

Tips for Successful Completion of the AMCAS® Application

1. Read the AMCAS Instruction Manual and use the Help section of the online application.

This is the best source of information to ensure successful completion of the AMCAS application. The instruction manual provides guidance for many different situations and will clarify the nuances of each section of the application. If you have questions while working on your application, click the Help button in the upper right-hand corner to bring up information that corresponds to the section you are working on.

2. Submitting your application early is good, but submitting error-free is better.

Each year, the AMCAS application opens in early May, and we begin accepting submissions in the beginning of June. Most medical school deadlines occur in the fall, but many applicants choose to submit their AMCAS applications early. The decision of when to submit your AMCAS application is up to you; however, you should weigh multiple factors including the availability of your spring and/or summer grades, medical school deadlines, and whether your designated medical schools use a rolling admission process. Whatever approach you decide to use, remember to give yourself enough time to submit an error-free and complete application.

3. Know the admission requirements and restrictions for your medical schools.

If you are unsure of the admission requirements for a particular medical school, contact the admission office, or refer to the [Medical Schools Admission Requirements](#) guide.

4. Request official transcripts be sent to AMCAS for every institution that you have attended.

Use the Transcript Request Form in the Schools Attended section to ensure AMCAS receives a copy of your official transcript(s). We will use them to verify the coursework you enter into the application. Even if your home institution accepted credit from another institution, AMCAS requires the transcript from the institution where the credit originated. AMCAS also requires all military transcripts.

5. Use a copy of your official transcript when completing the Course Work section.

AMCAS needs to know about every course that you have ever taken, including courses you withdrew from, failed, or repeated (even if your school has a forgiveness policy). Sometimes unofficial transcripts do not reflect this information. Request a copy of your official transcript for yourself and use it to enter your coursework into the AMCAS application.

6. Proofread, Proofread, Proofread! This is especially important in the Essay(s) section.

Although the AMCAS application does not have a spell checker, most internet browsers do, so make sure yours is enabled. Once you submit your application, the essays and experiences cannot be edited, added to, or removed. If you submit with errors and typos, medical schools WILL see them. Use the Print Application feature to double-check all of the data that you have entered into your application. The essays should NOT be medical school-specific.

7. You can make very few updates/edits/changes once you submit your application.

- Basic contact information can be updated.
- Letters of Evaluation (LOE) information can be entered but cannot be edited or deleted.
- You may indicate your next MCAT date.
- Medical schools can be added if their application deadline dates have not passed.
- You may allow your pre-health advisor to have access to your application information.

8. Update your application in order to save any post-submission changes.

If you make changes to your submitted application, make sure to officially update your application by clicking on the “Update Application” button on the Main Menu—if you miss this step your changes will not be saved. Updating your application will not delay processing or result in more fees (unless you added medical schools). Watch the [Post-submission Tutorial](#) for more help.

9. Monitor your application’s progress and read your emails.

AMCAS will keep you up-to-date on the progress of your application (including receipt status of your letters and transcripts) via email and within the application itself. After submitting, log back into your application periodically to monitor its status via the **Details** link on the Main Menu. This is crucial information to be aware of; ignoring notifications or not responding quickly enough can lead to missed deadlines. If you are unsure about what an AMCAS notification means, contact us, and we will be happy to answer your questions.

10. Make sure the contact information that AMCAS has for you is correct and current.

AMCAS and medical schools use the email address provided in your application for important communications. If there are any changes to your contact information, please update your application immediately to ensure that you do not miss any communication. If you’ve already submitted your application, be sure to save your updated contact information by using the Update Application feature—this won’t cause any processing delays.