



# 2012 AMCAS Instruction Manual

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## Introduction

Welcome to the American Medical College Application Service (AMCAS). You are about to begin the important process of applying to medical school. AMCAS simplifies the process by requiring applicants to submit only one set of application materials. This results in a reduction of expense and time for all concerned parties.

Most U.S. medical schools participate in AMCAS. AMCAS is not involved in the admissions decision-making process. These decisions are made solely by the medical schools. Contact the medical schools to which you will apply to obtain each school's admissions requirements.

AMCAS is only for first-year entering class applicants to allopathic medical schools. Advanced standing and transfer applicants should contact the medical schools directly for assistance.

***As you prepare to submit your application to AMCAS, this instruction manual will aid your ability to complete the application accurately. When you certify your application, you signify that you have read this information, in addition to all instructions throughout the application. Certification takes the place of your legal signature.***

## About the AAMC

The AAMC (Association of American Medical Colleges) is a nonprofit organization dedicated to the advancement of medical education and the nation's health. In addition, the AAMC works with its members to set a national agenda for medical education, biomedical education, and health care, while providing services for its members.

The AAMC represents all U.S. and Canadian medical schools, more than 400 teaching hospitals, and 100 academic and professional societies. The AAMC neither endorses nor has any relationship with commercial agencies concerned with admission to medical schools. AAMC programs for students and applicants include:

- [American Medical College Application Service \(AMCAS\)](#)
- [Fee Assistance Program \(FAP\)](#)
- [Medical College Admission Test \(MCAT\)](#)
- [Programs for Diversity](#)
- [Financial Information, Resources, Services, and Tools \(FIRST\)](#)

## Contacting AMCAS

If you have questions about AMCAS, please contact the AAMC.

- Web** Visit [www.aamc.org/amcas](http://www.aamc.org/amcas) for application updates, important deadlines, and Frequently Asked Questions (FAQs).
- E-Mail** Send your questions to [amcas@aamc.org](mailto:amcas@aamc.org). To ensure a quick response, state the subject of your inquiry in the subject line of the e-mail and include your AAMC ID number in the text of your e-mail.
- Phone** AMCAS provides an automated phone system that may be accessed 24 hours a day by calling 202-828-0600. Please have your AAMC ID number on hand when calling. Once your application has been submitted to AMCAS, you may check its status using this automated system. Our staff does not have additional information about the status of your materials other than what is provided by the automated system.

## Online Help

As you complete your application, remember that instructions and explanations have been embedded in each page along the way. In addition to the instructions that appear on each page, you can click **Help** in the application to receive additional information related to the page you are currently working on. If a Help topic does not appear for a particular application page, a Help index and Search are also available.

If you need additional assistance, refer to our website at [www.aamc.org/amcas](http://www.aamc.org/amcas), e-mail AMCAS at [amcas@aamc.org](mailto:amcas@aamc.org), or call us at 202-828-0600. Please accept our best wishes for your successful application to medical school.

## Application Certification

In order to submit your application, you are required to certify the following statements:

*"I certify that the information in this application and associated materials is current, complete, and accurate to the best of my knowledge."*

*"I certify that all written passages, such as the personal statement, essays required from M.D./Ph.D. applicants, and descriptions of work/activities, are my own and have not been written, in part or in whole, by a third party. Quotations are permitted if the source is cited."*

*"I have read, understand, and agree to comply with the AMCAS Instruction Manual, including the provisions noting that I am responsible for monitoring and ensuring the progress of my application process, by checking the Main Menu of my application. I understand that I am also responsible for reviewing my application after AMCAS processing is complete."*

*"I understand that I am responsible for knowing and understanding the admissions requirements for each school to which I am applying and that I am not eligible for a refund of AMCAS fees if I do not meet the admissions requirements of the medical schools."*

*"I understand that I am required to inform the Admissions Office of each medical school to which I apply if I am convicted of, or plead guilty or no contest to, a misdemeanor or felony crime after the date of my original application submission and prior to medical school matriculation. I understand that this communication must be in writing and must occur within ten (10) business days of the occurrence of the criminal charge or conviction."*

*"I understand that I am required to inform the Admissions Office of each medical school to which I apply if I become the subject of an institutional action after the date of original application submission and prior to medical school matriculation. I understand that this communication must be in writing and must occur within ten (10) business days of the occurrence of the institutional action."*

*"I acknowledge and agree that my sole remedy in the event of any errors or omissions relating to the handling or processing of my application is to obtain a refund of my AMCAS application fee; however, I may be eligible for a refund only if I have notified AMCAS of any errors or omissions within ten (10) days of application processing completion."*

*"I certify that AMCAS has my permission to release information, at the request of the medical school(s), to a third party to pre-populate online secondary applications."*

Your certification of this statement takes the place of your legal signature and is binding. When you certify (electronically sign) your application, you signify that you have read this information as well as all other instructions throughout the application.

## AAMC and AMCAS Policies and Procedures

Before submitting your application to AMCAS, be sure to read the following AAMC and AMCAS policies and procedures. Failure to follow the policies and procedures may result in application delays, lost data, and/or missed deadlines.

### Applicant Responsibilities

The following list outlines the responsibilities of each medical school applicant. Failure to follow these responsibilities may result in application delays, lost data, lost application fees, and/or missed deadlines.

1. Applicants are expected to become familiar with and observe the application procedures and admission requirements at each school to which they apply.
2. All application documents, including primary and secondary application forms, transcripts, letters of evaluation, and fees must be submitted in a timely manner.
3. Applicants must take special note of the requirements for the Course Work section of the application. While each section of the application is important, failure to observe the requirements of this section as explained in the instructions may result in missed deadlines and lost fees.
4. Once AMCAS processing is complete, applicants must review their Course Work data (AMCAS grades, semester hours, course classifications, verified AMCAS GPA, etc.). If an applicant disagrees with any AMCAS changes, the applicant is responsible for submitting an Academic Change Request within ten (10) days from the date AMCAS processing has been completed.
5. Applicants must respond promptly to all invitations for medical school interviews. In those instances when an applicant cannot appear for a previously scheduled interview, the applicant is responsible for canceling the appointment with reasonable notice. To properly cancel an interview, an applicant should contact the medical school(s) by telephone first and then submit written notice in the form of a letter.
6. Applicants with extreme financial limitations are encouraged to complete the AAMC Fee Assistance Program (FAP) application to determine their eligibility as early as possible. For more information, see **AAMC Fee Assistance Program (FAP)**.
7. Applicants are required to keep AMCAS and the medical school(s) to which they are applying updated to any changes in their contact information. Applicants who are unavailable (e.g., foreign travel) should instruct and grant authority to a parent or other individual to act on their behalf.
8. Applicants who have made a final decision regarding which medical school they plan to attend have the obligation to promptly withdraw their applications from all other schools.

### Deadlines

***Applications must be submitted by 11:59 p.m. Eastern Time (ET) of each deadline date.***

Deadlines are set by the individual medical schools for each of their program types and represent when materials must be received by AMCAS. Submit materials as soon as possible to avoid processing delays and missed deadlines. Materials received during peak periods may take considerably longer to process. Processing will not begin until AMCAS receives all required official transcripts and the completed online application. Official transcripts for regular applicants must be received within fourteen (14) calendar days after the application deadline.

If your application is returned to you because of errors that must be corrected, you may miss deadlines and forfeit fees. It is critical that you read all instructions and timely submit all materials.

## Application Processing

During our peak season, AMCAS processing may take up to six (6) weeks and does not begin until all materials (including all official transcripts required in support of your application) are received. Once your application reaches the status of "Under Review," AMCAS performs an initial review to determine if there are any missing or incorrect items that may prevent processing. If omissions or errors cannot be resolved, your application will be returned. The most common reasons for a returned application include:

- failure to include original grades for repeated courses and
- failure to list 10 or more courses that appear on the official transcript.

You may *not* submit a corrected or changed application unless specifically requested to do so by AMCAS.

Once your application has been submitted:

- Acknowledgment of its receipt will be sent to you via e-mail. You may also verify receipt through your application's **Main Menu** or by calling our automated phone system at 202-828-0600. This acknowledgment does not indicate that your materials are complete or that deadline requirements have been satisfied.
- AMCAS will then determine if all official transcripts have arrived. If not, your application will be held until they have all been received. AMCAS will send an e-mail notification every ten (10) business days until the missing transcripts arrive or until all deadlines have passed. You may also check the status of your transcript(s) by returning to your application's **Main Menu**. Do not assume transcripts received by AMCAS are official until your application has been processed by AMCAS.
- When your application and all transcripts are on file, AMCAS verifies your entered course work against your official transcripts.
- If any missing or incomplete transcripts are discovered during verification, AMCAS will stop verifying your materials and send you an e-mail notifying you of the problem. Omission of any necessary materials will cause processing delays.

## Verification

AMCAS will verify your application using the following symbols:

- / A course verified without correction
- X A course verified with corrections
- O A course listed on the Academic Record but not reflected on an official transcript; format corrections were not required
- ⊗ A course listed on the Academic Record but not reflected on an official transcript; format corrections have been made
- ≠ Course work not intended to be verified by AMCAS

## Grades and GPA Calculations

After your application is verified, your AMCAS GPA is calculated. GPA calculations are represented by BCPM codes (Biology, Chemistry, Physics, and Math), by AO codes (All Other), and by Academic Status. You will also be able to view your Cumulative Undergraduate GPA and your Graduate GPA when AMCAS processing is complete.

- AMCAS GPAs are almost always different from those calculated by the school(s) you have attended. Therefore, AMCAS does not in any way attempt to compare our calculations with those appearing on your official transcripts.



- AMCAS reports to the medical schools a GPA for each Academic Status (HS, FR, SO, JR, SR, PB, and GR), subdivided into courses listed as "BCPM" or "All Other" in the BCPM/AO columns.
- Any course with Semester Hours and an AMCAS Letter Grade is calculated into the AMCAS GPA, regardless of whether the credit is counted toward a degree or has been counted toward a school-calculated GPA.
- AMCAS counts grades and hours assigned by the school where the courses were originally taken, not by any school that might have granted transfer credit. The only exceptions to this rule are foreign course work transferred to a U.S. or Canadian institution and course work taken through an official study abroad program. See [Section Four: Course Work](#) for full details.
- Courses with the AMCAS grades listed below are *not* included in the GPA calculations. Instead, the total hours for each of these categories are reported to medical schools under the heading Supplementary Hours.
  - Pass/Fail - Pass
  - Pass/Fail - Fail
  - Advanced Placement (AP) Credit
  - College Level Examination Program (CLEP) Credit
- AMCAS counts all "+" or "-" grades, even if your school does not. At some schools, a "+" or a "-" counts as n.3 or n.7, at others they count as n.5. Please note that AMCAS assigns the same weight (4.0) to grades of A+ and A.
- Post baccalaureate (PB) course work is included in the "Undergraduate Total" GPA as well as in a separate "Post baccalaureate" GPA.
- AMCAS counts all attempts of a repeated course, even if your school does not.
- Grades of "IF" or unauthorized/unofficial/administrative withdrawal may be treated as "F" in the GPA depending on how they are considered by your school.
- Grades and credit hours for all failed courses will be included in the AMCAS GPA, even if they are not included in the GPA calculations of the transcript-issuing institution.

### Grades that Do Not Affect the AMCAS GPA

The following AMCAS grades do not have a weight or value in computing the AMCAS GPA:

- G** Used to indicate AP credit not assigned a letter grade
- L** Used for CLEP or USAFI/DANTES credit not assigned a letter grade
- P** Used for courses taken in a Pass/Fail system, which are Passed
- N** Used for courses taken in a Pass/Fail system, which are Failed

For the following types, no entry should be made in the AMCAS Grade Column. These courses have no value or weight in the AMCAS GPA.

- AU** Audited courses
- CC** Courses which are currently being taken or which you expect to take
- DG** Multi-term courses (incomplete series)
- EX** Exempt courses
- NR** Courses for which there is no recorded grade because of school error
- W** Courses from which the applicant has officially withdrawn or "dropped"

If grades are entered on the application, but not listed on the official transcript at the time of verification, they will not be included in the AMCAS GPA. Conversely, if grades are not entered on the application at the time of verification, but appear on the official transcript on file at AMCAS, they will be included in the AMCAS GPA.

## Academic Change Requests

To request changes to updates made by AMCAS during the verification process, you must submit a request using the Academic Change Request option on the right side of the Main Menu screen. This option will only become available after your application has completed the verification process. Allow up to five (5) business days for AMCAS to review and/or process any change request.

When requesting a course classification change, please copy and paste the course description from the school's website and include the URL where it can be found.

If necessary, AMCAS will:

- Recalculate GPAs.
- Make corrections to the following course items, if appropriate:
  - Academic Status
  - Course Classification
  - Academic Year and/or Academic Term
  - Course Type
  - Lab/Lecture
  - Official Transcript Grade
  - Credit Hours Attempted
  - Semester or Supplemental Hours
  - Omitted Course work
  - Incorrect School Name
  - AMCAS Grade
- Change the degree date and/or degree type.
- Update the grade in the application if the school made an error when reporting a grade. However, the applicant must have the school submit an updated transcript reflecting the changed grade and the transcript must be accompanied by a letter from the registrar's office explaining the reason for the change. If the letter is not included with the updated transcript, the change request will be denied.
- Add a school and associated course work if the applicant fails to report a school attended on the AMCAS application at the time of submission. However, the applicant is required to submit a letter stating that although he or she certified that the application was complete at the time of submission, a school attended was inadvertently omitted from the original application.

### AMCAS will not change or correct:

- Course names, titles, or numbers.
- Updated grades and/or hours for the following type of courses that have been left off the application and did not appear on any official transcript at the time of processing:
  - Current & Future (CC)
  - Deferred Grade (DG)
  - Honor (H)
  - Incomplete (I)
- Any other sections or items in your application.

## Monitoring Your Application's Progress

AMCAS will make every attempt to process your application in a timely manner. At the same time, applicants are responsible for:

- Making certain that their application, official transcripts, and documentation are received by AMCAS,
- Regularly checking the status of their application from the date they submit their application to AMCAS through the date their application is received by their designated school(s), and
- Notifying AMCAS if their designated medical school(s) has not received application materials within two (2) to four (4) weeks from the date AMCAS processing was completed.

## Withdrawal

Withdrawing your application is FINAL. Once you do so, you can no longer apply for the current application year.

To withdraw your AMCAS application from consideration you must do so online by selecting withdraw application from the right side of the **Main Menu**. This option is only available after submission when your application is in one of the following statuses: "Submitted to AMCAS – Ready for Review," "Submitted to AMCAS – Waiting for Transcripts," or "Returned." You cannot withdraw your application in the following statuses: "Submitted to AMCAS – Under Review" or "AMCAS Processing Complete."

The initial \$160 application fee is non-refundable, but you will receive a refund for each school whose deadline has not passed.

If you need to withdraw your application from consideration after your AMCAS application has been processed, you will need to contact the medical schools directly. You are not eligible for an AMCAS refund in this case.

## AAMC Fee Assistance Program (FAP)

The AAMC Fee Assistance Program (FAP) is designed to be used in conjunction with registration for the Medical College Admission Test (MCAT) and/or for application to medical school through AMCAS. The FAP is provided to assist individuals with extreme financial limitations whose inability to pay the full MCAT registration fee or the AMCAS application fee would prevent them from taking the examination or applying to medical school. For more information, please visit [www.aamc.org/students/applying/fap](http://www.aamc.org/students/applying/fap).

***Submitting an AMCAS application prior to receiving a decision on your FAP application makes you ineligible to receive the FAP for the AMCAS application. AMCAS will not issue a refund under these circumstances.***

## AAMC Resolution on Equal Opportunity

The AAMC strongly reaffirms the principle of equal opportunity for individuals who are qualified for education, training, and practice in the health professions without regard to sex, race, creed, color, national origin, age, or handicap. In pursuit of this principle and policy, the AAMC requests that member institutions continue to:

1. Monitor their admission policies and practices to ensure equal opportunity of admission to their educational and training programs.
2. Reinforce programs of affirmative action to increase the numbers and proportions of students in the health professions from groups which are presently under-represented in those professions.

Further, recognizing that the under-representation of some groups in health professions' educational and training programs is but a symptom of broad social and economic problems, the AAMC:

1. Actively supports the organized study of the basic causes of under-representation and possible cures.
2. Actively supports the initiation of new programs and the broadening of existing programs that are designed to overcome these problems. These programs include, but are not limited to, those designed to permit women to fulfill their educational/professional goals and their cultural roles without sacrifice to either, programs designed to eliminate economic barriers to education in the health professions, and programs designed to develop increased interest in careers in the health professions on the part of members of under-represented groups at the secondary school and college levels.

### **AAMC Policies Regarding AMCAS Applicant Data**

The AAMC recognizes its responsibility to treat with care the information it collects about individuals and institutions involved in medical education and to respect their privacy relative to sensitive data concerning them. To meet this obligation, the Association has developed policies to govern data collection, use, and dissemination, including:

#### **AAMC Privacy Statement** (available at <https://www.aamc.org/44866/privacy.html>)

This privacy notice explains what kinds of information AAMC collects through its Web site (including the AMCAS Web site), Web-based applications, and other AAMC programs, and how the AAMC uses this information.

#### **AAMC Policies Regarding the Collection, Use, and Dissemination of Medical Student and Applicant Data** (available at

[https://www.aamc.org/students/applying/amcas/amcasresources/60768/amcas\\_datacollection.html](https://www.aamc.org/students/applying/amcas/amcasresources/60768/amcas_datacollection.html))

This statement describes specific uses of personal information as it pertains to AMCAS applicants and medical students. The AAMC disseminates application information to medical schools to which you have applied. The AAMC also shares acceptance information across schools in order to assist medical schools's adherence to AAMC recommendations. This acceptance data is shared as follows:

- a) Beginning in February of each year, a medical school that has accepted an applicant can view the other school or schools that have accepted the applicant, if applicable.
- b) Beginning in April of each year, a medical school can view the school or schools that have accepted an applicant, even if that applicant has not yet been accepted by the medical school.

Any information published by the AAMC that is related to medical school applications is done so with aggregate statistics. The AAMC may also share personally identifiable data with peer not-for-profit organizations, certifying boards, licensing bodies, and other organizations involved in medical education for research, eligibility determination, verification, and credentialing purposes.

### **Investigations: General Information**

The AAMC must ensure high ethical standards for admission to and enrollment in medical schools. Accordingly, applicants to medical school, as well as registrants for the MCAT, must provide complete, current, and accurate information throughout the admission and examination processes.

The AAMC investigates any falsification, omission, or discrepancy in application materials and irregular behavior exhibited during the administration of the MCAT. If a potential case is identified, the applicant/examinee will be notified and asked to provide relevant information. If the investigation confirms reported information, a report will be issued for the current entering class,

as well as any time in the future, to all U.S. and Canadian medical schools to which the individual applies/matriculates or designates as MCAT score recipients.

In addition, prior to the conclusion of an investigation and the issuance of a final report, the AAMC offers the option and reserves the right to request arbitration for the following reasons: (1) the individual concludes that a draft report unfairly characterizes the matter under investigation or (2) an agreement between parties on the content and language of the report cannot be reached.

Arbitration shall be conducted through written submission to the American Arbitration Association in Washington, DC. For more specific details on the investigation process refer to AAMC Policies and Procedures for Investigating Reported Violations of Admission and Enrollment Standards, which is available upon request by contacting the Applicant Relations office. An investigation may result in delays in processing application materials and/or reporting MCAT scores.

For more information, also see Policies and Procedures for Investigating Reported Violations of Admission and Enrollment Standards:

[https://www.aamc.org/students/applying/amcas/153910/policies\\_and\\_procedures\\_for\\_investigations.html](https://www.aamc.org/students/applying/amcas/153910/policies_and_procedures_for_investigations.html).

## Getting Started

Before starting the AMCAS application, please review the following and keep them in mind when completing your application.

- All required fields throughout the application are marked with a red asterisk (\*). However, you may be required to complete some fields that are not marked with a red asterisk. You must read the application instructions to determine if these fields are required for you.
- AMCAS has difficulty matching official transcripts that are not accompanied by the AMCAS Transcript Request Form. Applicants should use the AMCAS Transcript Request Form, available in the Transcript section of the AMCAS application, when requesting that official transcripts be sent to AMCAS in support of their applications.
- After the initial submission of your application, you must re-certify and resubmit your application whenever a change is made. Note: There is no cost for resubmitting your application unless you are adding additional medical schools.
- Applicants should enter all text responses in the application exactly as they would like the medical schools to see them, avoiding use of all capital or all lower case. Medical schools have indicated that they prefer to receive applications that follow normal writing practices regarding case.
- Many e-mail messages from AMCAS and medical schools are sent simultaneously to multiple applicants. Some e-mail providers use filters to ensure that you do not receive spam (junk e-mail). In some cases these filters can prevent e-mail from AMCAS and medical schools sent to groups of applicants from appearing in your inbox. If you have the option, add aamc.org as a “safe” domain from which you would like to receive messages. It is your responsibility to ensure that you do not miss e-mails from AMCAS and medical schools because they were sent to your junk e-mail folder.

## Delayed/Deferred Matriculants

Delayed/deferred matriculants should log in using the same user name and password obtained for the previous application.

You are a delayed matriculant applicant for the entering class if you:

1. Submitted an AMCAS application for the previous entering class;

2. Received an acceptance;
3. Delayed your matriculation with the approval of the medical school granting the acceptance; and
4. Were instructed by the medical school to submit your application to their institution as a delayed matriculant applicant.

There will be no AMCAS processing fee for the school granting the deferral.

Prior to submitting an application to the next entering class, verify with the medical school your status as either a restricted or unrestricted delayed matriculant applicant.

If you are a restricted delayed matriculant applicant, you have agreed with the medical school granting the deferral that you will apply only to that medical school for the next entering class. Violations of such an agreement are considered to be a violation of admissions processes and will result in an investigation.

If the program is unrestricted and you are allowed to designate additional schools, you will be required to pay the appropriate AMCAS service fees for the number of designated schools (minus the school granting the deferral), starting with the base \$160 AMCAS service fee.

#### **Delayed/Deferred Matriculants: Late Deferrals**

If you have submitted your application to AMCAS and are then granted a late deferral by one of the schools to which you applied for the previous entering class, you must complete one of the following tasks, depending on the type of deferral you received.

- If the program granting the deferral is restricted and you have designated other medical schools, you will need to withdraw your application from any other medical schools to which you applied by contacting them directly. (Once your application has been processed you cannot undesignate any institutions from the Medical Schools section of the application.)
- If the program is unrestricted, request that the medical school granting the deferral extend your deadline; once your deadline has been extended, select the Delayed/Deferred program type for this school in the Medical Schools section of your AMCAS application, and then resubmit your application.

#### **Preparing Your Computer for AMCAS (Compatible Browsers)**

AMCAS is accessed using a web browser and supports the following browser versions:

For PC users,

- Internet Explorer 9.0, 8.0, 7.0, 6.0, and 5.5
- Netscape 7
- Mozilla Firefox 5.0, 3.6, 3.5, 3.0, 2.0, 1.5, and 1.0.2

For Mac users,

- Mozilla Firefox 5.0, 3.6, 3.5, 3.0, 2.0, 1.5, and 1.0.2
- Netscape 7
- Internet Explorer 5.1.7 and 5.2

Failure to use supported browsers may result in application delays, lost data, and/or missed deadlines. Applicants using browsers other than those supported by AMCAS (such as Opera or Safari) have reported experiencing problems. Applicants who use AOL (or similar internet service providers that combine the internet service with a browser such as MSN) should use one of the supported browsers after connecting to the Internet.

## Registration

You must register with AAMC to get a username and password before starting the AMCAS application process. If you previously registered for the MCAT exam, MCAT Testing History, or the Fee Assistance Program (FAP), you should use the same username and password.

Note: If you are a delayed/deferred matriculant or re-applicant who has completed a previous application, enter your AMCAS application with the *same* user name and password you created for the previous application.

To register with the AAMC, click the **Sign In** link in the top-right of the AMCAS home page, then click **Register for an AAMC Account**. All fields marked with an asterisk (\*) are required. AMCAS is not responsible for delays that result from inaccurate registration information. Entering false information or creating multiple AAMC ID numbers may result in an investigation.

After successfully completing the AAMC registration, the system will prompt you to create a user name and password. The user name must be at least six characters. You will also need to select a security challenge question and enter a response. The security challenge question will be asked in the event that you need to reset your password. If you took the MCAT after 1977, AMCAS will locate your MCAT user name and you will be prompted for a password. Click the **Continue** button to save the information and automatically log in to the system.

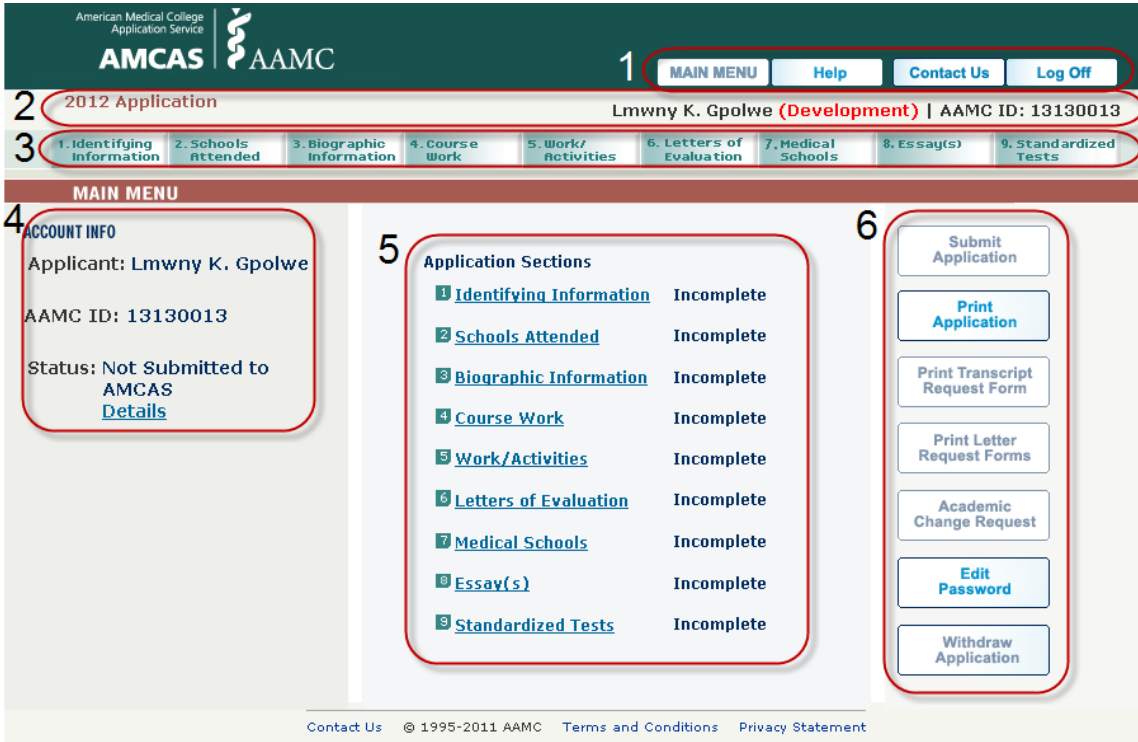
In order to access any component of AMCAS, you must log in with a valid user name and password. In the event that you cannot remember your password, click the **Can't remember** link and a new password will be sent to the e-mail address listed during registration. Do not create multiple AAMC ID numbers by registering a second time, as this may result in an investigation. You are logged in automatically after the initial registration process.

## AMCAS Welcome Tour

The AMCAS Welcome Tour appears after initial registration and log in. This tour displays three screens that outline the steps necessary to successfully complete your application. It is important that you review the information. Failure to complete your application correctly and in a timely manner may result in application delays, lost data, and/or missed deadlines. Click **Continue** to proceed to the AMCAS application.

## Overview of the Main Menu

The **Main Menu** screen acts as a central hub for navigating through the application.



The screenshot shows the AMCAS Main Menu interface. At the top, there is a navigation bar with buttons for 'MAIN MENU', 'Help', 'Contact Us', and 'Log Off' (labeled 1). Below this is a header bar showing the current application year '2012 Application' (labeled 2) and the applicant's name 'Lmwny K. Gpolwe (Development)' with AAMC ID '13130013' (labeled 3). A horizontal menu contains nine sections: 1. Identifying Information, 2. Schools Attended, 3. Biographic Information, 4. Course Work, 5. Work/Activities, 6. Letters of Evaluation, 7. Medical Schools, 8. Essay(s), and 9. Standardized Tests. The main content area is titled 'MAIN MENU' and is divided into three columns. The left column (labeled 4) is 'ACCOUNT INFO' showing the applicant's name, AAMC ID, and status 'Not Submitted to AMCAS' with a 'Details' link. The middle column (labeled 5) is 'Application Sections' listing nine sections, all marked as 'Incomplete'. The right column (labeled 6) contains several buttons: 'Submit Application', 'Print Application', 'Print Transcript Request Form', 'Print Letter Request Forms', 'Academic Change Request', 'Edit Password', and 'Withdraw Application'. The footer contains links for 'Contact Us', '© 1995-2011 AAMC', 'Terms and Conditions', and 'Privacy Statement'.

The items below correspond to the numbered elements in the diagram.

1. Available from any section of the application, these buttons return you to the Main Menu, Help, and Contact Us areas and allows you to Log Off from AMCAS.
2. The left side of this bar displays the current application year. The right side of the bar displays your name and AAMC ID number.
3. Use these buttons to display the various sections of the AMCAS application.
4. The Account Info section displays your name, AAMC ID, and the application's status.
5. This section displays the status of each section in the application. "Incomplete" indicates that additional information is required. "Complete" indicates that you have completed all fields that the system requires. It does not indicate, however, that you have met all the requirements of the application process. For example, "Complete" will be displayed if you have entered data in all the fields marked with a red asterisk (\*) in the Course Work section, however, you may also be required to enter grades and credits for the course work you have entered.
6. Use these buttons to submit an application; print an application, transcript request form, letter request form, or academic change request; edit your current password; or withdraw your application. Some buttons are inactive until you complete the required sections of the application.



## AMCAS Application Sections

1. Identifying Information	2. Schools Attended	3. Biographic Information	4. Course Work	5. Work/Activities	6. Letters of Evaluation	7. Medical Schools	8. Essay(s)	9. Standardized Tests
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- 1. Identifying Information** Enter your name, identification numbers, birth information, and sex. Failure to include pertinent alternate names and IDs may delay the processing of your application.
- 2. Schools Attended** Enter your high school and college information. The Identifying Information and Schools Attended sections must be complete before you request official transcripts.
- 3. Biographic Information** Enter basic information regarding citizenship, legal residence, languages spoken, ethnicity and race, parent(s)/guardian(s), siblings, and criminal convictions.
- 4. Course Work** Enter information, grades, and credits for every course that you have enrolled in at any U.S., U.S. Territorial, or Canadian post-secondary institution.
- 5. Work/Activities** Enter any work or extracurricular activities, awards, honors, or publications that you would like to bring to the attention of the medical school(s) to which you are applying. A maximum of fifteen (15) experiences may be entered, some of which you will designate as your “most meaningful” experiences.
- 6. Letters of Evaluation** Add letters of evaluation/recommendation contact information.
- 7. Medical Schools** Designate the medical school(s) to which you want to submit an application and, if applicable, designate letters of recommendation for some or all medical schools.
- 8. Personal Statement** Use this section to compose a personal essay explaining why you selected the field of medicine, what motivates you to learn more about medicine, any pertinent information about you not included elsewhere in the application, special hardships or experiences that have influenced your educational pursuits, and commentary on significant fluctuations in your academic record not explained in the application.
- 9. Standardized Tests** Use this section to review MCAT scores earned between 1991 and 2003 and enter any additional test information, such as GRE scores. MCAT scores earned in 2003 or later will be automatically released to AMCAS.

### Exit AMCAS

When you are finished working in AMCAS, click Log Off to leave the application, then close your web browser. You will be logged off automatically after one hour of inactivity.

## Section One: Identifying Information

The Identifying Information section of the application allows you to enter your legal name, preferred name, any variations of your name, such as a family name or a nickname, and ID numbers that may appear on transcripts sent to AMCAS by one of the schools you have attended. You will also include your birth and sex information in this section.

### Legal Name

Enter your full legal name as it appears on your Social Security card, your Canadian Social Insurance card, or other legal documentation. Only enter nicknames in the Preferred Name section of the application process.

AMCAS will automatically populate the First Name, Middle Name, and Last Name fields based on the information entered during registration. Verify that the information is correct before continuing. The First Name and Last Name fields are required.

### Preferred Name

Enter any nicknames or names by which you prefer to be referred in this section. Do not enter your nicknames or preferred names in the Legal Name section. If your preferred name is the same as your legal name, check the Same as Legal Name checkbox. AMCAS will populate the Preferred Name fields with your Legal Name information.

### Alternate Names

Alternate Names are any variations of your name, such as a family (maiden) name or a nickname that may appear on transcripts sent to AMCAS by one of the schools you have attended. While entering alternate names is optional, AMCAS strongly encourages you to enter those names that may help us match relevant materials with your application. *Failure to include pertinent Alternate Names may delay the processing of your application.*

### ID Numbers

Enter your U.S. Social Security Number (SSN) or Canadian Social Insurance Number (SIN). If you do not have either number, please contact 202-828-0600 for a temporary SSN.

AMCAS automatically populates the SSN or SIN fields with the information entered during registration. Verify that the information is correct before continuing.

### Alternate IDs

Alternate IDs are any ID numbers assigned to you by MCAT, AMCAS (prior to 2002), or other numbers used to identify you at the schools you attended. *Failure to include pertinent Alternate IDs may delay the processing of your application.*

Example: If your previous university issued you an ID number that is different from your Social Security Number, you should enter that number as an alternate ID. This information will help us match your transcript(s) to your AMCAS application.

### Birth and Sex

Enter your birth and sex information. AMCAS will automatically populate these fields with the information entered during registration. Verify that the information is correct before continuing.

- **U.S. Applicants:**

Select the state in which you were born from the Birth State drop-down list. If you do not know your birth state, select "Unknown USA" from list. After selecting a state, the Birth County drop-down list dynamically changes to display valid counties for the selected Birth State. Select your county of birth from the Birth County drop-down list. If your county is not listed, or you do not know your birth county, select "<state name> Unknown County" from the drop-down list. Enter the city in which you were born in the Birth City field.

- **Canadian Applicants:**

Select the province in which you were born from the Birth Province drop-down list. If your province is not listed, select "Unknown Canadian" from list. Enter the city in which you were born in the Birth City field.

- **Non-U.S. and Non-Canadian Applicants:**

Select the country in which you were born from the Birth Country drop-down list. Enter the city in which you were born in the Birth City field.

### **Identifying Information Summary**

The Identifying Information Summary screen displays after you have completed each part of the Identifying Information section. Verify that the information is accurate and complete. If you want to make changes to any of this information, use the links on the right. To print the summary page, click **Print** at the bottom of the screen. If all the information is accurate and complete, click **Continue** to proceed to the next section of the application.

## Section Two: Schools Attended

The Schools Attended section allows you to list the high school from which you graduated as well as each post-secondary institution where you were enrolled for at least one course, even if credits have been transferred or if no credits were earned. List any U.S.- or Canadian-sponsored study abroad program in which you participated as a separate program. In addition, list any degrees that you earned or anticipate earning while attending the school(s) as well as your major(s) and minor(s).

***Misrepresentation or omissions will prompt an investigation, delay processing of your application, and may result in missed deadlines.***

### High School

Enter the high school from which you graduated. To begin, select the country where your school is located.

- **U.S. Schools**

Select the United States option, and then select the state and county in which the school is located and the school name from the designated drop-down lists. Modify the name of the school if necessary. Enter the city and your year of graduation in the designated fields.

- **Canadian Schools**

Select the Canada option, and then select the province in which the school is located and the school name from the designated drop-down lists. Modify the name of the school if necessary. Enter the city and your year of graduation in the designated fields.

- **Non-U.S. and Non-Canadian Schools**

Select the Other option, and then select the county in which the school is located and the school name from the designated drop-down lists. Modify the name of the school if necessary. Enter the city and your year of graduation in the designated fields.

### General Educational Development (GED)

If you received your General Educational Development (GED) certificate, please list the state and county where the certificate was awarded. In the School field, choose "Other (Not Listed)." In the box provided, type "General Education Development certificate," then enter the city where you took the test, and the year the certificate was received.

### Home School

If you were home schooled, please list the state and county where you were home schooled (or received your diploma). In the School field, choose "Other (Not Listed)". In the box provided, type "Home Schooled," then enter the city where you were home schooled, and your graduation year.

### Multiple High Schools

If you attended multiple high schools, only include the school from which you graduated.

### Colleges

List every post-secondary institution where you were enrolled for at least one course, even if credits have been transferred, no credits were earned, or you withdrew.

- If you were enrolled in more than one program (e.g., undergraduate and graduate) at an institution, create a separate entry for each program.
- If you were awarded or expect to be awarded multiple degrees at a single institution, create a separate entry for each degree.
- Create a separate entry for any U.S.- or Canadian-sponsored study abroad program in which you participated.

- If you change or delete a school, you will delete course work previously entered for that school.

The School Name field will be populated automatically by the option you select in the School drop-down list. Do not modify this name unless 1) you are certain you selected the correct school, program, and location, and 2) the existing name is in some way inaccurate. If you modify this school name, you are responsible for including the correct name, program, and location.

***Incorrectly modifying school names may lead to processing delays, missed deadlines, and forfeited application fees.***

- **U.S. Schools:**

Select the United States option, then select the state and school name from the designated drop-down lists. Modify the name of the school only if necessary. Proceed to select your program type, indicating your start and end dates from the designated drop-down lists. If you attended this school for summer school only or if you were involved in a study abroad program through this school that was not affiliated with a foreign school, check the appropriate box.

- **Canadian Schools:**

Select the Canada option, then select the province and school name from the designated drop-down lists. Modify the name of the school only if necessary. Proceed to select your program type, indicating your start and end dates from the designated drop-down lists. If you attended this school for summer school only or if you were involved in a study abroad program through this school that was not affiliated with a foreign school, check the appropriate box.

- **Other Schools:**

Select the Other option, then select the country in which the school is located and the school name from the designated drop-down lists. If your school is not listed, select "Other (Not Listed)." Modify the name of the school to reflect the official transcript if appropriate. Enter the city in which the school is located and select your program type, indicating your start and end dates from the designated drop-down lists. If you attended this school for summer school only or if you were involved in a study abroad program through this school that was not affiliated with a foreign school, check the appropriate box.

- **Releasing Information to Advisors:**

If you wish to authorize AMCAS to release information about your application, including your MCAT scores, to the officials at this institution, indicate "Yes." Releasing this information will help your health professions advisor counsel future applicants and evaluate programs. Advisors understand that any personal information provided is confidential and they should only release applicant data in the form of aggregate statistics. Additionally, checking this option allows AMCAS staff to discuss your application with your pre-health advisor at this school.

## Degrees

Click the **Yes** button to include in your application the degree you were granted or expect to be granted by the selected school for the dates of attendance indicated beside the school name. If you were not granted or do not expect to be granted a degree at this school, click **No**.

If you selected **Yes**, the next page lists degrees alphabetically. If your degree is not listed, select "Other Associate," "Other Bachelors," "Other Doctorate," or "Other Masters" and enter the Degree in the box provided. If there is no degree associated with this school, select "No Degree."

The box will be populated automatically by the option you select in the Degrees drop-down list. If you modify the name of your degree, please double check for accuracy. Do not include

information other than the degree name in this box. Enter the date you earned or expect to earn the specified degree and click **Continue**.

To enter another degree, click **Add Another Degree**. Once you have entered your degree(s), you may proceed to enter major(s) and/or minor(s) by clicking **Done** at the bottom of the page.

### **Majors**

Click **Yes** to include information about your major(s). If you did not have a major at this school, click **No**.

If you selected **Yes**, the next page lists majors alphabetically. If your major is not listed, select "Other Major" and enter your major in the designated field.

The box provided will be populated automatically by the option you select in the Majors drop-down list. If you modify the name of your major, please double check for accuracy. Do not include information other than the major name in this box.

To enter another major, click **Add Another Major**. Once you have entered your majors(s), you may proceed to enter minor(s) by clicking **Done** at the bottom of the page.

### **Minors**

Click **Yes** to include information about your minor(s). If you did not have a minor at this school, click **No**.

If you selected **Yes**, the next page lists minors alphabetically. If your minor is not listed, select "Other Minor" and enter your minor in the designated field.

The box provided will be populated automatically by the option you select in the Minors drop-down list. If you modify the name of your minor, please double check for accuracy. Do not include information other than the minor name in this box.

To enter another minor, click **Add Another Minor**. Once you have entered your minor(s), click **Done** at the bottom of the page.

## **Transcripts**

***Problems with transcripts are the number one cause of processing delays and missed application deadlines. Please review this section carefully.***

The Transcript section of the application allows you to create and print AMCAS Transcript Request Forms to send to the registrars at schools from which AMCAS requires official transcripts. This section also allows you to request exceptions for transcripts that are not required by AMCAS.

While AMCAS will accept transcripts that are not attached to AMCAS Transcript Request Forms, AMCAS is not responsible for transcripts that cannot be matched to your application due to the omission of an AMCAS Transcript Request Form. AMCAS strongly encourages you to utilize these forms. Any time you request an official transcript for AMCAS, be sure to note that this form should be attached to the transcript when it is sent.

We also strongly recommend that you request personal copies of your transcripts for your use in completing the Course Work section of your application. As no changes will be made for transcript discrepancies identified after your application completes AMCAS processing, please review each transcript carefully to be certain that:

- All course work to-date is listed and accurate.
- Any narrative evaluations received instead of grades are attached to your record.
- All final grades are reported correctly.

- All final grade changes have been clearly recorded.
- Any list of other institutions attended is correct and complete.

Contact the school registrar's office for guidance if you discover any errors. If an incorrect transcript has already been sent to AMCAS, contact AMCAS immediately by calling 202-828-0600 or e-mailing [amcas@aamc.org](mailto:amcas@aamc.org). Be sure to include your AAMC ID number in any e-mail correspondence.

### **Is a Transcript Required?**

You must determine whether or not a transcript is required by AMCAS. Even if you have previously applied using AMCAS, read all the instructions below relating to transcripts thoroughly and follow them carefully.

### **Transcript Requirements**

One (1) official transcript is required from *each* U.S., U.S. Territorial, or Canadian post-secondary institution at which you have attempted course work, regardless of whether credit was earned. This includes but is not limited to:

- College-level courses attempted while in high school, even if they did not count toward a degree at any college.
- Colleges at which you originally attempted a course, even if transfer credit was subsequently accepted by another school.
- Colleges where you registered but did not earn any credit (e.g., incompletes, withdrawals, failures, audits, etc.).
- Courses that did not count toward a degree, regardless of whether credit was earned or transferred.
- Extension programs through which you attempted courses, if a separate transcript is provided by the Extension Division.
- Correspondence and home study programs.
- Military education.
- American schools overseas.
- U.S., U.S. Territorial, and Canadian *medical* schools.

**Note: Some universities issue separate transcripts for undergraduate and graduate course work.**

**Note: Request an English language transcript from the registrar whenever possible.**

### **Information for Re-Applicants:**

New transcripts are to ensure that no additional course work has been taken; therefore, you must submit new official transcripts each year you apply.

### **No Official Transcript Available**

If the institution only provides a certificate of completion, or no official transcript is available, the registrar of the institution must send AMCAS an official letter verifying that no official transcript is available.

### **Institution Closed**

If an institution has closed, archived transcripts should be available. Ownership of the archived transcripts varies from state to state, but we suggest the following list to start the search:

- Department of Education
- Department of Commerce
- Another campus, if the school was part of a multi-campus system
- The National Student Clearinghouse
- Internet search engine

***Your application will not be processed without an official transcript or letter indicating that no transcript is available.***

### **Courses Taken While in High School**

Many students attempt college-level courses while still in high school. These primarily fall into the following categories:

#### 1. Advanced Placement (AP) Prep Courses/Exams

Unless credit has been granted by a U.S. or Canadian institution or university for an AP prep course or an AP exam, such information should *not* be listed on the application. If credit has been granted, courses/exams should be listed according to the instructions regarding AP credit. Do not send high school transcripts or AP test scores to AMCAS.

#### 2. Other Courses

Many high school students take other types of college-level courses either independently or through special programs offered by their high school. Courses may be physically attended at the high school or at a college, depending on the program, but should be listed on the application under the name of the college.

You must contact the college involved to determine transcript availability prior to completing the application. If a transcript from the college is available, it must be forwarded to AMCAS and courses must be listed in the Course Work section.

If a transcript is not available from the college, do not send high school transcripts to AMCAS. Instead, the registrar's office of the college should forward an official letter (with an AMCAS Transcript Request Form attached) indicating that no transcript is available due to institutional policies.

### **Military Education Transcripts**

Use the following guidelines to determine whether a military transcript is available.

- Active duty and reserve personnel should contact the education office at their current duty station. In most cases, the education office can assist with obtaining available records for all military course work.
- Non-active duty personnel should contact individual schools directly. It is generally faster to obtain transcripts from the schools directly than from the central records office.

If a transcript is not available from a military school directly, U.S. Army active duty enlisted personnel and veterans may obtain an Army/ACE Registry System (AARTS) transcript, provided they entered the service on or after October 1, 1981. The transcript documents courses, MOS/s held, proficiency test scores, and college-level standardized test results as well as course descriptions and ACE credit recommendations.

Get more information at <http://aarts.army.mil>.

***Note: The AARTS transcript is the only transcript available for courses completed at the Academy of Health Sciences, Ft. Sam Houston, TX.***

***Note: Military Occupational Specialties (MOS) experience should not be listed unless a U.S. or Canadian institution has accepted the experience as transfer credit.***



Transcripts are available from the following military institutions:

- Air Command and Staff College
- Air Force Institute of Technology
- Air University
- Army Command and General Staff College
- Army War College
- College of Naval Command and Staff
- Community College of the Air Force
- Defense Information School
- Defense Language Institute
- F.A.E.S. at NIH
- Joint Military Intelligence College (formerly Defense Intelligence College)
- Marine Corps Institute
- National Cryptologic School, Ft. George G. Meade, MD
- National Defense University
- Armed Forces Staff College
- Industrial College of the Armed Forces
- National War College
- Naval Postgraduate School
- Naval School of Health Science
- Naval War College
- Uniformed Services University of the Health Sciences

If a transcript is not available from a military school directly, try contacting:

*Army/ACE Registry System (AARTS)*

U.S. Army active duty enlisted personnel and veterans may obtain an AARTS transcript, provided they entered the service on or after October 1, 1981. AMCAS accepts electronic AARTS transcripts. Contact AARTS at: <http://aarts.army.mil/>.

*Sailor/Marine Corps Council on Education Registry Transcript (SMART)*

All active duty and reserve Sailors and Marines (enlisted and officer) and those who separated or retired from active duty on or after October 1, 1999 are eligible. Transcripts for separated or retired Navy personnel who left the service from 1976 to October 1999 are also eligible and should have a transcript available on the SMART Web site at: <https://smart.navy.mil/smart/welcome.do>; personnel who fall into this category that cannot access their transcripts can have one created.

**Note: AMCAS does not retrieve electronic transcripts from SMART. Since these transcripts could take several weeks to arrive, it is important to request them as early as possible. AMCAS cannot extend deadlines for transcripts not received in time.**

**American Schools Overseas**

The following schools are *not* considered foreign institutions and transcripts are required. Courses should be listed on the AMCAS application like all other U.S. course work.

Please note that this list is *not* all-inclusive. U.S. institutions with campuses overseas (such as the University of Maryland at Munich) are considered U.S. colleges for which transcripts are required and all course work must be listed. Courses should be entered into the Course Work section like all other course work.

**Transcript Required Schools: International**

- Akita Campus of Minnesota State Colleges and Universities
- American College in Jerusalem (Closed in 1976)
- American College in Sharjah
- American College in Switzerland
- American College of Thessaloniki
- American University in Beirut
- American University in Bulgaria
- American University in Cairo
- American University of Paris
- American University of Rome
- College of Southeastern Europe
- Deree College
- Franklin College
- Fundacion Universidad de las Americas – Puebla
- IMC – International Management Centres
- Instituto Centroamericano de Administracion de Empresas
- Instituto Tecnologico y de Estudios Superiores de Monterrey
- International College
- Lebanese American University
- The Nigerian Baptist Theological Seminary
- The Open College
- Richmond College, The American International University in London
- Universidad de las Americas, A.C.

**Transcript Required Schools: U.S Territories & Possessions**
**American Samoa**

- American Samoa Community College

**Panama (formerly Canal Zone)**

- Canal Zone College
- Panama Canal College

**Guam**

- Guam Community College
- University of Guam

**Puerto Rico**

- Agri. & Mech. Arts College of P.R.
- American (Jr.) College of P.R.
- Antillian College
- Bayamon Central University
- Bayamon Technological University College
- Caguas City College
- Caribbean Center Advance Studies
- Caribbean Junior University College
- Catholic University of Puerto Rico
- Christian University College Americas
- Center for Advance Studies Caribbean
- College of Sacred Heart
- Colegio Universitario delTurabo
- Colegio Universitario Metropolitan
- Conservatory of Music of PR
- Elec. Data ProcessingCol of PR
- Huertas Business College

- Instituto Comercial se PR Jr Col
- Inst Tecnico C
- Inst Tecnico Comercial PR
- Inter Amer. U PR Aguadilla Br
- Inter Amer. U PR Arecibo Br
- Inter Amer. U PR Barranquitas Br
- Inter Amer. U PR Bayamon Br
- Inter Amer. U PR Fajardo Br
- Inter Amer. U PR Guayama BR
- Inter Amer. U PR Hato Rey Campus
- Inter Amer. U PR Metro Campus
- Inter Amer. U PR Ponce Br
- Inter Amer U PR Ramy AFB Rb
- Inter Amer. U PR San German Campus
- Municipal Tech Col of San Juan
- Pollitecnica Univ de PR
- Ponce, Universidad de
- Puerto Rico Jr. College
- Ramirez College of Business & Tech.
- Sacred Heart, The University of
- San Juan Tech Community College
- Univ Central de Caribe Medical Center
- Univ of PR Aguadill Reg College
- U of PR Arecibo
- U of PR Carolina Reg College
- U of PR Cayey University College
- U of PR Humacao Univ College
- U of PR La Montana Univ College
- U of PR Mayaguez
- U of PR Medical Scieances
- U of PR Ponce Tech University
- U of PR Reg Colleges Adm
- U of PR Rio Piedras
- World University

Eastern Caroline Islands, Trust Territory of Pacific

- College of the Marshall Islands
- College of Micronesia (Marshall I)
- Micronesia Occupational College

Northern Marianas Islands

- Northern Marianas College

Virgin Islands

- College of the Virgin Islands

## Transcript Exception Request

If you indicate that a transcript is not required, you *MUST* request a transcript exception on the Transcript Exception Request screen. This is the only screen you can use to request a transcript exception. Once you submit your application, you will no longer be able to access this screen. If you need to request a transcript exception after you have submitted your application, please call or e-mail AMCAS staff (202-828-0600 or [amcas@aamc.org](mailto:amcas@aamc.org)).

You must select one of the provided options as your transcript exception reason. These are the only reasons for a transcript exception:

- Canadian CEGEP/Grade 13 Program
- Current or future course work
- Consortium/cross-registration program, if no separate transcript is available from the school where course work was attempted. Only one transcript is required for schools which you attended multiple times, as long all course work appears on the same official transcript.
- Foreign college – study abroad program sponsored by a U.S., U.S. territorial, or Canadian college.
- Foreign college – independent attendance, credits transferred to a U.S. or Canadian institution.
- Foreign college – independent attendance, no credits transferred to a U.S. or Canadian institution.

Transcript exceptions granted in previous years are not valid for the current entering class. You must request an exception with each application submitted.

***If you select one of the options on this page, you must understand that you are requesting a transcript exception, and that exceptions are not granted automatically.***

Carefully research the availability of the transcript before completing this item. If AMCAS denies your exception request, you will be required to produce a transcript or letter from the registrar's office.

Note: If AMCAS reviews your request after a transcript deadline and subsequently denies the request, AMCAS cannot extend your deadline and will not send your application to the school(s) for which deadlines have passed.

If you are unsure about how to answer this question, you may wish to speak with your pre-health professions advisor or AMCAS staff by calling 202-828-0600 or e-mailing [amcas@aamc.org](mailto:amcas@aamc.org). Be sure to include your AAMC ID number in any e-mail correspondence.

***Note: If a school has placed a financial hold on your transcripts, AMCAS will not grant an exception under any circumstances.***

### Credit Transferred

Indicate if credit from the program associated with the transcript exception request was transferred to a U.S. or Canadian Institution by selecting the **Yes** or **No** option. Courses (other than M.D. course work) attempted independently at a foreign institution are not required to be listed if credit has not been transferred to a U.S. or Canadian institution.

### Name of College Where Credits Appear

If you chose **Yes** in the last step, you will also need to select the name of the college on whose transcript your foreign course work is listed. If the school's name does not appear in the drop-down list, return to the Schools Attended section of the application and add it.

## Transcript Request Forms

When requesting that your official transcripts be sent to AMCAS in support of your application, use the **Transcript Request Form** available from the **Main Menu**. AMCAS has difficulty matching applications to official transcripts that are not accompanied by the AMCAS Transcript Request Form.

The ID Number and Name on the AMCAS Transcript Request drop-down menus include the names and identification numbers that you entered in the Biographic section of the application. If this information is incorrect, you may return to the Biographic section at any time to correct or update the information you provided.

Verify and/or modify the School Address to which you will send your AMCAS Transcript Request Form. This address will automatically appear on the form when you print it.

To print a Transcript Request Form, click **Print Transcript Request Form** at the bottom of the AMCAS Transcript Request page. AMCAS will generate the form in letter format.

## Previous Matriculation

You have matriculated as a medical school student if you accepted an offer of admission (and did not withdraw) or you registered for classes, whether or not you actually attended classes.

Answer **Yes** to this question if you have ever matriculated into an allopathic medical degree (M.D.) program at a medical school regardless of country. ***Your matriculation status may not be dependent upon registration, enrollment, or the initiation/completion of course work.*** Check with the medical school if you have any questions regarding your matriculation status. Failure to accurately answer this question will result in an investigation.

If you answer **Yes**, you must use the space provided beneath the question to explain your previous matriculation (including the name of the school you attended) and why you are reapplying to medical school at this time. This space is 1325 characters or approximately one-quarter of a page in length.

## Institutional Action

You must answer **Yes** to this question if you were ever the recipient of any institutional action resulting from unacceptable academic performance or a conduct violation, even if such action did not interrupt your enrollment or require you to withdraw. You must answer **Yes** even if the action does not appear on or has been deleted from your official transcripts due to institutional policy or personal petition.

If you answer **Yes**, you may use the space provided to explain; this space is 1325 characters or approximately one-quarter of a page in length.

***If you are not certain whether or not you have been the subject of an institutional action, contact the registrar, student affairs officer, or other appropriate party at the institution for confirmation of your record.***

Failure to provide accurate information in answering this question or, if applicable, in completing the form provided by the school, will result in an investigation. Medical schools require you to answer this question accurately and provide all relevant information. Medical schools understand that many individuals learn from the past and emerge stronger as a result. Full disclosure will enable the medical schools to more effectively evaluate this information within the context of your credentials.

Applicants who become the subject of an institutional action after certifying and submitting the AMCAS application *must* inform their designated medical school(s) within ten (10) business days of the date of the occurrence.

## Schools Attended Summary

The “Schools Attended Summary” screen displays after you have completed each part of the Schools Attended section. Verify that the information is accurate and complete. If you want to make changes to any of the information, use the links on the right side of the screen. To print the summary page, click **Print** at the bottom of the screen. If all the information is accurate and complete, click **Continue** to proceed to the next section of the application.

## Section Three: Biographic Information

The Biographic Information section allows you to enter basic information regarding name, citizenship, legal residence, languages spoken, ethnicity and race, parent(s) or guardian(s), siblings, and criminal actions. Although not all fields are required, some medical schools request optional information.

### Contact Information

Use the Contact Information screen to enter your preferred and permanent address(es). In addition, you can enter an alternate contact person who will be able to contact you in the event you become unreachable during the application process.

***E-mail is the primary mode of communication between AMCAS, the medical schools, and applicants. Some AMCAS correspondence is sent only by e-mail and will not be sent to you unless you provide an e-mail address. Due to the importance of the admissions process, we recommend that applicants establish a unique e-mail address for receiving application-related messages, checking that e-mail regularly throughout the process.***

### Preferred Address

The preferred address is the address to which any printed AMCAS and medical school correspondence will be sent. If your preferred address changes after you have submitted your application to AMCAS, you will have to enter the new address on your electronic application, then re-certify and resubmit your application to AMCAS with the updated address. Be sure to keep both your e-mail address and your preferred address up-to-date at all times.

### Permanent Address

Your permanent address will be used only in the event that correspondence sent to your preferred address is returned by the postal service. If your permanent address changes after you have submitted your application to AMCAS, you will have to enter the new address, then re-certify and resubmit your application with the updated address.

### Adding a Preferred or Permanent Address

- **U.S. Applicants:**

Select the United States option, then type in your street address and city in the provided fields. Choose your state and county from the designated drop-down lists. Enter your zip code, daytime phone number, and e-mail address. You may also include an evening phone number and fax number.

- **Canadian Applicants:**

Select the Canada option, then type in your street address and city in the provided fields. Choose your province from the designated drop-down list. Enter your postal code, daytime phone number, and e-mail address. You may also include an evening phone number and fax number.

- **Non-U.S. and Non-Canadian Applicants:**

Select the Other option, then choose your country from the drop-down list. Enter your street address, city, daytime phone number, and e-mail address. You may also include an evening phone number and fax number.

### Alternate Contact Person

An alternate contact is an individual who will be able to contact you in the event that you become unreachable at any point during the application process up to the date of matriculation.

***If you do not list an alternate contact person, no personal information about your application can be given to any other party.***

By entering an alternate contact person and completing all required fields, you authorize AMCAS and your designated medical school(s) to release information about your AMCAS processing and/or admissions status to this person. AMCAS and the medical schools, however, are under no obligation to release information to your alternate contact.

## **Citizenship**

If you are a U.S. citizen, click **Yes**.

If you have *any* type of visa or Permanent Resident status, then you are not a U.S. citizen. If you are currently applying for U.S. citizenship, but it has yet not been granted, you are not considered a U.S. citizen.

If you are *not* a U.S. citizen, click **No**. Select your country of citizenship and the type of visa you currently hold from the designated drop-down lists. If you do not currently hold a visa or have Permanent Resident status, select "None" from the drop-down list. If your visa type does not appear in the Visa Type drop-down list, select "Other" from the list and enter a visa description in the space provided.

Do not select Permanent Resident unless you currently possess a valid Alien Registration Receipt Card (Green Card). If you are currently applying for an Alien Registration Receipt Card, but it has yet not been granted, do not select Permanent Resident.

***Citizenship status cannot be changed after submitting your application.***

## **Legal Residence**

Select the state in which you are a legal resident. If your state is not listed, select "Unknown USA" from the list. Applicants who qualify for residency in more than one state may declare only one of those states as their legal residence on application materials. After selecting a state, select your county from the drop-down list. If your county is not listed, select "<state name> Unknown County" from the drop-down list.

If you need to change your legal residence after you have submitted your application, send an email to [AMCASExceptions@aamc.org](mailto:AMCASExceptions@aamc.org) (this e-mail must come from the primary e-mail address on your application) or a fax (202-828-1120), including the following information:

- Your name
- Your AAMC ID#
- The state and county of legal residence that you listed in the application
- The state and county of legal residence that you would like it changed to
- Your signature (if faxing)

## **Ethnicity and Race**

Some medical schools want to know information about your ethnicity and race. This information is *optional*. After selecting an ethnicity or race(s), additional checkboxes or options may appear below some selections.

## **Languages**

Enter information regarding the language(s) you speak fluently. Select your primary language from the Primary drop-down list, then select additional languages (if any) by checking the appropriate checkboxes.

## **Childhood Information**

All applicants are required to answer questions regarding their childhood. To help you answer these questions, we have defined several of the important terms below.



**Immediate Family:** The Federal Government broadly defines "immediate family" as "spouse, parent, child, sibling, mother- or father-in-law, son- or daughter-in-law, or sister- or brother-in-law, including step and adoptive relationships."

**Underserved:** Based on your own experiences or the experiences of immediate family and friends, you may believe that the area in which you grew up was "underserved" if there was an inadequate number of available health care providers, this may include physicians, nurses, hospitals, clinics, and other health care services.

**State and Federal Assistance Programs:** These programs are specifically defined as "Means-Tested Programs" under which the individual, family, or household income and assets must be below specified thresholds. The sponsoring agencies then provide cash and non-cash assistance to eligible individuals, families, or households. Such programs include welfare benefit programs (federal, state, and local); Aid to Families with Dependent Children (AFDC or ADC); unemployment compensation; General Assistance (GA); food stamps; Supplemental Security Income (SSI); Medicaid; housing assistance; or other federal, state, or local financial assistance programs.

After completing this section, you will then be asked if you wish to be considered a disadvantaged applicant by your designated medical schools. Click **Yes** to be considered a disadvantaged applicant. You will be given an additional 1325 characters to explain why you believe you should be considered a disadvantaged applicant.

## Dependents

Enter the number of people who are financially dependent on you. *Do not include yourself.*

## Parents and Guardians

Enter information regarding your parent(s)/guardian(s). Click the **Yes** button to add a parent or guardian.

- Enter the first and last name of a parent/guardian in the designated box.
- Indicate whether this parent/guardian is living.
- Select this person's occupation from the designated drop-down list.
- Select the highest level of education completed (e.g., High School Graduate, Bachelors Degree, Masters Degree, etc.) from the designated drop-down list.
- Indicate the country in which the highest level of education was completed.
- The subsequent highest education level school information items are dependent on what you have selected from the Highest Education Level drop-down list.

### **If you have selected High School or less as the highest education level and this school is located in the U.S.:**

- Select the state, county, and school from the designated drop-down lists. Enter the city in which this school is located.
- If the state appears but the county does not, select "<state name> Unknown County" from the county drop-down list.
- If the state and county appear, but the school name does not, select "US Not Coded" from the school drop-down list.

### **If you have selected "High School Graduate" or less as the highest education level and this school is located in Canada:**

- Select the province in which this school is located from the designated drop-down list, then select the school and enter the city in which it is located.

- Indicate the country of Legal Residence of the person you are referring to.

**If you have selected "Some College" or higher as the highest education level and this school is located in the U.S. or Canada:**

- Select the state/province and school from the designated drop-down lists. Enter the city in which this school is located.

**For all selections if the school is located in a country other than the U.S. or Canada:**

- Select the country and school from the designated drop-down lists, then enter the city in which it is located.
- Indicate the country of Legal Residence of the person you are referring to.

To enter another parent or guardian, click **Add Another Parent/Guardian**. Once you have entered all parent(s)/guardian(s), click **Done** at the bottom of the page.

## Siblings

Some medical schools want to know information about your brothers or sisters, if you have any. Enter the age and sex of each sibling. To add more than one sibling, click **Add Another Sibling**. Once you have entered all siblings, click **Done** to continue to the next page.

## Felony

*You must inform the Admissions Office of each medical school to which you apply if you are convicted of, or plead guilty or no contest to, a felony crime after the date of your submission of this application and prior to your medical school matriculation. Your communication to each medical school must be in writing, and must occur within ten (10) business days of the occurrence of the criminal charge or conviction. If you are unsure if you need to include a previous incident, contact the jurisdiction of occurrence for clarification of the charge.*

Below you will find state-specific notifications that these states mandate for inclusion alongside our question. These state-specific mandates are included here by regulatory mandate and may repeat information included elsewhere in this document.

### Illinois Residents

Applicants are not obligated to disclose sealed or expunged records of conviction or arrests.

### Oregon Residents

Do not provide information concerning a juvenile record that has been expunged.

## Misdemeanor

*You must inform the Admissions Office of each medical school to which you apply if you are convicted of, or plead guilty or no contest to, a misdemeanor crime after the date of your submission of this application and prior to your medical school matriculation. Your communication to each medical school must be in writing, and must occur within ten (10) business days of the occurrence of the criminal charge or conviction. If you are unsure if you need to include a previous incident, contact the jurisdiction of occurrence for clarification of the charge.*

Below you will find state-specific notifications that these states mandate for inclusion alongside our question. These state-specific mandates are included here by regulatory mandate and may repeat information included elsewhere in this document.

### **California Residents**

Please do not provide any information concerning a misdemeanor or infraction marijuana conviction that occurred more than two (2) years from today's date and specifically HS11357(b) or (c), HS11360(b), HS11364, HS11365, or HS11550 as they related to marijuana before January 1, 1976 and their statutory predecessors.

### **Illinois Residents**

Applicants are not obligated to disclose sealed or expunged records of conviction or arrests.

### **Oregon Residents**

Do not provide information concerning a juvenile record that has been expunged.

### **Applicants to Schools in Massachusetts:**

Because Massachusetts educational institutions are prohibited from requesting information from you concerning certain misdemeanor crimes, your response to the above question will not be provided to medical schools in Massachusetts.

Note: Medical schools in Massachusetts typically collect misdemeanor information via their secondary or supplemental applications. In addition, the AAMC recommends that all medical schools conduct a criminal background check on applicants at the time of acceptance.

### **Military Discharge**

Indicate your military discharge status by clicking **Yes** or **No** in response to the question on this page.

### **Biographic Information Summary**

The Biographic Information Summary screen displays after you have completed each part of the Biographic Information section. Verify that the information is accurate and complete. If you want to make changes to any of the information, use the links on the right. To print the summary page, click **Print** at the bottom of the screen. If all the information is accurate and complete, click **Continue** to proceed to the next section of the application.

## Section Four: Course Work

Use the Course Work section of the application to enter all of the courses you took at each school.

Note: The system requires that you first complete the Identifying Information and Schools Attended sections as well as prepare the Transcript Request Form before accessing the Course Work section of the application.

It is important to request a personal copy of your official transcript(s) to use as a reference while entering your course work. Obtaining a copy of your transcript prior to completing this section helps ensure that your data is complete and accurate. Omitting course work, grades, credits, or supplying incorrect grades may affect your AMCAS GPA and delay processing of your application, which could result in missed deadlines.

When entering course work, you must include information and corresponding grades for every course in which you have ever enrolled at any U.S., U.S. Territorial, or Canadian post-secondary institution, regardless of whether credit was earned.

This includes, but is not limited to:

- Courses from which you withdrew.
- Courses for which you received a grade of "Incomplete" and for which no final grade has been assigned.
- All attempts at courses that have been repeated, which includes any courses removed from your transcript or GPA as a result of academic bankruptcy or institutional forgiveness policies.
- Courses that you failed, regardless of whether they have been repeated.
- Courses in which you are currently enrolled or expect to enroll in prior to entering medical school.
- Remedial/developmental courses.
- College-level courses you took while in high school even if they were not counted toward a degree by any college.
- Courses taken at an American college overseas.
- Courses removed from your transcripts or GPA as a result of academic bankruptcy, forgiveness, or similar institutional policies.

Note: Red asterisks (\*) appear next to those fields the system requires. Although an asterisk does not appear next to Transcript Grade and Credit Hours, you *must* complete these fields if the information appears on your official transcript.

### Course Work Details

Enter courses in chronological order exactly as they appear on the official transcript of the school where they were originally attempted. This is especially important to remember if the credit for a course was transferred from one U.S. or Canadian school to another.

For example, say you primarily attended the University of Maryland and took "Intro to Pottery" at your local community college over the summer. You would list the community college in the "Schools Attended" section of the application (and request a transcript for it) and add "Intro to Pottery" as a course you took at the community college. You would *not* list the course under the University of Maryland, even if the credits were transferred there.

### Academic Year and Term

These fields show the academic year and term during which you took the course. The AMCAS year begins with summer and ends with spring. Courses taken in the summer should be entered with the next academic year, even if your institution considers them in the previous year. For example, if you took a course in the first summer session of 2009, you should enter it as 2009–2010 academic year, even if your school considers it in the 2008–2009 academic year.

### Year in School

The guidelines below will help you determine your Year in School for AMCAS. Note that AMCAS is not responsible for any delays in processing and/or incorrect GPA calculations that might result from incorrect Year in School assignments. If the Year in School selected greatly exceeds the ranges specified below, AMCAS may reassign statuses.

Each undergraduate status should consist of approximately 27-35 semester hours. Applicants with undergraduate, *full-time, continuous* enrollment at an institution should usually change their Year in School after every 2 semesters, 3-4 quarters, or 2-3 trimesters.

Applicants who have been enrolled part-time, or who have had interrupted attendance, should use these ranges to determine their appropriate status for each term:

<b>High School (HS)</b>	College-level course work taken while in high school
<b>Freshman (FR)</b>	0-32 semester hours
<b>Sophomore (SO)</b>	31-64 semester hours
<b>Junior (JR)</b>	61-96 semester hours
<b>Senior (SR)</b>	91 or more semester hours

The following rules will help you determine the appropriate AMCAS Year in School for all of your course work (including foreign course work):

- Do not assign more than one status to an academic term.
- Assign High School (HS) status to college-level courses taken while you were in high school, regardless of the physical location of the college-level course. This does not include AP, Exempt, or CLEP credit.
- Assign Freshman (FR) status to Advanced Placement, Exempt, or CLEP credit awarded when you first entered college.
- Once your undergraduate Year in School (FR, SO, JR, SR) has advanced (e.g., FR to SO), do not assign the previous status (e.g., FR) to course work completed after this point.
- Junior/Community College courses (e.g., associate degree course work) should usually be listed as FR or SO if you took them before you attended a four-year institution. For attendance longer than two years at the same school refer back to the Year in School section.
- Courses for a Bachelor's degree earned in three years should be assigned statuses of Freshman (FR), Sophomore (SO), and Senior (SR).
- Courses for a Bachelor's degree earned in more than four years should be assigned statuses of Freshman (FR), Sophomore (SO), Junior (JR), Senior (SR), Senior (SR), etc.

- Assign Post Baccalaureate (PB) status to any undergraduate level course work you enrolled in:
  - After receipt of your initial BA/BS degree.
  - While enrolled in a graduate program, if course work is not applied to a graduate degree.
- Assign Graduate (GR) status to any professional or graduate-level course work that is not applied to an undergraduate degree.
- Do *not* assign Graduate (GR) status to any professional or graduate-level course work applied to an undergraduate degree. Assign the appropriate undergraduate status (FR, SO, JR, SR) for courses of this type.

### Unusual Circumstances

If you have attempted graduate-level course work while formally enrolled in an undergraduate program:

- Credit for the graduate course work is counted toward the undergraduate degree requirements. The graduate level course work should be listed under the appropriate undergraduate status (usually JR or SR) at the time the courses were attempted. This course work should not be listed under the GR status.

If you have attempted undergraduate level course work while formally enrolled in a graduate program:

- If a Bachelor's degree was previously earned, the undergraduate-level course work should be listed under the PB status and not under the GR status. If a Bachelor's degree has not been previously earned, the undergraduate-level course work should be assigned the appropriate undergraduate status (FR, SO, JR, SR).

If you have enrolled simultaneously in an undergraduate and a graduate program (e.g., Bachelors/Masters dual degree):

- The graduate-level course work will count toward a graduate degree. The graduate-level course work should be listed under the graduate status at the time the courses were attempted.

If you have enrolled in a dual degree program and the graduate-level course work will count towards both the graduate and undergraduate degrees:

- The graduate-level course work should be listed under both the appropriate undergraduate and graduate academic statuses.

If you have enrolled in a professional degree program (Nursing, Pharmacy, Veterinary Medicine, etc.) leading to a Bachelor's degree:

- FR, SO, JR, and SR statuses should be assigned.

If you have enrolled in a professional degree program (Law, Medicine, Dentistry, Veterinary Science, etc.) leading to a doctorate degree prior to receiving a bachelor's degree:

- Refer to your transcript or contact the school to confirm course level. In many cases, GR status may be assigned to professional-level course work leading to a doctorate degree, even if an undergraduate degree has not been earned.

### Course Number and Course Name

Enter the exact course name in English and the exact course number in the designated fields. If the exact course name does not fit, enter a logical abbreviation. This information is critical for AMCAS to verify each course on the official transcript and for the medical school(s) to evaluate

your application. Course numbers should include all letters and numbers associated with the course, i.e., BIO 101. If a course number does not fit in the space provided, include the *last* eight digits rather than the first ones. Decimal points, if part of the course number on your official transcript, should be included when entering the course number.

Enter designations for all of your lab course work exactly as they appear on the official transcript. If the lab credit is included with the lecture course credit, append the phrase "and Lab" to the exact course title as it appears on the official transcript. For example, if "General Chemistry II" appears on the official transcript and lab credit is included with the lecture course credit, enter "General Chemistry II and Lab" and indicate "Yes" in response to the question, "Did this course include a lab section?" AMCAS is not responsible for any processing delays or missed deadlines resulting from incorrect listings of course names and numbers.

### Course Classification

***Each course must be assigned a course classification based strictly on the primary content of the course.***

The course classifications on the following page are bolded and are titled as they appear in the course classification drop-down list. The items beneath each bolded heading are examples of courses for which you should select that bolded course classification. You are responsible for selecting the correct course classification, but AMCAS reserves the right to change classifications if the assigned classification clearly does not apply. AMCAS is not responsible for any processing delays or incorrect GPA calculations resulting from incorrect course classifications. In the event that an applicant is unable to comfortably classify a course, AMCAS suggests that the applicant refer to the description of the course on the school's website.

Course classifications, in addition to describing the courses you enter, are used in the calculation of your AMCAS GPAs. On the list of examples provided on the next page, classifications that are followed by "BCPM" indicate that these courses will be calculated in your BCPM GPA, which is comprised of Biology, Chemistry, Physics, and Mathematics courses. Classifications that are not followed by "BCPM" indicate courses that will be calculated in your AO (All Other) GPA.

***Applications are not returned for incorrect course classifications.***

### Transcript Grade

Enter the grade, symbol, or notation exactly as it appears on the official transcript from the institution where you attempted the course. ***If a grade appears on your transcript or you have earned a grade, you must enter it in the application, even though the field does not have a red asterisk.***

If no grade is on the transcript, no grade entry is required unless the course has been subsequently repeated or removed due to academic bankruptcy or similar institutional policies. ***For the initial attempt of a repeated course, or for courses removed due to academic bankruptcy or similar institutional policies, the transcript grade should be the original grade earned before the course was repeated, regardless of whether or not it appears on the official transcript or GPA. Failure to enter original grade received for repeated courses can lead to returned applications, missed deadlines, and forfeited fees.***

AMCAS will automatically convert most standard undergraduate transcript grades to AMCAS grades based on conversions provided by the institutions. The AMCAS grade provides the medical schools with a standardized comparison for evaluating each applicant's background. You will be able to view AMCAS GPAs on the printed application after verification. If, after the verification process has occurred, you believe an incorrect AMCAS grade has been assigned to a particular course, you may submit an Academic Change Request.

Note: If a transcript contains both numeric and letter grades, please contact the registrar's office of the school for clarification on how it should be listed.

## Biology (BIOL)

- Anatomy
- Biology
- Biophysics
- Biotechnology
- Botany
- Cell Biology
- Ecology
- Entomology
- Genetics
- Histology
- Immunology
- Microbiology
- Molecular Biology
- Neuroscience
- Physiology

## Chemistry (CHEM)

- Biochemistry
- Chemistry
- Physical Chemistry
- Thermodynamics

## Mathematics (MATH)

- Applied Mathematics
- Mathematics
- Statistics

## Physics (PHYS)

- Astronomy
- Physics



## BCPM Courses

## Behavioral & Social Sciences (BESS)

- Anthropology
- Economics
- Family Studies
- Psychology
- Sociology

## Business (BUSI)

- Accounting
- Finance
- Human Resources Studies
- Management
- Organizational Studies
- Marketing

## Communications (COMM)

- Journalism
- Media Production & Studies
- TV, Video & Audio

## Computer Science & Technology (COMP)

- Computer Science
- Computer Engineering
- Information Systems
- Telecommunications

## Education (EDUC)

- Counseling & Personnel Services
- Curriculum & Instruction
- Educational Policy
- Educational Administration
- Health Education
- Human Development
- Physical Education (Except for sports courses.)
- Special Education

## Engineering (ENGI)

- Aerospace Engineering
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Environmental Engineering
- Nuclear Engineering

## English Language & Literature (ENGL)

- Composition & Rhetoric
- Creative Writing
- Literature

## Fine Arts (ARTS)

- Art
- Art History
- Dance
- Fine Arts
- Music
- Photography
- Theatre

## Foreign Languages, Linguistics, & Literature (FLAN)

- American Sign Language
- Comparative Literature
- Foreign Language(s) & Literature
- Linguistics

## Government, Political Science, & Law (GOVT)

- Criminology & Criminal Justice
- Government
- International Relations & Studies
- Law/Legal Studies
- Political Science
- Public Affairs & Policy
- Urban Policy & Planning

## Health Sciences (HEAL)

- Allied Health
- Chiropractic
- Dentistry
- Hearing & Speech Studies
- Hospital Administration
- Kinesiology
- Occupational Therapy
- Optometry
- Osteopathy
- Physical Therapy
- Physician Assistant
- Public Health
- Pharmacology & Pharmacy
- Sports Medicine
- Veterinary Medicine

## History (HIST)

- History

## Natural & Physical Sciences (NPSC)

- Agriculture
- Animal & Avian Sciences
- Forestry
- Geography
- Geology
- Horticulture
- Landscape Architecture
- Meteorology
- Natural Resources
- Oceanography
- Environmental Science & Policy

## Other (OTHR)

(All courses that do not fit appropriately in another classification.)

- Architecture
- Interdisciplinary courses
- Library Science
- Military Science
- Sports (tennis, golf, aerobics, etc.)

## Philosophy & Religion (PHIL)

- Ethics
- Logic
- Philosophy
- Religion
- Theology

## Special Studies (SSTU)

- Afro-American Studies
- American Studies
- Gender Studies



### Credit Hours

Your AMCAS application will automatically convert most undergraduate credit hours (also known as units, hours, etc.) to either semester hours or supplemental hours based on conversions provided by the institutions.

**Indicate your credit hours or units EXACTLY as they appear on your transcript even though the field does not have a red asterisk (\*). Do not attempt to enter conversions based on the Grade Conversion Guide or any other conversion method.**

If no hours appear on the official transcript, leave this item blank unless these credits have been removed as a result of failure, repeat, academic bankruptcy, forgiveness, or similar institutional policy, in which case grades and credits should be entered as they originally appeared.

Keep in mind:

- Most Canadian schools grant three (3) semester hours for a half-year course and six (6) semester hours for a full-year course.
- Courses with labs may be assigned different credits than other standard courses at the institution.

### Special Course Types

AMCAS has special designations for some courses. If applicable, assign one or more special course types by checking the corresponding checkbox.

- **Advanced Placement (AP)**

To claim AP credit, the credit hours must be listed on your transcript. AP courses should be entered under the term in which the college credit was initially granted. If no term is designated include with freshman course work (FR). Include AP credit courses only once (by selecting Advanced Placement as the Special Course Type), even though AP credit for the same subject may have been awarded by more than one institution. AP courses can be assigned under the institution awarding the most credit, but cannot be listed under all the institutions that may have awarded credit. If AP credits appear in one block on the transcript, distribute the credit equally among the AP exams taken.

For example, University of Southern California awards 9 credits for 3 AP exams. On the official transcript this credit appears as 9 credits for AP exams, with no indication of what each exam was. On the AMCAS application, enter each exam as an individual course and distribute the credit appropriately (3 credits per exam), not to exceed the total amount of credits earned.

If the transcript from the college awarding AP credit does not list actual course names, enter the subject area for which credit has been earned (e.g., AP Credit: English) as the Course Name.

If the following course types appear on your official transcript, they should be indicated as AP on the AMCAS application even if they are not technically Advanced Placement.

- ACE/ACT
- Bypass Credit
- CEEB
- Credit by Exam
- Departmental Exam
- Equivalency Exam
- Experimental Learning
- French Baccalaureate
- Life Experience

- Placement Exam
- Prior Learning
- Proficiency Exam
- Retroactive Credit
- Special Credit
- Test Out
- Validation Credit

- **Audit**

Audit refers to any course you attended without attempting to earn credit, either formally or informally. If you officially registered for the course, it is usually listed on the transcript with a special symbol or notation. No credit hours or AMCAS grade will be assigned.

- **CLEP**

You can earn CLEP credit by passing an examination offered by the College Level Examination Program (CLEP) or through USAFI/DANTES. To claim credit in the CLEP category, the credit hours must be listed on your transcript.

You can list your CLEP credit only once, even though credit may have been awarded by more than one institution. This transferred credit can be credited to the institution granting the most CLEP credit, but cannot be credited to all the schools that may have accepted the credit.

- **Current/Future**

Use this Special Course Type designation for any courses you are currently taking or expect to take before entering medical school. Listing these courses is especially important if you have not yet completed medical school prerequisites. No AMCAS grade will be assigned.

These entries are not binding or required, but are intended to give the medical schools an indication of what courses you expect to complete before matriculation. Current/Future courses do not have to appear on a transcript to be entered in Course Work. AMCAS will not add, remove, or modify Current/Future courses after the application is submitted. If this information changes, please contact the medical school(s) directly.

If current/future grades are entered on the application, but not listed on the official transcript at the time of verification, they will not be included in the AMCAS GPAs. Conversely, if grades are not entered by the applicant, but at the time of verification appear on the official transcript on file at AMCAS, they will be included in the AMCAS GPAs.

- **Deferred Grade**

Deferred Grade should be selected for any single course that officially takes more than one term to complete before the final grade and credit hours are awarded (e.g., research, thesis, and dissertation credits). Deferred Grade course work is not the same as Repeat, Incomplete, or sequential levels of a subject (e.g., Spanish I, Spanish II, etc.) with final grades awarded at each level.

If a final grade has not been awarded, make a separate entry for each academic term:

- Use Deferred Grade for each entry for which there is no final grade. No AMCAS grade will be assigned.
- Do not use the Deferred Grade type for the entry that includes the final grade.

- **Exempt**

Use Exempt to indicate courses that were completed, but were not awarded credit hours. No credit hours or AMCAS grade will be assigned. Exempt courses may include any course that you were not required to complete because you had:

- Previously completed courses,
- Employment experience, or
- Passed a departmental exam.

***Do not assign Exempt to courses for which credit was awarded. If the institution has granted credits, use AP or CLEP.***

- **Honors**

Any course attempted through an honors program or section.

- **Incomplete**

A course is considered Incomplete if the work required for it was not completed within the appropriate time limit. If the Incomplete is unresolved, no AMCAS grade will be assigned; however, if the Incomplete is resolved, an AMCAS grade will be assigned. Select Incomplete even if:

- A grade has been ultimately assigned, or
- There is no notation indicating Incomplete on the official transcript.

Many schools will assign an "IF" or "F" grade if the course work is not completed within a given time limit. If attempted credit hours are listed on the official transcript or can be determined by AMCAS, this "F" will be included in your AMCAS GPAs.

- **International Baccalaureate (IB)**

To claim IB credit, the credit hours must be listed on your transcript. Include IB credit courses only once (indicating IB under Special Course Types), even though IB credit for the same subject may have been awarded by more than one institution. IB courses can be assigned under the institution awarding the most credit, but cannot be listed under all the institutions that may have awarded credit. IB credit should be entered under the first term in which the college credit was initially granted. If no term is designated, include with freshman (FR) course work.

If the transcript from the college awarding IB credit does not list actual course names, enter the subject area for which credit has been earned (e.g., IB Credit: English) as the Course Name.

- **Military Credit**

Any course attempted for which you received credit from the United States Military. This course type should only appear for courses in which a non-alpha grade was received (i.e., Pass/Fail grades or credit awarded).

- **No Record**

Assign to any course for which no final grade is available because of an administrative problem or delay at the school. No AMCAS grade will be assigned.

- **Pass/Fail**

Pass/Fail courses are those that are attempted under a Pass/Fail system that allows no more than two (2) passing grades and one (1) failing grade (e.g., Credit/No Credit, Pass/Fail, Satisfactory/Unsatisfactory, High Pass/Pass/Fail, etc.).

Pass/Fail courses attempted under a Pass/Fail system that allows three (3) or more passing grades (e.g. High Pass/Pass/Low Pass/Fail) will be treated as a regular Pass/Fail course unless your school provides alpha letter grade conversion (e.g., A, B, C, etc.).

- **Repeat**

This selection applies to any course attempted more than once, unless the final grade initially received was Withdrawal or Incomplete.

- A course entry must be made for each completed attempt of a repeated course, even if any mention of enrollment in the course has been removed from the transcript.
- In order to comply with the needs of the medical schools, AMCAS includes all attempts of repeated courses in GPA calculations, even if they are not included in the school's GPA calculations.
- Do not select Repeat for courses designed to be repeated (e.g., Independent Study, Thesis, Chorus, etc). Also see **Deferred Grade**.
- ***If your school has an academic forgiveness policy and subsequently replaces the original grade received with a special transcript symbol, the original grade must be entered on your AMCAS application, regardless of whether it appears on the official transcript. If the original grade is not entered AMCAS will return your application to you to enter the original grade, which may cause you to miss application deadlines and forfeit fees.***
- If you do not list all of your attempts in a given course, AMCAS may initiate an investigation.

- **Withdrawal**

A Withdrawal includes any course from which you *officially* withdrew, regardless of whether you were passing or failing at the time. Such courses usually appear on the transcript as a "W" or equivalent symbol.

- A course entry must be made even if the withdrawn course does not appear on the transcript.
- A course entry should *not* be made if the course was dropped within the normal drop/add period.
- No credit hours or AMCAS grade will be assigned.

If you withdrew entirely from a school before completing courses for a specific term, you must still list each course for which you were registered that term with Withdrawal as the Special Course Type. If the school does not issue transcripts for students who withdraw entirely, you must request that the registrar's office forward an official letter with an AMCAS Transcript Request Form attached) indicating that no transcript is available because of institutional policies. The Transcript Request Form can be found in the Transcript Requests section of the application.

If you made an unofficial or administrative withdrawal, those courses will be included in AMCAS GPAs if your school included it in their GPA.

## CEGEP/Grade 13 Course Work

Use the following list to determine if you must include your CEGEP (Canadian College d'Enseignement General et Professionel) or Grade 13 courses. AMCAS does not require a transcript from the CEGEP institution.

### Credits Transferred

Courses attempted at a Canadian College d'Enseignement General et Professionel (CEGEP) or through a Canadian Grade 13 Program must be listed if the credit has been transferred to a U.S. or Canadian institution using a credit hour system convertible to semester hours.

- Include the CEGEP/Grade 13 institution and the U.S. or Canadian institution accepting transfer credit in Schools Attended.
- Request a transcript exception for the CEGEP/Grade 13 institution, indicating the U.S. or Canadian institution on whose transcript these transfer credits will appear.
- List the course work under the CEGEP/Grade 13 institution at which it was attempted.
- The College Name/Location for this course work will appear on your AMCAS application as follows:
  - Name/Location of U.S. or Canadian institution
  - Transfer Credit
  - (Name/Location of CEGEP/Grade 13 institution)
- If transfer credits are not assigned to individual courses, subdivide the credit hour total as appropriate to determine the number of credits for each course.
- If the U.S. or Canadian institution awarding transfer credit provides letter grades (e.g., A, B, C, etc.) and credit hours convertible to semester hours for each course (and these conversions are included on the transcript or on an official letter attached to the transcript):
  - Enter all required course data.
  - AMCAS will include this course work in AMCAS GPAs, regardless of institutional policies.
- If the **U.S. institution** awarding transfer credit does *not* provide letter grades other than Pass/Fail:
  - Indicate Pass/Fail as the Special Course Type and provide all other required course data, entering the transcript grade exactly as it appears on the official transcript of the institution awarding transfer credit.
  - AMCAS will not include this course work in AMCAS GPAs; however, AMCAS will include this course work in cumulative Pass/Fail - Pass and Pass/Fail - Fail credit hour totals.
- If the **Canadian institution** awarding transfer credit does *not* provide letter grades other than Pass/Fail:
  - Indicate Advanced Placement as the Special Course Type and provide all other required course data, entering the transcript grade exactly as it appears on your official transcript.
  - AMCAS will not include this course work in AMCAS GPAs; however, AMCAS will include this course work in cumulative Advanced Placement credit hour totals.

### Credits Not Transferred

If CEGEP/Grade 13 course credits have *not* been transferred to a U.S. or Canadian institution, courses are not required to be listed. If you choose to include this course work on your application:

- Include the CEGEP/Grade 13 institution in Schools Attended.

- Request a transcript exception for the CEGEP/Grade 13 institution.
- Provide all required course data except credit hours attempted and grades.

This course work will not be verified by AMCAS and will not be included in your AMCAS GPAs or cumulative credit hour totals.

### **Clock Hours and Continuing Education Units (CEU)**

Official transcripts are required from all U.S., U.S. Territorial, and Canadian post-secondary institutions awarding clock hour or CEU credits. If the institution only provides a certificate of completion, or no official transcript is available, the registrar of the institution must send AMCAS an official letter (with a Transcript Request Form attached) verifying that no official transcript is available. Note: Your application will not be processed without an official transcript or letter.

### **Conversion to Semester Hours Provided by Institution**

If the clock hour or CEU institution provides a conversion to semester hours:

- Include the clock hour or CEU institution in Schools Attended.
- If your official transcript does not clearly indicate the institution's recommended conversion, you must ask the registrar's office to attach a letter of explanation to the official transcript before it is sent to AMCAS.
- Enter all required course data, taking special care to enter the correct number of credit hours attempted.
- AMCAS will verify the course data, and this course work will be included in your AMCAS GPAs.

### **Conversion to Semester Hours Not Provided, Credit Transferred**

If the clock hour or CEU institution provides no conversion to semester or quarter hours and course credits have been transferred to a U.S. or Canadian institution using a credit hour system convertible to semester hours:

- Include the clock hour or CEU institution *and* the U.S. or Canadian institution accepting transfer credit in your list of colleges attended.
- Request the required official transcript (or letter from the registrar's office if no transcript is available).
- List the courses under the clock hour or CEU institution at which they were attempted.
- If transfer credits are not assigned to individual courses, subdivide the credit hour total as appropriate and assign credit hours to each course.
- If the U.S. or Canadian institution awarding transfer credit provides letter grades (e.g., A, B, C, etc.) and credit hours convertible to semester hours for *each* course on their official transcript or on an official letter attached to their official transcript:
  - Enter all required course data.
  - AMCAS will include this course work in AMCAS GPAs, regardless of institutional policies.
- If the U.S. or Canadian institution awarding transfer credit does not provide letter grades other than Pass/Fail:
  - Indicate Pass/Fail as the Special Course Type and provide all other required course data, entering the transcript grade exactly as it appears on your official transcript.

- AMCAS will not include this course work in AMCAS GPAs; however, AMCAS will include this course work in cumulative Pass/Fail - Pass and Pass/Fail - Fail credit hour totals.

### **Conversion to Semester Hours Not Provided, Credit Not Transferred**

If no conversion to semester hours is provided by the clock hour or CEU institution and course credits have not been transferred to a U.S. or Canadian institution, you are not required to list the courses on your application. However, you must:

- Include the clock hour or CEU institution in Schools Attended.
- Have the transcript forwarded to AMCAS. If a transcript is not available, request the required letter from the registrar.

If you include this course work in the Course Work section of your application:

- Provide all required course data except credit hours attempted.
- The course work will not be verified by AMCAS and will not be included in your AMCAS GPAs or cumulative credit hour totals.

### **Courses Taken While in High School**

Many students attempt college-level courses while still in high school for a variety of reasons. These primarily fall into the following categories:

#### **1. AP Prep Courses/Exams**

Unless credit has been granted by a U.S. or Canadian institution or university for an AP prep course or an AP exam, such information should not be listed on the application. If credit has been granted, courses/exams should be listed according to the instructions for AP credit. Do not send high school transcripts or AP test score reports to AMCAS.

#### **2. Other Courses**

Many high school students take other types of college-level courses either independently or through special programs offered by their high school. Courses may be physically taken at the high school or at a college, depending on the program, but should be listed on the application under the name of the college.

You must contact the college involved to determine transcript availability prior to submitting the application. If a transcript from the college is available, it must be forwarded to AMCAS and courses must be listed in the Course Work section of your application. If letter grades and credit hours are listed on the college transcript, these courses will be included in AMCAS GPA calculations, even if they have not been transferred to the primary undergraduate school or used towards a degree. These courses do not require any Special Course Type, unless otherwise appropriate. The Year in School for such courses is “High School.”

If a transcript is not available from the college, do not send high school transcripts to AMCAS. Instead, the registrar's office of the college must forward an official letter, with an AMCAS Transcript Request Form attached, indicating that no transcript is available due to institutional policies. The Transcript Request Form can be found in the Transcript Requests section of the application.

### **Full-Year Courses**

If your school uses a full-year course program, do not divide classes by term or enter Deferred Grade (DG) as the course type. Instead, choose one of the “Full Year” options from the Academic Term drop-down list based on the school's calendar system.

## Life Experience Credit

If a U.S. or Canadian institution has granted "Life Experience" credit (e.g., health or physical education course credits resulting from military service or MOS/s held):

- Include the U.S. or Canadian institution granting the credit in Schools Attended.
- The official transcript from the school granting the credit must list "Life Experience" course credits for the information to be verified by AMCAS.
- Indicate Advanced Placement as the Special Course Type.

## M.D. Courses

- Courses taken in an allopathic medical program (M.D.) at any institution regardless of country must be listed. Include the M.D. institution in Schools Attended.
- Transcripts are required for M.D. course work taken at U.S., U.S. Territorial, and Canadian medical schools, regardless of whether course work was actually completed. If M.D. course work was attempted at a foreign institution, request a transcript exception.
- Enter required course data and transcript grades for course work.
- Courses attempted at a medical school that were not part of an M.D. program should be listed like any other graduate-level course work.

AMCAS will verify transcript grades for M.D. courses attempted at a U.S., U.S. Territorial, or Canadian medical school, but course work will not be included in your AMCAS GPAs or cumulative credit hour totals.

## Foreign Course Work

***Pay very close attention to this section if you participated in a study abroad program or will be including course work attempted anywhere other than at an institution in the U.S. or Canada on your application.***

### American Colleges Overseas

Some schools, although not physically located in the U.S. or Canada, are not considered foreign institutions and transcripts *are* required. Courses should be listed on the AMCAS materials like all other U.S. course work. U.S. institutions with campuses overseas (such as the University of Maryland at Munich) are considered U.S. colleges for which transcripts are required and all course work must be listed.

See the [American Schools Overseas](#) sub-section in **Section Two: Schools Attended** for more information.

### Independent Attendance, Credits Transferred

Courses attempted independently (not through a study abroad program) at a foreign institution must be listed if the credit has been transferred to a U.S. or Canadian institution using a credit hour system convertible to semester hours.

- Include the foreign institution and the U.S. or Canadian institution accepting transfer credit in Schools Attended.
- Request a transcript exception for the foreign institution. Indicate the U.S. or Canadian institution on whose transcript these transfer credits will appear.
- List foreign course work under the foreign institution at which it was attempted.



- If transfer credits are not assigned to individual courses, subdivide the credit hour total as appropriate and assign credit hours to each course.
- If the U.S. or Canadian institution awarding transfer credit provides letter grades (e.g., A, B, C, etc.) *and* credit hours convertible to semester hours for *each* course on their transcript (or on an official letter attached to their transcript):
  - Enter all required course data.
  - AMCAS will include this course work in AMCAS GPAs, regardless of institutional policies.
- If the U.S. or Canadian institution does *not* provide letter grades other than Pass/Fail:
  - Indicate Pass/Fail as the Special Course Type and provide all other required course data, entering the transcript grade exactly as it appears on your official transcript.
  - AMCAS will not include this course work in AMCAS GPAs; however, AMCAS will include this course work in cumulative Pass/Fail - Pass and Pass/Fail - Fail credit hour totals.

### **Independent Attendance, Credits Not Transferred**

Courses (other than M.D. course work) attempted independently at a foreign institution are not required to be listed if credit has *not* been transferred to a U.S. or Canadian institution EXCEPT to meet medical school prerequisites unduplicated by other listed course work.

If you include this course work on your application:

- Include the foreign institution in Schools Attended.
- Request a transcript exception for the foreign institution.
- Do not send foreign transcripts or certificates to AMCAS.
- Provide all required course data except credit hours attempted and grades.

AMCAS does not accept transcripts from international evaluation services.

The course work will not be verified by AMCAS and will not be included in your AMCAS GPAs.

Note: Although foreign transcripts are never required for the primary (AMCAS) application, individual medical schools may request the transcripts to complete secondary applications. You should check with your intended medical schools about their requirements and, if necessary, request foreign transcripts as soon as possible.

### **Institute of European Studies**

If courses have been accepted as transfer credit by a U.S. or Canadian institution, select Pass/Fail as the Special Course Type and enter the transcript grade as recorded on the official transcript of the U.S. or Canadian institution accepting the courses as transfer credit and credit hours.

Letter grades (e.g., A, B, C, etc.) will only be verified and included in AMCAS GPA calculations if such grades appear on the transcript of the U.S. or Canadian institution awarding the transfer credit.

### **International Baccalaureate (IB) Examination**

If credit for the examination has been granted by a U.S. or Canadian institution, enter the exam with International Baccalaureate as the Special Course Type and enter the transcript grade as recorded on the official transcript of the U.S. or Canadian institution accepting the examination as

transfer credit and credit hours. IB credit should be entered under the term in which the college credit was initially granted. If no term is designated include with freshman (FR) course work.

Letter grades (e.g., A, B, C, etc.) will only be verified and included in AMCAS GPA calculations if such grades appear on the transcript of the U.S. or Canadian institution awarding the transfer credit.

French Baccalaureate is not considered an International Baccalaureate examination. Please list French Baccalaureate examinations under the Advanced Placement course type.

### Study Abroad Course Work

Courses attempted through a study abroad program sponsored by a U.S. or Canadian institution must be entered.

- Include the foreign institution and the sponsoring U.S. or Canadian institution in Schools Attended.
- Request a transcript exception for the foreign institution. Indicate the U.S. or Canadian institution on whose transcript credits will appear.
- List study abroad course work under the foreign college at which it was attempted, exactly as it appears *on the sponsoring U.S. or Canadian institution's transcript*. Do not enter the course work twice.
- If the sponsoring U.S. or Canadian institution provides letter grades (e.g., A, B, C, etc.) and credit hours convertible to semester hours for each course on their transcript or on an official letter attached to their transcript:
  - Enter all required course data.
  - AMCAS will include this course work in AMCAS GPAs.
- If the sponsoring U.S. or Canadian institution does *not* provide letter grades other than Pass/Fail:
  - Indicate "Pass/Fail" as the Special Course Type and provide all other required course data, entering the transcript grade exactly as it appears on the official transcript of the U.S. or Canadian sponsoring institution.
  - AMCAS will not include this course work in AMCAS GPAs; however, AMCAS will include this course work in cumulative Pass/Fail - Pass and Pass/Fail - Fail credit hour totals.

AMCAS does *not* accept documentation from the following study abroad programs. Course work taken through one of these programs must be transferred to a U.S. or Canadian college or university to be verified by AMCAS. Please note that this list is not all-inclusive.

- (CIEE) Council on International Educational Exchange
- (CEA) Cultural Experiences Abroad
- (IES) International Education of Students
- (ISA) International Studies Abroad
- (DIS) Danish Institute for Study Abroad program

## Military Credit

See the [Military Education Transcripts](#) sub-section of **Section Two: Schools Attended** to determine if a transcript is available for courses taken at military institutions.

### Transcript Available

If a transcript is available directly from the military school listing individual courses with letter grades (e.g., A, B, C, etc.) and credit hours convertible to semester hours:

- Include the military school in Schools Attended.
- Enter course data as it appears on the transcript.
- AMCAS will include this course work in AMCAS GPAs.

If the transcript does not list individual courses with corresponding grades and semester hours (or course units convertible to semester hours), but the program attaches ACE credit recommendations to the transcript:

- Include the military school in Schools Attended.
- Prepare a Transcript Request Form to be sent to the military school. Handwrite on this request that the transcript should include ACE recommendations so that AMCAS will expect this information and the school will know to send it.
- Enter course data as it appears on the ACE recommendations.

AMCAS will not include this course work in AMCAS GPAs; however, AMCAS will include this course work in cumulative Pass/Fail - Pass and Pass/Fail - Fail credit hour totals.

### AARTS Transcript Available

If a transcript is not available directly from the school, but an AARTS transcript is available:

- Include the military school or program in Schools Attended.
- Include "AARTS" in Schools Attended (Indicate Kansas as the state and Ft. Leavenworth as the city, then select "Other (Not Listed)" for the School Name field and modify it to read "AARTS.").
- Request a transcript exception for the military school and indicate "AARTS" as the name of the institution on whose transcript credits will appear.
- Enter course data as it appears on the AARTS transcript.
- Indicate Military Credit as the Special Course Type.

AMCAS will not include this course work in AMCAS GPAs; however, AMCAS will include this course work in cumulative Pass/Fail-Pass credit hour totals.

Additional information can be found on the AARTS Web site: <http://aarts.army.mil/>.

### SMART Transcript Available

If a transcript is not available directly from the school, but a SMART transcript is available:

- Include the military school or program in Schools Attended.
- Include "SMART" in Schools Attended (Indicate Virginia as the state and Virginia Beach as city, then select "Other (Not Listed)" for the School Name field and modify it to read "SMART.").

- Request a transcript exception for the military school and indicate "SMART" as the name of the institution on whose transcript credits will appear.
- Enter course data as it appears on the SMART transcript.
- Indicate Military Credit as the Special Course Type.

AMCAS will not include this course work in AMCAS GPAs; however, AMCAS will include this course work in cumulative Pass/Fail - Pass credit hour totals.

Additional information can be found on the SMART Web site:

<https://smart.navy.mil/smart/welcome.do>.

### **Transfer Credit Awarded by Another School**

Follow the instructions below if no transcript is available directly from the military school/program and transfer credit was awarded by another institution.

If neither a SMART transcript nor an AARTS transcript is available from the military, but another U.S. or Canadian institution has granted transfer credit for military course work:

- Include the military program and the U.S. or Canadian institution accepting transfer credit in Schools Attended.
- Request a transcript exception for the military school and indicate the name of the U.S. or Canadian institution on whose transcript credits will appear.
- Enter course data as it appears on the official transcript of the school accepting the transfer credit.

If the U.S. or Canadian institution awarding the transfer credit provides letter grades (e.g., A, B, C, etc.) and credit hours convertible to semester hours for each course on their transcript (or an official letter attached to their transcript):

- Enter all required course data.
- AMCAS will verify and include this course work in AMCAS GPAs regardless of institutional policies.

If letter grades and/or credit hours are not listed for each course on the transcript of the school awarding the transfer credit:

- Select Military Credit as the Special Course Type.
- AMCAS will not include this course work in AMCAS GPAs; however, AMCAS will include this course work in cumulative Pass/Fail-Pass credit hour totals.

### **No Transcript Available**

If no transcript, AARTS transcript, or transfer credit to another college is available, you are still encouraged to list military courses on the AMCAS application, particularly if the courses were health-related:

- Include the military school or program in Schools Attended.
- Request a transcript exception for the military program.
- Enter all course data except credit hours.

The course work will *not* be verified by AMCAS and will *not* be included in your AMCAS GPAs.

## Narrative Evaluations

All narrative evaluations received from registrars will be forwarded to your designated schools along with your application. If you have received narrative evaluations for some or all courses in lieu of letter grades (e.g., A, B, C, etc.) at a college:

- Include this institution in Schools Attended.
- Do *not* select Pass/Fail as the Special Course Type even if your transcript reflects a Pass/Fail grade for narrative evaluation course work.
- Enter all required course data.

## USAFI/DANTES Credit

If USAFI/DANTES credit *has* been transferred to a U.S. or Canadian institution:

- Include the U.S. or Canadian institution accepting USAFI/DANTES transfer credit in Schools Attended (Indicate New Jersey as the state, then select "Other (Not Listed)" for the School Name field and modify it to read "USAFI/DANTES.").
- A transcript is *not* required from USAFI/DANTES. Request a transcript exception and indicate the name of the U.S. or Canadian institution on whose transcript these credits will appear.
- Indicate CLEP as the Special Course Type and provide all other required course data.
- If transfer credits are not assigned to individual courses, subdivide the credit hour total as appropriate to determine the number of credits for each course.

If USAFI/DANTES credit *has not* been transferred to a U.S. or Canadian institution:

- Include USAFI/DANTES in Schools Attended (Indicate New Jersey as the state, then select "Other (Not Listed)" for the School Name field and modify it to read "USAFI/DANTES.").
- A transcript *is* required from USAFI/DANTES.
- Indicate CLEP as the Special Course Type and provide all other required course data.

## Course Work Summary

The Course Work Summary screen displays after you have completed each part of the Course Work section. Verify that the information is accurate and complete. If you want to make changes to any of this information, use the links on the right side of the screen. To print the summary page, click **Print** at the bottom of the screen. If all this information is accurate and complete, click **Continue** to proceed to the next section of the application.

## Section Five: Work and Activities

The Work and Activities section of the application is designed to give you the opportunity to include in your application any work experience, extracurricular activities, awards, honors, or publications that you would like to bring to the attention of the medical schools to which you are applying. *A maximum of fifteen (15) experiences may be entered.*

Enter only significant experiences, knowing that medical schools are more interested in quality than quantity. Enter each experience only once. Repeated experiences should also be entered only once. For example, an applicant who makes the Dean's List each term should enter this only once, noting in the description that this occurred multiple times.

***Work and activities will appear on your application in chronological order and cannot be rearranged. Medical schools will be able to sort your activities in any order they choose to view them.***

***This section cannot be edited or updated after the original submission of your application.***

### Experience Type

From the drop-down list, select the Experience Type that best represents the experience you wish to include. Because this is self-identified information, it is up to you to decide which option best suits each particular experience.

### Experience Name

Enter the name of the experience or the title you held during the experience. If this experience has no explicit name, choose a name that you feel best describes the experience.

### Experience Dates

Include the start and end dates for each experience. Some Experience Types, such as Presentations/Posters and Publications, require only one date. For *current experiences* (those in which you are still involved and which do not have a known end date), check "Until Present."

### Average Hours/Week

Enter the number of hours each week that you devoted to this experience.

### Organization Name

Enter the name of the organization through which this experience occurred.

### Country and City

Select the country and state/province, then enter the name of the city in which the organization is located or where most of your time was spent during this experience.

### Contact Information

Indicate a person who the medical schools can contact to verify that this experience occurred. For example, you may enter your supervisor or the individual in charge of a particular program. If the experience was a student-organized group and there is no advisor, you may list a staff member in the Student Affairs/Activities Office who can verify your experience. You are required to provide a phone number and/or email address for this contact person.

### Experience Description

This is your opportunity to describe or summarize each experience. The space allotted for this description is 700 characters.

Note: If you plan to cut and paste your experience description into the application, you should draft your information in plain text, preferably in text-only word processing software, such as Microsoft Notepad. Copying formatted or rich text into the application may result in formatting issues that cannot be edited once your application is submitted.

## Most Meaningful Experiences

You may identify up to three (3) experiences that you consider to be the most meaningful. If you have two or more entries, you will be required to identify at least one (1) as the most meaningful. When you designate an activity as being Most Meaningful, you will be given an additional 1325 characters to explain why. When writing your response, you might want to consider the transformative nature of the experience, the impact you made while engaging in the activity, and the personal growth you experienced as a result of your participation.

You may change which experience(s) you designate Most Meaningful until the initial submission of your application.

Note: If you remove an experience from those that you have designated Most Meaningful, the text you entered in the Experience Summary will be lost.

Note: If you plan to cut and paste your experience description into the application, you should draft your information in plain text, preferably in text-only word processing software, such as Microsoft Notepad. Copying formatted or rich text into the application may result in formatting issues that cannot be edited once your application is submitted.

## Adding Another Work Experience/Activity


If you have already entered one or more experience(s) and wish to enter another, click **Add Another Work Activity**. If you want to make changes to any of this information, use the Edit link next to the corresponding entry. To print this page, click **Print**. If all this information is accurate and complete, click **Done**.

## Work/Activities Summary

The Work/Activities Summary screen displays after you have completed each part of the Work/Activities section. Verify that the information is accurate and complete. If you want to make changes to any of this information, use the links on the right side of the screen. To print the summary page, click **Print** at the bottom of the screen. If all this information is accurate and complete, click **Continue** to proceed to the next section of the application.

## Section Six: Letters of Evaluation

The Letters of Evaluation/Recommendation section of the application is designed to give you the opportunity to indicate who will be writing letters on your behalf. A recommendation letter or letter of evaluation is a letter in which the author assesses the qualities, characteristics, and capabilities of the person being evaluated. Most, but not all, medical schools allow AMCAS to accept and transmit letters of evaluation for their applicants. This service enables medical schools to receive all letters electronically with your AMCAS application and enables authors to send all letters to be considered by schools participating in this service to AMCAS rather than each school individually.

When completing this section, please use the  icon to help answer any questions.

### Definitions

**AAMC ID** – 8-digit identification number assigned to each user of AAMC products and services.

**Letter ID** – unique 7-digit number assigned to each letter entry on your AMCAS application.

**Letter Request Form** – PDF generated for designated letter authors, including the mailing address, applicant's AAMC ID, and the Letter ID associated with that letter entry, as well as information about submitting a letter electronically.

There are several mediums in which a letter author can send your letter to AMCAS. AMCAS will receive letters from AMCAS Letter Writer Application, Interfolio, mail, and VirtualEvals. Applicants are required to have their letters sent to AMCAS through one of the above mediums if the medical school is participating in the service.

Note: Letters of Evaluation are available more quickly to medical schools if they are submitted electronically through the AMCAS Letter Writer Application, Interfolio, or VirtualEvals.

You can have up to ten (10) letters associated with your AMCAS application. This relatively high number is intended to enable you and your letter authors to target specific letters for specific schools if you wish to do so. It is not intended to suggest that any one school wishes to receive ten (10) letters. AMCAS will retain and deliver letters only within a single application year. You cannot make any changes to letter information after you have submitted it.

If your letters are being forwarded by your advising office or career center, please consult with them prior to entering letter information to avoid complications.

Below is a description of the types of letters that can be forwarded to AMCAS on your behalf.

- **Committee Letter:** A letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A committee letter may or may not include additional letters written in support of your application.
- **Letter Packet:** A packet or set of letters assembled and distributed by your institution, often by the institution's career center. A Letter Packet may include a cover sheet from your pre-health committee or advisor; however, in contrast to a Committee Letter, a Letter Packet does not include an evaluative letter from your pre-health committee or advisor.
- **Individual Letter:** An Individual Letter refers to a letter written by, and representing, a single letter author. *If you have already included an individual letter within either a committee letter or a letter packet, you should not add a separate entry for that letter.*

Note:

1 Committee Letter = 1 letter entry

1 Letter Packet = 1 letter entry

1 Individual Letter = 1 letter entry



**Note: If a Committee Letter or Letter Packet for you is being sent to AMCAS, the entire Committee Letter or Letter Packet will be sent to the schools you've designated to receive this letter entry. AMCAS will not remove a letter from your packet once it has been received. Therefore, if you wish to send a letter specifically to one medical school, you should enter this as an individual letter and have it sent separately from the packet.**

## Creating Letter Entries

Follow the steps below to add letter entries:

1. Choose the type of letter being forwarded to AMCAS (Committee Letter, Letter Packet, or Individual Letter).
2. Choose whether or not this letter will be sent from someone at a school.
3. Enter a Letter Title (optional). The Letter Title will help you identify a particular entry if you come back to this section later.
4. Enter primary author/contact information.
5. If you have entered a Letter Packet, you will be prompted to enter additional authors included in the packet. This is optional.
6. Print the Letter Request Form. This form must accompany all letters sent by U.S. mail. If your letters are being sent electronically through the AMCAS Letter Writer Application, VirtualEvals, or Interfolio, your AAMC ID and the Letter ID number must be included in the electronic transmission in order for the letters to be matched properly to your application.
7. Read and certify your understanding of the letters policy for participating medical schools.
8. Click **Continue**.

## Assigning Letters of Evaluation to Medical Schools

Once you have added your medical schools (and have verified that they participate in the AMCAS Letters program by checking for the **LOE** button), you may designate specific letters to be received by individual medical schools. When you are adding medical schools, you will be prompted to add letters of evaluation. If you have already entered letters, you will see a list of your letter entries. Select the letters that you would like to be delivered to this school.

If you have already added the medical schools, but have not designated letters or would like to designate additional letters:

1. Go to the Medical Schools section of the application and click the Edit link next to the school you to which you wish to assign letters.
2. Scroll to the bottom of the page and click **Continue**.
3. Select the letter(s) you would like to assign to that school.
4. **If you have previously submitted your application, go to the Main Menu and click Submit Application in order to save your changes. This will not cause processing delays or additional fees.**

## Other/Unmatched Letters Received

If the Letter ID number(s) listed in the application are different from the number provided to the letter author, AMCAS will be unable to match them. You will be notified by e-mail that a letter of evaluation has been received but not yet added to the application. The letter will be marked as "other letter received" in your application; however, you will need log in to match the "other letter received" to the letter information entered.

To match a letter of evaluation that has already been entered into the system, follow the directions below:

1. Log in to your application and go to the Letters of Evaluation section.
2. Click **Add This Letter**.
3. To match to an existing letter entry, find the letter entry from the list and click **Match**.
4. If the match is correct, click **OK**.

To match a letter of evaluation that has not been entered into the system, follow the directions below:

1. Log in to your application and go to the Letter of Evaluation section.
2. Click **Add This Letter**.
3. Click **Continue** on the next page.
4. You will now need to create the new letter entry. See **Creating Letter Entries** for more information.
5. If the match is correct, click **OK**.

## Delivery Methods for Authors/Primary Contacts

*In all cases, you must provide the letter author(s) with your AAMC ID and AMCAS Letter ID numbers to ensure that your letters are matched correctly to your application.*

- **AMCAS Letter Writer Application:** This application enables letter authors to upload PDF versions of a letter(s) securely to AMCAS rather than send letters in the mail. Your letter author will be required to register (if not previously registered) and will need your AAMC ID and AMCAS Letter ID in order to upload your letter(s). These numbers are found on the Letter Request Form.
- **Interfolio:** AMCAS can receive letters sent to Interfolio if you are an Interfolio user or your institution uses Interfolio to deliver letters of evaluation. Authors should add the appropriate AAMC ID and AMCAS Letter ID in their Interfolio account, as these IDs must accompany your letter in order for your letter to be matched with your application. Specific instructions are provided below.
- **Mail:** Make sure your letter author has a copy of the AMCAS Letter Request form, which includes your AAMC ID and AMCAS Letter ID. The author of your letter should include this form when sending your letter in order to guarantee that your letter is correctly matched to your application.
- **VirtualEvals (VE):** VE is a letter service available to members of the National Association of Advisors for the Health Professions (NAAHP). If your advisor is a VE user, and you have arranged to have your letters transmitted through your advising office or career center, provide your AAMC ID and AMCAS Letter ID to your advisor, as these IDs must accompany your letter in order for your letter to be matched with your application. Specific instructions are provided below.

### If Interfolio will be used to submit letters:

Enter each letter entry in the AMCAS application before you have them delivered via Interfolio to AMCAS.

#### Individual Letter:

1. Enter each individual letter separately in the AMCAS application.
2. Create a new delivery in Interfolio.
3. In Interfolio select "AMCAS" as your designation.
4. Select the corresponding individual letter(s).

5. Enter the AAMC ID and the AMCAS Letter ID found on the Letter Request Form for each individual letter.
6. Complete the delivery.

Letter Packet or Committee Letter:

1. Enter the letter once in the AMCAS application.
2. Create a new delivery in Interfolio.
3. In Interfolio select "AMCAS" as your designation.
4. Select the corresponding letter(s) that belongs to the Letter Packet or Committee Letter.
5. Enter the AAMC ID and the AMCAS Letter ID found on the Letter Request Form for each letter.

Note: If the letter(s) are compiled in Interfolio to make one Letter Packet or Committee Letter, you should enter the same AMCAS Letter ID for all letters that belong in that Letter Packet or Committee Letter.

6. Complete the delivery.

**If VirtualEvals (VE) will be used to submit letters:**

1. Appropriately enter your VE packet only once in the AMCAS application (as either a Letter Packet or Committee Letter).
2. Enter your advisor or someone else who your advisor designates as the "Primary Author/Contact."
3. For Letter Packets Only: Enter the author(s) of the other letters in the packet as "Additional Authors" (optional).
4. Provide your advisor with the AMCAS Letter ID, which is found on the Letter Request Form.

**If a Letter is No Longer Being Sent**

1. *If you have already submitted your application* and need to indicate that a letter will no longer be sent, log in to your application and go to the Letters of Evaluation section.
2. Above the letter descriptions will read: "Medical schools need to know if you no longer plan on having specific letters sent to AMCAS. If one or more of your letters listed below is not going to be sent to AMCAS press CONTINUE." Click **Continue**.

You may also click the Details link next to the letter entry you would like to mark as not being sent. Once inside the Details section you will read: "Medical schools need to know if you no longer plan on having specific letters sent to AMCAS. If one or more of your letters listed below is not going to be sent to AMCAS click here." Click the link.

3. Check the box next to the letter(s) that will not be sent to AMCAS. Be sure to select the correct Author and Letter ID combination from your application, then click **Continue**.
4. You must acknowledge that you have read and understand the following: "If AMCAS receives this letter at any time during this application cycle, AMCAS will forward it to the medical school(s) that I have selected to receive this letter." Click **OK** to proceed, then click **Continue**.
5. To save these changes on your AMCAS application you must resubmit your application. *Changes will not be saved if you do not resubmit*. Resubmitting your application for this purpose will not cause processing delays or additional fees.
6. The last column of the letter entry will now read "No longer sending."

## Status of Letters

You can check the status of any of your letters in the Letters of Evaluation section or by selecting the Details link in the Account Info box on the **Main Menu**. You will also receive an e-mail notification each time a letter of evaluation is added to your AMCAS application.

## Notes

- You can continue to add/assign letters after the initial submission of your application but you cannot edit or delete existing information after your initial submission.
- Once a letter is received by AMCAS it cannot be deleted or edited by any party. Any letters that follow an original letter with the same AMCAS Letter ID will be appended to the original letter and sent to all medical schools that the letter is designated to.
- Under no circumstances will AMCAS provide applicants access to letters of evaluation.
- Most medical schools require that letters of evaluation come on official letterhead and are signed by the author(s).
- Applicants must comply with the letter deadline(s) of each medical school.
- Please consult your pre-health advisor with questions or concerns regarding your specific letters of evaluation.

## Section Seven: Medical Schools

Applicants should review the most recent edition of the Medical School Admissions Requirements (MSAR) and consult with a pre-professional health advisor for guidance in choosing a school.

**Note: AMCAS will not issue refunds for applicants who do not meet admission requirements of a medical school, including state residency requirements.**

Review your medical school designations carefully. Once you have submitted your application to AMCAS you cannot remove or substitute schools on your designation list under any circumstances.

Applicants should consider not only the requirements of each school as compared to the applicant's credentials, citizenship, and legal residence restrictions, but also the potential cost of application (including AMCAS service fees, secondary school application fees, costs associated with interviewing, acceptance deposits, etc.) prior to designating any school.

Many medical schools only consider applications from U.S. citizens; some medical schools only accept applications from applicants who reside in certain states. Some schools may consider non-residents only under the Early Decision Program.

*AMCAS does not evaluate residency eligibility or citizenship status.* Questions regarding eligibility and application restrictions should be directed to the medical school admissions committee of the specific medical school. Refer to the most recent edition of the Medical School Admission Requirements (MSAR) for further information. It is the applicant's responsibility to determine eligibility before designating a school.

To designate additional schools once you have submitted your application to AMCAS, go to the Medical Schools section of the application, select the additional schools you wish to designate, and re-certify and resubmit your application to AMCAS. You must re-certify and resubmit your application with the additional designated schools by the stated deadlines of the schools you wish to add. Deadlines may differ for different program types. There is a fee for electing to apply to additional medical schools.

### Selecting the Medical School(s) that Will Receive Your Application

In the AMCAS application, you can filter medical schools by state, deadline, and program type by making a selection from one (or more) of the drop-down lists. You may also select the medical school directly from the School drop-down list.

Once you have made a selection, information on the medical school's participation in other services (e.g., AMCAS Letter Writer and Criminal Background Check Service) will appear. This additional information will update each time you select a medical school from the list.

### Previous Application to a Medical School

If you have a processed AMCAS application from a previous application year, you are considered a re-applicant to those medical schools, regardless of whether a secondary application was completed.

If you add a school to which you have previously applied (either through AMCAS, another application service, or directly to the school), you must indicate this in your application when you designate the school in your current application.

**Failure to acknowledge previous application activity will result in an investigation.**

### Medical School Program Types

When you are adding a medical school, the options listed next to Program are available at the medical school you selected. You cannot designate multiple programs for a single medical school in the AMCAS application. Applicants who wish to apply to multiple programs at a single school should contact the medical school directly for recommendations on how to select a Program.

Certain programs require that you obtain permission from the medical school prior to submitting an application to the program. In addition, a number of these programs may be restricted so that you are precluded from applying to other medical schools. Not all types of programs are available at all medical schools. See below for an explanation of each type of program.

- **Regular M.D.**

Regular M.D. refers to an M.D. program at the selected school.

- **Combined Medical Degree/Graduate**

Designating this program type notifies the M.D. program at this school that you are interested in applying to one of their Medical Degree/Combined Graduate programs, either alone or in combination with the Regular M.D. program. Upon making this selection, you will also be asked to indicate the specific combined program(s) in which you are interested.

**Note: Designating this program type is not the same as applying to this program and may require an additional application. Contact the medical school directly for additional information.**

- **Combined Bachelors/Medical Degree**

You may not designate this program type unless this medical school has advised you to do so. Selecting this program type without permission may result in:

- Missed deadlines for program types to which you can apply.
- Loss of application fees paid for this program type.

*If you have not obtained prior permission from the medical school to designate this program type, do not select this program type.*

- **Combined Medical Degree/Ph.D.**

Designating this program type notifies the M.D. program at this school that you are interested in applying to one of their Combined Medical Degree/Ph.D. programs, either alone or in combination with the Regular M.D. Program. Upon making this selection, you will also be asked to indicate the specific combined program(s) in which you are interested.

**Note: Designating this program type is not the same as applying to this program and may require an additional application. Contact the medical school directly for additional information.**

This type of program requires you to complete two additional essays in the Essay section. You will not be able to submit your application until you have written those essays.

- **Deferred/Delayed Matriculation**

You will need prior permission from the medical school if you were admitted and granted a deferral to a medical school in a previous application year.

- **Other Special Program (OSP)**

An OSP is typically a special program of study offered by a medical school. OSPs tend to vary greatly from one institution to another, so applicants should refer to the MSAR or the medical school's website for detailed information about programs offered at the institution. This program option is made available to medical schools to use in the event that they have a program in addition to the "standard" program options. (Standard options are: Regular M.D.; Early Decision; Early Assurance; M.D./Ph.D.; M.D./Grad; and B.A./M.D.)

If you do not see the program you want to select, either the deadline has passed or the program requires pre-approval. For a comprehensive list of program deadlines, please visit the AMCAS deadline website (<https://www.aamc.org/students/applying/amcas/deadlines/>). If the program deadline has not passed, contact the medical school to determine whether or not you are eligible for pre-approval. Although a medical school can require pre-approval for any program, programs that typically require pre-approval include:

- Early Assurance
- B.A./M.D.
- Other Special Program (OSP)

### Early Decision Program (EDP)

The Early Decision Program (EDP) allows applicants to secure an acceptance from one EDP-participating medical school by October 1, while allowing sufficient time to apply to other schools if not accepted. EDP applicants agree:

- *Not* to apply through the EDP if they have already submitted an initial or secondary application (AMCAS or non-AMCAS) to a U.S. allopathic medical school for an M.D. degree program for the current entering class.
- To apply to only one medical school (AMCAS or non-AMCAS) through the Early Decision Program.
- *Not* to submit additional applications (AMCAS or non-AMCAS) until:
  - Receipt of an EDP rejection, or
  - Receipt of a formal release from the EDP commitment, or
  - The October 1 notification deadline passes. Contact your EDP school if you have not been notified of your status by October 1.
- To attend the school if offered an EDP acceptance.

All EDP applicants accepted by a medical school must adhere to the tenets of the program. This includes, but is not limited to, applicants accepted to the current entering class, delayed matriculants from a previous entering class, and all other applicants who are required by the medical school to submit an EDP application to the current entering class. Under these circumstances, application to other schools is prohibited. *Any violation of these conditions will result in an investigation.*

Medical schools agree to notify EDP applicants of admission decisions by October 1 and to defer applicants to the regular applicant pool if appropriate.

#### EDP Deadlines:

- AMCAS: August 1 (application and official transcripts).
- Non-AMCAS: contact the medical school admissions office or refer to the Medical School Admission Requirements (MSAR).

If your application is received by the stated deadline, but any of your transcripts are late, your application will be placed in the regular applicant pool. Any supplemental application materials must be received at your EDP school by the deadline they set.

### Medical Schools Summary

The Medical Schools Summary screen displays after you have completed the Medical Schools section. If you want to make changes to any of the information, use the Edit link next to the corresponding school. To print this page, click **Print**. If all the information is accurate and complete, click **Done**.

## Section Eight: Essay(s)

Every applicant is required to submit a Personal Comments essay. Applicants who apply to an M.D./Ph.D. program must complete two additional essays: the M.D./Ph.D. Essay and the Significant Research Experience Essay.

***Once the application is submitted this information cannot be changed.***

### Personal Comments Essay

Use the Personal Comments essay as an opportunity to distinguish yourself from other applicants. Some questions you may want to consider while writing this essay are:

- Why have you selected the field of medicine?
- What motivates you to learn more about medicine?
- What do you want medical schools to know about you that hasn't been disclosed in other sections of the application?

In addition, you may wish to include information such as:

- Special hardships, challenges, or obstacles that may have influenced your educational pursuits.
- Commentary on significant fluctuations in your academic record that are not explained elsewhere in your application.

Consider and write your Personal Comments carefully; many admissions committees place significant weight on this section. To avoid formatting issues, we recommend typing your essay directly into the AMCAS application rather than cutting and pasting your essay from other software. Please keep the following in mind:

- Proofread carefully! No changes (including grammatical or typographical errors) may be made after your application is submitted to AMCAS.
- You cannot run a spell check in the AMCAS application.
- Applicants who plan to cut and paste their essays into the application should draft their essays in a plain text format, preferably in text-only word processing software, such as Microsoft Notepad. Copying formatted text into the application may result in formatting issues that cannot be edited after your application is submitted.
- Applicants should enter all text responses into the application as they would like the medical schools to see them, avoiding use of all capital or all lower case letters. Medical schools have indicated that they prefer to receive applications that follow normal writing practices regarding case.
- This essay cannot be added to or changed after your application is submitted to AMCAS.
- Plagiarism or misrepresentations will prompt an investigation.
- It is not necessary to repeat information reported elsewhere on your application.
- This essay will be sent to all of the medical schools to which you have applied.
- The space for this essay is 5300 characters, or approximately one page. You will receive an error message if you exceed the space available.
- The formatting of this section does not allow indentation; therefore extra spaces can be included between paragraphs. Spaces are counted as characters.

### M.D./Ph.D. Essay

If you are applying to an M.D./Ph.D. program(s), you are required to provide two (2) additional essays. Use the M.D./Ph.D. essay to state your reasons for pursuing the combined M.D./Ph.D. degree. Your responses will only be forwarded to your designated M.D./Ph.D. program(s). This essay is limited to 3,000 characters.



### **Significant Research Experience Essay**

In addition to the M.D./Ph.D. essay, you are also required to provide an essay that describes your significant research experiences. In your statement, please specify your research supervisor's name and affiliation, the duration of the experience, the nature of the problem studied, and your contributions to the project. This essay is limited to 10,000 characters.

If your research resulted in a publication on which you were an author, please provide the full citation in the Work/Activities section of your application.

### **Essay(s) Summary**

The Essay(s) Summary screen displays after you have completed the section. If you want to make changes to any of the information, use the Edit link. We encourage you to print this section and edit carefully prior to submitting your application. When all of the information is accurate and complete, click **Done**.

## Section Nine: Standardized Tests

If you are an applicant to a special program, such as an M.D./Ph.D. or an M.B.A./M.D., schools may require other test scores. Examples of other tests include the GMAT, LSAT, MAT, or GRE.

### MCAT Scores

Include only the MCAT exams you have taken or are scheduled to take at the time you certify and submit your AMCAS application. Do not include exams that you voided at the time of the exam. Most medical schools require that MCAT scores are no more than three (3) years old. Consult the schools to which you are applying to ensure you meet their requirements.

MCAT scores earned in 2003 and later will be automatically released to AMCAS if you do not void your scores at the time of the exam. Once you release your scores, you cannot “unrelease” them; they will be included in all future AMCAS applications.

### MCAT exams taken prior to 2003

Applicants who wish to release MCAT scores earned between 1991 and 2003 and have not yet done so may release the scores online at the following site:  
[www.aamc.org/students/mcat/sendscores](http://www.aamc.org/students/mcat/sendscores).

To release scores earned before 1991, please complete the MCAT Testing History Report Request Form available at: [www.aamc.org/students/mcat/sendscores/thxapplication.pdf](http://www.aamc.org/students/mcat/sendscores/thxapplication.pdf).

### Other Tests

Applicants who wish to include non-MCAT test scores in their application may do so by clicking **Yes** in the Other Tests section. Examples of other tests are the GMAT, LSAT, or GRE.

If a test you have taken has multiple sections (e.g. GRE-Math and GRE-Psych), treat each section as a separate test by entering each section individually. AMCAS does not verify test scores other than the MCAT. Your designated medical schools may require additional information and official score reports; do not send score reports to AMCAS.

### Standardized Tests Summary

The Standardized Tests Summary screen displays after you have completed each part of the Standardized Tests section. Verify that the information is accurate and complete. If you want to make changes to any of this information, use the links on the right side of the screen. To print the summary page, click **Print** at the bottom of the screen. If all the information is accurate and complete, click **Continue** to proceed.

## Certification and Submission

In order to complete and submit your application, you must certify a group of statements, which serves the same purpose as your legal signature and is binding. Once submitted, you can make only limited changes to your application. After making any permitted change, you must re-certify and resubmit your application.

At the time of submission, you must provide payment for any application fees. You can pay online by credit card (Visa or MasterCard only) or check (using TeleCheck). AMCAS will not accept any offline payments, including checks, money orders, or credit card information sent via mail, fax, e-mail, or telephone.

## How the AAMC Facilitates Background Checks

The AAMC (Association of American Medical Colleges) recommends that all U.S. medical schools procure a national background check on applicants after they receive an initial, conditional acceptance to medical school. The rationale for performing criminal background checks on accepted medical school applicants is based on a number of issues, including 1) the need to enhance the safety and well-being of patients and, in so doing, to bolster the public's continuing trust in the medical profession, and 2) to ascertain the ability of accepted applicants to eventually become licensed physicians.

In support of this recommendation, the AAMC has initiated an AMCAS-facilitated National Background Check Service, through which Certiphi Screening, Inc. (a Vertical Screen® Company) will procure a national background report on early decision applicants at the point of acceptance and all other accepted applicants after January 1. In addition, beginning in May of each year, a national background report will be procured for a subset of applicants who are on a participating school's alternate list; medical schools will not receive such reports until the point of acceptance. The AAMC has initiated this service in order to recognize the desire of medical schools to procure appropriate national criminal history reports, and to prevent applicants from paying additional fees at each medical school to which they are accepted.

Participating medical schools may continue to require applicants to undergo a separate national background check process if that is required by their own institutional regulations or by applicable state law. Medical schools not participating in this service may also require applicants to undergo a separate national background check process.

Note that other medical schools you have designated, or may later designate, may opt to participate in the AMCAS-facilitated National Background Check Service at any time.

All of the following criminal history searches will be conducted in order to collect criminal history during the process of a criminal background check.

- **Social Security Number Search:** A search of credit report header data to help confirm the applicant's identifying information such as name, aliases, address(es), Social Security Number, and areas of prior residence.
- **County Criminal Records Searches:** A direct search of county courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification and complete, easy-to-read details.
- **Statewide Criminal Records Search:** A search conducted through statewide criminal records repositories or court systems for any felony or misdemeanor criminal history.
- **Federal Criminal Records Search:** A direct search of federal courthouse records for any felony or misdemeanor criminal history. All records are researched to help ensure positive identification and complete, easy-to-read details.
- **National Criminal Database Search:** This search is an instant, multi-jurisdiction private database search covering more than 194 million criminal records collected from across

the country. All database "hits" are verified directly through the source of information to ensure that records reported are current and up-to-date.

- **National Sexual Offender Database Search:** A search of a national private database which contains sex offender data collected from across the country. All records are researched to help ensure positive identification.
- **U.S. Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities Search:** A search of the U.S. Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE), a database which provides information to the public, health care providers, patients, and others relating to parties excluded from participation in the Medicare, Medicaid, and all Federal health care programs.
- **Search for Dishonorable Discharge from the Armed Forces:** Military records are verified through either telephone interviews with the subject's former commander or by obtaining the applicant's DD-214 form. Verification generally includes subject's name, Service Number, rank, dates of service, awards and decorations, and place of entrance and separation.
- **International Screening:** International criminal records searches are performed where applicable.

## Background Check Process

Upon your initial, conditional acceptance by a participating medical school and after January 1 for all programs (except Early Decision Program accepted applicants, which occurs at the point of acceptance) or upon request by a participating medical school that adds you to its alternate list, Certiphi Screening, Inc. will send an e-mail to the preferred e-mail address you entered in your AMCAS application. This e-mail will provide you with access to a secure, online form through which you will provide basic identifying information and consent for this report to be procured. Your consent will serve for all medical schools and you will not be asked to provide consent upon receiving additional, conditional acceptance offers by other participating medical schools.

Once you have provided consent, Certiphi Screening, Inc. will procure a national background check on you. Once the report is complete, Certiphi Screening, Inc. will send an e-mail to your preferred e-mail address requesting that you review the report prior to its distribution. Upon receiving this e-mail, you will have ten (10) calendar days from the date this e-mail is sent. If you do not review this report, the report will be distributed after this period elapses.

You will be provided with an opportunity to contest the accuracy of the contents of the report within the specified ten (10) calendar day period. Once you have reviewed and released this report, or after the specified ten (10) calendar day period has elapsed, the report procured on you will be made available to the participating medical school(s) that offered an acceptance and/or initiated the request for this report. Reports on Early Decision Program applicants will be made available immediately after you have reviewed and released the report or after the specified ten (10) calendar day period has elapsed.

### Additional Notes:

- If this report has been procured prior to your acceptance by a participating school, the report will not be made available until the AAMC receives notice of your acceptance.
- Upon your initial, conditional acceptance to an additional participating medical school, the report will be made available to the school offering the acceptance after January 1.
- The report procured during this process will not be released to any party other than the medical school(s) requesting this report.
- On the report, history that may include infractions and juvenile records will be displayed to the applicant, but medical schools vary on the content they can and will view.

**Please review the *Felony and Misdemeanor* sections of this manual or Help within the application for further details.**

## State-Specific Notifications Regarding Background Checks

Below you will find state-specific notifications that these states mandate for inclusion in advance of a background search, as well as *A Summary of Your Rights Under the Fair Credit Reporting Act*. Many state-specific mandates indicate that you are required to request in writing a copy of the report procured on you. Note that you will receive a copy of the report without providing a written request.

**Maine Applicants:** Upon request, you will be informed whether or not an investigative consumer report was requested, and if such a report was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from us, within 5 business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any reports.

**New York Applicants:** You have the right, upon written request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report.

**Washington Applicants:** If we request an investigative consumer report, you have the right, upon written request made within a reasonable period of time, to receive from us a complete and accurate disclosure of the nature and scope of the investigation. You have the right to request from the consumer reporting agency a summary of your rights and remedies under state law.

**California Applicants:** If you chose to receive a copy of the consumer report, it will be sent within three (3) days of the employer receiving a copy of the consumer report and you will receive a copy of the investigative consumer report within seven (7) days of the employer's receipt of the report (unless you elected not to get a copy of the report). Certiphi Screening's privacy practices with respect to the preparation and processing of investigative consumer reports may be found at [www.certiphi.com](http://www.certiphi.com) (link at bottom of page entitled, "Legal/Privacy").

**New Jersey Applicants:** You may obtain a security freeze on your credit report to protect your privacy and ensure that credit is not granted in your name without your knowledge. You have a right to place a "security freeze" on your credit report pursuant to New Jersey law. The security freeze will prohibit a consumer reporting agency from releasing any information in your credit report without your express authorization or approval.

1. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. When you place a security freeze on your credit report, within five business days you will be provided a personal identification number or password to use if you choose to remove the freeze on your credit report or to temporarily authorize the release of your credit report for a specific party, parties or period of time after the freeze is in place. To provide that authorization, you must contact the consumer reporting agency and provide all of the following: The unique personal identification number or password provided by the consumer reporting agency;
2. Proper identification to verify your identity; and
3. The proper information regarding the third party or parties who are to receive the credit report or the period of time for which the report shall be available to users of the credit report.

A consumer reporting agency that receives a request from a consumer to lift temporarily a freeze on a credit report shall comply with the request no later than three business days or less, as provided by regulation, after receiving the request. A security freeze does not apply to circumstances in which you have an existing account relationship and a copy of your report is requested by your existing creditor or its agents or affiliates for certain types of account review, collection, fraud control or similar activities.

If you are actively seeking credit, you should understand that the procedures involved in lifting a security freeze may slow your own applications for credit. You should plan ahead and lift a freeze, either completely if you are shopping around, or specifically for a certain creditor, a few days before actually applying for new credit. You have a right to bring a civil action against someone who violates your rights under the credit reporting laws. The action can be brought against a consumer reporting agency or a user of your credit report.

### **A Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)**

Note that this summary, provided by the Federal Government, often refers to an employer, rather than a medical school.

Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days. In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

Type of Business:	Contact:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation ,Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

### Post-Submission Changes

Make certain that you have thoroughly reviewed your application prior to submitting, noting that after the initial submission of your application, you can only make changes to the following sections:

- Required and Alternate IDs.
- Name, including Full Legal Name, Preferred Name, and Alternate Names.
- Contact Information including Permanent and Preferred Mailing Addresses.
- Alternate Contact Information.
- Date of Birth and Sex.
- Letters of Evaluation (only additions of up to 10 letters and notifying AMCAS of a letter no longer being sent).
- Next MCAT testing date.
- Add Medical Schools and change existing Program type (deadlines and restrictions apply).
- Release application information to your pre-health advisor.

***You must re-certify and resubmit your application each time you make a change after initial submission.***

AMCAS processing may take up to six (6) weeks, and begins once all materials (including all official transcripts required in support of your application) are received.



## Certification Statement

In order to complete and submit your application, you must certify the following statement by checking each box and clicking **Agree**.

*"I certify that the information in this application and associated materials is current, complete, and accurate to the best of my knowledge."*

*"I certify that all written passages, such as the personal statement, essays required from M.D./Ph.D. applicants, and descriptions of work/activities, are my own and have not been written, in part or in whole, by a third party. Quotations are permitted if the source is cited."*

*"I have read, understand and agree to comply with AMCAS Instructions, including the provisions noting that I am responsible for monitoring and ensuring the progress of my application process by checking the Main Menu of my application. I understand that I am also responsible for reviewing my application after AMCAS processing is complete."*

*"I understand that I am responsible for knowing and understanding the admissions requirements for each school to which I am applying, and that I am not eligible for a refund of AMCAS fees if I do not meet the admissions requirements of the medical schools."*

*"I understand that I am required to inform the Admissions Office of each medical school to which I apply if I am convicted of, or plead guilty or no contest to, a misdemeanor or felony crime after the date of my original application submission and prior to medical school matriculation. I understand that this communication must be in writing and must occur within ten (10) business days of the occurrence of the criminal charge or conviction."*

*"I understand that I am required to inform the Admissions Office of each medical school to which I apply if I become the subject of an institutional action after the date of original application submission and prior to medical school matriculation. I understand that this communication must be in writing and must occur within ten (10) business days of the occurrence of the institutional action."*

*"I acknowledge and agree that my sole remedy in the event of any errors or omissions relating to the handling or processing of my application is to obtain a refund of my AMCAS application fee; however, I may be eligible for a refund only if I have notified AMCAS of any errors or omissions within ten (10) days of application processing completion."*

*"I understand that AMCAS has my permission to release information, at the request of the medical school(s), to a third party to pre-populate online secondary applications."*

***Your certification of this statement serves the same purpose as your legal signature and is binding.***

## Acceptance of Conditions

You may not change, correct, or update selected parts of the application, as outlined in the AMCAS instruction Manual, after it has been submitted to AMCAS. Click **Print Application** to print a current copy of your application. To accept the conditions, enter your password and then click **Continue**.

## Payment Types

Please select your payment method, and then click **Continue** to go to the payment details page. Applicants have two options for paying application fees:

- Online Credit Card through VeriSign (Visa or MasterCard only)
- Online Check through TeleCheck (There is an additional \$4.00 service fee to pay by Internet check.)

AMCAS will not accept any offline payments, including checks, money orders, or credit card information sent via mail, fax, e-mail, or telephone.

### Pay by Credit Card


The AMCAS application uses VeriSign's secure credit card transaction services.

Please enter your credit card information (Visa or MasterCard only), then click **Continue** to go to the credit card confirmation page.

Review your credit card information, check the Transaction Authorization checkbox to authorize this credit card transaction, and click **Continue** to make your payment.

### Pay by Internet Check

The AMCAS application uses TeleCheck's secure electronic check services.

Please enter your Internet check information, then click **Continue** to go to the confirmation page. Be sure to include your complete Bank (MICR) Numbers (the series of numbers at the bottom of each check, including the check number). Click the  icon if you need help.

Verify the information on the confirmation screen. Check the I Authorize This Transaction checkbox to proceed with this Internet check transaction, then click **Continue**.

### Financial Hold

Your application will be held if you owe the AAMC money for services provided in a prior year or for the current year for any AAMC program. Applications will not be processed until financial holds are resolved, which may result in missed deadlines.

It is the applicant's responsibility to ensure that all required fees have been received by AMCAS. Applicants will receive e-mail notification if their application is being held for financial reasons. If you have any questions, e-mail AMCAS at [amcas@aamc.org](mailto:amcas@aamc.org) or give us a call at 202-828-0600.

## Monitor Application Status

AMCAS will make every attempt to process your application in a timely manner. Applicants are responsible for regularly checking the status of their application from the time they submit their application to AMCAS through the date their application is received by their designated schools. It is important to verify that AMCAS received your application, official transcript(s), and other documentation. It is your responsibility to notify AMCAS if your designated medical schools have not received application material within two (2) to four (4) weeks after AMCAS has completed processing. Until AMCAS has completed processing, do not assume AMCAS has received all required application information and transcripts.

Click the Details link in the Account Info section to review your AMCAS status. Check this page often. It is available 24 hours a day, 7 days a week, except for scheduled maintenance periods.

Please accept our best wishes for your successful application to medical school.

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