Choose Your Medical School Tool Guide for Applicants

This guide provides 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?
The CYMS tool is available in the AMCAS web application as a banner or “Quick Links” button once you receive an acceptance. 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 Web Application

- Go to the AMCAS web 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).

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.
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 AMCAS from all schools where an applicant 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
Step 5: Make Your CYMS Selection

- Click the “Make a Selection” button, as shown in Figure 3 on the CYMS landing page.
- From February 22 to May 2, 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 May 2.
- On or after May 2, 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.
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).

![Image of CYMS landing page with admissions decisions table]

Figure 6. CYMS Landing Page with Admissions Decisions Table

How can I edit my CYMS selection?

- Access the CYMS tool from the [AMCAS web 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.
How can I learn more about the CYMS tool?
Applicants can find several resources on the Choose Your Medical School Tool website to learn more about the CYMS 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. Applicants must communicate their final decisions directly with all schools where they 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 AMCAS, the acceptance will not be reflected in the web application for you to access the CYMS tool. Please contact the medical school directly to ensure it has submitted the relevant admission decision to AMCAS.

• **What information can schools see starting May 2?**
  - Starting May 2, 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 the applicant has a current acceptance or alternate list position. If an applicant selects “Commit to Enroll” to a school, all other schools where the applicant also holds an acceptance or alternate list offer will be notified but will not know the name of the school selected.
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 AMCAS 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 web application.

- The CYMS tool and Admissions Decisions Dashboard become available within the AMCAS web 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 web application.

- The CYMS tool and dashboard can be accessed in the AMCAS web 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 8), which houses the Admissions Decision Dashboard (bottom of Figure 8).

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

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

- 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 9).

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

- 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.
<table>
<thead>
<tr>
<th>Admission Decision</th>
<th>Description Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted</td>
<td>This medical school has reported an offer of acceptance to AMCAS.</td>
</tr>
<tr>
<td>Alternate List</td>
<td>This medical school has reported that you are on their Alternate List/Waitlist.</td>
</tr>
<tr>
<td>Applicant Deferred to Future Class</td>
<td>The date you are scheduled to start medical school has been delayed to the next admissions cycle.</td>
</tr>
<tr>
<td>Application No Longer Under Consideration</td>
<td>This medical school has not offered you a seat in their entering class.</td>
</tr>
<tr>
<td>Application Withdrawn After Acceptance</td>
<td>This medical school has communicated to AMCAS that you withdrew your application.</td>
</tr>
<tr>
<td>Enrolled in Pre-Matriculation Program</td>
<td>This medical school has enrolled you in a program that offers exposure to key aspects of first-year learning and eases the transition into the M.D. Program curriculum.</td>
</tr>
<tr>
<td>Matriculated</td>
<td>This medical school has reported you as matriculated in AMCAS.</td>
</tr>
<tr>
<td>Program Changes to Regular MD</td>
<td>The program type for this specific medical school application was changed to Regular MD from another program type.</td>
</tr>
</tbody>
</table>

*Figure 9. Admissions Decisions Glossary*

*Note: Features within the CYMS Admissions Decision Dashboard may be adapted after the first year based on community feedback.*