



American Medical College
Application Service

2018 AMCAS® Applicant Guide



AMCAS® is a program of the
Association of American Medical Colleges

aamc.org/amcas

Association of
American Medical Colleges

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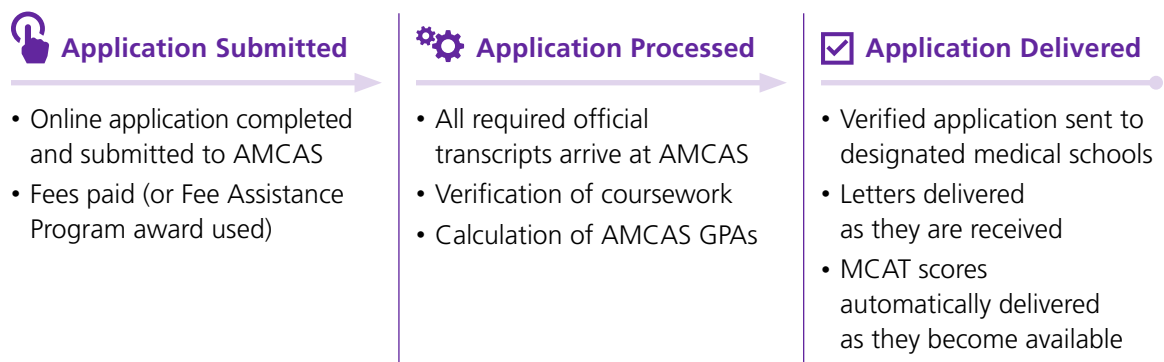
What Is the AMCAS® Program?

Welcome to the American Medical College Application Service® (AMCAS®). The AMCAS Program is a centralized application processing service that is currently available only 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 and exciting process of applying to medical school. AMCAS simplifies the process by requiring you to submit only one set of application materials.

AMCAS is never involved in the admission decision-making process. Admission decisions are made solely by medical schools. The [Medical School Admission Requirements \(MSAR\)](#) is a helpful resource during the application process. In addition, visit the websites of the medical schools you plan to apply to in order to familiarize yourself with each school's admission requirements and process.

How Does the AMCAS Program Work?



Getting Help With Your Application

Online | aamc.org/amcas

Answers to most questions are available on our website: aamc.org/amcas. You will find helpful tools such as FAQs, guides, and video tutorials.

Social Media | Twitter and YouTube

Follow AMCAS on Twitter and YouTube at @amcasinfo. We post updates and announcements on Twitter and provide video tutorials on YouTube to help you fill out your application.

Phone | 202-828-0600

AAMC Services Contact Center (SCC) representatives are available Monday through Friday from 9 a.m. to 7 p.m. ET. Please have your AAMC ID number available when you call.

Email | amcas@aamc.org

To ensure a quick response, please be sure to 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

- Each medical school determines its AMCAS application deadline, as well as the date by which AMCAS must receive transcripts. 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 AMCAS receives your official transcripts and letters of evaluation.** Keep in mind: Once 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 you'll be able to find on your printable application. Letters of evaluation that AMCAS receives on your behalf will be distributed to your designated medical schools as they are received. You may submit your application **before** your letters of evaluation arrive at AMCAS. Letters are not required to verify your application.
- ! — **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. Regular applicants are applicants applying to MD programs, not to MD-PhD programs or to early decision programs.
 - ! — **The Early Decision Program deadline for the application and all official transcripts is August 1.**

Application materials received during peak periods (June through September) may take longer to process because of high volume. You may miss deadlines and forfeit fees if your application is returned because of errors. 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. To avoid delays, it's important that you read all instructions thoroughly and submit all materials in a timely manner.

Application Processing

During peak season, AMCAS verification may take up to six 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 the verification queue. 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, AMCAS will return your application.

- ! — **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)
 - Failure to list coursework in chronological order

Only AMCAS applications that are returned may be corrected or changed. Be sure to review your application carefully before submitting it to AMCAS. You will not be able to update or correct information such as the Coursework section unless AMCAS returns the application to you and specifically requests corrected information.



The standard application process involves the following steps:

- Acknowledgment of application receipt will be sent to you via email. You may also verify receipt through your application's Main Menu. The acknowledgment indicates only that your AMCAS application has been received; it does not indicate that your materials are complete or that you have met the deadline requirements.
- AMCAS determines if all official transcripts have been received. If not, your application is held until all transcripts are received. AMCAS will send an email notification every 10 business days until the transcripts arrive or until all deadlines have passed. You may also check the status of your transcript(s) by checking your application's Main Menu.
- If any transcripts are missing or incomplete during verification, AMCAS stops verifying your materials and sends you an email notification. Omission of any necessary materials causes processing delays and will 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 the following 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 not required
⊗	A course listed on the Academic Record, but the course and/or grade is not reflected on an official transcript; format corrections not required
≠	Coursework not intended to be verified by AMCAS

During verification, AMCAS performs a line-by-line comparison of the information you entered in the Coursework section of the application with the information on your official transcript(s). We recommend that you request a copy of your official transcript(s) to help guide you in completing the Coursework section so the information entered is identical to your official transcripts. AMCAS also calculates your AMCAS GPAs during verification, which often differ from the GPAs shown on your official transcript(s).

Grades and GPA Calculations

The AMCAS GPAs are standardized GPAs that medical schools may use for more fairly comparing applicants' academic records when applicants have attended undergraduate and graduate institutions that use different academic calendars and grading systems. Your AMCAS GPAs are calculated during verification and will be listed on your printable application once AMCAS processing is complete. You will also be able to view your Cumulative Undergraduate GPA and your Graduate GPA.

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

To see the formulas that AMCAS uses to calculate AMCAS GPAs, see the [Grade Conversion Guide](#).

Grades Included in AMCAS GPAs

Any course with credit hours and a letter grade is calculated into the AMCAS GPAs, regardless of whether the credit is counted toward a degree or has been counted toward a school-calculated GPA.

- If you enter grades on your application that are not listed on your official transcript at the time of verification, they will not be included in your AMCAS GPAs. Conversely, if you do not enter grades on your application that appear on your official transcript on file with AMCAS, they will be included in your AMCAS GPA during the verification process.
- Most courses with the AMCAS Course Type listed below are not included in AMCAS GPA calculations. Instead, the total hours for each of these categories are reported to medical schools under the heading Supplemental Hours.
 - Pass/Fail–Pass
 - Pass/Fail–Fail
 - Advanced Placement (AP) Credit
 - College Level Examination Program (CLEP)
 - Other Test Credit
- Any courses with the following Course Type on your official transcript have no value or weight in your AMCAS GPA:

Symbol	Meaning
AU	Audited courses
CC	Courses that you are currently taking or that you expect to take
DG	Multiterm courses (incomplete series)
EX	Exempt courses
NR	Courses for which there is no recorded grade because of school error
W	Courses from which you have officially withdrawn or have dropped

Grades Factored into AMCAS GPA Calculations

- Grades and credit hours are factored into the AMCAS GPA calculations as they were assigned by the school where you took the given course(s). The only exceptions pertain to foreign coursework transferred to a U.S. or Canadian institution and coursework taken through an official study abroad program.
- AMCAS counts all plus (+) and minus (–) grades, even if your school does not. For example, at some schools, a plus or minus counts as 0.3 or 7 (e.g., 3.3 or 3.7 GPA); at other schools, a plus or minus counts as 0.5 (e.g., 3.5 GPA). Please note that AMCAS assigns the same weight (4.0) to grades of A+ and A.
- AMCAS counts all attempts of a repeated course, even if your school does not.
- Depending on how your school considers them, grades of IF (incomplete failure) or unauthorized/unofficial/administrative withdrawal may be treated as F in your AMCAS GPA.

- Grades and credit hours for all failed courses are included in your AMCAS GPAs even if they are not included in the GPA calculations of the transcript-issuing institution.

- Academic Forgiveness Policy:** If your school has an academic forgiveness policy and subsequently replaces the original grade received with a special transcript symbol, the original grade and attempted credits must be entered on your AMCAS application, regardless of whether they appear on your 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.

AMCAS GPA Reports to Medical Schools

- AMCAS GPAs are reported to medical schools for each Academic Status (HS [high school], FR [freshman], SO [sophomore], JR [junior], SR [senior], PB [postbaccalaureate], and GR [graduate]). In addition, two separate GPAs are calculated for coursework listed as BCPM (biology, chemistry, physics, and math) or AO (all other). Postbaccalaureate coursework is included in the Undergraduate Total GPA, as well as in a separate Postbaccalaureate GPA.
- The chart below shows how the information is presented to schools.

Verified Grade Point Averages						
GPA calculations will appear only when your application status is "Processed."						
Status	BCPM		AO		Total	
	GPA	Hours	GPA	Hours	GPA	Hours
High School						
Freshman	3.29	28.00	3.43	7.00	3.32	35.00
Sophomore	3.26	34.00	2.00	7.00	3.04	41.00
Junior						
Senior	3.62	27.00	3.00	3.00	3.60	30.00
Postbaccalaureate Undergraduate						
Cumulative Undergraduate	3.44	89.00	3.33	17.00	3.42	106.00
Graduate						
Supplemental Hours:	P/F–Pass:	P/F–Fail:	A/P: 70.00	CLEP:	Other:	

Deferred/Delayed Matriculants

If you are a deferred/delayed matriculant, log in to AMCAS with the same AAMC log-in credentials that you used for your previous application. You are a delayed matriculant applicant for the entering class if you:

- Submitted an AMCAS application for the previous entering class,
- Received an acceptance,
- Delayed your matriculation with the approval of the medical school granting the acceptance, and
- Were instructed by the medical school to submit your application to the institution as a deferred/delayed matriculant.

Before submitting an application to the next entering class, you need to verify your status as either a restricted or unrestricted, delayed matriculant applicant with the medical school that offered you an acceptance. When you receive the confirmation and instructions from your designated medical school to apply with delayed or deferred matriculation, the school will notify you if you are restricted or unrestricted.

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. In such cases, you will not have to pay an AMCAS processing fee for resubmitting your application to the school granting the deferral. Violations of restricted, delayed matriculation agreements are 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 standard AMCAS processing fee, as well as the appropriate fees for the number of designated schools (minus the fee for the school granting the deferral).

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 may need to 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 those schools directly. Once your application has been processed, you may not un-designate any institutions from the Medical Schools section. You should provide written notice of withdrawal to the medical schools other than to the one that granted you a deferral.
- If the program is unrestricted, you need to ask the medical school granting the deferral to extend your deadline; once your deadline has been extended, you must select the Deferred/Delayed program type for the deferring school in the Medical Schools section of your AMCAS application, and then update your application by clicking the *Resubmit Application* button on the Main Menu.

Monitoring Your Application's Progress

AMCAS makes every effort to process applications in a timely manner. Therefore, you are responsible for:

- Making sure that AMCAS receives your application, official transcripts, and documentation
- Regularly checking the status of your application from the date you submit your application to AMCAS through the date your application is received by your designated school(s)
- Notifying AMCAS if your designated school(s) has not received application materials within two to four weeks from the date that AMCAS completed its processing

Investigations

The AAMC ensures 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 Medical College Admission Test® (MCAT®), you must provide complete, current, and accurate information throughout the examination and admissions processes.

The AAMC investigates any falsification, omission, or discrepancy in application materials and any irregular behavior exhibited during 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, the AAMC will issue a report.

In addition, before 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) the parties cannot reach an agreement on the content and language of the report.

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.

For more information, see the [Policies and Procedures for Investigating Reported Violations of Admission and Enrollment Standards](#).

Certification Statements

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

- 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-PhD 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 Applicant Guide](#), 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 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 admission 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 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.
- 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 made in writing.

Registration

- !** You must register with the AAMC to obtain a username and password before starting the AMCAS application process. **If you previously registered or applied for AAMC programs, including the MCAT exam, SHPEP, or the Fee Assistance Program, use the same AAMC account username and password.**

To register with the AAMC, click the *AMCAS Sign In* button in the top right of [the AMCAS home page](#), then click *Create AAMC Account*. All fields, except those labeled "optional," must be completed. AMCAS is not responsible for delays resulting from inaccurate registration information. Entering false information or creating several AAMC ID numbers may result in an investigation.

After you successfully answer the registration questions, the system will prompt you to create a username and password. Your username must be at least six characters. You'll also need to select and answer three security questions. In case you need to reset your password, you will be prompted to answer your security questions. If you took the MCAT after 1977, AMCAS will locate your MCAT username and will prompt you for a password. Click *Submit* to save the information and complete your AAMC registration. Afterward, you'll receive a confirmation email to verify your account.

To access any component of AMCAS, you must log in with your AAMC username and password. If you cannot remember your log-in credentials, simply click the *Forgot your username?* or *Forgot your password?* link, and you'll be assisted accordingly.

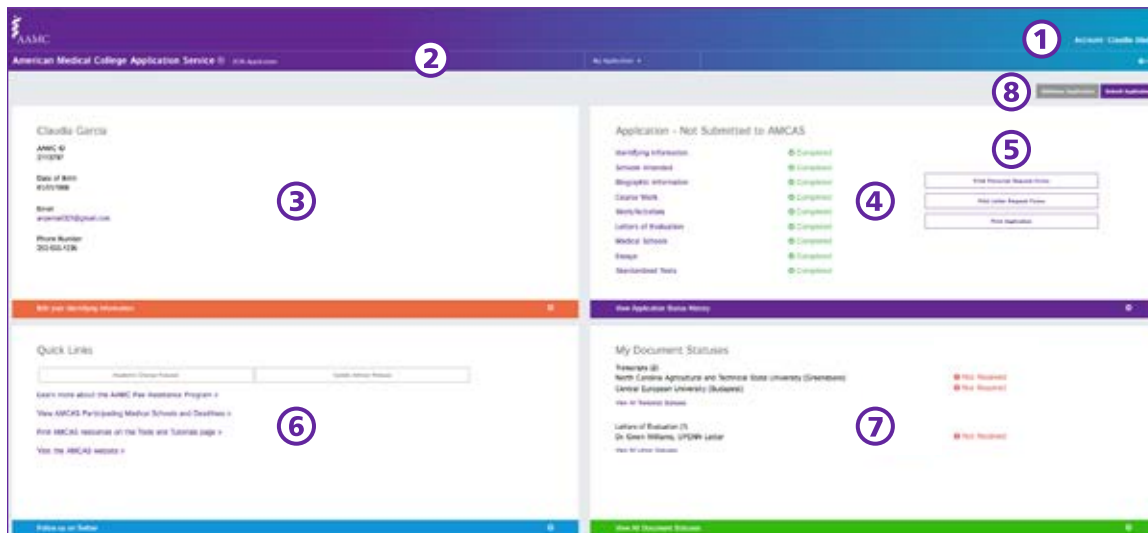
- !** **Do not create several AAMC ID numbers by registering a second time because this action may be flagged as fraudulent and could result in an investigation.**

Accessing the Application

You may access the AMCAS application log-in button by visiting aamc.org/amcas.

Overview of the Application

The Main Menu screen contains four main tiles (pictured below) and is a central hub for navigating through the application.



1. Available from any section of the application, this drop-down button allows you to access your AAMC account and sign out from the AMCAS application.
2. On the left side, this bar identifies the current application year. On the right side, the My Application drop-down menu allows you to select any section of the application.
3. The upper left-hand tile displays your personal information, including your legal name, AAMC ID, and contact information.
4. The upper right-hand tile displays your application status and information, including the section names on the left side, and the status of those respective sections (either Completed or Incomplete). A status of Incomplete indicates that additional information is required. A status of Complete indicates that you have completed all fields required by the system, but it does not indicate that you have met all the requirements of the application process. For example, the Coursework section will be marked 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.
5. In the same tile (no. 4), you'll also be able to generate Transcript Request Forms and Letter Request Forms and print the entire application.
6. The lower left-hand tile contains helpful links for your reference during your application process.
7. The final tile, in the lower right-hand side, displays the status of your transcripts and letters of evaluation.
8. Use the buttons labeled no. 8 to either submit or withdraw your AMCAS application.



Important Notes

- A red asterisk (*) marks required fields throughout the application. Even though optional fields are obviously not required, the information may be helpful to medical school admissions officers and, ultimately, to you. If applicable, provide the optional information.
- Medical schools receive all text entry responses as plain text, which means that formatting options (such as bullets, bold/italic fonts) do not appear for reviewers. Therefore, you should enter text responses in the application exactly as you would like the medical schools to see them (e.g., avoid the use of all uppercase or lowercase text).
- To make sure that you receive emails from the AAMC, we recommend that you add aamc.org as a “safe” domain from which you would like to receive messages. It is your responsibility to ensure that you receive messages from AMCAS and medical schools.
- The AMCAS application times out after 30 minutes of inactivity. A time-out warning will appear to alert you that you have 5 minutes left before the system logs you out of your session. Remember to save your work often!

Identifying Information

The Identifying Information section of the application asks you to enter your legal name, preferred name, and alternate names (any variation of your name not listed in the previous fields), as well as ID numbers that may appear on any of your official transcripts sent to AMCAS. You must also include your birth and sex information in this section.

Legal Name

This field is for your full legal name as it appears on legal, government-issued documents. Nicknames should be entered in the Preferred Name section of the application.

AMCAS will automatically populate the First Name, Middle Name, and Last Name fields based on the information you entered during registration. Both first name and last name are required.

Preferred Name

Any nicknames and/or preferred names should be added in this section.

Alternate Names

Alternate names are any variations of your name, such as a family (maiden) name or a nickname that may appear on any of your official transcripts sent to AMCAS. Completion of this field is optional, but AMCAS strongly encourages you to enter any names that may help us match relevant materials with your application to avoid any possible delays.

ID Numbers

Include any ID numbers that may be helpful in matching your documents to your application, such as the following:

- School-assigned ID numbers
- MCAT or AMCAS IDs assigned before 2002
- Other IDs that may appear on your documents and transcripts

Do not enter your Social Security Number (SSN) or Social Insurance Number (SIN) in the field provided.

Birth and Sex

Enter your birth and sex information in this section. AMCAS will automatically populate these fields with the information entered during registration. In addition, there are two optional questions: one regarding your gender identity and another regarding your preferred pronoun. These questions are intended to provide medical schools with information about the many ways in which an applicant could contribute to institutional diversity.

Schools Attended

The Schools Attended section gathers your high school (from which you graduated) and postsecondary institution information (where you were enrolled for at least one course, even if credits were transferred or no credit was earned). In addition, you need to list any degrees that you earned or expect to earn while attending the school(s), as well as your major(s) and minor(s).

High School

Enter the information for the high school from which you graduated. If you attended more than one high school, you need to include only the school from which you graduated.

U.S. Schools/U.S. Territories and Possessions

Select *United States*, and then select the state and county in which the school is located and the school name from the drop-down list. If necessary, modify the name of the school only if it is not listed. Then, enter the city and your year of graduation in the designated fields.

Canadian Schools

Select *Canada*, and then select the province in which the school is located and the school name from the drop-down list. If necessary, modify the name of the school only if it is not listed. Then, enter the city and your year of graduation in the designated fields.

Non-U.S. and Non-Canadian Schools

Select the appropriate country from the drop-down list. Then, select either the school name from the drop-down list or *Other (not listed)*. If necessary, modify the name of the school only if it is not listed. Then, enter the city and your year of graduation in the designated fields.

Earned Equivalency or General Educational Development (GED)

If you received a high school equivalency diploma or a GED certificate, please list the state and county where the certificate was awarded. In the School field, select *N/A–Earned Equivalency or GED*. Then, enter the city where you took the test and the year in which you received the certificate.

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, select *Other (not listed)*. In the box provided, type “Home Schooled” and then enter the city where you were home schooled and your graduation year.

Colleges

In this section, list every postsecondary institution where you were enrolled for at least one course, even if the credits were transferred, no credit was earned, or you withdrew.

You have the option to select an institution as *Summer School Only* and/or *Study Abroad Program*. Select the study abroad option only if you were involved in a program through a school that was not affiliated with a foreign school.

- If you were enrolled in more than one program at an institution (e.g., undergraduate and graduate), 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'll lose all degrees, majors, minors, and coursework you have entered for that school. The application gives a warning before confirming deletion.

U.S. Schools/U.S. Territories and Possessions

Select *United States*, and then select the state and school name from the designated drop-down lists. If necessary, modify the name of the school only if it is not listed. Then, select your program type, indicating your start and end dates from the designated drop-down lists. **Coursework taken at a Puerto Rican institution should be entered under this selection.**

Canadian Schools

Select *Canada*, and then select the province and school name from the designated drop-down lists. If necessary, modify the name of the school. Then, select your program type, indicating your start and end dates from the designated drop-down lists.

American Colleges Overseas/Other Schools

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)*. Type in the school name 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.

Other Schools (Foreign Institutions)

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)*. Type in the school name 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.

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, select *Yes*. The school-designated advisor(s) have met AMCAS-established requirements and are bound by confidentiality. Transferred information includes your personal/demographic information, MCAT scores, GPAs, the names of your letter writers, your letter of evaluation types, the names of any other schools you have attended, the medical schools to which you have applied and actions those schools have taken, and the status of your AMCAS application. In addition, selecting *Yes* for this option allows AMCAS staff to discuss your application with the designated advisor(s) at this school.

Prehealth advisors use this information to gauge the effectiveness of their advising program and to improve advising services at their school.

Transcript Exception Request

If you indicate that a transcript is not required, you must request a transcript exception from the Colleges portion of the Schools Attended section. You may access the request form only before submission of your application. If you need to request a transcript exception after you have submitted your application, please contact the AAMC Services Contact Center (via 202-828-0600 or amcas@aamc.org).

Below are the reasons for seeking a transcript exception. You must select only one option:

- Canadian CEGEP [for *collège d'enseignement général et professionnel*] or Grade 13 Program
- Current/future coursework (spring, summer, fall)
- Multiple degree or consortium/cross registration program with no separate transcript available
- ! — • **Choose this option if no separate transcript is available from the school where coursework was attempted. Only one transcript is required for schools that you attended more than once, as long as all coursework appears on the same official transcript.**
- Foreign Institution or Study abroad program sponsored by a U.S., U.S. territorial, or Canadian institution—Credits transferred
- Other Foreign Institution—No Credits transferred
- ! — **It is important to remember that by selecting an option on this page, you are requesting a transcript exception; exceptions are not granted automatically. Furthermore, exceptions granted in previous years are not valid for other application cycles. A new request must be submitted with each new application submitted.**

Please carefully research the availability of your transcript(s) before completing the Transcript Exception Request. If AMCAS denies your request, you will be required to provide a transcript or letter from the appropriate registrar's office. If AMCAS reviews your request after a transcript deadline and subsequently denies the request, AMCAS cannot extend your deadline and cannot send your application to the school(s) for which deadlines have passed.

If you need additional help with the Transcript Exception Request, you may wish to speak with your prehealth advisor or the AAMC Services Contact Center (via 202-828-0600 or amcas@aamc.org).

Credit Transferred

You will be asked whether credit from the program associated with the Transcript Exception Request was transferred to another institution. You may select *Yes* or *No*. If you select *Yes*, you'll be prompted to select the institution to where the credit was transferred.

You need to list only courses attempted independently at a foreign institution if they have been transferred to a U.S. or Canadian institution. The only exception is MD coursework attempted at any institution, which should also be listed in the Coursework section.

Degrees

Underneath the respective postsecondary institutions you entered into AMCAS, you are asked if you earned a degree or expect to earn a degree from the institutions listed. To add a degree, click *Add Degree*. Degrees are listed alphabetically. If your degree is not listed, you may select *Other Associate's*, *Other Bachelor's*, *Other Master's*, or *Other Doctorate* and enter your current degree in the box provided. Then, enter the month and year when you earned the degree or expect to earn the degree. Finally, click *Save*.

Majors

To enter declared majors, click *Add Major* under the appropriate school(s). Majors are listed alphabetically. If yours isn't listed, you may select *Other Major* and enter your major in the designated field. Then click *Save*.

Minors

To enter declared minors, click *Add Minor* under the appropriate school(s). Minors are listed alphabetically. If yours isn't listed, you may select *Other Minor* and enter your minor in the designated field. Then, click *Save*.

Transcripts

If AMCAS requires a transcript from your school(s), those institutions will be listed in this section, and you'll be able to create and print AMCAS Transcript Request Forms to send to the respective registrar(s). Issues with transcripts are the number one cause for processing delays and missed application deadlines. Please review this section carefully.

We also strongly recommend that you request copies of your official transcript(s) for your own use in completing the Coursework 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 are clearly recorded.
- Any list of other institutions attended is correct and complete.

! You must submit new official transcripts each year you apply.

How Do I Know if AMCAS Requires an Official Transcript?

One official transcript is required from **each** U.S., U.S. Territorial, or Canadian postsecondary institution at which you have attempted coursework, regardless of whether you earned credit. The transcript requirement applies but is not limited to:

- College-level courses attempted while in high school, even if the courses 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)
- 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

! AMCAS does not accept any transcripts from international evaluation services. Please refer to the Study Abroad Coursework section for further instructions (page 39).

Electronic Transcripts

AMCAS accepts PDF eTranscripts only from approved senders who may submit electronic transcripts to AMCAS by means of a secure file transfer. Contact your school's registrar's office to determine whether they can send an official PDF eTranscript to AMCAS on your behalf.

AMCAS cannot accept PDF eTranscripts by email or any other way. It is important to keep in mind that AMCAS accepts official paper transcripts from all institutions.

Currently, 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, then it is not yet an approved sender.** Requesting an electronic transcript from a school that is not yet approved may delay verification of your application. You will need to request a paper transcript.

If No Official Transcript Is Available

If the institution provides only a certificate of completion or does not provide an official transcript, 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, in addition to a basic Internet search, the following list to start your search:

- State Department of Education
- State Department of Commerce
- Another campus, if the school was part of a multicampus system
- The National Student Clearinghouse

!— 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. The courses primarily fall into the following categories:

• Advanced Placement (AP) Prep Courses/Exams

Unless a U.S. or Canadian postsecondary institution has granted credit 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.

Before completing your AMCAS application, contact the relevant college to determine transcript availability. If a transcript from the college is available, you need to have it forwarded to AMCAS and make sure that the courses are listed in the Coursework section.

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

Military Education Transcripts

In most cases, the education office at your current duty station will help active-duty and reserve personnel obtain the available records for all military coursework.

Non-active-duty personnel should contact individual schools directly to obtain the available records for all military coursework. It is generally faster to obtain transcripts directly from the schools rather than from the central records office. Transcripts are available from the following military institutions:

- Air Command and Staff College
- Air Force Institute of Technology
- Air University
- Armed Forces Staff College
- 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
- Industrial College of the Armed Forces
- Joint Military Intelligence College (formerly Defense Intelligence College)
- National Cryptologic School (in Ft. George G. Meade, Md.)
- National Defense University
- National War College
- Naval Postgraduate School
- Naval School of Health Science
- Naval War College
- Uniformed Services University of the Health Sciences

Even if you have not attended one of the above institutions, you may still be required to submit military transcripts. If available, AMCAS requires the Joint Services Transcript (JST) for applicants who served and are serving in the U.S. Army, Navy, Marine Corps, or Coast Guard.

Joint Services Transcript

The Joint Services Transcript (JST) documents the professional military education, training, and occupation experiences of service members and veterans. All enlisted and warrant officers—active-duty members and veterans of all Army components and active-duty members and veterans of the Navy, Marine Corps, and Coast Guard—are eligible to obtain a JST. You may create a JST account and request transcripts at <https://jst.doded.mil>.

When listing military credits in the Coursework section of your application, you will find JST listed as a school under *Florida*.

American Colleges Overseas/Other Schools

The schools listed below are **not** considered foreign institutions; therefore, AMCAS requires transcripts. Please note that the list is not exhaustive. In addition, U.S. institutions with campuses overseas (such as University of Maryland University College) are considered U.S. colleges for which transcripts are required and for which all coursework must be listed. Courses should be entered into the Coursework section as with all other coursework.

American Colleges Overseas (not an exhaustive list)	
Abu Dhabi University	École hôtelière de Lausanne
American College in Jerusalem (closed in 1976)	Franklin University
American College in Switzerland (closed in 1991)	Fundacion Universidad de las Américas–Puebla
American College of Thessaloniki	Glion Institute of Higher Education
Guam Community College	H. Lavity Stoutt Community College
American Intercontinental University (closed summer 2014)	Hellenic American University
American Samoa Community College	Hult International Business School
American University in Beirut	Instituto Centroamericano de Administracion de Empresas
American University in Bulgaria	Instituto Tecnológico y de Estudios Superiores de Monterrey
American University in Cairo	Irish American University (formerly American College Dublin)
American University in Dubai (The)	John Cabot University
American University in Kosovo (campus of Rochester Institute of Technology, Rochester, NY)	Lebanese American University
American University in Sharjah	Les Roches International School of Hotel Management
American University of Armenia	London Metropolitan University
American University of Paris	Ming Chuan University
American University of Ras Al Khaimah	Open University
American University of Rome	Palau Community College
Anglo-American University	Richmond University, the American International University in London
Ave Marie University (Latin American Campus of Keiser University since August 2013)	United States International University
Bermuda College	Universidad de las Americas
Central European University	Universidad de Monterrey
College of Micronesia–FSM	Universidad Mayor
College of the Marshall Islands	University of Guam
Deree College, The American College of Greece	Zayed University

Transcript Request Forms

While AMCAS cannot accept transcripts that are not accompanied by a Transcript Request Form, AMCAS is not responsible for transcripts that cannot be matched to your application because of a missing form. Therefore, AMCAS strongly encourages you to use the Transcript Request Form. When you request an official, paper transcript for AMCAS, you need to inform the relevant registrar that the Transcript Request Form must be attached to the transcript when it is sent. If a school has placed a financial hold on your transcripts, AMCAS will not grant a transcript exception request under any circumstances.

To generate a PDF AMCAS Transcript Request Form, click the *Create Transcript Request Form* button next to the appropriate institution in the Transcripts subsection of the Schools Attended section. Next, select from the drop-down menu the name that will be displayed on the transcript (you may select among the *Legal*, *Preferred*, and *Alternate Names* that you entered earlier). Then, you must verify and/or modify the prepopulated School Address. Finally, click *Print Transcript Request Form*.

Previous Matriculation

If you've previously officially enrolled and attended classes as a candidate for a medical school degree regardless of country, you are considered a previous matriculant. You'll need to answer either *Yes* or *No*. If you select *Yes*, you'll have 1,325 characters to briefly explain your previous matriculation. You must 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.

Institutional Action

If you were ever the recipient of any institutional action by any college or medical school for unacceptable academic performance or conduct violation, you must answer *Yes*, even if such action did not interrupt your enrollment or require you to withdraw. Furthermore, select *Yes* even if the action does not appear on, or has been deleted or expunged from, your official transcripts as a consequence of institutional policy or personal petition.

Failure to provide an accurate answer to the question about institutional action or, if applicable, failure to complete the form provided by the school will result in an investigation. Medical schools require you to answer the 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 medical schools to evaluate the information more effectively within the context of your application.

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.

Biographic Information

The Biographic Information section allows you to enter personal information regarding contact information, citizenship, legal residence, language proficiency, self-identified ethnicity and race, parent(s) or guardian(s), siblings, and any criminal convictions. Although not all fields are required, some medical schools request optional information.

Preferred Address

Your preferred address is the address to which any physical mail from medical schools will be sent to you. If your preferred address changes after you have submitted your application, you can update and save the changes by officially updating your application by clicking the *Resubmit Application* button. Be sure to keep both your email address and your preferred address current.

Email is the primary mode of communication among you, AMCAS, and medical schools.

Permanent Address

Your permanent address will be used only in the event that correspondence sent to your preferred address is returned by the U.S. Postal Service. If your permanent address changes after you have submitted your application to AMCAS, you may update the address and then save the change by officially updating your application by clicking the *Resubmit Application* button.

Alternate Contact (optional)

An alternate contact is any person 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. We recommend that you provide alternate contact information if you expect to be difficult to contact (e.g., studying abroad in a remote area).

By entering the name of 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 admission status to the alternate contact person. AMCAS and the medical schools, however, are under no obligation to release information to your alternate contact. If you don't list an alternate contact, AMCAS will not make your information available to a third party.

Citizenship

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

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. The options are *Adjustment of Status*; *DACA*; *Exchange visitor/Student (J1)*; *None*; *Other*; *Permanent Resident*; *Refugee/Asylum*; and *Student (F1)*. If you do not currently hold a visa or have Permanent Resident status, select *None* from the drop-down list. If your visa type is not listed, select *Other* and enter a visa description in the space provided. Be certain to select the citizenship status that you have been officially granted; do not select a type for which you are currently in the process of applying.

 **You may not change citizenship status after submitting your application. If your citizenship status changes, please notify your designated medical school(s) directly.**

Legal Residence

The medical school(s) you apply to may be interested in knowing whether or not you are a legal resident of their state. If you're a legal resident of the United States, click *Yes* and then select the state in which you are a legal resident. If your state is not listed, select *Unknown U.S.* from the list. If you qualify for residency in more than one state, you may declare only one of those states as your legal residence in AMCAS. After selecting your state, select the county from the drop-down list. If your county is not listed, select *<state name> Unknown County* from the drop-down list.

If you're not a legal resident of the United States, click *No*.

After submitting an AMCAS application, you may request a change to your state of legal residence.

To update your state of legal residence, please send an email to AMCASExceptions@aamc.org from the primary email address on your application that includes the following information:

- Your name
- Your AAMC ID number
- The state and county of legal residence that you listed in the application (may be empty if previously not selected)
- The state and county of legal residence that you would like it changed to (may be empty if previously not selected)

AMCAS will only update county of residence when the state of legal residence is also changed. The county of legal residence will not be updated for any other reason.

Self Identification (optional)

If you'd like to, you may self-identify with a race and an ethnicity. If none of the options apply to you, you may select *Other* and write in your response. This question is intended to provide medical schools with information about the many ways in which an applicant could contribute to institutional diversity.

Languages

Please add all languages that you speak, including English. You may add a language by clicking *Add Language*. For each language, you will be asked for your proficiency level (Basic, Fair, Good, Advanced, or Native/Functionally Native) and use in childhood home. After completing the fields, click *Save*.

Childhood Information

In this subsection, you must answer questions related to your childhood, including questions about how you paid for college. To help you answer these questions, we have defined several important terms as follows:

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."

Medically underserved: Based on your 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 health care providers to meet the needs of the area; health care providers may include physicians, nurses, hospitals, clinics, and other health care services.

State and federal assistance programs: The programs are specifically defined as means-tested programs under which individual, family, or household income and assets must fall below specified thresholds. The sponsoring public agencies then provide cash and noncash assistance to eligible individuals, families, or households. Such programs include welfare benefit programs (federal, state, and local); Temporary Assistance for Needy Families (TANF); unemployment compensation; General Assistance (GA); Supplemental Nutrition Assistance Program (SNAP); Supplemental Security Income (SSI); Medicaid; housing assistance; or other government financial assistance programs.

Pell Grant: A Pell Grant is money the **federal government** provides to students who have, among other factors, demonstrated financial need. To determine whether you were ever a recipient, you may wish to review your past financial award letters or contact your graduating institution's Financial Aid office.

Military Service

The first question asks if you have served or are currently serving in the U.S. military. If you answer *Yes*, indicate your expected military status at the time of enrollment in medical school by selecting one of the options provided. If you select *Veteran*, you'll be required to provide your separation date. If you choose *Other*, explain your status in the space provided.

The second question asks if you're eligible for a GI Bill. If you answer *Yes*, please select one option from the drop-down menu (*Montgomery GI Bill*; *Post 9/11 GI Bill*; *Other*). If you answer *Other*, please write your GI Bill name in the space provided.

Military Discharge

The question asks if you've ever been discharged by the Armed Forces. Answer *No* if you have never served in the Armed Forces or are currently serving without previous discharge. If you answer *Yes*, you'll be asked if you received an honorable discharge or discharge under honorable circumstances. If you answer *No*, you must explain in 1,325 characters the circumstances of your discharge, including the circumstances leading to your discharge, your period of service, and your rank at the time of discharge.

Felony

You must indicate if you have ever been convicted of, or pleaded guilty or no contest to, a felony crime, excluding (1) any offense for which you were adjudicated as a juvenile or (2) convictions that have been expunged or sealed by a court (in states where applicable). You need **not** disclose any instance in which you:

- Were arrested but not charged
- Were arrested and charged, with the charges dropped
- Were arrested and charged, but found not guilty by a judge or jury
- Were arrested and found guilty by a judge or jury, with the conviction overturned on appeal
- Were arrested and found guilty but received an executive pardon

If you answer *Yes*, you'll have 1,325 characters to explain the circumstances of your conviction, including the number of conviction(s), the nature of the offense(s) leading to conviction(s), the date(s) and location(s) of conviction(s), the sentence(s) imposed, and the type(s) of rehabilitation.

Misdemeanor

You must indicate if you have ever been convicted of, or pleaded guilty or no contest to, a misdemeanor crime, excluding (1) any offense for which you were adjudicated as a juvenile, (2) any convictions that have been expunged or sealed by a court, or (3) any misdemeanor convictions for which you completed any probation and for which the court dismissed the case (in states where applicable). You need **not** disclose any instance in which you:

- Were arrested but not charged
- Were arrested and charged, with the charges dropped
- Were arrested and charged, but found not guilty by a judge or jury
- Were arrested and found guilty by a judge or jury, with the conviction overturned on appeal
- Were arrested and found guilty but received an executive pardon

Below, you will find state-specific notifications mandated by the respective states for inclusion alongside the application's misdemeanor question. These state-specific mandates are included here by regulatory mandate and may repeat information included elsewhere in the application.

• 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.

• Connecticut Residents

Pursuant to CT Public Act No. 02-136 and specifically Section 31-51i of the general statutes: I understand that I am not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Section 46b – 146, 54-76o, or 54-142a; that criminal records subject to erasure pursuant to Section 46b – 146, 54-76o, or 54-142a are records pertaining to finding a delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or annulled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon; and, that any person whose criminal records have been erased pursuant to Section 46b – 146, 54-76o, or 54-142a shall be deemed to have ever been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

• District of Columbia Residents

Do not identify convictions that are more than ten (10) years old.

• Georgia Residents

Do not identify any guilty plea that was discharged by a court under Georgia's First Offender's Act.

• Illinois Residents

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

• 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.



- **Nevada Residents**

Only report those convictions that occurred within the past seven years.

- **New Hampshire Residents**

Only report those convictions that have taken place in the past seven years. Convictions, which have been annulled, will not necessarily disqualify you from employment.

- **New York Residents**

Do not disclose information regarding any criminal proceeding that terminated in a “youthful offender adjudication,” as defined in Section 720.35 of the New York Criminal Procedure Law.

- **Oregon Residents**

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

- **Washington Residents**

Limit your answer to conviction for which the date of conviction or prison release, whichever is more recent, is within ten (10) years of today's date.

You must inform the Admissions Office at each medical school to which you apply if you are convicted of, or plead guilty or no contest to, a misdemeanor or felony crime after the date of your original application submission and before medical school matriculation. The communication must be in writing and must occur within 10 business days of the occurrence of the conviction.

Disadvantaged Status

This subsection asks you if you wish your designated medical schools to consider you a disadvantaged applicant. You might consider yourself disadvantaged if you grew up in an area that was medically underserved or had insufficient access to social, economic, and educational opportunities. If you answer Yes, you'll have 1,325 characters to explain why you consider yourself a disadvantaged applicant.

Parents and Guardians

Please enter information regarding your parent(s) and/or guardian(s). Click Yes to add a parent or guardian.

To enter another parent or guardian, click *Add Parent/Guardian* once you have entered all parents and/or guardians.

Siblings

Some medical schools want to know about your brothers or sisters, if you have any. Click *Add Sibling* to add a sibling.

Dependents

Please enter the number of people who are financially dependent on you (do not include yourself).

Coursework

AMCAS recommends that you use a personal copy of your official transcript(s) as a reference while entering your coursework in the application. A readily available copy of your official transcript will help ensure that your coursework information is complete and accurate. Some information that appears on your official transcript may not appear on an unofficial transcript. Entering incorrect information (i.e., omitting coursework, grades, and/or credits or supplying incorrect grades) may affect your AMCAS GPAs and could result in delayed processing and even missed deadlines.

When entering coursework, you must include information and corresponding grades for every course in which you have ever enrolled in any U.S., U.S. Territorial, or Canadian postsecondary institution, regardless of whether you earned credit.

Coursework includes, but is not limited to, the following:

- All attempts at courses that have been repeated, including 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 you repeated them
- Remedial/developmental courses
- College-level courses you took while in middle or high school even if no college counted them toward a degree
- 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 required by AMCAS. Although certain fields contain no asterisk (such as Transcript Grade and Credit Hours), you must complete these fields with information as it appears on your official transcript. Several tutorials are available for you to learn more about how to enter coursework. They appear on the AMCAS Tools and Tutorials website; they're also linked at the beginning of the Coursework section.

 Watch the video tutorials about entering different types of coursework.

Coursework Details

Under your respective postsecondary institutions, you must enter courses in chronological order exactly as they appear on the official transcript of the school where you originally attempted them.

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 Photography 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 Photography 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. The following are the fields that pertain to each entered course.

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 academic year. For example, if you took a course in the first summer session of 2016, you should enter it as the 2016–2017 academic year, even if your school considers it in the 2015–2016 academic year.

In the Academic Term drop-down menu, please select the academic term that best mirrors the institution’s academic calendar system.

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 to 35 semester hours. **If you are enrolled in an institution as a full-time, continuous undergraduate, you should usually change your Year in School after every two semesters, three to four quarters, or two to three trimesters.**

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

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

If you have a significant number of AP or college-level coursework credits before entering college, you may list your entire first college year as FR status. In doing so, you will most likely exceed the 0 through 35 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 your academic status. However, if you would rather base your academic statuses on credit hours only, 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 HS status to college-level courses taken before 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 FR status to AP, 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 completed coursework from that point.

- Junior/community college courses (e.g., associate's degree coursework) should usually be listed as FR or SO if you took the courses before you attended a four-year institution. For attendance longer than two years at the same school, refer to the Year in School section.
- Courses for a bachelor's degree earned in two years should be assigned statuses of FR and SR.
- Courses for a bachelor's degree earned in three years should be assigned statuses of FR, SO, and SR.
- Courses for a bachelor's degree earned in more than four years should be assigned statuses of FR, SO, JR, SR, etc.
- Assign Postbaccalaureate (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

In the designated fields, enter the course name in **English** and the course number **exactly as it appears on the official transcript**. If the exact course name does not fit, enter a logical abbreviation. The course name and number are critical for AMCAS's verification of each course on the official transcript and for the medical school's or schools' evaluation of 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**. If decimal points are part of the course number on your official transcript, you need to include them when entering the course number. AMCAS is not responsible for 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 listed in the Course Classification Guide appear in **boldface type** and are titled as they appear in the course classification drop-down list. The items beneath each boldface 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 that AMCAS has made to a course classification, you may submit an **Academic Change Request**. Applications are not returned for incorrect course classifications.

AMCAS is not responsible for incorrect GPA calculations resulting from incorrect course classifications. In the event that you are unable to classify a course satisfactorily, AMCAS suggests that you refer to the description of the course on the relevant school's website.

AMCAS uses course classifications to calculate your GPAs. Classifications that are highlighted in the BCPM group indicate that such courses will be included in the calculation of your BCPM GPA, which comprises biology, chemistry, physics, and math courses. Classifications not grouped in BCPM indicate courses that will be included in the calculation of 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 the department that offers the course.

Course Classification Guide

The following guide provides examples of how courses are often categorized. Please select course classifications based on the primary content of the course. Biology, chemistry, physics, and mathematics grades are used to calculate the AMCAS BCPM GPA.

In the case of interdisciplinary courses in which two or more subject matters are combined into one course, refer to the description of the course on your school's website or consult with your prehealth advisor to choose the most appropriate course classification.

<p>Biology (BIOL)</p> <p>Anatomy Biology Biophysics Biotechnology Botany Cell Biology Ecology Entomology Genetics Histology Immunology Microbiology Molecular Biology Neuroscience Physiology Zoology</p>	<p>Business (BUSI)</p> <p>Accounting Finance Human Resources Studies Management Marketing Organizational Studies</p> <p>Communications (COMM)</p> <p>Journalism Media Production and Studies TV, Video, and Audio</p> <p>Computer Science and Technology (COMP)</p> <p>Computer Engineering Computer Science Information Systems Telecommunications</p> <p>Education (EDUC)</p> <p>Counseling and Personnel Services Curriculum and Instruction Educational Administration Educational Policy Health Education Human Development Physical Education (except for sports courses) Special Education</p> <p>Engineering (ENGI)</p> <p>Aerospace Engineering Biomedical Engineering Chemical Engineering Civil Engineering Electrical Engineering Environmental Engineering Nuclear Engineering</p> <p>English Language and Literature (ENGL)</p> <p>Composition and Rhetoric Creative Writing Literature</p>	<p>Fine Arts (ARTS)</p> <p>Art Art History Dance Fine Arts Music Photography Theatre</p> <p>Foreign Languages, Linguistics, and Literature (FLAN)</p> <p>American Sign Language Comparative Literature Foreign Language(s) and Literature Linguistics</p> <p>Government, Political Science, and Law (GOVT)</p> <p>Criminology and Criminal Justice Government International Relations and Studies Law/Legal Studies Political Science Public Affairs and Policy Urban Policy and Planning</p> <p>Health Sciences (HEAL)</p> <p>Allied Health Chiropractic Dentistry Hearing and Speech Studies Hospital Administration Kinesiology Nursing Nutrition Occupational Therapy Optometry Osteopathy Physical Therapy Physician Assistant Public Health Pharmacology and Pharmacy Sports Medicine Veterinary Medicine</p>	<p>History (HIST)</p> <p>History</p> <p>Natural and Physical Sciences (NPSC)</p> <p>Agriculture Animal and Avian Sciences Environmental Science and Policy Forestry Geography Geology Horticulture Landscape Architecture Meteorology Natural Resources Oceanography</p> <p>Other (OTHR)</p> <p>(all courses that do not fit appropriately in another classification) Architecture Library Science Military Science (tennis, golf, aerobics, etc.)</p> <p>Philosophy and Religion (PHIL)</p> <p>Ethics Logic Philosophy Religion Theology</p> <p>Special Studies (SSTU)</p> <p>Afro-American Studies American Studies Gender Studies</p>
<p>Chemistry (CHEM)</p> <p>Biochemistry Chemistry Physical Chemistry Thermodynamics</p>			
<p>Physics (PHYS)</p> <p>Astronomy Physics</p>			
<p>Mathematics (MATH)</p> <p>Applied Mathematics Biostatistics Mathematics Statistics</p>			
<p>Behavioral and Social Sciences (BESS)</p> <p>Anthropology Economics Family Studies Psychology Sociology</p>			

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.

Again, 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.

If no hours appear on your official transcript, leave the item blank unless the credits have been removed as a result of failure, repeat, academic bankruptcy, forgiveness, or similar institutional policy.

Below the Credit Hours field, you are asked, Did the course include a lab section? The three available selections are *Lecture Only*, *Lab Only*, and *Combined Lecture and Lab*. Select the appropriate designation for the course.

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 because of academic bankruptcy or similar institutional policies. For the initial attempt of a course that has been repeated or removed because of 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. Your AMCA GPAs may not be exactly the same as your GPA(s) on your official transcript(s). 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](#).

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

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 the 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 may 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.

If you choose to omit your AP courses, AMCAS staff will add the credits to your application as a lump credit (even though the courses may be listed individually on the transcripts on file).

For example, the University of Southern California awarded nine credits for three AP exams. On the official transcript, the credit appears as nine credits for AP exams, with no indication of the subject of the individual exams. On your AMCAS application, enter each exam as an individual course and distribute the credits appropriately, but do not exceed the total amount of credits earned.

If the transcript from the college awarding AP credit does not list course names, enter the subject area for which credit was 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	Proficiency Exam
Bypass Credit	French Baccalaureate	Retroactive Credit
CEEB	Lebanese Baccalaureate	Special Credit
Credit by Exam	Life Experience	Test Out
Departmental Exam	Placement Exam	Validation Credit
Equivalency Exam	Prior Learning	

Audit (AU)

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 (CL)

You may 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 may list your CLEP credit only once, even though more than one institution may have awarded credit. The transferred credit may be credited to the institution granting the most CLEP credit.

Current/Future (CC)

Use the Current/Future 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.

Current/Future entries are not binding or required but are intended to give 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 Coursework. AMCAS will not add, remove, or modify Current/Future courses after your application is submitted. If the information changes, please contact the designated medical school(s) directly.

If Current/Future grades are entered on your application but not listed on your official transcript at the time of verification, they will not be included in your AMCAS GPAs. Conversely, if you do not enter grades, but grades are listed on your official transcript at the time of verification, they will be included in your AMCAS GPAs.

Deferred Grade (DG)

Deferred Grade should be selected for any single course that officially takes more than one term to complete before award of the final grade and credit hours (e.g., research, thesis, and dissertation credits). DG coursework is not the same as Repeat, Incomplete, or sequential levels of a subject (e.g., Spanish I, Spanish II) 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 (EX)

Use Exempt to indicate courses that were completed but 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.

Honors (H)

An Honors course refers to any course attempted through an honors program or section.

Incomplete (I)

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 assign an IF or F grade if the coursework is not completed within a given time limit. If attempted credit hours are listed on the official transcript or can be determined by AMCAS, the 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 may be assigned under the institution awarding the most credit. IB credit should be entered under the first term in which the college credit was initially granted. If no term is designated, include the credit with FR coursework.

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

Military Credit (MC)

The Military Credit type should appear only for courses in which a non-alpha grade was received (i.e., pass/fail grades or credit awarded) at a U.S., U.S. Territorial, or Canadian military institution. ROTC courses are not considered military credit.

When listing military credits, you will find JST listed as a school under Florida in the Schools Attended section of the application.

No Record (NR)

Assign No Record 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 (PF)

Pass/fail courses are those that are attempted under a pass/fail system that allows no more than two passing grades and one failing grade (e.g., credit/no credit, pass/fail, satisfactory/unsatisfactory, high pass/pass/fail).

Pass/fail courses attempted under a pass/fail system that allows three 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 an alpha letter grade conversion (e.g., A, B, C).

Repeat (R)

This selection applies to **each completed attempt** for 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. To comply with the needs of medical schools, AMCAS includes all attempts of repeated courses in GPA calculations, even if they are not included in schools' GPA calculations.

If you take a college-level course for which you already have been granted AP credit by the same institution, AMCAS considers the course a Repeat. For example, if you received AP credit for your AP Psychology course and took an Introduction to Psychology course at the same undergraduate institution, you should list Introduction to Psychology as a Repeat.

Do not select *Repeat* for courses designed to be repeated (e.g., independent study, thesis, chorus).

! If your school has an academic forgiveness policy and subsequently replaces the original grade received with a special transcript symbol, the original grade and attempted credits must be entered on your AMCAS application, regardless of whether they appear on your official transcript. If you do not list all your attempts in a given course (along with the original grade), AMCAS will return your application to you to enter the original grade, which may cause you to miss application deadlines and forfeit fees.

Withdrawal (W)

A Withdrawal includes any course you officially withdrew from, regardless of whether you were passing or failing at the time. Such courses usually appear on the transcript as a "W" or equivalent symbol. No credit hours or AMCAS grade will be assigned for Withdrawals, except in cases where the school includes the Withdrawal failing grade in the GPA as an "F."

A course entry should not be made if the course was dropped within the normal drop/add period and does not appear on your transcript. The courses from which you made unofficial or administrative withdrawals will be included in your AMCAS GPAs if your school included them in its GPA.

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.

Unusual Circumstances

If you attempted graduate-level coursework while formally enrolled in an undergraduate program, credit for the graduate coursework is counted toward the undergraduate degree requirements:

- Do **not** assign GR status to any professional or graduate-level coursework applied to an undergraduate degree. The graduate-level coursework should be listed under the appropriate status (FR, SO, JR, SR, PB) at the time the courses were attempted.

If you have attempted undergraduate-level coursework while formally enrolled in a graduate program and the undergraduate coursework does **not** count toward the graduate degree requirements:

- If you previously earned a bachelor's degree, you should list the undergraduate-level coursework under PB status and not under GR status. If you have not previously earned a bachelor's degree, the undergraduate-level coursework should be assigned to the appropriate undergraduate status (FR, SO, JR, SR).

If you have enrolled simultaneously in undergraduate and graduate programs (e.g., bachelor's/master's dual degree):

- The graduate-level coursework will count toward a graduate degree and should be listed under graduate status at the time the courses were attempted. The undergraduate-level coursework should be assigned the appropriate undergraduate status (FR, SO, JR, SR).

If you have enrolled in a dual-degree program and the graduate-level coursework will count toward both the graduate **and** undergraduate degrees:

- The graduate-level coursework 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 medicine, etc.) leading to a doctorate degree before 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 coursework leading to a doctorate degree, even if you have not earned an undergraduate degree.

CEGEP/Grade 13 Coursework

Use the following list to determine if you must include your CEGEP (Canadian *collège d'enseignement général et professionnel*) or Grade 13 courses. AMCAS does not require a transcript from the CEGEP institution.

Credits Transferred

Courses attempted at a Canadian *collège d'enseignement général et professionnel* or through a Canadian Grade 13 Program must be listed if the credit has been transferred to a U.S. or Canadian institution with the use of 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 and indicate the U.S. or Canadian institution on whose transcript these transfer credits will appear.

- List the coursework under the CEGEP/Grade 13 institution at which it was attempted.
- If transfer credits are not assigned to individual courses, divide the credit hour total as appropriate to distinguish 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) and credit hours convertible to semester hours for each course (and the conversions are included on the transcript or in an official letter attached to the transcript):
 - Enter all required course data.
 - AMCAS will include the coursework 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 include the coursework in your cumulative Pass/Fail–Pass and Pass/Fail–Fail credit hour totals, not in your AMCAS GPAs.
- 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 include the coursework in your cumulative Advanced Placement credit hour totals, not in your AMCAS GPAs.

Credits Not Transferred

If CEGEP/Grade 13 course credits have **not** been transferred to a U.S. or Canadian institution, you are not required to list the courses. If you choose to include the coursework 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.

AMCAS will not verify the coursework and will not include it in your AMCAS GPAs or cumulative credit hour totals.

Clock Hours and Continuing Education Units (CEUs)

Clock Hours

Official transcripts are required from all U.S., U.S. Territorial, and Canadian postsecondary institutions awarding clock hours. If the institution provides only a certificate of completion or if 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 institution provides a conversion to semester hours:

- Include the clock hour institution in Schools Attended.
- If your official transcript does not clearly indicate the institution's recommended conversion, ask the registrar's office to attach a letter of explanation to your official transcript before it is sent to AMCAS.

- Enter all required course data, taking special care to enter the correct number of clock hours as credit hours.

AMCAS will verify the course data and will include the coursework in your AMCAS GPAs.

Conversion to Semester Hours Not Provided, Credit Transferred

If the clock hour institution does not provide a conversion to semester or quarter hours and course credits have been transferred to a U.S. or Canadian institution by using a credit hour system convertible to semester hours:

- Include the clock hour institution **and** the U.S. or Canadian institution accepting transfer credit in Schools Attended.
- Request the required official transcript (or a letter from the registrar's office if a transcript is not available).
- List the courses under the clock hour 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) and credit hours convertible to semester hours for **each** course on your official transcript or in an official letter attached to your official transcript, enter all required course data. AMCAS will include this coursework in your 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 include this coursework in your cumulative Pass/Fail–Pass and Pass/Fail–Fail credit hour totals and not in your AMCAS GPAs.

Conversion to Semester Hours Not Provided, Credit Not Transferred

If the clock hour institution does not provide a conversion to semester hours 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 institution in Schools Attended.
- Ask for the transcript to be forwarded to AMCAS. If a transcript is not available, request a letter of explanation from the registrar (with a Transcript Request Form attached).

If you include this coursework in the Coursework section of your application, provide all required course data except credit hours.

AMCAS will not verify the coursework and will not include it in your AMCAS GPAs or cumulative credit hour totals.

Continuing Education Units

CEU credits are usually used in vocational, licensure, and certificate programs (e.g., real estate licenses, teacher and nursing certifications). You are not required to list CEU courses on your application.

CEUs may not be converted to semester hours. AMCAS will not verify the coursework and will not include it in your AMCAS GPAs or cumulative credit hour totals.

Courses Taken While in Middle or High School

For a variety of reasons, many students attempt college-level courses while in middle or high school. The courses primarily fall into the following categories:

AP Courses/Exams

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

Other Courses

Many high school students take other types of college-level courses either independently or through special programs offered by their school. You should list the courses on your application under the name of the college, regardless of whether the course was held at the high school or college.

Contact the college that offered the course to determine transcript availability before you complete your AMCAS application. If a transcript from the college is available, you must ask for it to be forwarded to AMCAS, and you must list the course(s) in the Coursework section of your application.

If letter grades and credit hours are listed on the college transcript, AMCAS will include the grades and credit hours in its GPA calculations, even if they have not been transferred to the primary undergraduate school or used toward a degree. The courses do not require any Special Course Type, unless otherwise appropriate. The only available Year in School for courses taken before the High School graduation date you entered in the Schools Attended section is High School.

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

Full-Year Courses

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

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 military occupational specialty [MOS] codes 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 in order for the information to be verified by AMCAS.
- Indicate Advanced Placement as the Special Course Type.

Medical School and MD Degree Coursework

Medical School Coursework

- You must list courses taken in any medical school program at any institution, regardless of country. Include the institution in the Schools Attended section. Enter coursework, transcript grades, and credit hours.
- Transcripts are required for medical school coursework taken at U.S., U.S. Territorial, and Canadian medical schools, regardless of whether the coursework was completed.
- If medical school coursework was attempted at a foreign institution, you must request a transcript exception with the reason *Foreign Institution—No credits transferred* or *Foreign Institution or study abroad program sponsored by U.S., U.S. territorial, or Canadian institution—Credits transferred* if a U.S. or Canadian institution has awarded credit for some or all of your courses.
- If a U.S. or Canadian institution has accepted credit, indicate which school granted you the credit. Enter your courses under the foreign institution.
- List any other courses attempted at a medical school that were not part of a medical school program. List the courses in the same way that you would list any other coursework. Your AMCAS GPA will include these courses.

MD Degree Coursework

- Enter coursework, transcript grades, and credit hours for courses taken for an MD degree attempted or completed at a U.S., U.S. Territorial, or Canadian medical school. These courses will not be computed in your AMCAS GPAs or cumulative credit hour totals.
- Transcripts are required for MD degree coursework taken at U.S., U.S. Territorial, and Canadian medical schools, regardless of whether coursework was completed.
- Include the institution in the Schools Attended section and select *Previous Matriculation*.

Foreign Coursework

- ! — Pay very close attention to this section if you participated in a study abroad program or will be including in your application coursework attempted anywhere other than at an institution in the United States or Canada.
- ! — Individual medical schools may request foreign transcripts to complete secondary applications. You should check with the medical schools you're applying to about their requirements and, if necessary, request foreign transcripts as soon as possible.

This section outlines the most common study abroad scenarios. Contact the AAMC Services Contact Center if you have questions.

American Colleges Overseas

Some schools, although not physically located in the United States or Canada, have received accreditation from the Council for Higher Education Accreditation and are thus not considered foreign institutions; as a result, transcripts from these schools **are** required. Courses should be listed in AMCAS materials in the same way that all other coursework is listed. 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 coursework must be listed.

See the [American Colleges Overseas](#) subsection under “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 by using a credit hour system convertible to semester hours. Courses include those taken in a foreign country before formally enrolling in a U.S. or Canadian institution, as well as those taken independently after enrolling in a U.S. or Canadian institution.

- In Schools Attended, list the U.S. or Canadian institution that granted your transfer credit and list the foreign school. You must request a transcript exception for the foreign institution and select the reason *Foreign Institution or study abroad program sponsored by U.S., U.S. territorial, or Canadian institution—Credits transferred*. When asked if the credits from the foreign school were transferred, you must select *Yes* and select the name of the U.S. or Canadian Institution that granted the credit.
- List foreign coursework as it appears on the U.S. or Canadian transcript under the foreign institution at which it was attempted. Do not list the coursework twice.
- 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) **and** credit hours convertible to semester hours for **each** course on your transcript, enter all required course data. AMCAS will include the coursework in your 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 include this coursework in your cumulative Pass/Fail–Pass and Pass/Fail–Fail credit hour totals, not in your AMCAS GPAs.

Independent Attendance, Credits Not Transferred

Courses (other than MD coursework) attempted independently at a foreign institution do not have 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 coursework. Such courses include coursework taken in a foreign country before formally enrolling in a U.S. or Canadian institution, as well as coursework taken independently after enrolling in a U.S. or Canadian institution.

You are not required to list these courses in your AMCAS application, but you may do so if you would like to make medical schools aware of the courses taken. AMCAS will not verify the coursework and will not include the courses in your AMCAS GPAs.

If you include this coursework in your application:

- Include the foreign institution in Schools Attended, request a transcript exception for the school, and select *Foreign Institution—No credits transferred*. Do **not** send foreign transcripts or certificates to AMCAS.
- Provide all required course data from the foreign institution except credit hours attempted and grades.

Study Abroad Coursework

- ! Watch the video tutorial about how to enter study abroad coursework on the AMCAS Tools and Tutorials website.

You must enter courses attempted through a study abroad program from your home institution.

- **Study Abroad Program Sponsored by a U.S. or Canadian Institution**

First, list both the sponsoring institution and the foreign institution in the Schools Attended section. Be sure to select *Study Abroad Program* where appropriate. You must request a transcript exception for the foreign institution and select *Foreign Institution or study abroad program sponsored by U.S., U.S. territorial, or Canadian institution—Credits transferred*. The next question asks, “Was credit for this college transferred to another institution?” You’ll answer, “Yes,” then select from the drop-down menu the school where the credits appear. Click *Save*.

- **Study Abroad Program Sponsored by an Organization Other Than a U.S. or Canadian Institution**

List both the study abroad organization and the U.S. or Canadian institution that granted you credit for your study abroad coursework in the Schools Attended section. Be sure to select *Study Abroad Program* where appropriate. You must request a transcript exception for the study abroad organization and select *Foreign Institution or study abroad program sponsored by U.S., U.S. territorial, or Canadian institution—Credits transferred*. The next question asks, “Was credit for this college transferred to another institution?” You’ll answer, “Yes,” then select from the drop-down menu the school where the credits appear. Click *Save*. List study abroad coursework under the foreign college, the foreign listing of your home institution, or the organization at which the coursework was attempted, **exactly as it appears on the sponsoring U.S. or Canadian institution’s official transcript**. Do not enter the coursework twice.

- If the sponsoring U.S. or Canadian institution provides letter grades (e.g., A, B, C) and credit hours convertible to semester hours for each course on its transcript, enter all required course data. AMCAS will include this coursework in your 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 include this coursework in your cumulative Pass/Fail–Pass and Pass/Fail–Fail credit hour totals, not in your AMCAS GPAs.

AMCAS **cannot** accept documentation from the study abroad programs listed below. Coursework taken through one of these programs must be transferred to a U.S. or Canadian college or university in order to be verified by AMCAS. Please note that the list is not all-inclusive:

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

International Baccalaureate (IB) Examination

If a U.S. or Canadian institution has granted credit for an IB examination, 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 the credit with FR coursework.

AMCAS will verify and include letter grades (e.g., A, B, C) in its AMCAS GPA calculations only 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.

Military Credit

See the [Military Education Transcripts](#) subsection of 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) and credit hours are convertible to semester hours, include the military school in Schools Attended and enter course information as it appears on the transcript. AMCAS will include this coursework in your AMCAS GPAs.

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

- Include the military school in Schools Attended.
- Send a Transcript Request Form to the military school. Handwrite on this request that the transcript should include ACE recommendations so that AMCAS will expect the information and the school will know to send it.
- Enter course information as it appears on the ACE recommendations. AMCAS will include this coursework in your cumulative Pass/Fail–Pass and Pass/Fail–Fail credit hour totals, not in your AMCAS GPAs.

JST Available

If a transcript is not available directly from the military school, but a Joint Services Transcript is available:

- Select Joint Services Transcript in the Schools Attended section (listed under Florida).
- Enter coursework as it appears on the JST under Military Course Completions.
- ! **Military experience should be listed under coursework only if a U.S. or Canadian institution has accepted the experience as transfer credit.**
- ! **Experience from Occupations Held should not be listed unless a U.S. or Canadian institution has accepted the experience as transfer credit.**
- Do not select the *Pass/Fail (PF) Special Course Type* for military courses. Instead, select the *Military Credit (MC) Special Course Type* for these courses.

- ROTC courses are not considered military credit.
- AMCAS will include this coursework in your year in school status and in your cumulative Pass/Fail–Pass credit hour totals, but not your AMCAS GPAs.

Additional information is available on the JST website at <https://jst.doded.mil/smart/signIn.do>.

Transfer Credit Awarded by Another School

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

If a JST is not available from the military, but another U.S. or Canadian institution has granted transfer credit for military coursework:

- Include in Schools Attended the military program and the U.S. or Canadian institution accepting transfer credit.
- You must request a letter from JST stating that no transcript is available. Enter course information 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) and credit hours are convertible to semester hours for each course on its transcript or in an official letter attached to its transcript, enter all required course information. AMCAS will verify and include this coursework in your 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 include this coursework in your cumulative Pass/Fail–Pass credit hour totals, not in your AMCAS GPAs.

No Transcript Available

If no military school transcript, JST, 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 in Schools Attended.
- Request a letter from JST stating that no transcript is available. Enter all course information except credit hours. AMCAS will not verify the coursework and will not include it in your AMCAS GPAs.

Narrative Evaluations

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

- Include the name of the institution(s) 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 coursework. Enter all required course information.

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.** You must request a transcript exception and indicate the name of the U.S. or Canadian institution on whose transcript the credits will appear.
- Indicate CLEP as the Special Course Type and provide all other required course information.
- 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 information.

Work/Activities

- The Work/Activities section of the application is designed to give you the opportunity to highlight your 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. You may enter **a maximum of 15 experiences, and you may enter four separate date ranges for recurring experiences. This section cannot be edited or updated after the original submission of your application.**

- Work and activities will appear on your application in chronological order and may not be rearranged. However, please be aware that medical schools sort your entries and view them in a variety of different orders to suit their specific review processes. **Medical schools receive your Work/Activities descriptions as plain text. Therefore, formatting options such as bulleted lists, indented paragraphs, and bold/italic fonts do not appear for reviewers and are not available.**

Adding Work/Activities

You may add work and activity entries in the Work/Activities section. Simply click *+Add Work/Activity* and fill out the fields below.

Experience Type

From the drop-down list, select the Experience Type that best represents the experience you wish to include. Given that the information is self-identified, you must decide which option best fits each experience.

Experience Name

Enter the name of the experience or the title you held during the experience. If the experience has no explicit name, select 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 *Awards, Presentations/Posters, and Publications*, require only one date. Given that medical schools want information about experiences that began before application submission, your start date must be the current month or earlier. Similarly, medical schools require the experience end date to coincide with the start of medical school; therefore, the latest end date is August of the current application cycle.

Total Hours

Enter the total number of hours that you completed (or expect to complete) for the experience during the date range you indicated. If you have a nontraditional schedule, use the Experience Description field for any explanation.

If you participated in an experience more than once, select *Yes* under the Repeated field for that particular entry. You may enter up to three additional date ranges; you must include the number of hours completed for each of those date ranges.

You may enter zero (0) hours for publications for Honors/Awards/Recognitions entries. Use the description to provide more information about the nature of the award or the number of times you earned it.

Organization Name

Enter the name of the organization where the experience occurred.

Country and City

Select the country and state/province where the experience occurred, in addition to entering the name of the city in which the organization is located or where most of your time was spent during the experience.

Contact Information

Enter the information (title and first and last names) for a person whom medical schools may contact to verify that the 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 the contact person. If a contact is not known, you may enter the name of a person who can verify your participation, including yourself.

Experience Description

You have the opportunity to describe or summarize each experience. The space allotted for each description is 700 characters.

! — If you plan to cut and paste your experience description into the application, draft your information in plain text, preferably in text-only word processing software, such as Microsoft Notepad or Mac TextEdit. **Medical schools receive all text entry responses as plain text such that reviewers do not see formatted text.** Copying formatted or rich text into the application may result in formatting problems that cannot be edited once your application is submitted.

Most Meaningful Experiences

You may identify up to three experiences that you consider to be the most meaningful. This designation will allow you an additional 1,325 characters to explain why the experience(s) was particularly meaningful to you.

Most Meaningful Experience Summary

When writing your summary, you may 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. If you have two or more experience entries, you will be required to identify at least one as the more or most meaningful.

You may change which experience(s) you designate as Most Meaningful until the initial submission of your application. The text you entered in the Experience Summary section will be lost if you remove an experience from those that you have designated as Most Meaningful. Your Most Meaningful selection(s) will be designated as such by a check-mark in the Work/Activities main screen.

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, written by a recommender, that 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 permits letter authors to send all letters to AMCAS rather than to each school.

! — Letters are not required to submit, or for AMCAS to verify, your application. You may submit your application before your letters of evaluation arrive at AMCAS.

You may have up to 10 letter entries associated with your AMCAS application. The number is intended to enable you and your letter authors to target specific letters to specific schools, if you wish to do so. However, the 10-letter total 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/center before entering your letter information in order to avoid complications.

AMCAS will retain and deliver letters only within a single application year. You may not 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 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 and on the AMCAS website at aamc.org/amcas.

Important Terms

- **AAMC ID:** Eight-digit identification number assigned to each user of AAMC products and services
- **Letter ID:** Unique eight-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, with your mailing address, AAMC ID, Letter ID, and information about submitting letters to AMCAS

Types of Letters

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

- **Committee Letter:** A letter authored by a prehealth committee or prehealth 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. The Committee Letter 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 prehealth committee or advisor; however, in contrast to a Committee Letter, a Letter Packet does not include an evaluative letter from your prehealth 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 Letter Packet, **you do not need** to 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 the letter. **AMCAS does not split packets or remove a letter from your packet** once it has been received. If you wish to send a specific letter to one medical school, we recommend that you enter it as an Individual Letter and have it sent separately from the packet.

Creating Letter Entries

- In the Letters of Evaluation section, select *+Add Letter of Evaluation/Recommendation*.
- Select the type of letter to be forwarded to AMCAS (*Committee Letter, Letter Packet, or Individual Letter*).
- If you select *Committee Letter*, you may enter a Letter Title (it's optional and visible to medical schools). Next, select a school from the Select School drop-down menu. Then, fill in the fields for the Primary Contact's information, including address, phone number, and email address (all required fields).
- If you select *Letter Packet*, you may enter a Letter Title (it's optional and visible to medical schools). Next, select a school from the Select School drop-down menu. Then, fill in the fields for the Primary Contact's information, including address, phone number, and email address (all required fields). Finally, you'll have the option to add the names of the other letter writers who contributed to your packet.
- If you select *Individual Letter*, you may enter a Letter Title (it's optional and visible to medical schools). Next, you'll answer, *Is the author associated with a school?* If the answer is *Yes*, you'll be prompted to select the associated school from the Select School drop-down menu. Finally, you'll fill in the fields for the Primary Contact's information, including address, phone number, and email address (all required fields).
- Provide a Letter Request Form to the letter author. You may print the form or save it as a PDF file so that you can email it to the person who will be submitting your letter(s) of evaluation. A Letter Request Form must accompany all letters sent by the U.S. Postal Service. If your letters are sent electronically through the AMCAS Letter Writer Application, VirtualEvals, or Interfolio, your AAMC ID and Letter ID number must be included in the electronic transmission in order for the letters to be matched properly to your application.
- Read and certify your understanding of the letters policy for participating medical schools.
- Click *Continue*.

Assigning Letters of Evaluation to Medical Schools

- ! — **Watch the *Assigning Letters to Medical Schools* video tutorial on the AMCAS Tools and Tutorials website.**

Once you have designated which medical schools you would like to apply to in the Medical Schools section of your application (and have verified that they participate in the AMCAS Letters program), 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 the given schools.

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

- Go to the Medical Schools section of the application and click the *Edit* link next to the school to which you wish to assign letters.
- Scroll to the bottom of the page to Select Your Letter of Evaluation/Recommendation.
- Select the letter(s) you would like to assign to that school, then click *Save*.
- If you have previously submitted your application, go to the Main Menu and click the *Resubmit Application* button to save your changes. This will not cause processing delays or result in additional fees.

Other/Unmatched Letters Received

If the Letter ID number listed in your application differs from the number provided to your letter author, AMCAS will be unable to match them. You will be notified by email that a letter of evaluation has been received but not yet added to your application. You will need to log in to match the letter received to the letter information entered. The letter will be displayed under Received Letters in this section of your application.

To match a letter of evaluation for which you already have a letter entry:

- Log in to your application and go to the Letters of Evaluation section.
- Click *Match This Letter*.
- To match to an existing letter entry, select the letter entry from the list and click *Save Match*.

To match a letter of evaluation that you have not yet created a letter entry for:

- Log in to your application and go to the Letters of Evaluation section.
- You will be prompted to complete an Add Letter of Evaluation/Recommendation entry. For more information, see [Creating Letter Entries](#).
- Once you've completed the fields, click *Save*.
- Regardless of how you added letters to your application, if you have previously submitted your application, go to the Main Menu and click the *Resubmit Application* button to save your changes. This will not cause processing delays or result in additional fees.

Delivery Methods for Authors/Primary Contacts

In all cases, you must provide your letter author(s) with your AAMC ID and AMCAS Letter ID 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 via 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). The 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 evaluation letters. Authors should add the appropriate AAMC ID and AMCAS Letter ID to their Interfolio account, as the IDs must accompany your letter in order for your letter to be matched to your application. Instructions are provided below.



- **Mail:** Make sure that your letter author has a copy of the AMCAS Letter Request Form, which includes your AAMC ID and AMCAS Letter ID. Your letter author should include the form when sending your letter in order to guarantee that it 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 both IDs must accompany your letter in order for your letter to be matched to your application. Instructions are provided below.

Using Interfolio to Submit Letters

Enter each letter entry in your application before you have it delivered via Interfolio to AMCAS.

Individual Letter

- Enter each individual letter separately in your AMCAS application.
- Create a new delivery in Interfolio and select *AMCAS* as your designation.
- Select the corresponding individual letter(s).
- Enter your AAMC ID and AMCAS Letter ID found on the Letter Request Form for each individual letter.
- Complete the delivery.

Letter Packet or Committee Letter

- Enter the Letter Packet or Committee Letter as one letter entry in your AMCAS application.
- Create a new delivery in Interfolio and select *AMCAS* as your designation.
- Select the corresponding letter(s) that belongs to the Letter Packet or Committee Letter.
- Enter your AAMC ID and AMCAS Letter ID found on the Letter Request Form for each letter. If the letters 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.
- Complete the delivery.

Using VE to Submit Letters

- Enter your VE packet as one letter entry in your AMCAS application (as either a Letter Packet or Committee Letter).
- Enter the name of your advisor or someone else whom your advisor designates as the Primary Author/Contact.
- For Letter Packets only: Enter the author(s) of the other letters in the packet as Additional Authors (optional).
- Provide your advisor with the AMCAS Letter ID, which is found on the Letter Request Form.

If a Letter Is No Longer Being Sent

After the initial submission of your AMCAS application, **letter entries may not be deleted;** instead, they may be designated as “No Longer Being Sent.” Log in to your application and go to the Letters of Evaluation section to make the designation:

- A notice above the letter descriptions reads as follows: “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.](#)”
- 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.

- You must read and acknowledge the following: "I understand that 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." Then click *Save*.
- To save these changes on your application, you must officially update your application. Changes will not be saved unless you officially update your application by clicking the *Resubmit Application* button on the Main Menu. Updating your application for this purpose will not cause processing delays or result in additional fees.
- The last column of the letter entry will now read "No Longer Sending."

Status of Letters

You may check the receipt status of any of your letters in the Letters of Evaluation section or by clicking the *Details* link in the Transcript and Letter Receipt Information section on the Main Menu. You will also receive an email notification each time a letter of evaluation is added to your AMCAS application.

Notes

- You may continue to add/assign letters after the initial submission of your application, but you may not edit or delete existing information after your initial submission.
- Once AMCAS receives a letter, no party may delete or edit a letter. 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 to which the letter is designated.
- Under no circumstances will AMCAS provide access to letters of evaluation to you or your letter writers.
- Medical schools require letters of evaluation to be written on official letterhead and to be signed by the author(s).
- You must comply with each medical school's letter deadline(s).
- Please consult your prehealth advisor for questions or concerns regarding your letters of evaluation.

Medical Schools

We recommend that you review the most recent edition of the [Medical School Admission Requirements website](#) and consult with a prehealth advisor for guidance in selecting medical schools.

Important considerations in selecting medical schools include 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, and acceptance deposits) before you designate any school.

Many medical schools consider applications only from U.S. citizens, and some medical schools accept applications only from applicants who reside in certain states. Some schools may consider nonresidents 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 admissions offices. It is your responsibility to determine your eligibility before designating a school. AMCAS cannot issue refunds for applicants who do not meet the admission requirements of a school, including state residency requirements.

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 menus. You can 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. The additional information will update each time you select a medical school from the list.

You must review your medical school designations carefully. Once you have submitted your application to AMCAS, you may not 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 recertify and officially update your application by clicking the *Resubmit Application* button. **You must recertify and officially update your application with the newly designated schools in accordance with those schools' stated deadlines.** Deadlines may differ for different program types. There is a fee for applying 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 reapplicant to those medical schools, regardless of whether you completed a secondary application.

If you add a school to which you previously applied (through AMCAS, another application service, or directly to the school), you must indicate the addition of such school in your current application. Failure to acknowledge previous application activity may result in an investigation.

Medical School Program Types

When you are adding a medical school, you must designate which program you are applying to at the selected school. The AMCAS application does not permit you to designate several programs for a single medical school. If you wish to apply to several programs at a single school, you should contact the medical school directly for recommendations on how to select a program.

Certain programs require you to obtain permission from the medical school before submitting an application to a given program. In addition, a number of these programs may be restricted, precluding you from applying to other medical schools. Not all types of programs are available at all medical schools. An explanation of each type of program follows:

- **Regular MD**

Regular MD refers to the standard medical degree program at the selected school.

- **Combined MD-PhD Program**

Designating a combined MD-PhD program type notifies the MD program at a school that you are interested in applying to one of its combined MD-PhD programs, either alone or in combination with the regular MD program. Upon making the selection, you will be asked to indicate the specific combined program(s) in which you are interested. The combined MD-PhD program type requires you to complete two additional essays in the Essay section.

Designating the combined MD-PhD program type is not the same as applying to the program and may require an additional application. Contact the medical school directly for additional information.

- **Combined Bachelor's-MD Degree Program**

You may not designate a combined bachelor's-MD degree program type without preapproval from the medical school to which you are applying.

Designating a combined bachelor's-MD degree program type is not the same as applying to the program and may require an additional application. Contact the medical school directly for additional information.

- **Combined MD Degree-Graduate Program**

Designating a combined MD degree-graduate program type notifies the MD program at the designated school that you are interested in applying to one of its combined MD degree-graduate programs, either alone or in combination with the regular MD program. Upon making this selection, you will be asked to indicate the specific combined program(s) in which you are interested.

- **Deferred/Delayed Matriculation**

You will need preapproval from the medical school to apply to the medical school if you were previously admitted to that medical school and granted a deferral to the 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; therefore, 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, then its deadline has passed, the program requires preapproval, or the program has a residency requirement. If the program deadline has not passed, contact the medical school to determine whether you are eligible to apply.

Early Decision Program (EDP)

The Early Decision Program 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 must 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.
- **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 terms set forth by a medical school if you are accepted to its Early Decision Program. The terms apply, but are 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
- School-specific deadline: Any supplemental application materials

If your application is received by the stated deadline but any of your transcripts is late, you may still apply to the medical school's regular MD degree 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 the change, you may designate additional medical schools.

Essay(s)

You are required to submit an essay in the Personal Comments Essay section. You must complete two additional essays if you apply to an MD-PhD program: the MD-PhD Essay and the Significant Research Experience Essay. You also need to enter your total hours of research experience.

Personal Comments Essay

Use the Personal Comments Essay as an opportunity to distinguish yourself from other applicants. Consider and write your Personal Comments Essay carefully; many admission committees place significant weight on the essay. Here are some questions that you may want to consider while writing the essay:

- 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:

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

Formatting Your Essay

- ! — **Medical schools receive all text entry responses as plain text. Therefore, formatting options such as bulleted lists, indented paragraphs, and bold/italic fonts do not appear for reviewers and are not available in the AMCAS application.** You may want to include an extra space between paragraphs because the essay does not permit indentation.

To avoid formatting issues, we recommend that you type your essay directly into your AMCAS application; copying formatted text into the application may result in formatting problems that cannot be edited after your application is submitted. If you do cut and paste your essay(s) into the application, you should draft your essay(s) in a plain text format, such as Microsoft Notepad or Mac TextEdit.

Please keep the following in mind:

- ! — **Proofread carefully! No changes (including corrections to grammatical or typographical errors) may be made after you submit your application to AMCAS.**
 - You cannot run a spell check in the AMCAS application, but most browsers have built-in spell checking that you may enable. Use English (United States) characters; other characters may not be accurately recognized.
 - Medical schools prefer to receive applications that follow normal writing practices regarding case. You should avoid use of all uppercase or all lowercase letters for the text responses in your application.
 - Plagiarism or misrepresentations will prompt an investigation.
 - It is not necessary to repeat information reported elsewhere on your application.
 - The essay will be sent to all of the medical schools to which you have applied.
 - The space allotted for the essay is 5,300 characters, or approximately one page. Spaces are counted as characters. You will receive an error message if you exceed the space limit.



MD-PhD Essay

If you are applying to an MD-PhD program(s), you are required to provide two additional essays, the MD-PhD Essay and the Significant Research Experience Essay. Use the MD-PhD Essay to state your reasons for pursuing the combined MD-PhD degree. Your response will be forwarded only to your designated MD-PhD program(s). This essay is limited to 3,000 characters.

Below this essay, you'll be asked to enter your total hours of research experience.

Significant Research Experience Essay

In addition to the MD-PhD Essay, you are required to write an essay that describes your significant research experiences. In this essay, 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 research effort. The essay is limited to 10,000 characters.

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

Standardized Tests

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

MCAT Scores

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

If you have not yet taken the MCAT exam or have not yet received a score for a recently taken MCAT exam at the time you submit your application, it is very important that you include in your application the test dates for upcoming or recently taken MCAT exams. If you do not do so, medical schools will have no way of knowing that they should expect (additional) MCAT scores from you. Be sure to keep this section current after you submit your application!

Most medical schools require MCAT scores to be no more than three years old. Consult with the schools you plan to apply to or the [Medical School Admission Requirements website](#) to ensure that you meet all requirements for test dates. All MCAT scores from 2003 to the present will be automatically released to AMCAS (unless you voided your scores at the time of the exam) and will be included in all your future AMCAS applications.

It is important to note that AMCAS does not need your scores to verify your application. You may submit your AMCAS application either before or after the release of your MCAT scores.

MCAT Exams Taken Before 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 the report to the institutions that should receive your scores. 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 program, 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 *Add Test Score* under Other Tests.

If you have taken a test that includes several sections (e.g., GRE-Math and GRE-Psych), treat each section as a separate test by entering each section individually.

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

Certification and Submission

To complete and submit your application, you must certify a set of statements, which serves the same purpose as your legal signature. Agreeing to the certification statements is binding. Once you submit your application to AMCAS, you can make only limited changes to it. Therefore, you need to undertake a careful review of your entire application by clicking the *Print Application* button on the Main Menu. It is important to note that only your processed application will reflect your AMCAS GPAs.

Acceptance of Conditions

You may not change, correct, or update selected parts of your application after you submit it to AMCAS. To accept the conditions, check off each statement and then click *Agree*. In the next screen, you'll then be prompted to enter your password. You also have the opportunity to print your PDF application as it appears on this screen.

Payment

Pay application fees by credit card through VeriSign's secure credit card transaction services (Visa or MasterCard only). Enter your credit card information (Visa or MasterCard only), including the billing address, and then click *Continue* to make your payment.

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

Financial Hold

Your application will be held if you owe the AAMC money for services provided in a previous 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 your responsibility to ensure that AMCAS has received payment of all required fees. You will receive email notification if your application is held for financial reasons. If you have any questions, email AMCAS at amcas@aamc.org or call 202-828-0600.

Postsubmission Changes

Before submitting your application, you should review it thoroughly. After you submit your application, you may make changes only to the following sections:

- ID numbers
- Name, including Legal Name, Preferred Name, and Alternate Names
- Contact Information, including Permanent and Preferred Mailing Addresses
- Alternate Contact
- Birth and Sex
- Letters of Evaluation (addition of no more than 10 letter entries and notification to AMCAS of a letter no longer to be sent)
- Next MCAT test date
- Addition of medical schools and change(s) to existing program type (deadlines, fees, and restrictions apply)
- Release of application information to your prehealth advisor

After you submit your application, the *Submit Application* button will change to *Resubmit*. A time stamp will appear noting the date and time of submission. The *Resubmit Application* button will remain inactive until a permitted change is made to the application. Once you have edited a permitted field, the button will become active.

Academic Change Requests

AMCAS requires you to review verified coursework and GPA information. If you find discrepancies or you disagree with changes made during the verification process, you may submit an Academic Change Request for review by AMCAS. After the review, the request is either granted or denied. The Academic Change Request option is available in the Quick Links tile of the Main Menu. When submitting an Academic Change Request, you must select one of the following reasons:

- Recompute the following GPA/hours
- Reverify the following courses
- Add the following courses
- Delete the following courses (but only if the course has been placed in your application by AMCAS staff)
- Update the following school information

In the accompanying text block, please be specific about your request and explain in detail why you are requesting the change to your AMCAS application. Several requests may be entered in the text block.

If the request is granted, AMCAS will change or correct:

- GPA
- Academic status
- Course classification: Copy and paste the course description from the school's website and include the URL where it may be found.
- Academic year and/or academic term
- Course type
- Lab/lecture
- Official transcript grade

- Credit hours attempted
- Semester or supplemental hours
- Omitted coursework
- Incorrect school name
- AMCAS grade
- Degree date and/or degree type
- Majors/minors: If AMCAS adjusts a double major or minor, the fields of the degrees will no longer display; only Double Major/Minor will be shown.
- Missing schools and associated coursework that you failed to report at the time of submission. You need to submit a letter stating that, although you certified that the application was complete at the time of submission, you omitted a school attended from the original application.

AMCAS will not change or correct:

- Current coursework
- Course name and/or number
- Incomplete courses
- Deferred grades
- Designation of the Honors type
- Any other section or items in your application (e.g., essays, biographical and employment information, activities, school designations, test scores/dates)

! — You must 1) click the *Resubmit Application* button and 2) recertify your application each time you make an allowable change after your initial submission. If you skip these steps, your changes will **not** be saved. Updating your application does not affect its processing and will not result in delays.

Monitoring Your Application Status

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

Click the *View Application Status History* link on the Main Menu to review your AMCAS status. Check this page often. It is available 24 hours a day, seven days a week, except for scheduled maintenance periods.

Withdrawing Your Application

Withdrawing your application is **final**. Once you do so, you may 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* on the right side of the Main Menu. This option is available only 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 nonrefundable, 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 directly the medical schools to which you applied. You are not eligible for an AMCAS refund in this case.

AAMC-Facilitated Criminal Background Checks

The AAMC recommends that all U.S. medical schools procure a national background check on you after you 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 reasons, 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 eventually to become licensed physicians.

In support of this recommendation, the AAMC facilitates a National Background Check Service, through which Certiphi Screening, Inc. (a Vertical Screen® Company) will procure a national background report on Early Decision Program applicants at the point of acceptance and on 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 background checks in recognition of medical schools' desire to procure appropriate national criminal history reports and to prevent you from paying additional fees at each medical school to which you are accepted.

Participating medical schools may continue to require you to undergo a separate national background check if so required by their institutional regulations or applicable state law. Medical schools not participating in the background check service used by AMCAS may also require you to undergo a separate national background check process.

It is important to 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 your identifying information such as name, aliases, address(es), Social Security Number, and areas of previous 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, multijurisdiction private database search covering more than 375 million criminal records collected from across the country. All database "hits" are verified directly through the source of information to ensure that records are current.
- **National Sexual Offender Database search:** A search of a national private database that 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 (LEIE) search:** A search of the LEIE 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 other federal health care programs.

- **Search for dishonorable discharge from the Armed Forces:** Military records are verified through either phone interviews with the subject's former commander or by obtaining a DD-214 form. Verification generally includes the 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 as 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, for whom a background check takes place 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 email to the preferred email address you entered in your AMCAS application. The email will provide you with access to a secure, online form through which you will provide basic identifying information and consent for a background report to be procured. Your consent will serve for all participating medical schools that offer you conditional acceptance.

Once you have provided consent, Certiphi Screening, Inc., will conduct a background check. When the background check is complete, Certiphi Screening, Inc., will send an email to your preferred email address requesting that you review the background check report before its distribution. Upon receiving the email, you will have 10 calendar days to contest the accuracy of the contents of the background check report. Once you have reviewed and released it or after the specified 10–calendar-day period has elapsed, the background check report will be made available to the participating medical school(s) that made a conditional offer of acceptance.

Additional Notes

- If you have initiated an AMCAS application, you may obtain a preliminary background report before the report is requested by and released to participating institutions by visiting [Application Station \(applicationstation.com\)](http://ApplicationStation(applicationstation.com)) and using this code: CERTAP2018. Applicants are responsible for the discounted cost of the preliminary background report, which is \$71, plus any fees for international research. For more information, please contact Certiphi Screening's Applicant Services team at 800-803-9582 or ApplicantServices@certiphi.com.
- If the background check has been conducted before your acceptance by a participating school, the report will not be made available to the medical school until the AAMC receives notice of your acceptance.
- Upon your initial, conditional acceptance to an additional participating medical school, the background check report will be made available to other participating medical schools offering a conditional acceptance after January 1.
- The background check will not be released to any party other than the medical school(s) requesting it.
- History in the background check report that may include infractions and juvenile records will be displayed to you, but medical schools' policies vary with the content that they can and will view.

Please review the [Felony](#) and [Misdemeanor](#) sections of this Applicant Guide for further details.

State-Specific Notifications Regarding Background Checks

Below you will find state-specific notifications that some states mandate for inclusion in advance of a background search. 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.



For Maine Applicants Only

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 five 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.

For New York Applicants Only

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.

For Washington Applicants Only

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.

For California,* Minnesota, and Oklahoma Applicants Only

A consumer credit report will be obtained through Certiphi Screening, Inc., P.O. Box 541, Southampton, PA 18966. Telephone: (800) 260-1680. Website: certiphi.com.

If a **consumer credit report** is obtained, I understand that I am entitled to receive a copy. I have indicated below whether I would like a copy.

If an **investigative consumer report** and/or consumer report is processed, I understand that I am entitled to receive a copy. I have indicated below whether I would like a copy.

***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 certiphi.com (link at bottom of page entitled, "Legal/Privacy").**

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

Para información en español, visite consumerfinance.gov/learnmore o escriba al Consumer Financial Protection Bureau, 1700 G Street, NW, Washington, D.C. 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

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 consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street, NW, Washington, D.C. 20552.**

- **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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See consumerfinance.gov/learnmore 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 consumerfinance.gov/learnmore 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 7 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 consumerfinance.gov/learnmore.
- **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 consumerfinance.gov/learnmore.

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. For information about your federal rights, contact:

Type Of Business	Contact
<p>1.</p> <p>a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center—FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20423</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, SW Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20549</p>

continued



Type Of Business	Contact
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center—FCRA Washington, DC 20580 (877) 382-4357

Certiphi Screening, Inc.
 A Vertical Screen® Company
 Attn: Consumer Disclosure
 P.O. Box 541, Southampton, PA 18966
 Toll-free phone: 800-260-1680

Note: All laws cited are subject to change, and although the AAMC will endeavor to keep this information up to date, we will not be held responsible or liable for any changes that may not appear in this document.

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

This privacy notice explains what kinds of information the AAMC collects through its website (including the AMCAS website), 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

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' adherence to AAMC recommendations. This acceptance data is shared as follows:

- Beginning in February of each year, a medical school that has accepted you can view the other school or schools that have accepted you, if applicable.
- Beginning in April of each year, a medical school can view the school or schools that have accepted you, even if you have 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.

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. For more information, visit aamc.org/services/first.

MCAT® Exam

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

Medical School Admission Requirements Website

The Medical School Admission Requirements website is comprehensive resource that lists requirements and other pertinent information for each medical school. The Medical School Admission Requirements is updated and published annually. A subscription is available for purchase at aamc.org/msar.

Social Media

For information, tips, and resources from AMCAS and other AAMC services for premeds, follow [@AAMCPreMed](https://twitter.com/AAMCPreMed) on Twitter and like the [AAMC Premed Facebook page](https://www.facebook.com/AAMCpremed).

 facebook.com/AAMCpremed

 twitter.com/AAMCPreMed

For AMCAS-specific content, such as deadline information, announcements, and processing updates, follow [@AMCASinfo](https://twitter.com/AMCASinfo) on Twitter.

 twitter.com/AMCASinfo

For AMCAS video tutorials, follow the AMCASinfo YouTube channel.

 youtube.com/AMCASinfo

Appendix 1

Socioeconomic Status (SES) Disadvantaged Indicator

The SES Indicator is one tool that medical schools may use to identify applicants who come from socioeconomically disadvantaged backgrounds. It is intended to assist schools in placing your entire AMCAS application information in context as part of a holistic review admissions process. *The AMCAS indicators were developed as tools to assist medical schools in their review processes, and they are not intended to be used as standalone elements.*

The SES indicator is derived from information you provide about your parents' and guardians' occupation and education levels* by using the schema in the graphic below. Once AMCAS has processed your application, the indicator associated with your parent or guardian with the highest education and occupation level will appear on your printable application. To view the indicator, click the *Print Application* button on the Main Menu.

Parent/Guardian Education	Parent/Guardian Occupation	
	Executive, managerial, professional position	Service, clerical, skilled, and unskilled labor
Doctorate/professional degree	SES Disadvantaged Indicator: No	SES Disadvantaged Indicator: Yes, EO-2
Master's degree	SES Disadvantaged Indicator: No	SES Disadvantaged Indicator: Yes, EO-2
Bachelor's degree	SES Disadvantaged Indicator: No	SES Disadvantaged Indicator: Yes, EO-2
Less than a bachelor's degree	SES Disadvantaged Indicator: Yes, EO-1	SES Disadvantaged Indicator: Yes, EO-1

EO = Education/Occupation.

An SES indicator of "N/A" indicates one of the following:

- Parent(s) who completed their highest level of education outside the U.S. and are not legal residents of the U.S., or
- Parent(s) who are deceased, or
- There is no parent data, or
- Applicant is not a U.S. citizen or permanent resident.

An SES indicator of "Unknown" occurs when:

- All parental EO levels are "Unknown," or
- One parental EO level is "Unknown" and all other parental EO levels are "N/A."

*AMCAS does not determine international equivalencies for education or occupation information.

Appendix 2

First Generation College Student Indicator

The First Generation College Student Indicator is another tool that medical schools may use to identify applicants who come from disadvantaged backgrounds. It is intended to assist schools in placing your entire AMCAS application information in context as part of a holistic review admissions process. *The AMCAS indicators were developed as tools to assist medical schools in their review processes, and they are not intended to be used as standalone elements.*

The First Generation Indicator is derived from information you provide about your parents' education levels* by using the schema in the graphic below. Once AMCAS has processed your application, the indicator associated with your parent or guardian with the highest education will appear on your printable application. To view the indicator, click the *Print Application* button on the Main Menu.

Parent/Guardian Education Level	First Generation
Don't Know	Unknown
Less Than High School High School Graduate (high school diploma or equivalent) Some College, But No Degree	Yes
Associate's Degree (AS, AN, etc.) Bachelor's Degree (BA, BS, etc.) Some Graduate, But No Degree Master's Degree Doctorate or Professional Degree	No
<i>(based on parent with highest level of education)</i>	

A First Generation College Student Indicator of "Unknown" indicates one of the following:

- Parent(s) who completed their highest level of education outside the U.S., or
- Parent(s) who are deceased, or
- No parent data were provided, or
- Applicant is not a U.S. citizen or permanent resident.

*AMCAS does not determine international equivalencies for education or occupation information.

Appendix 3 Glossary and Acronyms

The following are common words you may find within the online application and application instructions. The acronym list with definitions starts on page 73.

Term	Definition
AAMC ID	An eight-digit number assigned by the AAMC at the time of registration for any services of the AAMC.
AARTS	Credit granted for courses taken while serving in the U.S. Army. Appears on the Joint Services Transcript (JST).
Academic Change Request	An electronic request option available after AMCAS processing is complete; used to request a review of possible AMCAS mistakes.
Academic Status	A student's achieved educational level, e.g., freshman, sophomore, junior, or senior. The education-level assignment is based on the number of credit hours completed.
Advanced Placement (AP)	Advanced Placement courses taken while in high school or by passing an AP departmental exam. Students must earn college credit for all AP courses taken.
AO (All Other) GPA	The AMCAS grade point average calculation for all courses except biology, chemistry, physics, and math.
Audit (AU)	Courses taken for experimentation without worry of grade or review. Credit hours do not count toward fulfillment of graduation requirements.
BCPM GPA	The AMCAS grade point average calculation for courses classified as biology, chemistry, physics, and math.
CEGEP Grade 13	CEGEP, or <i>collège d'enseignement général et professionnel</i> , is two years of general or three years of technical education between high school and university. CEGEP is considered the first level of higher education in Canada; the second is university. CEGEP accepts students who have completed six years of elementary school and five years of secondary school.
Certification	Certification refers to your legal signature for an electronic application. Your certification, or electronic signature, indicates your agreement to the certification statements.
Clock Hours	Credits given for attending approved in-service programs. Sixty minutes of continuous in-service is equivalent to one clock hour.
College Level Examination Program (CLEP)	A nationally standardized examination administered by the College Level Examination Program (CLEP). Provides an opportunity for examinees to demonstrate and receive college credit for competency obtained through life experiences.
Continuing Education Units (CEUs)	A way to document noncredit work in activities specifically developed for adult learners in a variety of disciplines. One CEU is provided for every 10 hours engaged in a learning activity under responsible sponsorship, capable direction, and qualified instruction.
Course Classification	Course classification is based solely on the primary content of the course content rather than on course title or department through which it is offered. Consult your preprofessional health advisor or registrar to resolve any questions concerning classification.

continued

Term	Definition
Credit Hours	Hours received for courses taken at a college or university that appear on an official transcript. Some institutions may refer to credit hours as units.
Current/Future Courses (CCs)	All courses you are attempting at the time the AMCAS application is submitted and all courses you plan to take before entering medical school.
Deferred Grade (DG)	Certain courses are designed to extend for more than one term because of either the volume of course content or amount of required student work. Research projects, theses, and dissertations are examples of courses that might have a multiterm structure.
Deferred/Delayed Matriculant	The program type you select if you submitted a previous year's application and were accepted to a particular medical school for a specific year but have decided (and the medical school has approved your decision) to delay entrance until the following year.
Exempt (EX)	An individual department may use any of the following criteria to determine a course exemption: <ul style="list-style-type: none"> • Previous courses completed by the student at another institution • Employment experience • The student's score on an approved examination If granted, course exemption allows the student to enroll in a higher-level course within the sequence.
Grade Point Average (GPA)	A measure of a student's academic achievement at a college or university, which is calculated by dividing the total number of grade points received by the total number attempted.
Honors (H)	Specialized college-level courses.
ID Numbers	Any ID numbers that would be helpful in matching your documents to your application, including: <ul style="list-style-type: none"> • School-assigned ID numbers • MCAT or AMCAS IDs (only before 2002) • Other IDs that may appear on your documents For purposes of this definition, ID numbers do not include Social Security (SSN) or Social Insurance Number (SIN) information.
Incomplete (I)	A temporary symbol of (I) assigned when the student is unable to fulfill all the normal course requirements. Many schools assign IF or F if coursework is not completed within an appropriate time limit determined by the professor.
JST	The Joint Services Transcript, which has replaced the Coast Guard Institute Transcript, the Army/American Council on Education Registry Transcript System (AARTS), and the Sailor/Marine American Council on Education Registry Transcript (SMART). JST is an academically accepted document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations.

continued

Term	Definition
Letters of Evaluation	Letters provided by a counselor, prehealth advisor, premed committee, or other professional. Evaluation letters must be sent to AMCAS if you are applying to a medical school that participates in the AMCAS Letters of Evaluation service. Letter entries (maximum of 10) may be entered in the AMCAS application after initial submission of your AMCAS application. Letters are not required to be received before submitting the AMCAS application or to process the AMCAS application. Letters will not be made available to medical schools until the AMCAS application has been processed.
Narrative Evaluation	Written evaluations provided by institutions that are based on a special grading system for which letter grades are usually unavailable. The evaluations are provided for each class completed by a student in order to describe the student's performance.
No Record (NR)	Used when a grade is unavailable at the time of transcript issuance because of an administrative error and/or lateness.
Official Transcript	An official document that contains all essential academic data such as dates of attendance, courses taken, grades and credits awarded, and degrees received. It may also contain information related to the student's current status at the institution.
Pass/Fail (PF)	A pass/fail grading system is one in which no more than two possible passing grades are attainable.
Postsubmission Changes	Limited changes to the AMCAS application are permitted after initial submission.
Repeat (R)	Any course that a student failed or for which the student's initial grade was below departmental standards. The initial attempt, as well as all subsequent attempts of a "repeated" course sequence, must be listed in the Coursework section.
SMART	Sailor/Marine Ace Registry Transcript (SMART) lists credit granted for courses taken while serving in the U.S. Navy or Marines. Appears on the Joint Services Transcript (JST).
Transcript Grade	Grades, symbols, and notations that appear on an official transcript issued by a college or institution at which a course has been completed.
Transcript ID	The AMCAS Transcript ID is used when requesting a PDF eTranscript from an approved sender.
Withdraw	Course for which a student has registered and subsequently chosen not to complete.

Acronym	Definition
AACOMAS	American Association of Colleges of Osteopathic Medicine Application Service
AAMC	Association of American Medical Colleges
AAMC ID	Association of American Medical Colleges Identification Number
AARTS	Army/American Council on Education Registry Transcript System
AIS	Advisor Information System

continued

Acronym	Definition
AMCAS	American Medical College Application Service
AMCAS Letter ID Number	A unique seven-digit number assigned to a letter entry you create in the AMCAS application
AO	All Other
AP	Advanced Placement
BCPM	Biology, chemistry, physics, math
CEGEP	Canadian <i>collège d'enseignement général et professionnel</i>
CLEP	College Level Examination Program
EDP	Early Decision Program
ERAS	Electronic Residency Application Service
FAP	Fee Assistance Program
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Examination
JST	Joint Services Transcript
LOE	Letters of Evaluation
LRF	Letter Request Form
LSAT	Law School Admission Test
MCAT	Medical College Admission Test
MED LOANS	Medical School Loans
MED MAR	Medical Minority Application Registry
MSAR	Medical School Admission Requirements
NAAHP	National Association of Advisors for the Health Professions
NRMP	National Residency Match Program
OMSAS	Ontario Medical School Application Service
OT	Official Transcript
THx	Testing History System
TMDSAS	Texas Medical School and Dental Service
SMART	Sailor/Marine Ace Registry Transcript
SMDEP	Summer Medical Dental Education Program
SSL	Secure Socket Layer
SSN	Social Security Number

Appendix 4 Application Statuses

AMCAS uses statuses to track your application process. Medical schools may use different words or meanings to explain statuses in relation to the AMCAS and medical school secondary application processes.

Status	Definition
Not Submitted to AMCAS	You have initiated your AMCAS application, but your application has not been certified and submitted to AMCAS.
Submitted to AMCAS— Waiting for Transcripts	You have certified and submitted your AMCAS application. However, your application is pending processing while AMCAS waits for your transcripts.
Submitted to AMCAS— Financial Hold	You have certified and submitted your AMCAS application. However, AMCAS is unable to process your application until you resolve the financial hold associated with your application. Please contact AMCAS for more information at 202-828-0600/ amcas@aamc.org .
Submitted to AMCAS— Processing Exception	You have certified and submitted your AMCAS application. However, your application is on hold due to the detection of a processing exception. Please contact AMCAS for more information at 202-828-0600/ amcas@aamc.org .
Submitted to AMCAS— Per Applicant’s Request	You have certified and submitted your AMCAS application. However, your application is on hold per your request. Please contact AMCAS to remove this hold at 202-828-0600/ amcas@aamc.org .
Submitted to AMCAS— Incorrect Coursework	You have certified and submitted your AMCAS application. However, your application is on hold due to incorrect coursework in your application. Please contact AMCAS for more information at 202-828-0600/ amcas@aamc.org .
Submitted to AMCAS— Incorrect Documents	You have certified and submitted your AMCAS application. However, your application is on hold due to incorrect documents associated with your application. Please contact AMCAS for more information at 202-828-0600/ amcas@aamc.org .
Submitted to AMCAS— Ready for Review	AMCAS has received your transcripts and your application is now in the queue for verification and processing.
Submitted to AMCAS— Under Review	An AMCAS verifier is currently reviewing your transcripts and coursework.
Returned to Applicant	An AMCAS verifier found missing coursework in your application during their review. Your application has been returned so you can make the necessary changes to your coursework. You may also need to make changes to your Schools Attended section.
AMCAS Processing Is Complete	Congratulations! Your application is processed and has been made available to your designated medical schools.
Withdrawn from AMCAS	You have withdrawn your AMCAS application. This step is final, so you are no longer eligible to apply for the current application cycle.