Attachment A

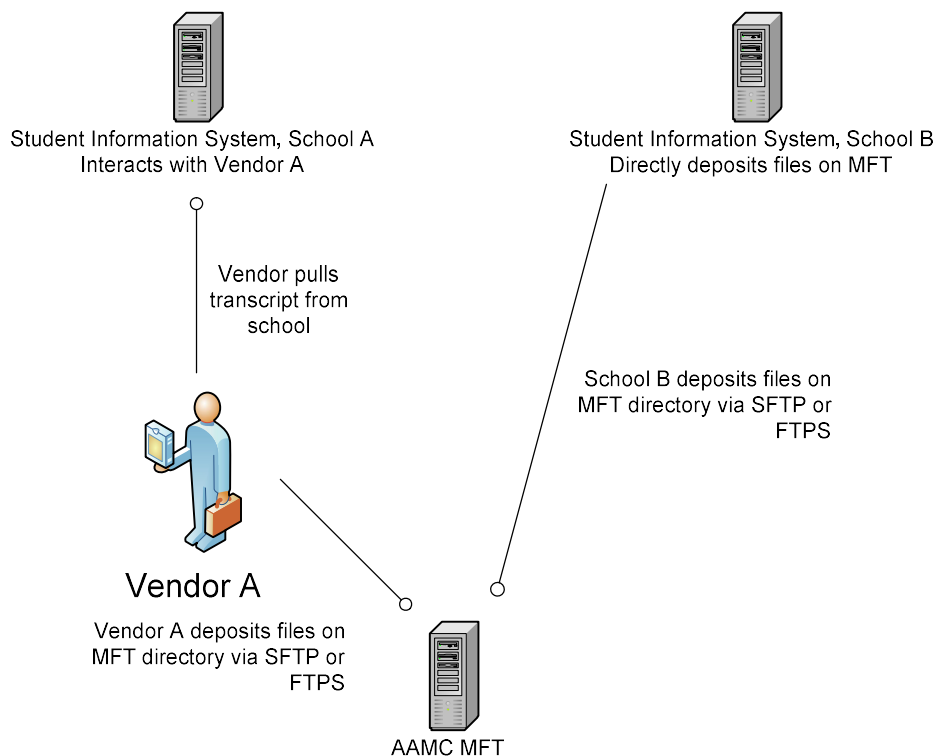# AMCAS eTranscript Service Sender Requirements

Purpose

This document is intended for institutions and vendors (the "prospective sender") that would like to send electronic transcripts to AMCAS. It provides an overview of the AMCAS eTranscript Service and guidelines for sending transcripts electronically.

AMCAS eTranscript Service Overview

The schematic below provides an outline of the process of collecting electronic transcripts and constituents involved in the process.

A prospective sender will contact AMCAS to indicate their desire to send electronic transcripts. AMCAS will create a folder for the prospective sender in AAMC's file transfer system, called MFT. PDF files may then be securely delivered to the MFT via SFTP (preferred) or FTPS.

Student Information System, School A
Interacts with Vendor A

Student Information System, School B
Directly deposits files on MFT

Vendor pulls
transcript from
school

School B deposits files on
MFT directory via SFTP or
FTPS

Vendor A

Vendor A deposits files on
MFT directory via SFTP or
FTPS

AAMC MFT

MFT authentication

Senders may communicate with the MFT using one of the following methods:

1. SFTP with public key authentication (preferred):
    a. Keys must be generated using the RSA algorithm
    b. Keys must have a length of at least 2048 bits
    c. Private keys are recommended to have a strong passphrase

2. FTPS:
    a. Requires x.509 certification
    b. AMCAS will provide the prospective sender with the AAMC public certificate and will require that the prospective sender provide us with theirs (may be self-signed)

Requirements for Delivered Files

1. All files should be PDFs, with a ".pdf" file extension. File names (including extension) must not exceed 100 characters.
2. Files should not expire and should not contain restrictions on copying or printing.
    > **Optional**: files may be secured with a password (one password per sender) or encrypted with a certificate. The password or certificate would need to be provided to AMCAS before file delivery.
3. Files should contain embedded XML that follows the AMCASPDFAttachment schema (XSD) available on the AAMC web site for download. It is based on the PESC-approved PDFAttachment specification and includes AMCAS specific identifiers required for matching the transcript with an AMCAS record.
   Information on the PESC-approved PDF Standard version 1.0 is available here:
   https://www.pesc.org/pesc-approved-standards.html
4. Sender is required to obtain the following AMCAS-generated identifiers from the requester and include them in the XML:
    a. AAMC ID – 8 digit numeric ID
    b. Transcript ID – 7 digit numeric ID
5. Sender is required to enforce character length and numeric validation while accepting the above identifiers as part of transcript request.
6. A single attachment with AttachmentCode type "Header" should be embedded. The filename is specified in the AttachmentFileName field and should be "header.xml". Additional attachments (PESCXML, ASCX12, etc.) may be included but are not required.

Additional Recommendations

1. Along with the AMCAS-generated identifiers, sender is encouraged to send the following additional details:
   a. Person First Name
   b. Person Middle Name
   c. Person Last Name
   d. Person Composite Name
      i. Composite Name tag shall be used in case Sender is unable to classify the person's name as first, middle or last name.
   e. Person Contact Email
   f. Source Organization code,
      i. The following coding systems are available in the PESC approved XML standard

         OPEID, NCHELPID, IPEDS, ATP, FICE, ACT, CCD, CEEBACT, CSIS, USIS, ESIS, DUNS, PSS, PSIS

   g. Source Organization Name

   Refer to the appendix for the actual tags in the PESC approved XML.

2. Because a student's Social Security Number (SSN) is sensitive personal information and is not needed for processing a student's application, we request that you not include any SSNs in your transmittal.

Notifications

1. Sender is encouraged to modify the content of the notification sent to the student to include the following instruction:

"You will be notified by AMCAS on the successful receipt of transcript to the email address registered with AMCAS. If you don't receive an acknowledgement from AMCAS within 5 days, please contact AMCAS."

2. Senders shall be notified for all scheduled maintenance activities or outages of AMCAS eTranscript Service to an email address provided by the sender for such communications.
3. Senders may elect to receive an email receipt for each delivery or they may choose to receive acknowledgements via web service.

Appendix

1. Tags for additional elements from PESC XML Schema

- XML tags for the various source organization codes and organization name are as below:

```xml
<Source>
    <Organization>
        <OPEID>OPEID CODE</OPEID>
        <NCHELPID>NCHELPID CODE</NCHELPID>
        <IPEDS>IPEDS CODE</IPEDS>
        <ATP>ATP CODE</ATP>
        <FICE>FICE CODE</FICE>
        <ACT>ACT CODE</ACT>
        <CCD>CCD CODE</CCD>
        <PSS>PSS CODE</PSS>
        <CEEBACT>CEEBACT CODE</CEEBACT>
        <CSIS>CSIS CODE</CSIS>
        <USIS>USIS CODE</USIS>
        <ESIS>ESIS CODE</ESIS>
        <PSIS>PSIS CODE</PSIS>
        <DUNS>DUNS CODE</DUNS>
        <OrganizationName>OrganizationName</OrganizationName>
    <Organization>
</Source>
```

- XML tags for the Person's First Name, Middle Name, Last Name, Email are as below:

```xml
<Person>
    <Name>
            <FirstName>FirstName</FirstName>
            <MiddleName>MiddleName</MiddleName>
            <LastName>LastName</LastName>
            <CompositeName>LastName</CompositeName>
    </Name>
    <Contacts>
        <Email>
        <EmailAddress>email@host.org</EmailAddress>
        </Email>
    </Contacts>
</Person>
```

Version history:

Version	Release Date	Changes
1.3.1	3/27/2019	Updated URL to PESC standard.
1.3	9/17/2013	Added file name size restriction (100 characters).