If an acceptance has *not* been received, the tool and dashboard will not be visible within the AMCAS application.

- The CYMS tool and dashboard can be accessed in the AMCAS application via the banner or "Quick Links" button.

Using the CYMS Admissions Decisions Dashboard

- Upon accessing the CYMS tool, you will be taken to the CYMS landing page (top of Figure 9), which houses the Admissions Decision Dashboard (bottom of Figure 10).

- The Admissions Decision Dashboard will show the current admission decision on file with the AMCAS program for all the schools where the applicant initially held an acceptance or alternate list offer.

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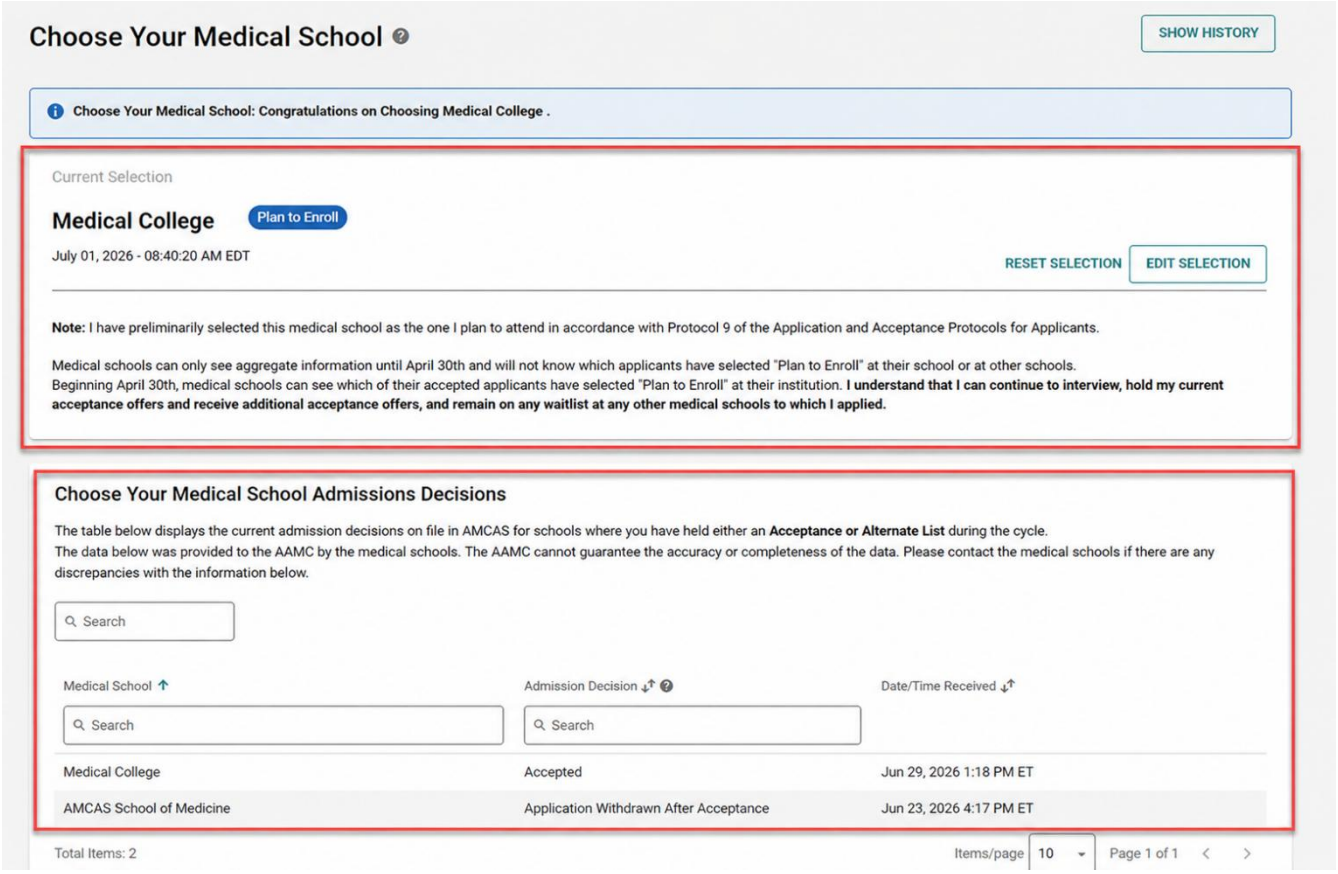


Figure 10. Choose Your Medical School Landing Page and Admissions Decision Dashboard

Timeline

- Acceptance decisions are shown in real-time when submitted by medical schools to the AMCAS program.

- Alternate list actions are shown within 24 hours of submission by the medical school. The table refreshes overnight; any changes to same-day decisions may not be visible until the next day.

Admissions Decisions Glossary

- The following list defines the decisions that will be visible to applicants who can view the dashboard (refer to Figure 11).

- In order for data to be reflected within the dashboard, medical schools must submit their admissions decisions to the AMCAS program.

- If a communicated acceptance or alternate list decision is not visible for an applicant who is able to access the tool, the applicant should communicate the discrepancy to the school.

- Applicants should use the CYMS tool at the direction of the schools where they have applied and communicate directly with the schools to make sure they understand what actions to take as follow-up to their admissions decision.

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Admission Decision	Description Text
Accepted	This medical school has reported an offer of acceptance to the AMCAS program.
Alternate List	This medical school has reported placement on their Alternate List/Waitlist.
Applicant Deferred to Future Class	The matriculation date has been delayed to the next admissions cycle.
Application No Longer Under Consideration	This medical school has not offered a seat in their entering class.
Application Withdrawn After Acceptance	This medical school has communicated to the AMCAS program that the application was withdrawn.
Enrolled in Pre-Matriculation Program	This medical school has reported enrollment in a program that offers exposureto key aspects of first-year learning and eases the transition into the M.D. Program curriculum.
Matriculated	This medical school has reported matriculation to the AMCAS program.
Program Changed to Regular MD	The program type for this specific medical school application was changed to Regular MD from another program type.

Figure 11. Admissions Decisions Glossary

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