AMCAS
American Medical College
Application Service

AAMC

2013 AMCAS INSTRUCTION MANUAL

WWW.AAMC.ORG/AMCAS

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

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What is AMCAS?

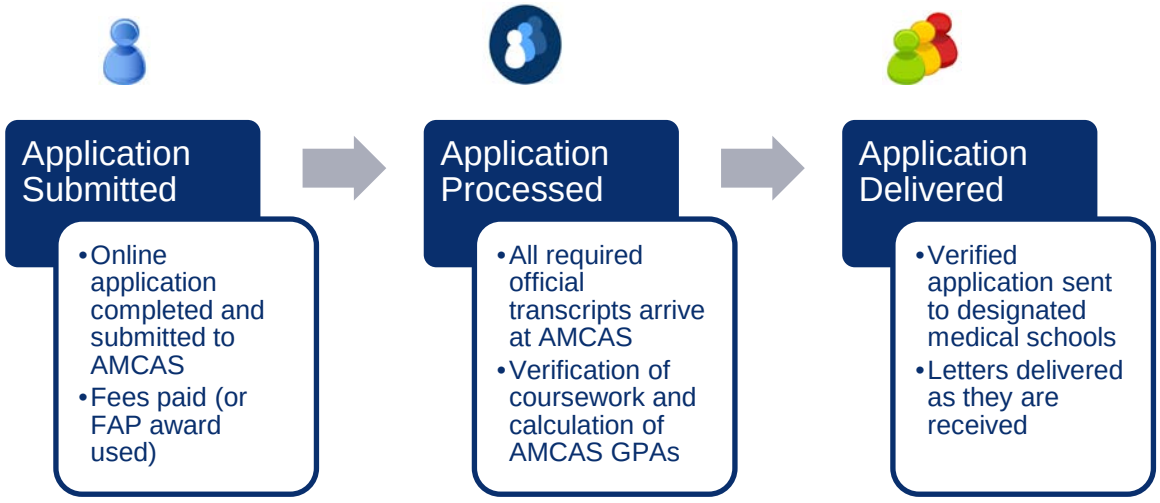
When you certify your application, you signify that you have read this Manual, in addition to all instructions throughout the application.

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

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

AMCAS is not involved in the admissions decision-making process. These decisions are made solely by the medical schools. Consult the Medical School Admissions Requirements (MSAR®) and contact the medical schools to which you will apply to obtain each school's admissions requirements.

How does AMCAS work?



Getting Help with Your Application

Online

After your application has been submitted you may check its status using our automated system. Other than what is available from this system, AMCAS staff does not have additional information on your application's status.

Answers to most questions are available on our Web site: www.aamc.org/amcas.
In addition to FAQs on a variety of topics and resource documents like this Guide, video tutorials provide additional instruction and demonstration. There is a **Help** button in the application that will open related information while you are working on your application.

www.facebook.com/amcasinfo www.twitter.com/amcasinfo

Phone | 202-828-0600
Applicant Relation Specialists are available to assist you Monday – Friday from 9 a.m. to 7 p.m. ET. Please have your AAMC ID number available when you call.

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

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Before You Begin

There are some things you should know about the AMCAS application and its processing before you begin. Failure to adhere to AMCAS policies and procedures may result in application delays, lost data, lost application fees, and missed deadlines.

Applicant Responsibilities

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

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

Once documents are received (either in hard copy or electronically), they become the property of AMCAS and cannot be returned to you or forwarded to any entity (other than letters of evaluation, which will be delivered to the medical schools designated in your application).

AMCAS Submission and Deadlines

Deadlines are set by the individual medical schools for each of their program types and indicate the date by which materials must be received by AMCAS. Submit materials as soon as possible to avoid processing delays and missed deadlines.

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Your AMCAS application may be submitted before your official transcripts and letters of evaluation reach AMCAS. Just remember that once you have submitted your application, you cannot make changes to most sections of the application. Once your transcripts have been received, your application will join the Verification queue. After your application has been processed, letters of evaluation will be distributed to the specified medical schools as they are received.

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

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

Materials received during peak periods (June-September) may take considerably longer to process. If your application is returned to you because of errors that must be corrected, you may miss deadlines and forfeit fees. It is critical that you read all instructions and submit all materials in a timely fashion.

Application Processing

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

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

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

Once your application has been submitted:

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

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Verification

AMCAS uses these symbols when verifying your coursework:

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

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

During Verification, AMCAS performs a line-by-line comparison of the information you entered in the Course Work section of the application to the information on your official transcript(s). For this reason, it is recommended that you request a copy of your official transcript(s) for yourself and use it while you are completing the Course Work section. AMCAS also calculates several different AMCAS GPAs during Verification. AMCAS GPAs often differ from the GPA shown on your records at the institutions you have attended.

Grades and GPA Calculations

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

- AMCAS GPAs are almost always different from those calculated by the school(s) you have attended. Therefore, AMCAS does not in any way attempt to compare our calculations with those appearing on your official transcripts.
- AMCAS reports to the medical schools a GPA for each Academic Status (HS, FR, SO, JR, SR, PB, and GR), subdivided into courses listed as "BCPM" or "All Other" in the BCPM and AO columns.
- Any course with Semester Hours and an AMCAS Letter Grade is calculated into the AMCAS GPA, regardless of whether the credit is counted toward a degree or has been counted toward a school-calculated GPA.
- AMCAS counts grades and hours assigned by the school where the courses were originally taken, not by any school that might have granted transfer credit. The only exceptions to this rule are foreign coursework transferred to a U.S. or Canadian institution and coursework taken through an official study abroad program.
- Courses with the AMCAS grades listed below are **not** included in the GPA calculations. Instead, the total hours for each of these categories are reported to medical schools under the heading Supplementary Hours.
    - Pass/Fail - Pass
    - Pass/Fail - Fail
    - Advanced Placement (AP) Credit
    - College Level Examination Program (CLEP) Credit

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- AMCAS counts all "+" or "-" grades, even if your school does not. At some schools, a "+" or a "-" counts as n.3 or n.7, at others they count as n.5. Please note that AMCAS assigns the same weight (4.0) to grades of A+ and A.
- Post baccalaureate (PB) coursework is included in the "Undergraduate Total" GPA as well as in a separate "Post baccalaureate" GPA.
- AMCAS counts all attempts of a repeated course, even if your school does not.
- Grades of "IF" or unauthorized/unofficial/administrative withdrawal may be treated as "F" in the GPA depending on how they are considered by your school. Grades and credit hours for all failed courses will be included in the AMCAS GPA, even if they are not included in the GPA calculations of the transcript-issuing institution.

Grades that Do Not Affect the AMCAS GPA

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

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

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

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

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

Academic Change Requests

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

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

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If necessary, AMCAS will:

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

AMCAS will not change or correct:

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

Deferred/delayed Matriculants

Deferred/delayed matriculants should log in using the same username and password obtained for the previous application.

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

1. Submitted an AMCAS application for the previous entering class;
2. Received an acceptance;
3. Delayed your matriculation with the approval of the medical school granting the acceptance; and

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4. Were instructed by the medical school to submit your application to their institution as a deferred/delayed matriculant.

There will be no AMCAS processing fee for the school granting the deferral. Prior to submitting an application to the next entering class, verify with the medical school your status as either a restricted or unrestricted delayed matriculant applicant.

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

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

Late Deferrals

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

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

Monitoring Your Application's Progress

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

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

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Investigations

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

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

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

Arbitration shall be conducted through written submission to the American Arbitration Association in Washington, DC. An investigation may result in delays in processing application materials and/or reporting MCAT scores.

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

Certification Statement

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

- □ I certify that the information in this application and associated materials is current, complete, and accurate to the best of my knowledge.
- □ I certify that all written passages, such as the personal statement, essays required from M.D.-Ph.D. applicants, and descriptions of work/activities, are my own and have not been written, in part or in whole, by a third party. Quotations are permitted if the source is cited.
- □ I have read, understand, and agree to comply with the AMCAS Instruction Manual, including the provisions noting that I am responsible for monitoring and ensuring the progress of my application process by checking the Main Menu of my application. I understand that I am also responsible for reviewing my application after AMCAS processing is complete.
- □ 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

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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 admissions requirements of the medical schools.
- □ I understand that I am required to inform the Admissions Office of each medical school to which I apply if I am convicted of, or plead guilty or no contest to, a misdemeanor or felony crime after the date of my original application submission and prior to medical school matriculation. I understand that this communication must be in writing and must occur within ten (10) business days of the occurrence of the criminal charge or conviction.
- □ I understand that I am required to inform the Admissions Office of each medical school to which I apply if I become the subject of an institutional action after the date of original application submission and prior to medical school matriculation. I understand that this communication must be in writing and must occur within ten (10) business days of the occurrence of the institutional action.
- □ I acknowledge and agree that my sole remedy in the event of any errors or omissions relating to the handling or processing of my application is to obtain a refund of my AMCAS application fee; however, I may be eligible for a refund only if I have notified AMCAS of any errors or omissions within ten (10) days of application processing completion.
- □ I understand that AMCAS has my permission to release information, at the request of the medical school(s), to a third party to pre-populate online secondary applications.

By checking each box and clicking Agree, you indicate your intent to agree to the above.

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Registration

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

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

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

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

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

Accessing the Application

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

Failure to use an "AMCAS-supported browser" may result in application delays, lost data, or other technical problems while using the software. A list of currently supported browsers is available on our Web site.

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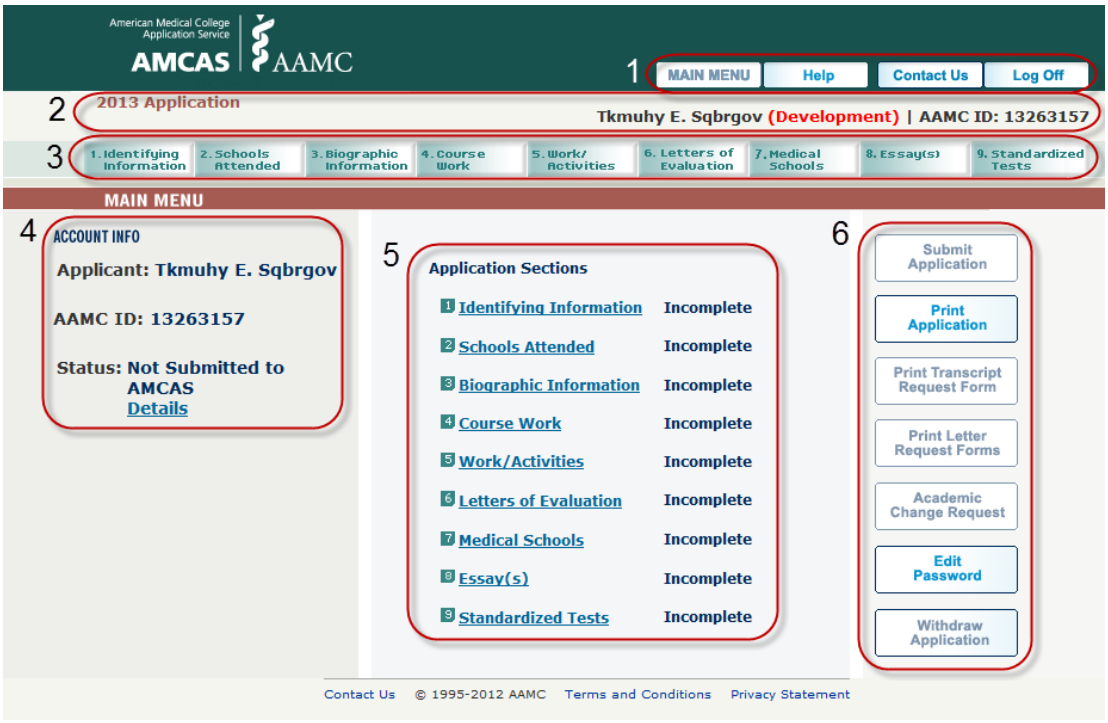
Overview of the Application

The Main Menu screen (pictured below) serves as a central hub for navigating through the application.



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

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Sections in the AMCAS Application

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

Important Notes

- All required fields throughout the application are marked with a red asterisk(*). However, you may be required to complete some fields that are not marked with a red asterisk. You must read the application instructions to determine if these fields are required for you.

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

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Section One: Identifying Information

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

Legal Name

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

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

Preferred Name

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

Failure to include pertinent Alternate Names may delay the processing of your application.

Alternate Names

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

ID Numbers

Enter your U.S. Social Security Number (SSN) or Canadian Social Insurance Number (SIN). If you do not have or prefer not to enter either number, please call 202-828-0600 or e-mail amcas@aamc.org to obtain a Proxy ID number. The Proxy ID is a number assigned to you by AMCAS for use in your application as a substitute ID number if you do not have or choose not to use your SSN or SIN. Include this information in your e-mail:

- Your name,
- Your date of birth, and
- Your country of residence.

AMCAS automatically populates the SSN/SIN/Proxy ID field with the information entered during registration. Verify that the information is correct before continuing.

Failure to include pertinent Alternate IDs may delay the processing of your application.

Alternate IDs

Alternate IDs are any identification numbers assigned to you by MCAT, AMCAS (prior to 2002), or the schools you attended.

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

Birth and Sex

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

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

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

- Non-U.S. and Non-Canadian Applicants:
  Select the country in which you were born from the Birth Country drop-down list. Enter the city in which you were born in the Birth City field.

Identifying Information Summary

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

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Section Two: Schools Attended

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

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

High School

Enter the high school from which you graduated.

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

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

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

General Educational Development (GED)

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

Home School

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

Multiple High Schools

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

Colleges

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

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- If you were enrolled in more than one program (e.g., undergraduate and graduate) at an institution, create a separate entry for each program.
- Create a separate entry for any U.S.- or Canadian-sponsored study abroad program in which you participated.
- If you change or delete a school, you will delete coursework previously entered for that school.

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

The School Name field will be populated automatically by the option you select in the School drop-down list. Do not modify this name unless 1) you are certain you selected the correct school, program, and location, and 2) the existing name is in some way inaccurate. If you modify this school name, you are responsible for including the correct name, program, and location. If you attended this school for summer school only or if you were involved in a study abroad program through this school that was not affiliated with a foreign school, check the appropriate box.

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

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

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

Releasing Information to Advisors

If you wish to authorize AMCAS to release application information about your application to the school-designated advisor(s) at this institution, indicate "Yes." Releasing this information will help your health professions advisor counsel future applicants and evaluate programs. The school-designated advisor(s) have met AMCAS-established requirements and are bound by confidentially. Information transferred includes your personal/demographic information, MCAT scores, GPAs, the names and types of your

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recommenders, the names of any other schools you have attended, the medical schools to which you have applied and what action those schools have taken, and the status of your application with AMCAS. Additionally, checking this option allows AMCAS staff to discuss your application with the designated advisor(s) at this school.

Degrees

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

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

The box will be populated automatically by the option you select in the Degrees drop-down list. If you modify the name of your degree, please double check for accuracy. Do not include information other than the degree name in this box. Enter the date you earned or expect to earn the specified degree and click **Continue.**

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

Majors

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

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

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

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

Minors

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

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

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

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

Transcripts

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

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

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

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

- All coursework to date is listed and accurate.
- Any narrative evaluations received instead of grades are attached to your record.
- All final grades are reported correctly.
- All final grade changes have been recorded clearly.
- Any list of other institutions attended is correct and complete.

Some universities issue separate transcripts for undergraduate and graduate coursework.

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

How do I know if AMCAS requires an Official Transcript?

Request an English language transcript whenever possible.

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

- College-level courses attempted while in high school, even if they did not count toward a degree at any college.
- Colleges at which you originally attempted a course, even if transfer credit was subsequently accepted by another school.
- Colleges where you registered but did not earn any credit (e.g., incompletes, withdrawals, failures, audits, etc.).
- Courses that did not count toward a degree, regardless of whether credit was earned or transferred.

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- Extension programs through which you attempted courses, if a separate transcript is provided by the Extension Division.
- Correspondence and home study programs.
- Military education.
- American schools overseas.
- U.S., U.S. Territorial, and Canadian **medical** schools.

Re-applicants:

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

If No Official Transcript is Available

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

If the Institution Closed

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

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

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

College-level Courses Taken While in High School

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

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

- **Advanced Placement (AP) Prep Courses/Exams**
  Unless credit has been granted by a U.S. or Canadian post-secondary institution for an AP prep course or an AP exam, such information should **not** be listed on the application. If credit has been granted, courses/exams should be listed according to the instructions regarding AP credit.
- **Other Courses**
  Many high school students take other types of college-level courses either independently or through special programs offered by their high school. Courses may be physically attended at the high school or at a college, depending on the program, but should be listed on the application under the name of the college.

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

  If a transcript is not available from the college, do not send high school transcripts to AMCAS. Instead, the registrar's office of the college should forward an official

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letter (with an AMCAS Transcript Request Form attached) indicating that no transcript is available due to institutional policies.

Military Education Transcripts

Active duty and reserve personnel should contact the education office at their current duty station. In most cases, the education office can assist with obtaining available records for all military coursework.

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

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

Even if you have not attended one of the institutions above, you may still be required to submit military transcripts. AMCAS requires the military transcripts listed below, if one is available:

If you served in the U.S. Army, Navy, or Marine Corps, but no AARTS or SMART transcript is available, you must have AARTS/SMART write a letter stating that there is no transcript available.

Army/ACE Registry System (AARTS)

U.S. Army active duty enlisted personnel and veterans may obtain an AARTS transcript provided they entered the service on or after October 1, 1981. AMCAS accepts electronic AARTS transcripts. Contact AARTS at: http://aarts.army.mil/. The AARTS transcript is the only transcript available for courses completed at the Academy of Health Sciences, Ft. Sam Houston, TX.

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

AMCAS accepts electronic SMART transcripts. All active duty and reserve Sailors and Marines (enlisted and officer) and those who separated or retired from active duty on or after October 1, 1999 are eligible. Transcripts for separated or retired Navy personnel who left the service from 1976 to October 1999 are also eligible

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and should have a transcript available on the SMART Web site at: https://smart.navy.mil/smart/welcome.do; personnel who fall into this category that cannot access their transcripts can have one created.

American Schools Overseas

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

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

International

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

Transcript Required Schools: U.S Territories & Possessions

American Samoa

- American Somoa Community College

Panama (formerly Canal Zone)

- Canal Zone College
- Panama Canal College

Guam

- Guam Community College
- University of Guam

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Puerto Rico

- Agri. & Mech. Arts College of P.R.
- American (Jr.) College of P.R.
- Antillian College
- Bayamon Central University
- Bayamon Technological University College
- Caguas City College
- Caribbean Center Advance Studies
- Caribbean Junior University College
- Catholic University of Puerto Rico
- Christian University College Americas
- Center for Advance Studies Caribbean
- College of Sacred Heart
- Colegio Universitario delTurabo
- Colegio Universitario Metropolitan
- Conservatory of Music of PR
- Elec. Data ProcessingCol of PR
- Huertas Business College
- Instituto Comercial se PR Jr Col
- Inst Tecnico C
- Inst Tecnico Comercial PR
- Inter Amer. U PR Aguadilla Br
- Inter Amer. U PR Arecibo Br
- Inter Amer. U PR Barranquitas Br
- Inter Amer. U PR Bayamon Br
- Inter Amer. U PR Fajardo Br
- Inter Amer. U PR Guayama BR
- Inter Amer. U PR Hato Rey Campus
- Inter Amer. U PR Metro Campus
- Inter Amer. U PR Ponce Br
- Inter Amer U PR Ramy AFB Rb
- Inter Amer. U PR San German Campus
- Municipal Tech Col of San Juan
- Pollitecnica Univ de PR
- Ponce, Universidad de
- Puerto Rico Jr. College
- Ramirez College of Business & Tech.
- Sacred Heart, The University of
- San Juan Tech Community College
- Univ Central de Caribe Medical Center
- Univ of PR Aguadill Reg College
- U of PR Arecibo
- U of PR Carolina Reg College
- U of PR Cayey University College
- U of PR Humacao Univ College
- U of PR La Montana Univ College
- U of PR Mayaguez
- U of PR Medical Scieances
- U of PR Ponce Tech University
- U of PR Reg Colleges Adm
- U of PR Rio Piedras
- World University

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Eastern Caroline Islands, Trust Territory of Pacific

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

Northern Marianas Islands

- Northern Marianas College

Virgin Islands

- College of the Virgin Islands

Transcript Exception Request

Re-applicants:

Transcript exceptions granted in previous years are not valid for other applications. You must request an exception with each application submitted.

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

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

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

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

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

Carefully research the availability of the transcript before completing this item. If AMCAS denies your exception request, you will be required to produce a transcript or letter from the registrar's office. If AMCAS reviews your request after a transcript deadline and subsequently denies the request, AMCAS cannot extend your deadline and will not send your application to the school(s) for which deadlines have passed.

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

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Credit Transferred

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

Name of College Where Credits Appear

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

Transcript Request Forms

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

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

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

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

Previous Matriculation

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

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

If you answer **Yes,** you must use the space provided to explain your previous matriculation. You should include the name of the school to which you previously matriculated and why you are reapplying to medical school at this time. Your response may be up to 1325 characters or approximately one-quarter of a page in length.

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Institutional Action

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

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

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

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

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

Schools Attended Summary

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

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Section Three: Biographic Information

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

Due to the importance of the admissions process, we recommend that applicants establish a unique e-mail address for receiving application-related messages, checking that e-mail regularly throughout the process.

Contact Information

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

E-mail is the primary mode of communication between AMCAS, the medical schools, and applicants. Some AMCAS correspondence is sent only by e-mail and will not be sent to you unless you provide an e-mail address.

Preferred Address

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

Permanent Address

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

Adding a Preferred or Permanent Address

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

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

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

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Alternate Contact Person

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

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

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

Citizenship

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

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

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

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

Citizenship status cannot be changed after submitting your application.

Legal Residence

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

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

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

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Self Identification

This information is optional. After choosing one or more of the available selections, additional checkboxes or options may appear.

Languages

Check the boxes next to the language(s) that you speak. When you are finished, click **Continue.** On the next page you will be asked to identify:

- your level of proficiency in each of the languages that you selected and
- the use of each of the languages in your childhood home.

When selecting your level of proficiency, follow these guidelines:

Native/functionally native	I converse easily and accurately in all types of situations. Native speakers may think that I am a native speaker, too
Advanced	I speak very accurately, and I understand other speakers very accurately. Native speakers have no problem understanding me, but they probably perceive that I am not a native speaker.
Good	I speak well enough to participate in most conversations. Native speakers notice some errors in my speech or my understanding, but my errors rarely cause misunderstanding.
Fair	I speak and understand well enough to have extended conversations about current events, work, family, or personal life. Native speakers notice many errors in my speech or my understanding.
Basic	I speak the language imperfectly and only to a limited degree and in limited situations. I have difficulty in or understanding extended conversations.

Childhood Information

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

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

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

State and Federal Assistance Programs: These programs are specifically defined as "Means-Tested Programs" under which the individual, family, or household income and assets must be below specified thresholds. The sponsoring agencies then provide cash and non-cash assistance to eligible individuals, families, or households. Such programs include welfare benefit programs (federal, state, and local); Aid to Families with Dependent

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Children (AFDC or ADC); unemployment compensation; General Assistance (GA); food stamps; Supplemental Security Income (SSI); Medicaid; housing assistance; or other federal, state, or local financial assistance programs.

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

Dependents

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

Parents and Guardians

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

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

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

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

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

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

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

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

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

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

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

Siblings

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

Felony

You must answer this question in the application: Have you ever been convicted of, or pleaded guilty or no contest to, a Felony crime, excluding 1) any offense for which you we adjudicated as a juvenile or 2) convictions which have been expunged or sealed by a court (in states where applicable)?

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

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

- Illinois Residents
  Applicants are not obligated to disclose sealed or expunged records of conviction or arrests.
- Oregon Residents
  Do not provide information concerning a juvenile record that has been expunged.

Misdemeanor

You must answer this question in the application: Have you 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 which have been expunged or sealed by a court, or 3) any misdemeanor convictions for which any probation has been completed and the case dismissed by the court (in states where applicable)?

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

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

- California Residents
  Please do not provide any information concerning a misdemeanor or infraction marijuana conviction that occurred more than two (2) years from today's date and specifically HS11357(b) or (c), HS11360(b), HS11364, HS11365, or HS11550 as they related to marijuana before January 1, 1976 and their statutory predecessors.
- Illinois Residents
  Applicants are not obligated to disclose sealed or expunged records of conviction or arrests.
- Oregon Residents
  Do not provide information concerning a juvenile record that has been expunged.
- Applicants to Schools in Massachusetts:
  Because Massachusetts educational institutions are prohibited from requesting information from you concerning certain misdemeanor crimes, your response to the above question will not be provided to medical schools in Massachusetts.

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

Military Discharge

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

Biographic Information Summary

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

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Section Four: Course Work

Watch the video tutorials on entering different types of coursework.

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

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

This includes, but is not limited to:

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

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

Coursework Details

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

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

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Academic Year and Term

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

Year in School

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

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

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

High School (HS)	College-level coursework taken while in high school
Freshman (FR)	0-32 semester hours
Sophomore (SO)	31-64 semester hours
Junior (JR)	61-96 semester hours
Senior (SR)	91+ semester hours

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

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

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- Courses for a Bachelor's degree earned in three years should be assigned statuses of Freshman (FR), Sophomore (SO), and Senior (SR).
- Courses for a Bachelor's degree earned in more than four years should be assigned statuses of Freshman (FR), Sophomore (SO), Junior (JR), Senior (SR), Senior (SR), etc.
- Assign Post Baccalaureate (PB) status to any undergraduate level coursework you enrolled in:
    - After receipt of your initial BA/BS degree.
    - While enrolled in a graduate program, if coursework is not applied to a graduate degree.
- Assign Graduate (GR) status to any professional or graduate-level coursework that is not applied to an undergraduate degree.
- Do **not** assign Graduate (GR) status to any professional or graduate-level coursework applied to an undergraduate degree. Assign the appropriate undergraduate status (FR, SO, JR, SR) for courses of this type.

Unusual Circumstances

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

- The graduate level coursework should be listed under the appropriate undergraduate status (usually JR or SR) at the time the courses were attempted. This coursework should not be listed under the GR status.

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

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

- The graduate-level coursework will count toward a graduate degree. The graduate-level coursework should be listed under the 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 towards both the graduate **and** undergraduate degrees:

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- 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 Science, etc.) leading to a doctorate degree prior to receiving a bachelor's degree:

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

Course Number and Course Name

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

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

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

Enter designations for all of your lab coursework exactly as they appear on the official transcript. If the lab credit is included with the lecture course credit, append the phrase "and Lab" to the exact course title as it appears on the official transcript. For example, if "General Chemistry II" appears on the official transcript and lab credit is included with the lecture course credit, enter "General Chemistry II and Lab" and select "Combined Lecture and Lab" in response to the question, "Did this course include a lab section?"

Course Classification

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

The Course Classification Guide is on the last page of this document.

The course classifications listed on the Course Classification Guide are bolded and are titled as they appear in the course classification drop-down list. The items beneath each bolded heading are examples of courses for which you should select that bolded course classification. You are responsible for selecting the correct course classification, but AMCAS reserves the right to change classifications if the assigned classification clearly does not apply. AMCAS is not responsible for incorrect GPA calculations resulting from incorrect course classifications. In the

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Applications are not returned for incorrect course classifications.

event that an applicant is unable to comfortably classify a course, AMCAS suggests that the applicant refer to the description of the course on the school's Web site.

Course classifications, in addition to describing the courses you enter, are used in the calculation of your AMCAS GPAs. Classifications that are highlighted in the "BCPM" grouping indicate that these courses will be included when calculating your BCPM GPA, which is comprised of Biology, Chemistry, Physics, and Mathematics courses. Classifications not grouped in "BCPM" indicate courses that will be included when calculating your AO (All Other) GPA.

Transcript Grade

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

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

If no grade is on the transcript, no grade entry is required unless the course has been subsequently repeated or removed due to academic bankruptcy or similar institutional policies. For the initial attempt of a repeated course, or for courses removed due to academic bankruptcy or similar institutional policies, the transcript grade should be the original grade earned before the course was repeated, regardless of whether it appears on the official transcript or is included in your GPA. Failure to enter original grade received for repeated courses can lead to returned applications, missed deadlines, and forfeited fees.

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

Credit Hours

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

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

If no hours appear on the official transcript, leave this item blank unless these credits have been removed as a result of failure, repeat, academic bankruptcy,

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forgiveness, or similar institutional policy, in which case grades and credits should be entered as they originally appeared.

Special Course Types

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

- **Advanced Placement (AP)**

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

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

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

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

- ACE/ACT
- Bypass Credit
- CEEB
- Credit by Exam
- Departmental Exam
- Equivalency Exam
- Experimental Learning
- French Baccalaureate
- Life Experience
- Placement Exam
- Prior Learning
- Proficiency Exam
- Retroactive Credit
- Special Credit
- Test Out
- Validation Credit

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- **Audit**

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

- **CLEP**

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

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

- **Current/Future**

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

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

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

- **Deferred Grade**

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

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

  - Use Deferred Grade for each entry for which there is no final grade. No AMCAS grade will be assigned.

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- Do **not** use the Deferred Grade type for the entry that includes the final grade.

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

- **Exempt**

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

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

- **Honors**

Any course attempted through an honors program or section.

- **Incomplete**

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

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

Many schools will assign an "IF" or "F" grade if the 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, this "F" will be included in your AMCAS GPAs.

- **International Baccalaureate (IB)**

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

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

- **Military Credit**

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

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- **No Record**

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

- **Pass/Fail**

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

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

- **Repeat**

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

A course entry must be made for each completed attempt of a repeated course, even if any mention of enrollment in the course has been removed from the transcript. In order to comply with the needs of the medical schools, AMCAS includes all attempts of repeated courses in GPA calculations, even if they are not included in the school's GPA calculations.

If you do not list all of your attempts in a given course, AMCAS will return your application which could lead to forfeited fees, processing delays, and missed application deadlines.

Do not select Repeat for courses designed to be repeated (e.g., Independent Study, Thesis, Chorus, etc).

If your school has an academic forgiveness policy and subsequently replaces the original grade received with a special transcript symbol, the original grade must be entered on your AMCAS application, regardless of whether it appears on the official transcript. If the original grade is not entered AMCAS will return your application to you to enter the original grade, which may cause you to miss application deadlines and forfeit fees.

- **Withdrawal**

A Withdrawal includes any course from which you **officially** withdrew, regardless of whether you were passing or failing at the time. Such courses usually appear on the transcript as a "W" or equivalent symbol. A course entry must be made even if the withdrawn course does not appear on the transcript. No credit hours or AMCAS grade will be assigned.

A course entry should **not** be made if the course was dropped within the normal drop/add period.

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

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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.

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

CEGEP/Grade 13 Coursework

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

Credits Transferred

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

- Include the CEGEP/Grade 13 institution and the U.S. or Canadian institution accepting transfer credit in Schools Attended.
- Request a transcript exception for the CEGEP/Grade 13 institution, indicating the U.S. or Canadian institution on whose transcript these transfer credits will appear.
- List the 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 determine the number of credits for each course.
- If the U.S. or Canadian institution awarding transfer credit provides letter grades (e.g., A, B, C, etc.) and credit hours convertible to semester hours for each course (and these conversions are included on the transcript or on an official letter attached to the transcript):
    - Enter all required course data.
    - AMCAS will include this 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 not include this coursework in AMCAS GPAs; however, AMCAS will include this coursework in cumulative Pass/Fail - Pass and Pass/Fail - Fail credit hour totals.

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- If the **Canadian institution** awarding transfer credit does *not* provide letter grades other than Pass/Fail:
    - Indicate Advanced Placement as the Special Course Type and provide all other required course data, entering the transcript grade exactly as it appears on your official transcript.
    - AMCAS will not include this coursework in AMCAS GPAs; however, AMCAS will include this coursework in cumulative Advanced Placement credit hour totals.

Credits Not Transferred

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

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

Clock Hours and Continuing Education Units (CEU)

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

Conversion to Semester Hours Provided by Institution

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

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

AMCAS will verify the course data and this coursework will be included in your AMCAS GPAs.

Conversion to Semester Hours Not Provided, Credit Transferred

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

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

Conversion to Semester Hours Not Provided, Credit Not Transferred

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

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

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

- Provide all required course data except credit hours attempted.

The coursework will not be verified by AMCAS and will not be included in your AMCAS GPAs or cumulative credit hour totals.

Courses Taken While in High School

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

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AP Prep Courses/Exams

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

Other Courses

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

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

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

Full-Year Courses

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

Life Experience Credit

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

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

M.D. Courses

- Courses taken in any medical program (M.D.) at any institution regardless of country must be listed. Include the M.D. institution in the Schools Attended section.
- Transcripts are required for M.D. coursework taken at U.S., U.S. Territorial, and Canadian medical schools, regardless of whether coursework was actually

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completed. If M.D. coursework was attempted at a foreign institution, request a transcript exception.
- Enter required course data and transcript grades for coursework.
- Courses attempted at a medical school that were not part of an M.D. program should be listed like any other graduate-level coursework.

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

Foreign Coursework

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

American Colleges Overseas

Some schools, although not physically located in the U.S. or Canada, are not considered foreign institutions and transcripts *are* required. Courses should be listed on the AMCAS materials like all other U.S. coursework. 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 Schools Overseas sub-section in **Section Two: Schools Attended** for more information.

Independent Attendance, Credits Transferred

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

- Include the foreign institution and the U.S. or Canadian institution accepting transfer credit in Schools Attended.
- Request a transcript exception for the foreign institution. Indicate the U.S. or Canadian institution on whose transcript these transfer credits will appear.
- List foreign coursework under the foreign institution at which it was attempted.
- If transfer credits are not assigned to individual courses, subdivide the credit hour total as appropriate and assign credit hours to each course.
- If the U.S. or Canadian institution awarding transfer credit provides letter grades (e.g., A, B, C, etc.) *and* credit hours convertible to semester hours for *each* course on their transcript (or on an official letter attached to their transcript):
    - Enter all required course data.
    - AMCAS will include this coursework in AMCAS GPAs, regardless of institutional policies.
- If the U.S. or Canadian institution does *not* provide letter grades other than Pass/Fail:

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- Indicate Pass/Fail as the Special Course Type and provide all other required course data, entering the transcript grade exactly as it appears on your official transcript.
- AMCAS will not include this coursework in AMCAS GPAs; however, AMCAS will include this coursework in cumulative Pass/Fail - Pass and Pass/Fail - Fail credit hour totals.

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

Independent Attendance, Credits Not Transferred

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

If you include this coursework on your application:

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

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

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

Institute of European Studies

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

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

International Baccalaureate (IB) Examination

If credit for the examination has been granted by a U.S. or Canadian institution, enter the exam with International Baccalaureate as the Special Course Type and enter the transcript grade as recorded on the official transcript of the U.S. or Canadian institution accepting the examination as transfer credit and credit hours. IB credit should be entered under the term in which the college credit was initially granted. If no term is designated include with freshman (FR) coursework.

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

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

Study Abroad Coursework

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

Watch the video tutorial on how to enter study abroad coursework.

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

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

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

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Military Credit

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

Watch the video tutorial on how to enter military coursework.

Transcript Available

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

- Include the military school in Schools Attended.
- Enter course data as it appears on the transcript.

AMCAS will include this coursework in AMCAS GPAs.

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

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

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

AARTS Transcript Available

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

- Include "AARTS" in Schools Attended (Indicate Kansas as the state, then select “AARTS.”
- Enter course data as it appears on the AARTS transcript. Enter coursework as it appears under “military course completions.” Military Occupational Specialties (MOS) experience should not be listed unless a U.S. or Canadian institution has accepted the experience as transfer credit.
- Indicate Military Credit as the Special Course Type.

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

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

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SMART Transcript Available

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

- Include "SMART" in Schools Attended (Indicate Virginia as the state and Virginia Beach as city, then select “Other (Not Listed)” for the School Name field and modify it to read "SMART.").
- Enter course data as it appears on the SMART transcript. Enter coursework as it appears under “military course completions.”
- Experience from “Occupations Held” should not be listed unless a U.S. or Canadian institution has accepted the experience as transfer credit.
- Indicate Military Credit as the Special Course Type.

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

Additional information can be found on the SMART Web site: https://smart.navy.mil/smart/welcome.do.

Transfer Credit Awarded by Another School

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

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

- Include the military program and the U.S. or Canadian institution accepting transfer credit in Schools Attended. Include AARTS or SMART as a school attended.
- Request a letter from AARTS or SMART stating no transcript is available. Enter course data as it appears on the official transcript of the school accepting the transfer credit.

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

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

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

- Select Military Credit as the Special Course Type.

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

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No Transcript Available

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

- Include the military school in Schools Attended.
- Request a letter from AARTS or SMART stating no transcript is available. Enter all course data except credit hours.

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

Narrative Evaluations

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

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

USAFI/DANTES Credit

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

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

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

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

Course Work Summary

The Course Work Summary screen displays after you have completed the Course Work section. Verify that the information is accurate and complete. If you want to make changes to any of this information, use the links on the right side of the screen. To print the

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summary page, click **Print** at the bottom of the screen. If all this information is accurate and complete, click **Continue** to proceed to the next section of the application.

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Section Five: Work and Activities

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

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

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

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

Adding Work Experience/Activities

Experience Type

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

Experience Name

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

Experience Dates

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

Average Hours/Week

Enter the number of hours each week that you devoted to this experience. If you have a non-traditional schedule, you may explain in the Experience Description field.

Organization Name

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

Country and City

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

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Contact Information

Indicate a person who the medical schools can contact to verify that this experience occurred. For example, you may enter your supervisor or the individual in charge of a particular program. If the experience was a student-organized group and there is no advisor, you may list a staff member in the Student Affairs/Activities Office who can verify your experience. If the contact name is not known, you may enter the name of a person who can verify your participation, including yourself. You are required to provide a phone number and/or e-mail address for this contact person.

Experience Description

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

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

Most Meaningful Experiences

You may identify up to three (3) experiences that you consider to be the most meaningful.

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

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

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

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

Adding Another Work Experience/Activity

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

Work/Activities Summary

The Work/Activities Summary screen displays after you have completed the Work/Activities section. Verify that the information is accurate and complete. If you want

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to make changes to any of this information, use the links on the right side of the screen. To print the summary page, click **Print** at the bottom of the screen. If all this information is accurate and complete, click **Continue** to proceed to the next section of the application.

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Section Six: Letters of Evaluation/Recommendation

For a current list of schools participating in AMCAS Letters, visit www.aamc.org/aboutamcasletters.

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

You can have up to 10 letters associated with your AMCAS application. This relatively high number is intended to enable you and your letter authors to target specific letters for specific schools, if you wish to do so. This allowance does not suggest that any one school wishes to receive 10 letters. If your letters are being forwarded by your advising office or career center, please consult with them prior to entering letter information to avoid complications.

AMCAS will retain and deliver letters only within a single application year. You cannot make any changes to letter information after you have created a letter entry.

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

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

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

Important Terms

- **AAMC ID:** 8-digit identification number assigned to each user of AAMC products and services.
- **Letter ID:** Unique 7-digit number assigned to each letter entry on your AMCAS application.
- **Letter Request Form:** PDF generated by the applicant in the AMCAS application for designated letter authors, including the mailing address, applicant's AAMC ID, the Letter ID, and information about submitting letters to AMCAS.

Types of Letters

- **Committee Letter:** A letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A Committee Letter may or may not include additional letters written in support of your application. This is sometimes called a Composite Letter.

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

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

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

Creating Letter Entries

Follow the steps below to add letter entries:

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

Assigning Letters of Evaluation to Medical Schools

Watch the tutorial about assigning letters to medical schools.

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

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

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

Other/Unmatched Letters Received

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

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

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

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

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

Delivery Methods for Authors/Primary Contacts

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

- **AMCAS Letter Writer Application:** This application enables letter authors to upload PDF versions of a letter(s) securely to AMCAS rather than send letters in the mail. Your letter author will be required to register (if not previously registered) and will need your AAMC ID and AMCAS Letter ID in order to upload your letter(s). These numbers are found on the Letter Request Form.

- **Interfolio:** AMCAS can receive letters sent to Interfolio if you are an Interfolio user or your institution uses Interfolio to deliver letters of evaluation. Authors should add the appropriate AAMC ID and AMCAS Letter ID in their Interfolio account, as these IDs must accompany your letter in order for your letter to be matched with your application. Specific instructions are provided below.

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- **Mail:** Make sure your letter author has a copy of the AMCAS Letter Request form, which includes your AAMC ID and AMCAS Letter ID. The author of your letter should include this form when sending your letter in order to guarantee that your letter is correctly matched to your application.

- **VirtualEvals (VE):** VE is a letter service available to members of the National Association of Advisors for the Health Professions (NAAHP). If your advisor is a VE user, and you have arranged to have your letters transmitted through your advising office or career center, provide your AAMC ID and AMCAS Letter ID to your advisor, as these IDs must accompany your letter in order for your letter to be matched with your application. Specific instructions are provided below.

If Interfolio will be used to submit letters:

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

Individual Letter:

1. Enter each individual letter separately in the AMCAS application.
2. Create a new delivery in Interfolio.
3. In Interfolio select "AMCAS" as your designation.
4. Select the corresponding individual letter(s).
5. Enter the AAMC ID and the AMCAS Letter ID found on the Letter Request Form for each individual letter.
6. Complete the delivery.

Letter Packet or Committee Letter:

1. Enter the letter once in the AMCAS application.
2. Create a new delivery in Interfolio.
3. In Interfolio select "AMCAS" as your designation.
4. Select the corresponding letter(s) that belongs to the Letter Packet or Committee Letter.
5. Enter the AAMC ID and the AMCAS Letter ID found on the Letter Request Form for each letter.
6. Note: If the letter(s) are compiled in Interfolio to make one Letter Packet or Committee Letter, you should enter the same AMCAS Letter ID for all letters that belong in that Letter Packet or Committee Letter.
7. Complete the delivery.

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

1. Appropriately enter your VE packet only once in the AMCAS application (as either a Letter Packet or Committee Letter).
2. Enter your advisor or someone else who your advisor designates as the "Primary Author/Contact."

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3. For Letter Packets Only: Enter the author(s) of the other letters in the packet as "Additional Authors" (optional).
4. Provide your advisor with the AMCAS Letter ID, which is found on the Letter Request Form.

If a Letter is No Longer Being Sent

After the initial submission of the AMCAS application **letter entries cannot be deleted**, they can only be designated as "No Longer Being Sent".

1. *If you have already submitted your application* and need to indicate that a letter will no longer be sent, log in to your application and go to the Letters of Evaluation section.
2. Above the letter descriptions will read: "Medical schools need to know if you no longer plan on having specific letters sent to AMCAS. If one or more of your letters listed below is not going to be sent to AMCAS press CONTINUE." Click **Continue.**
3. You may also click the Details link next to the letter entry you would like to mark as not being sent. Once inside the Details section you will read: "Medical schools need to know if you no longer plan on having specific letters sent to AMCAS. If one or more of your letters listed below is not going to be sent to AMCAS click here." Click the link.
4. Check the box next to the letter(s) that will not be sent to AMCAS. Be sure to select the correct Author and Letter ID combination from your application, then click **Continue.**
5. You must acknowledge that you have read and understand the following: "If AMCAS receives this letter at any time during this application cycle, AMCAS will forward it to the medical school(s) that I have selected to receive this letter." Click **OK** to proceed, then click **Continue.**
6. To save these changes on your AMCAS application you must resubmit your application. *Changes will not be saved if you do not resubmit.* Resubmitting your application for this purpose will not cause processing delays or additional fees.
7. The last column of the letter entry will now read "No longer sending."

Status of Letters

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

Notes

- You can continue to add/assign letters after the initial submission of your application but you cannot edit or delete existing information after your initial submission.
- Once a letter is received by AMCAS it cannot be deleted or edited by any party. Any letters that follow an original letter with the same AMCAS Letter ID will be appended to the original letter and sent to all medical schools that the letter is designated to.

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- Under no circumstances will AMCAS provide applicants access to letters of evaluation.
- Most medical schools require that letters of evaluation come on official letterhead and are signed by the author(s).
- Applicants must comply with the letter deadline(s) of each medical school.
- Please consult your pre-health advisor with questions or concerns regarding your specific letters of evaluation.

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Section Seven: Medical Schools

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

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

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

Many medical schools only consider applications from U.S. citizens; some medical schools only accept applications from applicants who reside in certain states. Some schools may consider non-residents only under the Early Decision Program. **AMCAS does not evaluate residency eligibility or citizenship status.** Questions regarding eligibility and application restrictions should be directed to the admissions office of the specific medical school. It is the applicant's responsibility to determine eligibility before designating a school.

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

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

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

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

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 re-certify and resubmit your application to AMCAS. **You must re-certify and resubmit your application with the additional designated schools by the stated deadlines of the schools you wish to add. Resubmitting your application will not delay the processing of your application.** Deadlines may differ for different program types. There is a fee for electing to apply to additional medical schools.

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

Previous Application to a Medical School

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

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

Medical School Program Types

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

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

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

  Designating this program type is not the same as applying to this program and may require an additional application. Contact the medical school directly for additional information.
- **Combined Bachelors-Medical Degree**
  You may not designate this program type without pre-approval from the medical school to which you are applying.

  Designating this program type is not the same as applying to this program and may require an additional application. Contact the medical school directly for additional information.
- **Combined Medical Degree-Graduate**
  Designating this program type notifies the M.D. program at this school that you are interested in applying to one of their Medical Degree/Combined Graduate programs, either alone or in combination with the Regular M.D. program. Upon making this selection, you will also be asked to indicate the specific combined program(s) in which you are interested.

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- **Deferred/Delayed Matriculation**
  You will need pre-approval from the medical school if you were admitted and granted a deferral to a medical school in a previous application year.

- **Other Special Program (OSP)**

An OSP is typically a special program of study offered by a medical school. OSPs tend to vary greatly from one institution to another, so applicants should refer to the MSAR or the medical school's website for detailed information about programs offered at the institution. This program option is made available to medical schools to use in the event that they have a program in addition to the program options already listed.

For a comprehensive list of program deadlines, please visit www.aamc.org/amcasdeadlines.

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

Early Decision Program (EDP)

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

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

Any violation of these conditions will result in an investigation.

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

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

- AMCAS: August 1 (application submission and official transcripts).

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- Non-AMCAS: contact the medical school admissions office or refer to the MSAR.
- Any supplemental application materials must be received at your EDP school by the deadline they set.

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

Medical Schools Summary

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

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Section Eight: Essay(s)

Once the application is submitted this information cannot be changed.

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

Personal Comments Essay

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

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

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

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

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

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

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M.D.-Ph.D. Essay

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

Significant Research Experience Essay

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

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

Essay(s) Summary

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

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Section Nine: Standardized Tests

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

MCAT Scores

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

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

MCAT exams taken prior to 2003

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

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

Other Tests

Applicants who wish to include non-MCAT test scores in their application may do so by clicking **Yes** in the Other Tests section.

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

Standardized Tests Summary

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

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Certification and Submission

In order to complete and submit your application, you must certify a group of statements, which serves the same purpose as your legal signature. Agreeing to these certification statements is binding. Once submitted, you can make only limited changes to your application, so be sure to carefully review your entire application by using the **Print Application** button on the Main Menu. After making any permitted change, you must re-certify and resubmit your application.

Acceptance of Conditions

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

Payment Types

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

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

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

Pay by Credit Card

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

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

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

Pay by Internet Check

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

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

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

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Financial Hold

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

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

Post-Submission Changes

Watch the video tutorials on how to make post-submission changes.

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

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

You must re-certify and resubmit your application each time you make a change after your initial submission. If you skip this step, your changes will **not** be saved. Resubmitting your application does not affect your processing.

Monitor Application Status

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

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

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Withdrawing Your Application

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

To withdraw your AMCAS application from consideration, log in to the AMCAS application and click **Withdraw Application** from the right side of the Main Menu. This option is only available after submission when your application is in one of the following statuses: “Submitted to AMCAS – Ready for Review,” “Submitted to AMCAS – Waiting for Transcripts,” or “Returned.”

The initial processing fee is non-refundable, but you will receive a refund for each school whose deadline has not passed. If you need to withdraw your application from consideration after your AMCAS application has been processed, you will need to contact the medical schools directly. You are not eligible for an AMCAS refund in this case.

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AAMC-facilitated Criminal Background Checks

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

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

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

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

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

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

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

Background Check Process

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

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

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

Additional Notes:

- If this report has been procured prior to your acceptance by a participating school, the report will not be made available until the AAMC receives notice of your acceptance.

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

Please review the Felony and Misdemeanor sections of this manual for further details.

State-Specific Notifications Regarding Background Checks

Below you will find state-specific notifications that these states mandate for inclusion in advance of a background search. Many state-specific mandates indicate that you are required to request in writing a copy of the report procured on you. Note that you will receive a copy of the report without providing a written request.

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

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

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

For California*, Minnesota, and Oklahoma Applicants: A consumer credit report will be obtained through Certiphi Screening, Inc., P.O. Box 541, Southampton, PA 18966. Telephone (800) 260-1680. www.certiphi.com.

- If a consumer credit report is obtained, I understand that I am entitled to receive a copy.
- If an investigative consumer report and/or consumer report is processed, I understand that I am entitled to receive a copy.
- ***California Applicants:** If you chose to receive a copy of the consumer

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

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

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

Para información en español, visite www.ftc.gov/credit o escribe a la FTC Consumer Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

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

For more information, including information about additional rights, go to **www.ftc.gov/credit** or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.
You must be told if information in your file has been used against you.

Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

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

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

Type of Business:	Contact:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693

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

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 AAMC collects through its Web site (including the AMCAS Web site), Web-based applications, and other AAMC programs, and how the AAMC uses this information.

AAMC Policies Regarding the Collection, Use, and Dissemination of Medical Student and Applicant Data

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

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

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Additional Resources for Applying to Medical School

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

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

FAP

The Fee Assistance Program assists MCAT examinees and AMCAS applicants 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 FAP and to start an application visit www.aamc.org/fap.

FIRST

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

MCAT

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

MSAR

The Medical School Admissions Requirements (MSAR®) is comprehensive resource listing requirements and other pertinent information for each medical school. The MSAR is updated and published yearly. It’s available for purchase at www.aamc.org/msar.

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AMCAS Course Classification Guide

Course classification should be **based strictly on the primary content of the course**.

In the case of interdisciplinary courses, where two or more subject matters are combined into one course, refer to the description of the course on your school's Web site or consult with your Pre-health Advisor to choose the most appropriate course classification.

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

Chemistry (CHEM)
- Biochemistry
- Chemistry
- Physical Chemistry
- Thermodynamics

Mathematics (MATH)
- Applied Mathematics
- Biostatistics
- Mathematics
- Statistics

Physics (PHYS)
- Astronomy
- Physics

Biology-Chemistry-Physics-Math (BCPM) Courses

Behavioral & Social Sciences (BESS)
- Anthropology
- Economics
- Family Studies
- Psychology
- Sociology

Business (BUSI)
- Accounting
- Finance
- Human Resources Studies
- Management
- Marketing
- Organizational Studies

Communications (COMM)
- Journalism
- Media Production & Studies
- TV, Video & Audio

Computer Science & Technology (COMP)
- Computer Science
- Computer Engineering
- Information Systems
- Telecommunications

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

Engineering (ENGI)
- Aerospace Engineering
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Environmental Engineering
- Nuclear Engineering

English Language & Literature (ENGL)
- Composition & Rhetoric
- Creative Writing
- Literature

Fine Arts (ARTS)
- Art
- Art History
- Dance
- Fine Arts
- Music
- Photography
- Theatre

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

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

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

History (HIST)
- History

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

Other (OTHR)
(All courses that do not fit appropriately in another classification.)
- Architecture
- Library Science
- Military Science
- Sports (tennis, golf, aerobics, etc.)

Philosophy & Religion (PHIL)
- Ethics
- Logic
- Philosophy
- Religion
- Theology

Special Studies (SSTU)
- Afro-American Studies
- American Studies
- Gender Studies

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