2024 AMCAS Application Cycle

AAMC
American Medical College
Application Service®

Dartmouth College
HEALTH PROFESSIONS PROGRAM

Sarah Berger, Assistant Dean
Nicole Roeper, Assistant Dean
Rae Stokes, Program Coordinator

Association of
American Medical Colleges

First, some resources for filling out application

Each Application Service (AMCAS, TMDSAS, AACOMAS, AADSAS, VMCAS) has robust instructions on their website.

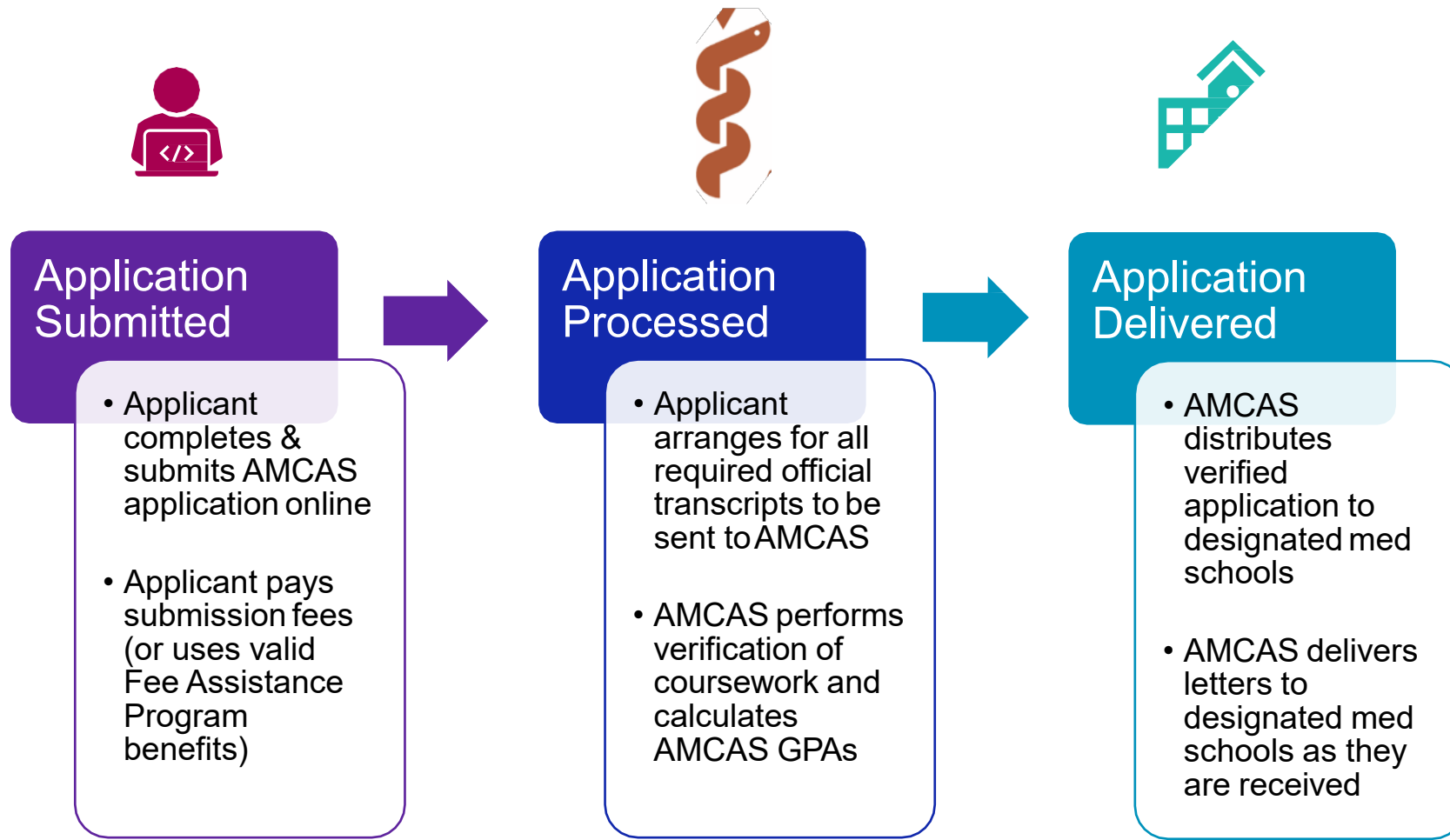HPP provides clarifying information and Dartmouth specific instructions through:
- This Webinar
- HPP FAQ's have detailed information especially re: Inputting Coursework and Letters.
    - ➢ KEEP FAQ's "by your side."
- HPP Program Coordinator, Rae Stokes: Letter questions and logistics AMCAS logistics; scheduling with advisors
- Your HPP Advisors, Sarah and Nicole

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Agenda

- AMCAS Application

- Verification

- After Submission

- AMCAS Letter Service

- The Advisor Information System (AIS)
  - Access and Reports

- The AAMC Advisor Hub

- Resources

- Q&A

How does AMCAS work?

Application Submitted
- Applicant completes & submits AMCAS application online
- Applicant pays submission fees (or uses valid Fee Assistance Program benefits)

Application Processed
- Applicant arranges for all required official transcripts to be sent to AMCAS
- AMCAS performs verification of coursework and calculates AMCAS GPAs

Application Delivered
- AMCAS distributes verified application to designated med schools
- AMCAS delivers letters to designated med schools as they are received

aamc.org/advisors

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aamc.org/amcas

2024 Application Dates

Date*	Event
April 3	2024 AMCAS resources available
May 2	AMCAS application opens
May 30	AMCAS application submission begins
June 30	Initial transmission of application data to medical schools
August 1	Early Decision Program deadline
Sept.-Dec.	Application deadlines

*Dates subject to change

Application Deadlines

- Application must be submitted by 11:59 p.m. ET of the deadline date

- Transcript deadlines must be received by AMCAS within 14 calendar days of the application deadline date

- Must be received by August 1 for early decision applicants

- Visit www.aamc.org/amcasdeadlines

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Dartmouth: Regarding Submission Timeline and Transcripts

- We know there is lots of pressure about "applying early."
- Must strike balance between very early *and quality of application*.
- Wait for Spring Transcript? We understood why compelling to submit beforehand. FYI: some admissions have shared their recommendations for complete transcript though AMCAS allows submission w/out.   *Especially consider waiting however if moving in upward trajectory.*
  - Spring transcripts tend to come out approx. June 15.
- **For TMDSAS *you are required to wait for Spring transcripts to submit.***
  - https://www.tmdsas.com/application-guide/coursework.html
- When requesting transcript through Dartmouth registrar you *can* ask them to "hold for Spring grades."
- FYI: If you submit before Spring grades, they will not get added to AMCAS' final GPA.
- Again, *quality of writing is very important!*

Dartmouth: Regarding Submission Timeline and Transcripts

ORDERING OFFICIAL TRANSCRIPTS!

- *YOU need an official transcript in your own hands when inputting courses to make sure what you input matches*

- AMCAS (or any other application service) needs Official Transcripts from Dartmouth and any other post-secondary school you've taken classes at.

- You will order directly from the Dartmouth Registrar site (and any other school you've taken classes at) and have them send your official transcript directly to AMCAS (or other service).

- *You will run off a "transcript request form" on the AMCAS site—only to share w registrar. you just need it so that registrar can match your transcript to your account.*

2024 AMCAS Participation

Tentative 2024 Participation	
Application	153 Schools/Programs All MD granting schools in the United States with the exception of MD programs at Texas public schools
AMCAS Letters	151 Schools/Programs
Criminal Background Checks	127 Schools/Programs

2024 AMCAS Application Fees:

- $175 processing fee (includes one school designation)
- $45 for each additional school

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The AMCAS Application
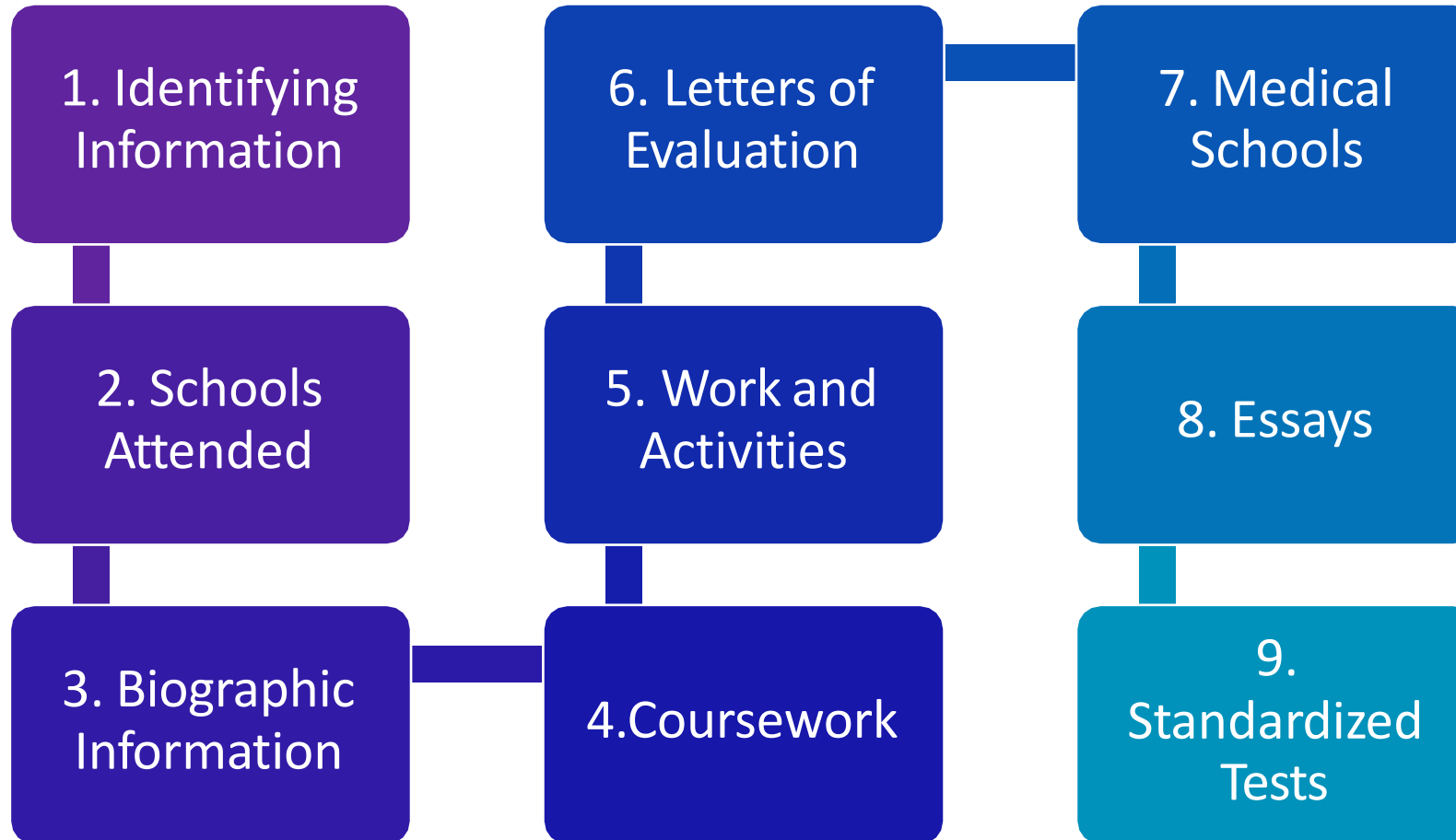
2024 AMCAS Application Changes

New Experience Type

"Social Justice/Advocacy" in the AMCAS Web App Work/Activities section

Biographic Information

"Other Impactful Experiences" is replacing the self-reported "Disadvantaged Status" question, including new help text
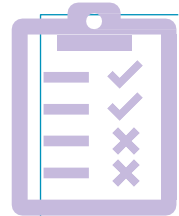
Institutional Actions

"Conduct" and/or "Academic" filters as a dropdown within the existing Institutional Action question
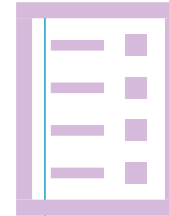
Preview™ Exam

An optional field to indicate an upcoming Preview™ exam and the date of the exam
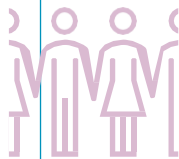
Pronoun & Gender Identity

Update to the "Other" labels for Pronoun and Gender Identity
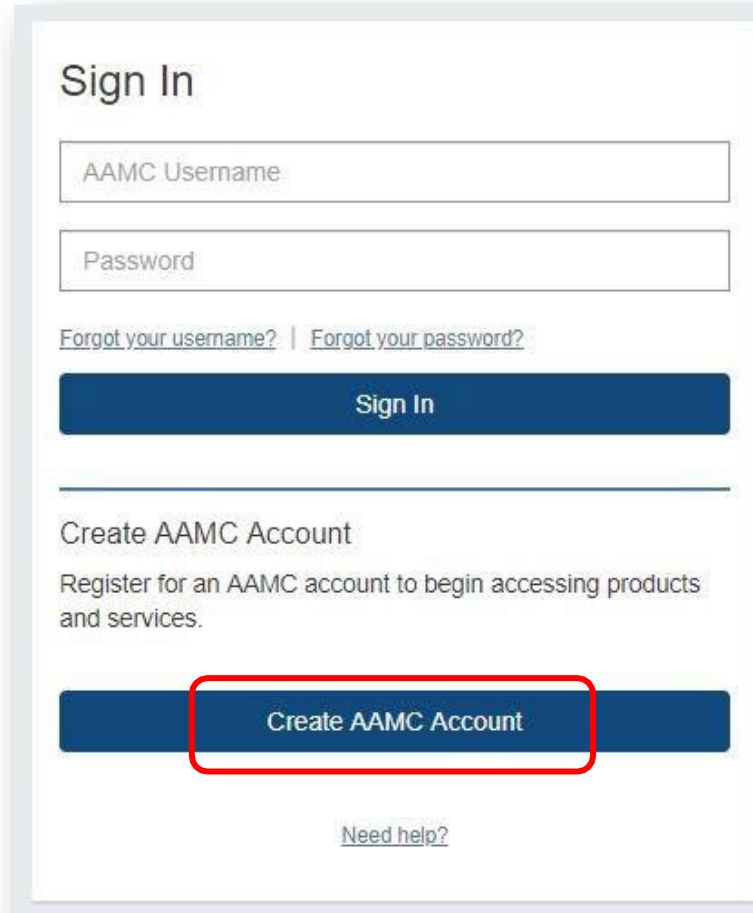
Help Texts

Update to Essay prompts and Certification statement

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Accessing the Application

AAMC Registration

Applicants should only complete this registration if they do not yet have an AAMC ID (same as MCAT)

My AAMC Profile

My AAMC Profile

SAVE & CONTINUE TO APPLICATION

AAMC ID
21237971

* Indicates required fields

Name

Prefix
Miss

First Name *
Judy

Middle Name

Last Name *
Smith

Generational Suffix
Select Suffix

Legal Name

Legal First Name *
Judy

Legal Middle Name

Legal Last Name *
Smith

Generational Suffix
Select Suffix

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AMCAS Main Menu

AMCAS Main Menu

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AMCAS Main Menu

Quick Links

ACADEMIC CHANGE REQUEST   UPDATE ADVISOR RELEASE

Learn more about the AAMC Fee Assistance Program

View AMCAS Participating Medical Schools and Deadlines

Find AMCAS resources on the Tools and Tutorials page

Visit the AMCAS website

Medical School Admission Requirements (MSAR)

Review AMCAS transcript processing timelines

FOLLOW US ON TWITTER

My Document Statuses

Transcripts (0)   You have no transcripts attached to your application

Letters of Evaluation (0)   You have no letters attached to your application

VIEW ALL DOCUMENT STATUSES

Identifying Information

Schools Attended

Advisor Release

Add College   ✕

Country *

Select Country ▾

Program Type *

Select Program Type ▾

Start Date *   End Date *

MM/YYYY 📅   MM/YYYY 📅

Other Options

☐ Summer School Only

☐ Study Abroad Program

Advisor Release

ⓘ The school-designated advisor(s) have met AMCAS-established requirements and are bound by confidentiality. Information transferred includes your personal/demographic information, work/activity information, credit hours, MCAT scores, GPAs, the names and types of your 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, if you applied for fee assistance through the AAMC Fee Assistance Program, and in your fee assistance application agreed to release award information to your health professions advisor this information will be made available along with your application information.

Do you authorize AMCAS to release your application information to the school-designated advisor(s) at _____ *

○ Yes

○ No

Transcript Request

ⓘ Note: One official transcript is required from each U.S., U.S. Territorial, or Canadian post-secondary institution at which you have atten____

                                                    CANCEL   SAVE

Check YES! We don't see your app. We see scores, schools applied to and final outcomes. We use to assist you and future applicants

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Schools Attended

Transcript Request

> ℹ️ Note: One official transcript is required from each U.S., U.S. Territorial, or Canadian post-secondary institution at which you have attempted course work, regardless of whether credit was earned.
>
> If you click Yes, you must have an official transcript sent to AMCAS by the Registrar's Office of the institution.
>
> If you click No, this means that you are submitting a Transcript Exception Request and does not preclude you from transcript requirements. AMCAS will review your request and notify you if your Transcript Exception is not granted. This may result in delays for processing your application.

Does AMCAS require an official transcript from this school? Generally, a transcript is required. Please review this additional information if you need assistance in determining if a transcript is required.*

○ Yes

○ No

Study Abroad? Transfer Term? Do I, or Don't I, need an additional transcript?

If the study abroad was sponsored by a US or Canadian school, you will:
List the domestic school that sponsored you
List the study abroad ("foreign" institution)

If the study abroad was led by, for instance, Dartmouth faculty, but *not* affiliated with a "foreign institution:
First entry: List the domestic institutions traditional name
Second entry: Your school's name again; then "study abroad" then city. (Example: "Dartmouth– Study Abroad – Costa Rica")

What about Transcripts?
If the study abroad was sponsored by a US or Canadian school:
No separate transcript is necessary beyond that of the sponsoring school. IE: for a Dartmouth FSP, you only need your Dartmouth transcript, and you will choose NO for the question: "Does AMCAS require an official transcript from this school?" This triggers a TRANSCRIPT EXCEPTION. What's the CLEAR SIGN that you will check NO in that case? *Your Dartmouth transcript SHOWS the GRADES of the foreign or domestic program*

What about entering Courses?
You DO enter the study abroad courses in this section, but you use your domestic (usually Dartmouth) school's transcript and enter as you would other course work (next section)

What about transferred courses from an Off-term exchange sponsored by another Institution?
This DOES require a separate transcript and will be included under that school attended section.
How do you know for sure? The credits are transferred to your Dartmouth transcript but NO grades are listed.
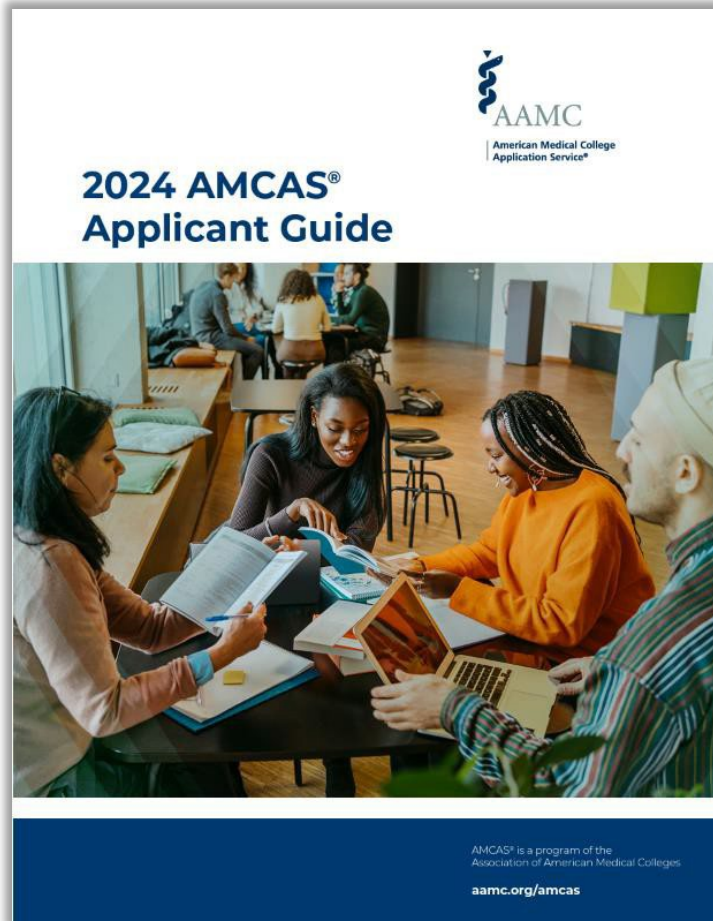
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Schools Attended

Biographic Information

Other Impactful Experiences

Biographic Information

- Preferred Address*
- Permanent Address*
- Alternate Contact
- ✓ Citizenship*
- Legal Residence*
- Self Identification
- Languages*
- Childhood Information*
- Military Service*
- Military Discharge*
- Felony*
- Misdemeanor*
- **Other Impactful Experiences***
- Parents and Guardians*
- Siblings*

Other Impactful Experiences

To provide some additional context around each individual's application, admissions committees are interested in learning more about the challenges applicants may have overcome in life. The following question is designed to give you the opportunity to provide additional information about yourself that is not easily captured in the rest of the application.

Please consider whether this question applies to you. Medical schools do not expect all applicants to answer "yes" to this question. This question is intended for applicants who have overcome major challenges or obstacles. Some applicants may not have experiences that are relevant to this question. Other applicants may not feel comfortable sharing personal information in their application.

Have you overcome challenges or obstacles in your life that you would like to describe in more detail? This could include lived experiences related to your family background, financial background, community setting, educational experiences, and/or other life circumstances.*

How should I know if I should answer "Yes" to this question?

- ○ Yes
- ○ No

Other Impactful Experiences Description ✕

The following examples can help you decide whether you should respond "yes" to the question, and if so, what kinds of experiences you could share. Please keep in mind that this is not a fully inclusive list and any experiences you choose to write about should be ones that directly impacted your life opportunities.

Example Experiences

- **Family background:** serving as a caretaker of a family member (e.g., siblings, parent/guardian), first generation to college.
- **Community setting:** rural area, food scarcity, high poverty or crime rate, lack of access to regular healthcare (e.g., primarily used urgent care clinics or emergency room, no primary care physician).
- **Financial background:** low-income family, worked to support family growing up, work-study to pay for college, federal or state financial support.
- **Educational experience:** limited educational opportunities, limited access to advisors or counselors who were knowledgeable/supportive of higher education requirements.
- **Other general life circumstances** that were beyond your control and impacted your life and/or presented barriers.

Writing Instructions

- **Select the most impactful experiences.** Describe the challenge(s) or hardship(s) you consider most impactful in your life.
- **Write about how experiences impacted your life.** Write about any topics you deem important to discuss, including information that might be mentioned elsewhere in your application (e.g., your personal statement). You can use the space provided in this question to further elaborate on those topics, if desired.
- **Use a narrative style format.** Describe your impactful experience(s) in a narrative format to help admissions committees understand your story, but be mindful of the 1,325 character limit.

OK

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Coursework

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Coursework

Applicants!
Have an official transcript in hand to complete this section for accuracy!

Add Course

Please be sure to enter all course(s) in the correct academic year, academic term, and year in school to avoid delays in application processing time.

Reminder: The AMCAS year begins with summer and ends with spring. Courses taken in the summer should be entered with the next academic year, even if your institution considers them in the previous academic year. For example, if you took a course in the first summer session of 2016, you should enter it as the 2016–2017 academic year, even if your school considers it in the 2015–2016 academic year.
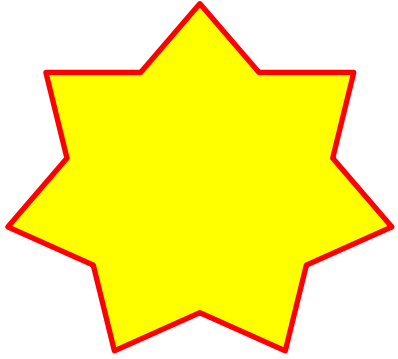
Academic Year *

Select Year

Academic Term *

Select Academic Term

Year in School *

Select Year in School

Course Number

Please enter any letters or numbers. Example BIO 101

Please enter course number

Course Name *

Please enter course name

CANCEL   SAVE & ADD ANOTHER   SAVE

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Entering Coursework as Dartmouth Applicant
CREDIT HOURS

Different Application Services

- AMCAS: Put in exactly as on Transcript
- TMDSAS: You Convert
- AACOMAS: You Convert
- AADSAS: You Convert
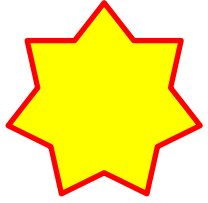- VMCAS: You Convert

What is the Conversion

See back of your official transcript*

For Dartmouth, you will convert into

Semester Hours

1 Dartmouth "credit" converts to:

- Course only = 3.5 credit hours
- Lab only = 3.5 credit hours
- Course +Lab = 4.5 credit hours

Fyi: Quarter Hours conversion
Course only or lab only = 5 quarter hours
Course PLUS lab = 6.7 quarter hours

Entering Coursework as Dartmouth Applicant

- ❑ When inputting a courses that included a lab section:
  - To ensure that you receive your accurate credit hours, you must write "course+lab" after writing in the name of the course
  - When asked what course type in the next section, choose "course combined with lab"
  - Essential for insuring schools recognize that you have fulfilled pre-requisites
- ❑ Write in courses as they are on Transcript. If the title doesn't fit, make a logical abbreviation.
- ❑ Under Special Course types:
  - Check Pass/Fail for Dartmouth NRO's. (In AMCAS NR means a grade is pending.)
- ❑ AP Credit/Exemptions:
  - While Dartmouth doesn't give graduation "credit" it does "credit" you as having met the equivalent of the course, as an EXEMPTION
  - You will write in the course #; for course description you will put in what it was at Dartmouth (for instance at Dartmouth it will say Advanced Placement—you will say what the course is at Dartmouth, ie: Calculus), a 0 for credit hours, and CR for grade-just as it is in your transcript.
  - Under Special Course Type you will choose EXEMPT.
- ❑ First Year Seminar and Writing 5
  - BOTH are included as ENGLISH, no matter what department they were in.
- ❑ Transfer Credits:
  - If you transferred credits to D from another institution, you will add them in the section for that other school and NOT in your course entries for Dartmouth.
- ❑ Classifying Courses:
  - YOU classify courses. AMCAS has limited classification options. Find your best match.

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AMCAS® Application Course Classification Guide

The following guide provides examples of how courses are often categorized. Please select course classifications based on the primary content of the course.

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 website 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

Physics (PHYS)

- Astronomy
- Physics

Mathematics (MATH)

- Applied Mathematics
- Biostatistics
- Mathematics
- Statistics

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

Biology-Chemistry-Physics-Math (BCPM) Courses

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What if AMCAS or other App disagrees, and "pauses" verification?

If a verifier disagrees with a designation you have made, they will "pause" your verification. They will communicate this to you and let you know why. You have two weeks to "petition" for a change to their decision. The two main ways this might show up (though it's rare) are:

- If they mistakenly disagree that your FYS or Writing 5 are approved as English designations, use the statement in our FAQ's to describe the intent of FYS and W5 at Dartmouth. No worries.
- If you designated a Neuro or Engs course, for example, as Biology, and they disagree, send them the course description and/or syllabus.

Be in touch with HPP if there are communication complications.

PS: You are not "in trouble" if they pause you/disagree with your designation.

Work/Activities

Add Work/Activities ✕

Experience Type *
Select Experience Type ▾

Experience Name *
[   ]

ⓘ Indicate the total number of hours that you spent completing (or expect to complete) this work experience or activity during the date range that you indicate. If this is a repeated experience, enter the total number of hours for each date range you provide.

Start Date *
Select Month ▾

End Date *
Select Month ▾

Total Hours *
[   ]

Select Years ▾

Select Years ▾

Repeated *
○ Yes
○ No

Organization Name
[   ]

CANCEL   SAVE & ADD ANOTHER   SAVE

- Maximum of 15 entries
  - Applicants can enter 3 additional date ranges for repeated activities
  - Applicants can enter anticipated hours
- Maximum of 3 "Most Meaningful"

Most Meaningful Experience Summary*

This is your opportunity to summarize why you have selected this experience as one of your most meaningful. In your remarks, you might consider the transformative nature of the experience: the impact you made while engaging in the experience and the personal growth you experienced as a result of your participation.

[   ]

1325 characters left of 1325

CANCEL   SAVE & ADD ANOTHER   SAVE

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Work/Activities

Activities and Personal Statement Writing
What's included+Character Counts, includes spaces

AMCAS (ALLOPATHIC)

Personal Statement (5300 Character)-Your Motivation for Medicine

15 Experiences (700-character description)

    3 Most Meaningful (700 characters, PLUS an additional 1325 characters)

For MD/PhD, two additional essays
- Why MD/PhD? (3000 characters)
- Significant Research Experience Essay-Research Experience Details (10,000 characters)

AACOMAS (OSTEOPATHIC)

Personal Statement (5300 Character)
Unlimited experiences, 600-character description

    Don't go overboard on # of experiences!

TMDSAS (TEXAS)

- ESSAYS
  1) Medical personal statement (5000-character limit);
  2) Personal characteristics essay (2500-character limit);
  3) Optional essay (2500-character limit)

- Experiences (300-character description)

DENTAL

- Personal Statement (4500 Character)
- Experiences (600 characters)

VETERINARY

Under Personal Information
- Three Distinct 2000-character essays

Under Supporting Information
- Experiences 600 characters

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Essay

Personal Comments Essay　✕

Some questions you may want to consider while drafting 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 another section 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 which are not explained elsewhere in your application

OK

Personal Comments Essay

ⓘ Consider and write your Personal Comments carefully; many admissions committees place significant weight on this section. Make sure you proofread carefully because no changes may be made after you submit your application. What information should I consider including in my personal comments?

Use the space provided to explain why you want to go to medical school. *

5300 characters left of 5300

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Essay

MD/PhD Essay

ℹ Your response will only be forwarded to your designated MD/PhD program(s).

Please state your reasons for wishing to pursue the combined MD/PhD degree. *

Your response will only be forwarded to your designated MD/PhD program(s).

Significant Research Hours

Please enter your total hours of prior research experience. *

Significant Research Essay

ℹ Your response will only be forwarded to your designated MD/PhD program(s).

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.

Please describe your significant research experiences. In your statement, please specify your research supervisor's name and affiliation, the duration of the experience, the nature of the problem studied, and your contributions to the project. *

Your response will only be forwarded to your designated MD/PhD program(s).

10000 characters left of 10000

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Activities and Personal Statement Writing
For Your Information

FORMATTING

- Do all your writing in Word, Google docs, or whatever system you prefer- *not on the application.*
- Do not use any formatting other than paragraph breaks (all left justified). Formatting does not appear to schools (no bullets, indented paragraphs, bold/italic, etc).
- When writing and editing are complete, copy and paste as plain text/can use a text app

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Letters of Evaluation

Add Letter of Evaluation/Recommendation ✕

> ⓘ Many medical schools determine whether or not an applicant has met their letter of evaluation/recommendation requirements by the type of letters they receive in support of an application. For example, a medical school may require a committee letter OR three individual letters in support of your application.
>
> Please review the AMCAS Applicant Guide for more information about Letters of Evaluation.

Please identify the type of letter you wish to enter. If you are uncertain as to the type of letters provided by your school/institution, please ask your pre-health advisor or career center prior to answering this question.

○ **Committee Letter:**
A committee is a letter authored by a ... ur institution's evaluation of you. A committee letter may or may not include additional lette ... es called a composite letter.

> **For Dartmouth Composite, check Committee Letter**

○ **Letter Packet:**
A packet or set of letters assembled and distributed by your institution, often by the institution's career center.

○ **Individual Letter:**
An individual letter refers only to a letter authored by, and representing, a single letter writer. **If you have already included an individual letter within either a committee letter or letter packet, you do not need to add a separate entry for the individual letter.**

> ⓘ Select a meaningful Letter Title, as you may need this title later to identify a letter. For example, if this letter were from the University Of X, with a primary contact of John Doe, and you intend to have this letter sent only to MD/PhD programs, you might create a title of "UX_Doe_MD_PhD ".

Letter Title

[Please enter a title for this letter]

> **Letter title will be: First Name_Last Name_Dartmouth Composite Letter of Evaluation**

CANCEL   SAVE

> **Applicants can submit their application before AMCAS receives their letters.**

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When asked identifying information for Composite Letter

What schools are providing this letter?
Dartmouth *(if you are using PrivateFolio to transmit your letters)*

Letter Title: **Dartmouth Composite**
Institution: **Dartmouth College**
Primary Contact/Author's Prefix: **Ms.**
Primary Contact/Author's First Name: **Rae**
Primary Contact/Author's Middle Name: **L**
Primary Contact/Author's Last Name: **Stokes**
Primary Contact/Author's Title: **Health Professions Program Coordinator**
Primary Contact/Author's Email: **Rae.L.Stokes@Dartmouth.edu**
Primary Contact/Author's Phone: **603-646-3377**
Organization Name: **Dartmouth College**
Address: **125 Carson, Hanover, NH 03755 USA**
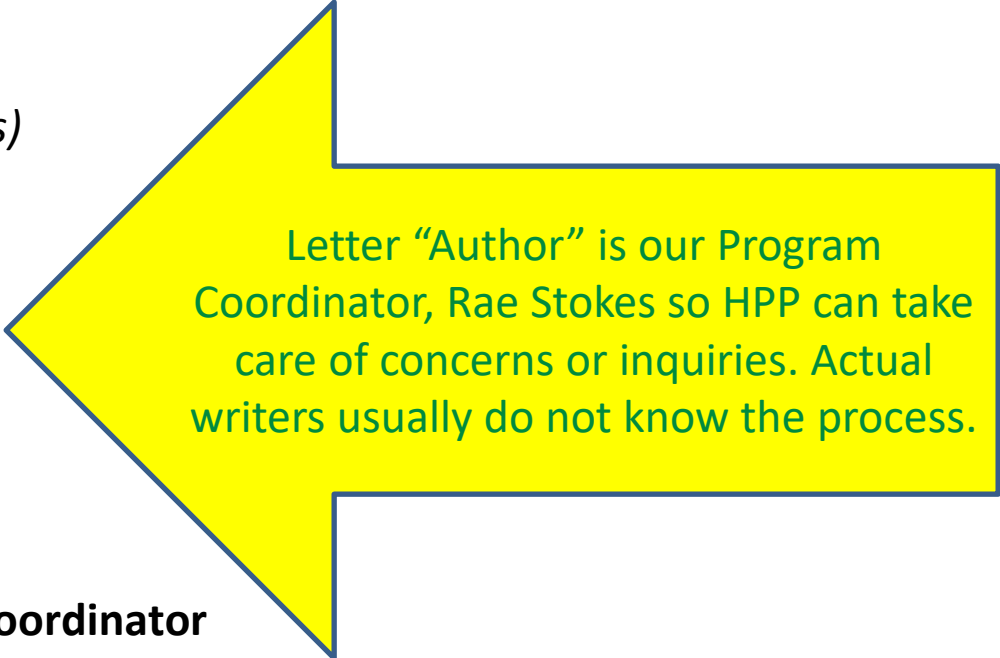
Letter "Author" is our Program Coordinator, Rae Stokes so HPP can take care of concerns or inquiries. Actual writers usually do not know the process.

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Medical Schools

Standardized Tests

Applicants should indicate any future MCAT testing dates.

aamc.org/mcat

MCAT Scores

Score breakdowns and confidence bands will appear in the AMCAS application.

Standardized Tests

- ✓ Schools Attended
- ○ Biographic Information
- ○ Course Work
- ○ Work/Activities
- ○ Letters of Evaluation
- ○ Medical Schools
- ○ Essays
- ✎ **Standardized Tests**
  - ✓ MCAT Scores
  - ○ MCAT Exam Date*
  - ✓ PREview Scores
  - ✓ PREview Exam Date
  - ○ **Other Tests***

AAMC PREview™ Scores

ⓘ **Note:** Your PREview Scores have not been loaded yet

PREview™ Exam Date (Optional)

ⓘ Please remember to keep this information current, especially after initial submission, as it alerts medical schools when to expect your PREview exam scores.

Medical schools need to know if they should expect future PREview scores in support of your application. Do you have an upcoming or recently taken PREview exam date where official PREview scores have yet to be released?

- ○ Yes
- ○ No

AAMC

Certification Statements

Application Submission Process

CANCEL   AGREE

- ⊘ Pre-Submission Checks
- ✎ Certification
- ○ Password
- ○ CBC
- ○ Payment

Certification Statements

ℹ 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 whole, by a third party. Quotations are permitted if the source is cited. *

☐ I have read, understand, and agree to comply with the AMCAS Applicant Guide, including the provisions noting that I am responsible for monitoring and ensuring the progress of my application process, by checking the Main Menu of my application.*

☐ I understand that I am responsible for reviewing my application after AMCAS processing is complete. I am responsible for notifying AMCAS of any discrepancies resulting from the verification process by using the Academic Change Request process located in the Quick Links section of the Main Menu.*

☐ I have read, understand, and agree to comply with the Application and Acceptance Protocols for Applicants, which set forth guidelines for ethical conduct during the application process, and define important application cycle dates. *

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

☐ I understand that I am responsible for learning the admissions requirements, application policies, and due dates 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 to which I apply. *

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

☐ I understand that I am required to inform the Admissions Office of each medical school to which I apply if I become the subject of an institutional action after the date of 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 institutional action. *

Last step of application: certify data is accurate, submit, and pay processing fee.

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AMCAS Verification Process

Transcripts

- All required official transcripts must be received before an application can join the verification queue

Processing

- From date of **"Ready to Review"** application status, about 6 weeks
- Find processing on the AMCAS application sign in page

All official transcripts received

Application Submitted

Verification Queue

AAMC
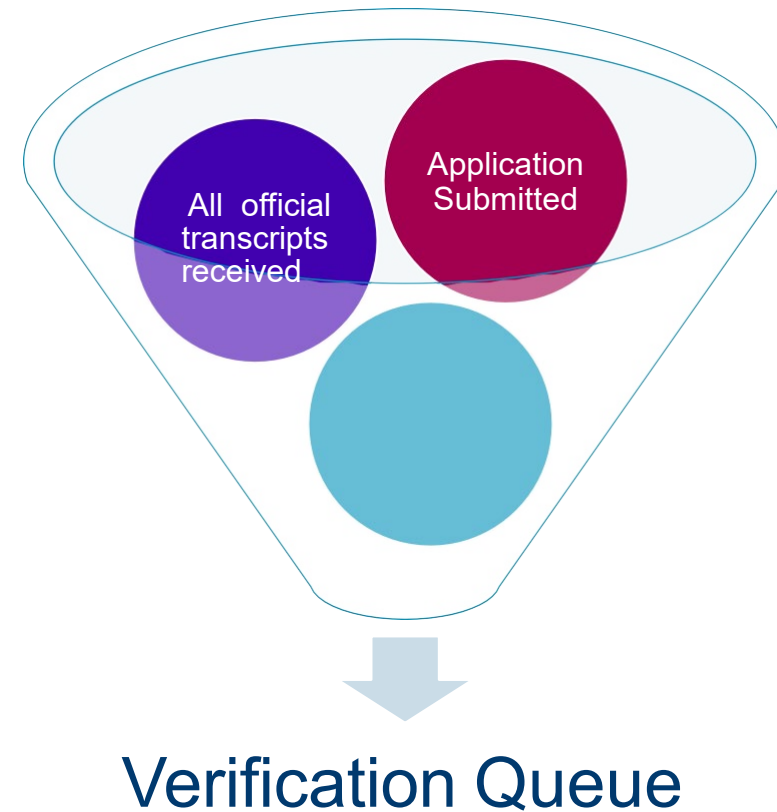
AMCAS Verification
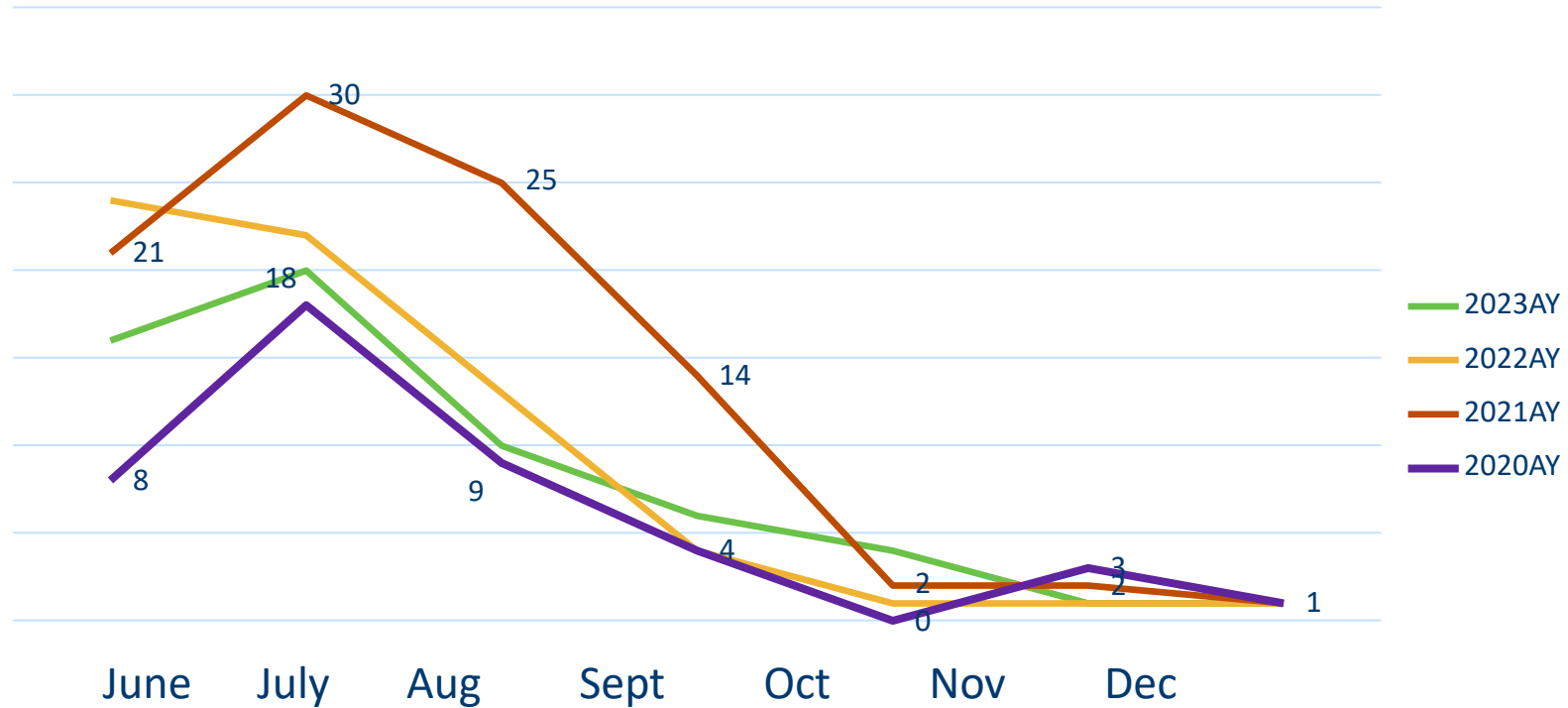
Application Reminders

- Criminal Background Checks
- *Application and Acceptance Protocols for Applicants*

Criminal Background Checks

- Participating schools have checks run on accepted or waitlisted applicants
- Certiphi Screening, Inc. will notify applicants when the CBC has been initiated
- Applicants have 10 calendar days to review their report
- No additional charge to the applicant for this service

CBC Schedule

Application Status	CBC Procured
Accepted, Early Decision Program	Upon Acceptance
Accepted, Regular	After January 1
Alternate List	After May 15, by school's request only

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Application and Acceptance Protocols for Applicants

AMCAS Tools

- AMCAS Applicant Guide
- Application and Acceptance Protocols
- Video Tutorials
- Twitter
  - @AMCASinfo

aamc.org/amcas

Agenda

- AMCAS Application
- Verification
- After Submission
- AMCAS Letter Service
- The Advisor Information System (AIS)
  - Access and Reports
- The AAMC Advisor Hub
- Resources
- Q&A

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Letters of Evaluation

Submission Methods:

- AMCAS Letter Writer Application

- Privatefolio

For the Dartmouth Composite Process, we don't use the AMCAS letter system- we use Privatefolio, however:
DO CREATE + SAVE A LETTER REQUEST FORM. It will generate a unique letter id # that you will use when submitting your final letters

Applicant → Letter Request Form → Letter Authors →
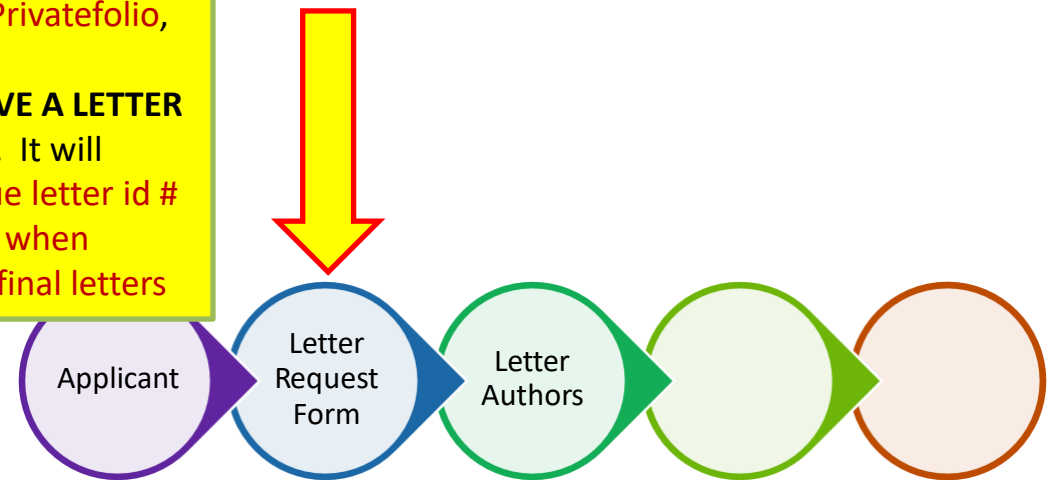
Medical schools receive letters electronically, on a rolling basis after an application is verified

aamc.org/amcasletters

AAMC

Letters of Evaluation

Letters of Evaluation Received, 2019AY – 2023AY
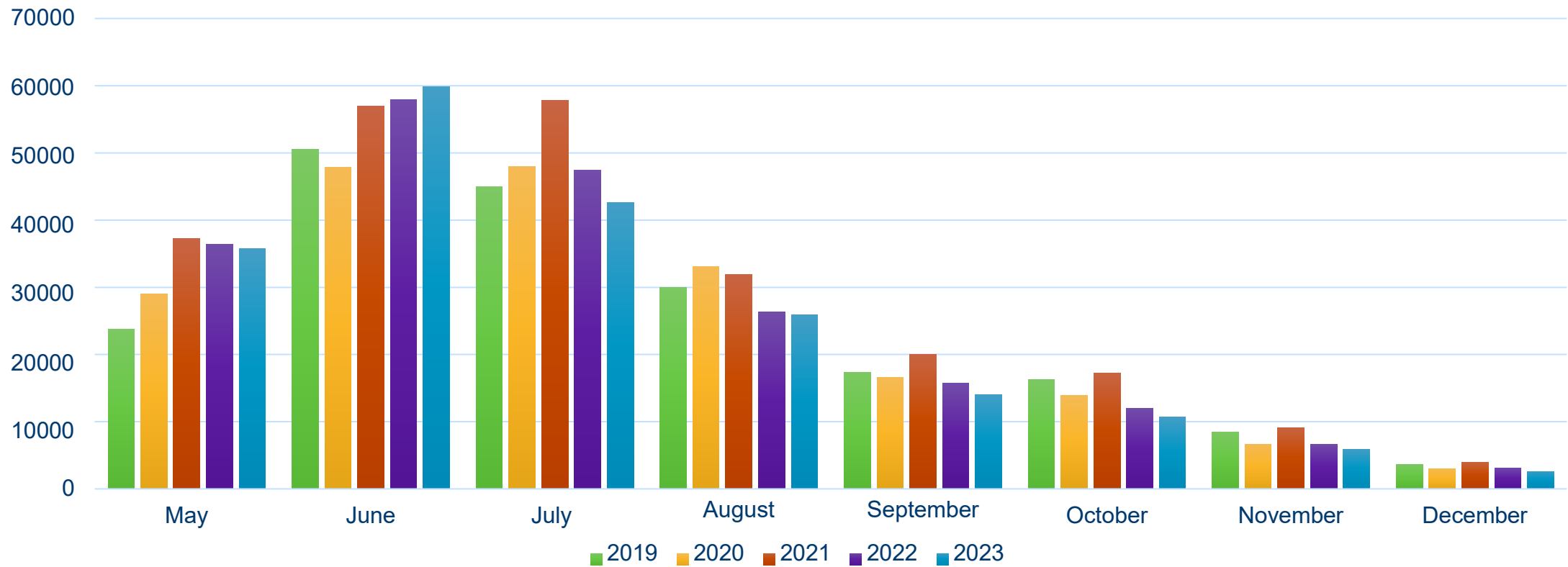
AMCAS Letter Writer Application

Use your AAMC account (or create one) to upload PDFs quickly and securely—for free!

AGAIN: We are not using this system: If you are working with HPP, letters are uploaded through Privatefolio

We will send instructions when final Composite is complete
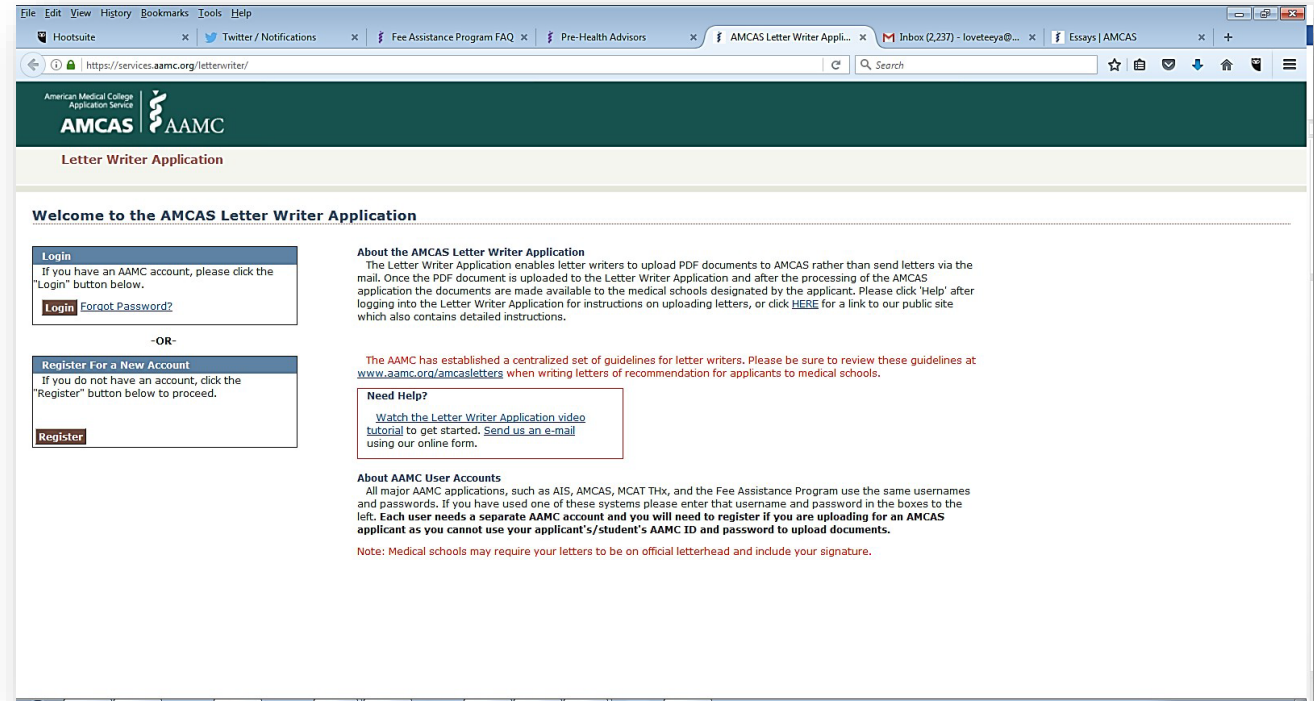
systems.aamc.org/letterwriter

AMCAS Letter Writer Application Tips

- Have the applicant's AAMC and letter IDs.

- The letter must be a PDF file smaller than 5MB.

- Use only letters and numbers in the file name.

- Individual medical schools may require your letters to be on official letterhead and include the author's signature.

- Once you upload a letter no deletions or modifications can be made. Future letters you upload with this letter ID will be pre-pended to letters previously uploaded.

AAMC

Letter Writer Guidelines

Letter Writer Guidelines

Advisor Information System (AIS) Access & Resources

- [Visit](https://students-residents.aamc.org/advisors/advisor-information-system/) https://students-residents.aamc.org/advisors/advisor-information-system/
- Get info about gaining access to AIS, report instructions, and other helpful resources

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Advisor Information System (AIS)

Please click YES for "Release to Advisor" so we can not only help you, but future applicants

- Applicant data from students who have released their information to school-designated advisors

- Statement of Confidentiality

Name	Purpose
Quick Lookup	Search for a single advisee
Roster of Applicants	Retrieve data for a particular set of AMCAS applicants
MCAT Roster/Summary	Retrieve individual or aggregate data for a particular set of` MCAT examinees
PREview Roster	Retrieve data for PREview examinees
Designated School	Lists medical schools that your students have applied to, the number who have applied, the number who have been accepted, and the number who have matriculated
Application Year Statistics	Compare school statistics to national statistics for a given application year
Trends	Graphs of aggregate data for closed application years

| Quick Lookup | Roster of Applicants | MCAT Roster/Summary | PREview Roster | Designated School | App Yr Stats | Trends |

AAMC

AAMC Fee Assistance Program

- MCAT Benefit
  - Reduced registration fees
  - Access to all 15 online AAMC MCAT Official Prep Products
  - Stipend for updated evaluation for accommodations
- AMCAS Benefit
  - AMCAS application submission fee waiver for up to 20 schools
- MSAR Benefit
  - Complimentary access to the Medical School Admission Requirements (MSAR) website
- AAMC PREview™ Benefit
  - Waiver for AAMC PREview™ professional readiness exam registration fees

Benefits are NOT Retroactive

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Fee Assistance Program Eligibility

- U.S.-based home address

- Tied to U.S. Department of Health and Human Services' poverty level guidelines

- Requires parental financial information and supporting tax documentation for applicants under 26

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AAMC Fee Assistance Program

Website resources to direct your advisees to:

- What You Need to Apply
- *2023 Fee Assistance Program Essentials*
- Fee Assistance Program FAQ's

202-828-0600
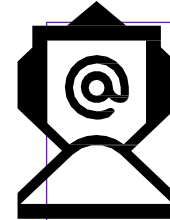
fap@aamc.org

@AMCASinfo

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AAMC Premed Navigator

Monthly e-newsletter for applicants and helpful web content.

students-residents.aamc.org/navigator

Anatomy of an Applicant

- Core Competencies

- Student Profiles

aamc.org/competencies

Questions?

Contact Us

202-828-0950

@amcasinfo

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