AAMC

2017 AMCAS
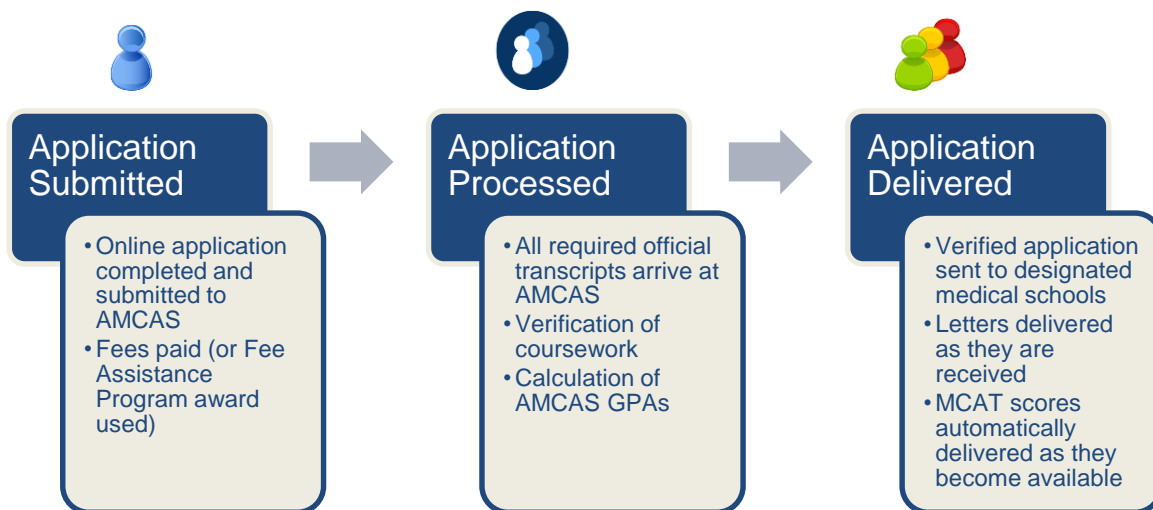# Quick Start Guide

Contents

What is AMCAS?

Welcome to the American Medical College Application Service (AMCAS®). AMCAS is a centralized application processing service that is only available to applicants to the first-year entering classes at participating U.S. medical schools. Advanced standing and transfer applicants should contact medical schools directly for assistance.

You are about to begin the important process of applying to medical school. AMCAS simplifies the process by requiring you to submit only one set of application materials.

AMCAS is not involved in the admission decision-making process. These decisions are made solely by medical schools. Consult the Medical School Admission Requirements website and visit the websites of the medical schools you plan to apply to in order to familiarize yourself with each school's admission requirements.

> **When you certify your application, you signify that you have read this Manual, in addition to all instructions throughout the application.**

How does AMCAS work?

Application Submitted
- Online application completed and submitted to AMCAS
- Fees paid (or Fee Assistance Program award used)

Application Processed
- All required official transcripts arrive at AMCAS
- Verification of coursework
- Calculation of AMCAS GPAs

Application Delivered
- Verified application sent to designated medical schools
- Letters delivered as they are received
- MCAT scores automatically delivered as they become available

Getting Help with Your Application

> **Check the status of your submitted application online. Other than what is available from this system, AMCAS staff does not have additional information on your application's status.**

Online | aamc.org/amcas
Answers to most questions are available on our website: www.aamc.org/amcas. There you will find FAQs, guides, and video tutorials that provide additional instruction.

Social Media | Twitter and YouTube
Follow AMCASinfo on Twitter and YouTube. We post updates and announcements on Twitter and share video tutorials for help filling out your application on YouTube.

Phone | 202-828-0600
Applicant Relations Specialists in the AAMC Services Contact Center are available Monday – Friday from 9 a.m. to 7 p.m. ET. Have your AAMC ID available when you call.

Email | amcas@aamc.org
To ensure a quick response, please include the subject of your inquiry in the subject line and your AAMC ID number in the body of your message.

Before You Begin

AMCAS Submission and Deadlines

Medical schools set the AMCAS application deadlines for each of their programs and determine the date by which transcripts must be received by AMCAS. Be sure to have all of your official transcripts sent to AMCAS in a timely manner to avoid processing delays and missed deadlines. Your AMCAS application may be submitted before or after your official transcripts and letters of evaluation reach AMCAS. However, after you submit your application, your ability to edit it or make changes is very limited. Once your application is submitted **and** all of your official transcripts are received, your application will be ready for verification and will enter the verification queue. Your verified application will include your AMCAS GPAs, which can be found on your printable application. After your application is processed, letters of evaluation that AMCAS receives on your behalf will be distributed to your specified medical schools as they are received.

> **The Early Decision Program deadline for your application and all official transcripts is August 1.**

To meet an AMCAS deadline, your application must be submitted by 11:59 p.m. ET on the deadline date. Official transcripts for regular applicants must be received within 14 calendar days of the application deadline.

You may submit your application **before** your letters of evaluation arrive at AMCAS. Letters are not required to verify your application.

Due to high volume, application materials received during peak periods (June-September) may take longer to process. You may miss deadlines and forfeit fees if your application must be returned to you because of errors that need to be corrected. If AMCAS returns your application, the date you officially recertify and resubmit your application will be used to determine if you have met the application deadline(s) for your designated medical schools. It is critical that you read all instructions and submit all materials in a timely manner.

Application Processing

During our peak season, the AMCAS verification process takes about six (6) weeks. Once you have submitted your application and AMCAS has received all of your required transcript(s), your application will be listed as "Ready for Review." At this stage, your application is in line to be verified. When your application status is "Under Review," AMCAS determines 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 and credit hours for repeated courses,
- failure to list 10 or more courses that appear on an official transcript,
- failure to list 10 or more credits as they appear on your official transcript(s),
- failure to list 10 or more grades as they appear on your official transcript(s), and
- failure to list coursework in chronological order.

You may **not** submit a corrected or changed application unless specifically requested to do so by AMCAS once your application has been submitted.

The standard application processing steps are as follows:

- Acknowledgment of its receipt will be sent to you via email. You may also verify receipt through your application's Main Menu. This acknowledgment does not indicate that your materials are complete or that deadline requirements have been met.

- 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 email notification every 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.

- If any transcripts are discovered to be missing or incomplete during verification, AMCAS will stop verifying your materials and send you an email notifying you of the problem. Omission of any necessary materials will cause processing delays and possibly lead to missed deadlines.

- When your application and all transcripts are on file, AMCAS verifies your entered coursework against your official transcripts.

Verification

AMCAS uses these symbols when verifying your coursework:

Symbol	Meaning
/	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
≠	Coursework not intended to be verified by AMCAS

To see the formulas that AMCAS uses to calculate GPA, see the **Grade Conversion Guide**.

During verification, AMCAS performs a line-by-line comparison of the information you entered in the Course Work section of the application to the information on your official transcript(s). It is a good idea to request a copy of your official transcript(s) for yourself to use while completing the Course Work section so the information you enter is identical to what is listed on your official transcripts. AMCAS also calculates your AMCAS GPAs during verification, which often differ from the GPA shown on your transcripts.

Investigations

The AAMC must ensure high ethical standards for admission to and enrollment in medical schools. Accordingly, if you are an applicant to medical school or a registrant for the MCAT, you 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, you 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.

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) you conclude 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. An investigation may result in delays in processing application materials and/or reporting MCAT scores.

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

Certification Statement

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

> **Be sure to review the AAMC Recommendations for Medical School and MD-Ph.D Candidates.**

☐ 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 MD-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.

☐ AAMC investigates and may report to legitimately interested parties discrepancies in information, attempts to subvert the admission process, and any other irregular matter that occurs in connection with application activities. I understand and agree that the sole and exclusive remedy available to me to appeal or otherwise challenge the AAMC's decision to send an investigation report to legitimately interested parties shall be confidential, binding arbitration through written submissions only to the Washington, D.C. office of the American Arbitration Association under the expedited procedures for commercial matters. I understand that my failure to request in writing arbitration within 30 calendar days of receipt of an investigation report that has been approved by the AAMC for transmittal to interested parties will constitute an absolute bar and waiver of this exclusive remedy. I further

understand that the sole issue for arbitration shall be whether the AAMC acted reasonably and in good faith in making its decision.

☐ I understand that I am responsible for knowing and understanding the admission 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 admission requirements of the medical schools.

☐ I understand that I am required to inform the Admission 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 conviction.

☐ I understand that I am required to inform the Admission 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.

☐ I understand that any medical school in which I enroll may release my relevant student records to the AAMC for inclusion in the AAMC Student Records System (SRS), a secure, centralized enrollment database on the national medical student population. Access to SRS is limited to medical school administrators and select AAMC staff. The student records released to the AAMC may include information about my enrollment status, attendance, degree program, graduation plans, and demographic and contact information. Released student records will not include information about my academic performance, such as coursework grades or test scores. The AAMC uses SRS data for accreditation purposes, data services, outcomes studies, program evaluations, research projects, and other data activities in support of the medical education community and may release the data to a limited number of third parties. All AAMC uses and release of data will be consistent with the AAMC's privacy policies.

☐ I understand that I am required to inform the Office of Admission of each AMCAS-participating medical school to which I apply if I matriculate into any degree-granting program after submission of my application to AMCAS and prior to matriculation at an AMCAS-participating medical school. I understand that this communication must be in writing.

A "degree-granting program" is any educational program that leads to a definitive degree; this does not include programs that lead to a certificate of participation or completion. Examples of degree-granting programs are BA, BS, MA, MS, MD, DO, PhD, JD, DDS, etc.

Registration

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

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 IDs may result in an investigation.

After successfully completing the AAMC registration, the system will prompt you to create a username and password. Your username must be at least six characters. You will also need to select a security challenge question and enter a response. If you need to reset your password, you will be prompted to answer your security challenge question. If you took the MCAT after 1977, AMCAS will locate your MCAT username and you will be prompted for a password. Click **Continue** 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 username and password. In the event that you cannot remember your password, click the "**Can't remember**" link and a temporary password will be sent to the email address provided during registration. Do not create multiple AAMC ID numbers by registering a second time, as this may result in an investigation.

Accessing the Application

You can access the AMCAS application by visiting aamc.org/amcas.

Overview of the Application

The Main Menu screen (pictured below) serves as a central hub for navigating through the application.
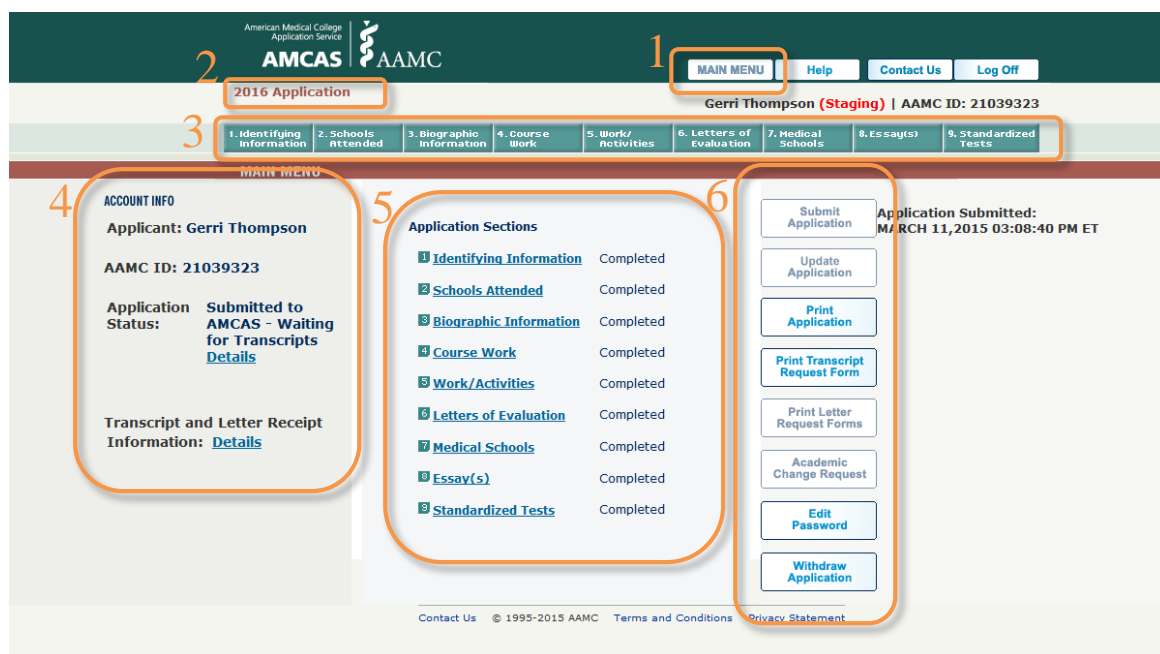
1. Available from any section of the application, these buttons return you to the Main Menu, Help, and Contact Us areas and allows you to Log Off from AMCAS.
2. The left side of this bar displays the current application year. The right side of the bar displays your name and AAMC ID number.
3. Use these buttons to display the various sections of the AMCAS application.
4. The Account Info section displays your name, AAMC ID, and your 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. However, it does not indicate that you have met all the requirements of the application process. For example, the Course Work section will be marked as "Complete" if you have entered data in all the fields marked with a red asterisk (*); however, you may not have entered all required grades and credits for the coursework you have entered. Similarly, sections that are optional prior to application submission such as Letters of Evaluation, may show as "Complete" even if you have not made any letter entries.
6. Use these buttons to submit or update your application; print your application, a transcript request form, or a letter request form; make an academic change request; edit your current password; or withdraw your application. Some buttons are inactive until you have completed the required sections of the application. The Update Application button will only become active after you have made an allowable change to a submitted application.

Schools Attended, Transcripts, and Coursework

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

The Schools Attended section asks 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. 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).

For additional information and instructions related to special circumstance like study abroad, military coursework, and other educational experiences, see the AMCAS Instruction Manual.

High School

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

General Educational Development (GED)
If you received your 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.

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.

Check the appropriate box if you attended a school only for summer school, or if you were involved in a study abroad program through a school that was not affiliated with a foreign school.

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

- If you were enrolled in more than one program (e.g., undergraduate and graduate) at an institution, create a separate entry for each program. Please request separate transcripts for your undergraduate and graduate programs.
- 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 entry, you will delete any coursework that you have 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 you are certain you selected the

correct school, program, and location, *and* 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.

Releasing Information to Advisors

If you wish to authorize AMCAS to release information about your application to the designated advisor(s) at the school(s) you attended, indicate "Yes." The school-designated advisor(s) have met AMCAS-established requirements and are bound by confidentiality. Information transferred includes your personal/demographic information, MCAT scores, GPAs, the names of your letter writers, and your letter of evaluation types, the names of any other schools you have attended, the medical schools to which you have applied and what action those schools have taken, and the status of your application with AMCAS. Additionally, checking this option allows AMCAS staff to discuss your application with the designated advisor(s) at this school.

Transcripts

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

In the Transcript section of the application, you will determine whether AMCAS requires an official transcript from each institution you attended. If AMCAS requires a transcript from your school(s), you can create and print AMCAS Transcript Request Forms to send to the registrar(s). For transcripts that are not required by AMCAS, you will request transcript exceptions.

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

Re-applicants:

You must submit new official transcripts each year you apply.

We also strongly recommend that you request personal copies of your official transcript(s) for your use in completing the Course Work section of your application. Please review each transcript carefully to be certain that:

- All coursework 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 recorded clearly.
- Any list of other institutions attended is correct and complete.

How do I know if AMCAS requires an Official Transcript?
One (1) official transcript is required from **each** U.S., U.S. Territorial, or Canadian post-secondary institution at which you have attempted coursework, regardless of whether credit was earned. This includes but is not limited to:

Some universities issue separate transcripts for undergraduate and graduate coursework.

- 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 the credit was subsequently transferred to and 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 colleges overseas.
- U.S., U.S. Territorial, and Canadian medical schools.

Request an English language transcript whenever possible.

AMCAS does not accept transcripts from international evaluation services, such as World Education Services (WES).

Contact your school's Registrar to determine whether they can send an official PDF eTranscript to AMCAS on your behalf.

Electronic Transcripts
AMCAS only accepts PDF eTranscripts from approved senders who may submit electronic transcripts to AMCAS by means of a secure file transfer. AMCAS will not accept PDF eTranscripts by email or any other way. Remember that AMCAS accepts official paper transcripts from all institutions.

At this time, many schools that have the ability to send eTranscripts are not yet AMCAS-approved senders. **If your college or university has not requested that you provide a Transcript ID, they are not yet an approved sender.** Requesting an electronic transcript from a school that is not yet approved will delay verification of your application, as you will have to submit another request to your registrar for a paper transcript.

If No Official Transcript is 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.

If the 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 your 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.

College-level Courses Taken While in Middle and High School

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

- *Advanced Placement (AP) Prep Courses/Exams*
  Unless credit has been granted by a U.S. or Canadian post-secondary institution for an AP 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.

- *Other Courses*
  Many students take other types of college-level courses either independently or through special programs offered by their school. Courses should be listed on your application under the name of the college regardless of where the course was held.

  Contact the college involved to determine transcript availability prior to completing your AMCAS 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 middle or 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.

Applicants with foreign coursework, study abroad coursework, military coursework, CEGEP/Grade 13 coursework, or USAFI/DANTES credit should consult the full AMCAS Instruction Manual for information and instructions on entering these types of coursework.

AMCAS Instruction Manual | ▶ Study Abroad Tutorial | ▶ Military Coursework

---

Transcript Exception Request

If you indicate that a transcript is not required, you must request a transcript exception. You can only request a transcript exception from the Transcript Exception Request screen. 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 email AMCAS at (202) 828-0600 or amcas@aamc.org.

You must select one of the provided options as your transcript exception reason. These are the only available reasons for a transcript exception:
- Canadian CEGEP/Grade 13 Program
- Current or future coursework
- Consortium/cross-registration program, if no separate transcript is available from the school where coursework was attempted. Only one transcript is required for

schools which you attended multiple times, as long all coursework 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.

<div style="border: 1px dashed; padding: 5px;">

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

</div>

Remember that by selecting an option on this page you are *requesting* a transcript exception; exceptions are not granted automatically.

Carefully research the availability of your transcript(s) 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. 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 advisor or AMCAS staff by calling 202-828-0600 or emailing amcas@aamc.org.

Previous Matriculation

You have "matriculated" as a medical school student if you were officially enrolled and attended classes as a candidate for a medical school degree.

Answer **Yes** to this question if you have ever matriculated into any medical degree program at a medical school regardless of country. 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 to explain your previous matriculation. You should include the name of the school to which you previously matriculated, the degree you sought, and why you are reapplying to medical school at this time. Your response may be up to 1,325 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 by any college or medical school for unacceptable academic performance or 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 or expunged from your official transcripts due to institutional policy or personal petition.

If you answer **Yes,** you must briefly explain each instance, along with the date(s) of occurrence (MM/YYYY). Your response may be up to 1,325 characters or approximately one-quarter of a page in length.

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.

If you become the subject of an institutional action after certifying and submitting the AMCAS application, you **must** inform your designated medical school(s) within 10 business days of the date of the occurrence.

Entering Coursework

Request a personal copy of your official transcript(s) to use as a reference while entering your coursework—to help ensure that your data is complete and accurate. Some information that appears on your official transcript may not be shown on an unofficial transcript. Omitting coursework, 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 coursework, 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:
- 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 removed from your transcripts or GPA as a result of academic bankruptcy, forgiveness, or similar institutional policies.
- Courses from which you withdrew.
- Courses for which you received a grade of "Incomplete" and for which no final grade has been assigned.
- Courses that you failed, regardless of whether they have been repeated.
- Remedial/developmental courses.

- College-level courses you took while in middle or high school even if they were not counted toward a degree by any college.
- Courses taken at an American college overseas.
- Physical Education and Music courses
- MD and Foreign MD Courses (DO courses should be listed under regular coursework)

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.

Coursework 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, suppose 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 an official 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 a 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 2014, you should enter it as 2014–2015 academic year, even if your school considers it in the 2013–2014 academic year.

Year in School

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

Each undergraduate status should consist of approximately 24-35 semester hours. If you are enrolled as a **full-time, continuous** undergraduate at an institution, you should usually change your Year in School after every 2 semesters, 3-4 quarters, or 2-3 trimesters.

If you have been enrolled part-time or have had interrupted attendance, you should use these ranges to determine your appropriate status for each term:

High School (HS)	College-level coursework taken while in high school
Freshman (FR)	0-35 semester hours
Sophomore (SO)	36-65 semester hours
Junior (JR)	66-95 semester hours
Senior (SR)	96+ semester hours

If you have a significant amount of AP or college-level coursework credits prior to entering college, you may list your entire first college year as Freshman (FR) status. In doing so, you will most likely exceed the 0-32 credit hour guideline for freshman year, but your AMCAS GPAs will reflect your "true" first year in college; in these cases AMCAS will not change the academic status. However, if you would rather base your academic statuses based only on credit hours, your application will be accepted and verified as such.

The following rules will help you determine the appropriate AMCAS Year in School for all of your coursework (including foreign coursework):
- Do not assign more than one status to an academic term.
- Assign High School (HS) status to college-level courses taken prior to the high school graduation date you entered in the Schools Attended section, 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, do not assign the previous status, continue to enter your coursework completed from that point.
- Junior/Community College courses (e.g., associate degree coursework) 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 two years should be assigned statuses of Freshman (FR), and Senior (SR).
- 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 coursework you enrolled in:
  - After receipt of your initial BA/BS degree.
  - While enrolled in a graduate program, if coursework is not applied to a graduate degree.

- Assign Graduate (GR) status to any professional or graduate-level coursework that is not applied to an undergraduate degree.

Course Number and Course Name

Enter the exact course name in **English** and the exact course number as they appear on the official transcript 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**. 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 coursework 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 select "Combined Lecture and Lab" in response to the question, "Did this course include a lab section?"

Transcript Grade

Enter the grade, symbol, or notation exactly as it appears on your 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.

If no grade appears on your transcript and you have not received a grade, a grade entry is not required unless the course has been subsequently repeated or removed due to academic bankruptcy or similar institutional policies.

For the initial attempt of a course that has been repeated or removed due to academic bankruptcy or similar institutional policies, enter the original grade earned before the course was repeated, regardless of whether it appears on the official transcript or is included in your GPA. Failure to enter the 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 undergraduate institutions. AMCAS grades provide medical schools with a standardized comparison for evaluating your academic career. You will be able to view your AMCAS GPAs on your printable application after it has been verified. If you believe an AMCAS grade has been incorrectly assigned to a particular course, you may submit an Academic Change Request.

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 undergraduate institutions.

AMCAS is not responsible for any processing delays or missed deadlines resulting from incorrect listings of course names and numbers.

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.

Your AMCAS GPA may not be exactly the same as your GPA(s) on your official transcript(s).

Indicate your credit hours or units **exactly** as they appear on your transcript. Do not attempt to enter conversions based on the Grade Conversion Guide or any other conversion method.

Course Classification

Each course must be assigned a course classification based strictly on the primary content of the course. The course classifications listed on the Course Classification Guide 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. If you disagree with a change AMCAS has made to a courses classification you may submit an Academic Change Request.

AMCAS is not responsible for incorrect GPA calculations resulting from incorrect course classifications. In the event that you are unable to comfortably classify a course, AMCAS suggests that you 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. Classifications that are highlighted in the "BCPM" grouping indicate that these courses will be included when calculating your BCPM GPA, which is comprised of Biology, Chemistry, Physics, and Mathematics courses. Classifications not grouped in "BCPM" indicate courses that will be included when calculating your AO (All Other) GPA.

The department offering the course is typically not a factor in the course classification. For example, a course should be classified as Biology if the primary content is biology, regardless of which department offers the course.

Special Course Types

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

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 these credits with freshman coursework (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. If AP credits appear in one block on the transcript, distribute the credit appropriately among the AP exams taken.

For example, the University of Southern California awarded 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 your AMCAS application, enter each exam as an individual

Applications are not returned for incorrect course classifications.

Do not send high school transcripts or AP test scores to AMCAS.

course and distribute the credits appropriately, do not 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	Experimental Learning	Retroactive Credit
Bypass Credit	French Baccalaureate	Special Credit
CEEB	Life Experience	Test Out
Credit by Exam	Placement Exam	Validation Credit
Departmental Exam	Prior Learning	Lebanese Baccalaureate
Equivalency Exam	Proficiency Exam	

Letters of Evaluation

The Letters of Evaluation section gives you the opportunity to indicate who will be writing letters on your behalf. A letter of evaluation is a letter in which the author assesses your qualities, characteristics, and capabilities. Most medical schools allow AMCAS to accept, collect and transmit letters of evaluation for their applicants. This service enables medical schools to receive all letters electronically with your AMCAS application and enables letter authors to send all letters to AMCAS rather than to each school individually.

You may submit your application **before** your letters of evaluation arrive at AMCAS. Letters are not required to verify your application.

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

Important Terms

- **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 by you in the AMCAS application for your designated letter authors. This form includes your mailing address, AAMC ID, the Letter ID, and information about submitting letters to AMCAS.

Types of Letters

> **Each letter type, regardless of the actual number of letters, is only one letter entry. For example, a Letter Packet containing 4 letters is a single letter entry in the AMCAS application.**

Each *letter type* is considered one letter entry, regardless of the actual number of letters it contains.

- **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. This is sometimes called a Composite Letter.

- **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:** 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, **do not** add a separate entry for that letter.

If a Committee Letter or Letter Packet is 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 split packets or remove a letter from your packet** once it has been received. Therefore, if you wish to send a specific letter to one medical school, you should enter it as an Individual Letter and have it sent separately from the packet.

Adding Letters to Your Application

You can have up to 10 letter entries 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. This allowance does not suggest that any one school wishes to receive 10 letters. If your advising office or career center is forwarding your letters, please consult with the office prior to entering letter information to avoid complications.

AMCAS will retain and deliver letters only within a single application year. You cannot make any changes to letter information after you have submitted your application. If you are a reapplicant, you will need to resubmit letters of evaluation to AMCAS for each application cycle to which you apply.

A letter of evaluation is automatically submitted to the medical schools once your application has been processed, the letter has been marked as "received," and you have assigned the letter to the appropriate school(s) in your AMCAS application.

Information about how letter authors may submit letters to AMCAS is available on the Letter Request Form, which you will create in the Letters of Evaluation section of the application.

Each letter type, regardless of the actual number of letters, is only one letter entry. For example, a Letter Packet containing 4 letters is a single letter entry in the AMCAS application.

Selecting Medical Schools and Program Types

You should review the most recent edition of the Medical School Admission Requirements website and consult with a pre-health advisor for guidance in choosing medical schools.

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

Many medical schools only consider applications from U.S. citizens and 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 medical school admission offices. It is your responsibility to determine your eligibility before designating a school.

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 Letters and Criminal Background Check Service) will appear. This additional information will update each time you select a medical school from the list.

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.

Adding Schools After Submitting your Application
To designate additional schools after you have submitted your application, return to the Medical Schools section of the application, select the additional schools you wish to designate, then return to the Main Menu to re-certify and officially update your application by clicking on the "Update Application" button. You must re-certify and officially update your application with the newly designated schools by those schools' stated deadlines. Deadlines may differ for different program types. There is a fee for electing to apply to additional medical schools. Updating your application will not delay the processing of your application.

Previous Application to a Medical School

If you have a verified AMCAS application from a previous application year that was sent to designated medical schools, you are considered a re-applicant to those medical schools to which you previously applied, regardless of whether you completed a secondary application.

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 current application.

Medical School Program Types

When you are adding a medical school, you must designate which program you are applying to at the selected school. You cannot designate multiple programs for a single medical school in the AMCAS application. If you wish to apply to multiple programs at a single school, you 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. 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 MD**
  Regular MD refers to the standard Medical Degree program at the selected school.

- **Combined Medical Degree-PhD**
  Designating this program type notifies theMD program at this school that you are interested in applying to one of their Combined Medical Degree-PhD programs, either alone or in combination with the Regular MD Program. Upon making this selection, you will also be asked to indicate the specific combined program(s) in which you are interested. This program type requires you to complete two additional essays in the Essay section.

  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 Bachelor's-Medical Degree**
  You may not designate this program type without pre-approval from the medical school to which you are applying.

  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 Medical Degree-Graduate**
  Designating this program type notifies the MD 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 MD program. Upon making this selection, you will also be asked to indicate the specific combined program(s) in which you are interested.

- **Deferred/Delayed Matriculation**
  You will need pre-approval 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 you should refer to the [Medical School Admission Requirements website](#) or the medical school's website for detailed information about programs offered at the institution.

If you do not see the program you want to select, either the deadline has passed, the program requires pre-approval, or the program has a residency requirement. If the program deadline has not passed, contact the medical school to determine whether or not you are eligible to apply.

Early Decision Program (EDP)

The Early Decision Program (EDP) allows you to secure an acceptance from one EDP-participating medical school by October 1, while allowing sufficient time to apply to other schools if you are 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. medical school for an MD degree program for the current entering class.

- To apply to only one medical school (AMCAS or non-AMCAS) through the Early Decision Program.

> **Any violation of these conditions will result in an investigation.**

- **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.

You must adhere to the tenets set forth by a medical school if you are accepted to its Early Decision 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.

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

EDP Deadlines

- August 1: Application submission and official transcripts.

- Any supplemental application materials must be received at your EDP school by the deadline they set.

If your application is received by the stated deadline, but any of your transcripts are late, you may still apply to the medical school's Regular MD program. To do so, change the program type to which you are applying from "Early Decision" to "Regular MD" in the AMCAS application. Once you have made this change, you may also add additional medical schools.

The MCAT Exam and Other Standardized Tests

In this section, you will list your Medical College Admission Test® (MCAT®) scores and other standardized test information required for the programs you are applying to.

MCAT Scores

All MCAT exams that you have taken and received scores for will be automatically released to AMCAS. Before you submit your application, ensure all the MCAT exams you have scored are listed in this section. Please note this does not include any exams you voided at the time of the exam.

If you have not received your score or taken your MCAT exam at the time you submit your application, it is very important you include recently taken or upcoming MCAT test dates in your application. If you do not do this, medical schools will have no other way of knowing they should expect additional MCAT scores from you. Be sure to keep this section up-to-date after you submit your application!

Most medical schools require that MCAT scores are no more than three (3) years old. Consult the schools to which you are applying or the Medical School Admission Requirements website to ensure that you meet their requirements. All MCAT scores earned from 2003 to the present will be automatically released to AMCAS (unless your voided your scores at the time of the exam) and will be included in all of your future AMCAS applications.

Note, AMCAS does not need your scores to verify your application. You may either submit your AMCAS application before or after the release of your MCAT scores.

MCAT exams taken prior to 2003

If you wish to release MCAT scores earned between 1991 and 2003, you do so by selecting the Print Score Report option in the MCAT Score Reporting System. You may then mail or email this report to the institutions you wish to send your scores to. The report includes a Verification Code that the schools will use to confirm your scores.

To release scores earned before 1991, please complete the MCAT Paper Score Report Request Form.

Other Tests

If you are an applicant to a special program, such as an MD-PhD or an MBA-MD, medical schools may require other test scores in addition to your MCAT scores. Examples of other tests include the GMAT, LSAT, MAT, or GRE. If you wish to include non-MCAT test scores in your application, click on Other Tests and select **Yes** to proceed.

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.

Please note AMCAS does not verify scores on tests other than the MCAT exam. While our designated medical schools may require additional information and official score reports, please do not send these score reports to AMCAS.

Post-Submission Changes

Thoroughly review your application prior to submitting. After you submit your application, you can only make changes to the following sections:

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

The **Submit Application** button will become inactive after you have submitted your application. A timestamp will appear noting the date and time this submission occurred. A new button—**Update Application**—will appear in the right-hand side of the Main Menu. It will remain inactive until a permitted change is made to the application. Once you have edited a permitted field, the button will become active.

You must click the **Update Application** button and re-certify your application each time you make an allowable change after your initial submission. If you skip this step, your changes will **not** be saved. Updating your application does not affect your processing and will not result in delays.

Withdrawing Your Application

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, log in to the AMCAS application and click **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."

The initial processing fee is non-refundable, but you will receive a refund for each additional school designation 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 you applied to directly. You are not eligible for an AMCAS refund in this case.

AAMC

Additional Resources for Applying to Medical School

AMCAS is a service provided by the AAMC. The AAMC neither endorses nor has any relationship with commercial agencies concerned with admission to medical schools.

Fee Assistance Program

The Fee Assistance Program assists those who, without financial assistance, would be unable to take the MCAT exam or apply to medical schools that use the AMCAS application. For more information on the Fee Assistance Program and to start an application, visit aamc.org/fap.

FIRST

Financial Information, Resources, Services, and Tools (FIRST) provides information on student debt management specifically for medical students. aamc.org/services/first

MCAT

The Medical College Admission Test (MCAT®) is required for applying to medical school. Visit aamc.org/mcat for more information.

Medical School Admission Requirements Website

The Medical School Admission Requirements website is comprehensive resource listing requirements and other pertinent information for each medical school. The Medical School Admission Requirements is updated and published annually. It's available for purchase at aamc.org/msar.

Social Media

For information, tips, and resources from AMCAS and other AAMC services for pre-meds, follow @AAMCPreMed on Twitter and like the AAMC Pre-Med Facebook page.

facebook.com/AAMCpremed   twitter.com/AAMCPreMed

For AMCAS-specific content, like deadline information, announcements, and processing updates, follow @AMCASinfo on Twitter.

twitter.com/AMCASinfo

For AMCAS video tutorials follow the AMCASinfo YouTube channel.

youtube.com/AMCASinfo

For full instructions regarding the AMCAS application, see the AMCAS Instruction Manual.