Completing the 2016 AMCAS Application

Spring 2016
Oona Ceder, Sirinya Matchacheep, & Ellen Williams
Office of Career Services
Harvard College
Before you start

- AMCAS and med schools use applicant email addresses to send notices of updates, changes, deadlines, errors, and the status of your application. Be sure that your SPAM filters do not delete these multiple addressee emails. Add aamc.org as a safe domain.
- Obtain and review copies of your transcripts
- Check the admissions requirements of med schools to be sure you fill the eligibility requirements for each school.
Before you start

- If eligible, apply for the AAMC Fee Assistance Program (FAP). To receive benefits of FAP approval, you must wait to receive decision before submitting AMCAS application.
- Because over 100 med schools utilize criminal background checks, be sure to check the status of prior arrests that you thought were expunged.
Overview

About AMCAS

- The AMCAS Application
- Schools Attended and Transcripts
- Biographic Information
- Course Work
- Work/Activities
- Letters of Evaluation
- Medical Schools
- Essays
- Standardized Tests

- Criminal Background Checks
- Fee Assistance Program
- Monitoring your Application Status
- The Verification Process
Standardized grading information: colleges do not follow a national standard for awarding credits and grades, and therefore, GPA calculations may differ from one institution to the next according to internal standards and policies.

The medical schools need a way to compare applicants on the same scale, which is why AMCAS “normalizes” grading systems and calculates an “AMCAS GPA.”
Just to remind you of the overall process at AMCAS...

Once AMCAS has received both your application and has received and verified all of your required official transcripts, your application will enter the verification queue. AMCAS will then verify the coursework you entered into you application with the coursework listed on your official transcripts and will calculate your normalized AMCAS GPAs.

Once the application is verified (or processed, those two words are often used interchangeably) which takes about 6 weeks, AMCAS will deliver the application to the medical schools you designated. Letters of evaluation (once assigned to medical schools) are delivered electronically on a rolling basis. Remember, you can submit your application before your letters and transcripts are received. Letters are not required to verify an application.
KEY SPRING DATES
May 5—AMCAS opens
June 2—First AMCAS submission date
June 16—April MCAS scores will be released
June 30—May MCAS scores will be released
July 1—AMCAS will release first batch of application data to medical schools.

Individuals who cancel their application prior to verification can get a full refund of AMCAS fees.

Applicants who withdraw prior to July 1 will not be considered re-applicants.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 5, 2015</td>
<td>AMCAS application opens &amp; AMCAS begins accepting transcripts</td>
</tr>
<tr>
<td>June 2, 2015</td>
<td>AMCAS opens for submission of applications; if your transcripts have arrived at AMCAS, your submitted AMCAS enters queue for verification</td>
</tr>
<tr>
<td>July 1, 2015</td>
<td>Initial transmission of application data to medical schools</td>
</tr>
</tbody>
</table>
Application Fees

- $160 processing fee which includes one medical school
- $36 for each additional school
- Payable online via Visa/MasterCard or Telecheck
- See MSAR for school secondary fees
  - And our MSAR Data By Med School resource:
    Information About Academic Requirements, MCAT Requirements, Admissions, and Financial Aid Policies (Excel)

Application Fees

$160 processing fee (includes one school)
$36 for each additional school
Fees subject to change
# 2016 AMCAS Participation

<table>
<thead>
<tr>
<th>AMCAS Participation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>143 Schools/Programs</td>
</tr>
<tr>
<td></td>
<td>All MD granting schools in the United States with the exception of MD programs at Texas public schools</td>
</tr>
<tr>
<td>AMCAS Letters</td>
<td>139 Schools/Programs</td>
</tr>
<tr>
<td></td>
<td>See <a href="http://www.aamc.org/amcasletters">www.aamc.org/amcasletters</a></td>
</tr>
<tr>
<td>Criminal Background Checks</td>
<td>105 Schools/Programs</td>
</tr>
<tr>
<td></td>
<td>See <a href="http://www.aamc.org/whatamcsb">www.aamc.org/whatamcsb</a></td>
</tr>
</tbody>
</table>

For complete participation listings:
- Application: [www.aamc.org/students/applicants/amcas/participating_institutes](http://www.aamc.org/students/applicants/amcas/participating_institutes)
- Letters: [www.aamc.org/letters/amcas_analysis/letters](http://www.aamc.org/letters/amcas_analysis/letters)
- CBC: [www.aamc.org/amcasbcs](http://www.aamc.org/amcasbcs)
Visit aamc.org/amcas for all of the information you could ever want about AMCAS and to sign in to the AMCAS application. Sign in for the 2016 Application will become active on May 5 (click to highlight).

You can also get to other resources, like the MCAT page and Fee Assistance Program page from the AMCAS homepage.
Must register with AAMC before starting application. Access the application in the upper right of the AMCAS homepage at aamc.org/amcas. Log in using your AAMC account—you already have an AAMC account if you registered for the MCAT, applied to the Fee Assistance Program, or signed into via the web site. If you don’t remember your password, click “Can’t remember.” If you don’t have an AAMC account, click “Register here” to complete registration.

A good thing to know about this page—every morning during the application season, we update the message on this page with our daily processing status.

AAMC registration collects your basic information and pre-populates some responses in your AMCAS application. The registration system will complete an automatic check for duplicate registrations. If you are a re-applicant, you should use the same username and password you used in the past.
AAMC registration collects your basic information and pre-populates some responses in your AMCAS application. The registration system will complete an automatic check for duplicate registrations.

NOTE: If you are a re-applicant, you should use the same username and password you used in the past.
Account Details

- AMCAS provides additional information to applicants about the receipt status and date of letters and official transcripts:

```
MAIN MENU
ACCOUNT INFO
Applicant: Zen Hafner-Eaton
AAMC ID: 13200106
Application Status: Not Submitted to AMCAS
Details
Transcript and Letter Receipt Information: Details
```
This is a screenshot of the main menu in the AMCAS application. This page is always just a click away from anywhere in the application by clicking the Main Menu button in the top right. The sections of the application are accessible from both the horizontal bar at the top and the list in the center of the page. The sections automatically display Complete or Incomplete based on whether all of the required fields in that section of the application have been filled in. The action buttons on the right become active when certain information has been entered into the application. The application’s status is always displayed in the left column and clicking on the Details link will provide more information on what that status means, as well as detailing the status of transcripts and letters.
Overview

About AMCAS

The AMCAS Application

- Schools Attended and Transcripts
  - Biographic Information
  - Course Work
  - Work/Activities
  - Letters of Evaluation
  - Medical Schools
  - Essays
  - Standardized Tests
- Criminal Background Checks
- Fee Assistance Program
- Monitoring your Application Status
- The Verification Process
You will list high school and every post secondary institution where you were enrolled for at least one course. If Home schooled list state and country, and under school choose other, and type home schooled. If multiple high schools, list just the one from which you graduated.

NOTE: you are required to enter information about any post-secondary institutions you have attended, regardless of credit earned or transferred. Full instructions on which schools you must enter are available by clicking “Help” at the top of the screen in the application.

These Help icons are scattered throughout the application to assist you along the way.
### Advisor Release

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Name</td>
<td>Harvard University</td>
</tr>
<tr>
<td>City</td>
<td>Cambridge</td>
</tr>
<tr>
<td>Program Type</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Start Date</td>
<td>September 2006</td>
</tr>
<tr>
<td>End Date</td>
<td>June 2010</td>
</tr>
<tr>
<td>Other Options</td>
<td></td>
</tr>
<tr>
<td>Advisor Release</td>
<td>Do you authorize AMCAS to release your application information to the school-designated advisor(s) at this institution? The school-designated advisor(s) have met AMCAS-established requirements and are bound by confidentiality. Information transferred includes your personal/demographic information, MCAT scores, GPAs, the names 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. ○ Yes ○ No</td>
</tr>
</tbody>
</table>
**Advisor Information Release Service:**

- Please give permission for AMCAS to share information with Harvard Premed Advisors by checking **YES**. (These reports will go to Oona and Sirinya at OCS, not your House Tutors)

The reports we develop on applications and acceptance to medical school are based on the data we receive from AMCAS. The information will only be used for aggregate statistics and all identifying information is kept strictly confidential.

- **If you encounter problems with your application, we cannot discuss your situation with AMCAS staff unless you check this box.**
Schools Attended

- List every post secondary institution where you enrolled for at least one course; even if credits were transferred, no credits were earned, or you withdrew.
- Include colleges at which you took courses while in high school and received college credit.
Under minor, can use secondary field.
In the schools attended section, you'll also determine which official transcripts are required by AMCAS, and you can request exceptions for those that are not required (although this is rare, as the majority of transcripts are required by AMCAS). A link to a transcript request form (which facilitates proper matching of your transcript to your application) is in this section and can also be found from the Main Menu 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 in order to process your application. This section also allows you to request exceptions for transcripts that are not required by AMCAS.

- AMCAS strongly encourages you to utilize these forms.

- See the AMCAS resource page on our website for more information about ordering your Harvard transcript (under “Additional info”)

**Official Transcripts (OTs)**

- AMCAS Transcript Request Form should be sent to the Registrar at *every school where you enrolled in college level classes*

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

- Transcripts must be sent to AMCAS directly from your Registrar’s Office. Transcripts provided by applicants, even if sealed, will NOT be accepted.
Transcripts

- AMCAS cannot validate foreign transcripts and will not accept them.
- Applicants must request an exception for transcripts that are not required; failing to do so may result in missed deadlines
- Missing and unmatchable transcripts are the number one reason for processing delays
If you do not ask for an exception and later discover that an official transcript is not available, your application may be delayed and you may miss deadlines. AMCAS is not responsible for delays in processing or missed deadlines and will not make an exception to deadline rules.
INSTITUTIONAL ACTION

Were you ever the recipient of any institutional action by any college or medical school for unacceptable academic performance or conduct violation, even though such action may not have interrupted your enrollment or required you to withdraw? Select "help" at the top of this screen for important instructions on answering this question.

Back

You previously answered No to this question.
Institutional Action

- If you answer Yes, you may use the provided space beneath the question to explain; this space is 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.

- Applicants who become the subject of an institutional action after certifying and submitting the AMCAS application must inform their designated medical schools that an action has occurred.
Overview

About AMCAS

The AMCAS Application

- Schools Attended and Transcripts
- Biographical Information
  - Course Work
  - Work/Activities
  - Letters of Evaluation
  - Medical Schools
  - Essays
  - Standardized Tests

- Criminal Background Checks
- Fee Assistance Program
- Monitoring your Application Status
- The Verification Process
Under biographic information, you will fill in contact information, then citizenship. If you have any type of visa or permanent resident status, enter the relevant information.

If you are an undocumented DACA eligible or DACA issued applicant: The AAMC has recently published the document Medical School Policies on Deferred Action for Childhood Arrivals (DACA). This table shows the partial list of medical schools that have reported willingness to consider Deferred Action for Childhood Arrivals (DACA) applicants. See the AAMC website: https://www.aamc.org/students/applying/ (search the AAMC website with term “DACA” to locate the pdf).
After selecting one of the options, other checkboxes may appear. Optional.
Biographical Information

- **Language Proficiency**: Indicate languages that you speak. You will be asked to identify your level of proficiency in each of the languages you selected and the use of each language in your childhood home.
- Guidelines are provided for levels that range from “basic” to “native/functionally native”.
Childhood Information

- Socioeconomic Disadvantage Indicator: Derived from parents’ Education and Occupation (EO) – only two lowest SES’s (EO-1 and EO-2) are reported to medical schools
- Underserved: do you believe that the area in which you grew up was adequately served by health-care professionals? Were there enough physicians, nurses, hospitals, clinics, and other health-care providers?
- State and federal assistance programs: these are defined as "means-tested programs" (such as AFDC, unemployment compensation, GA, food stamps, SSI, Medicaid) where family income, assets must be below certain thresholds
- After completing this section, you will then be asked if you wish to be considered as an disadvantaged applicant by the medical schools. If YES, you will be given an additional 1325 characters to explain.
Applicants who are convicted of a misdemeanor or felony after certifying and submitting the AMCAS application **must** inform their designated medical schools that an action has occurred.

If you answer Yes, you must use the provided space beneath the question to explain; this space allows 1325 characters or approximately one-quarter of a page in length.
Felonies and Misdemeanors

- Applicants need not disclose any instance where applicant:
  - was arrested but not charged; was arrested and charged, but the charges were dropped;
  - was arrested and charged, but found not guilty by a judge or jury;
  - was arrested and found guilty by a judge or jury, but the conviction was overturned on appeal; or
  - received an executive pardon

There are also state specific mandates so should check; for example some exempt marijuana convictions.
Felonies and Misdemeanors

For any post submission convictions, applicants MUST notify their medical schools within 10 days of the offense.

Warning: In Virginia and Ohio, speeding conviction = misdemeanor! Must be reported on AMCAS.

If in doubt, please consult with us, a lawyer, and your local, state, and/or federal authorities.
Overview

About AMCAS

**The AMCAS Application**
- Schools Attended and Transcripts
- Biographic Information

**Course Work**
- Work/Activities
- Letters of Evaluation
- Medical Schools
- Essays
- Standardized Tests

Criminal Background Checks

Fee Assistance Program

Monitoring your Application Status

The Verification Process
AAMC: “The fourth section of the application is Course Work. This is typically the section that takes the most time to complete. You will see that the schools you entered in section two are shown here in the schools attended box, and you will enter information about all of the courses you took at this school.

There are links in this section to video tutorials that demonstrate how to enter some of the different types of coursework you might have such as study abroad coursework or AP credits.”
Course Work

2009 Application
Jeffrey Glenn  |  AAMC ID: 13721420

COURSE WORK
This is the Course Work page. You must enter all of the courses you took at each school. Once you have entered all of your courses, click Done.

<table>
<thead>
<tr>
<th>Schools Attended</th>
<th>Courses Entered</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harvard University (2006-2010)</td>
<td>8</td>
<td>Add Courses</td>
</tr>
<tr>
<td>University Of Hawaii At Manoa (2008)</td>
<td>8</td>
<td>Add Courses</td>
</tr>
</tbody>
</table>

Back Done

37
Course Work

Coursework to be listed:

- Any course ever attempted at any U.S. or Canadian post-secondary school, even if no credit was earned.
- Includes all college-level courses taken while in high school.
- Courses taken at an American college overseas (see AMCAS Instruction Manual for list)
Course Work

Coursework to be listed (cont’d):
- 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 have been repeated.
- Courses that you failed, regardless of whether they have been repeated.
- Courses you audited.
40
Course Work

Year and Term

- Add courses in chronological order exactly as they appear on the official transcript.
- For courses taken at Harvard, use the semester system calendar designation.
- List a full-year course as “Full Year”. Do not divide full-year classes by term.
- For summer courses, assign the upcoming status (e.g., courses between FR & SO year are listed as SO status).
Year and Term (cont’d)

- Do not assign more than one status to a 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.
<table>
<thead>
<tr>
<th>Academic Term</th>
<th>1st Semester (Fall)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>Chem 17</td>
</tr>
<tr>
<td>Course Name</td>
<td>Principles of Organic Chemistry</td>
</tr>
<tr>
<td>Course Classification</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Transcript Grade</td>
<td>Behavioral &amp; Social Sciences</td>
</tr>
<tr>
<td>Credit Hours</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Did the course include a lab section?</td>
<td>No</td>
</tr>
</tbody>
</table>
Abbreviation is fine so long as it’s obvious that it matches up with AMCAS name and transcript.

Important: Request a copy of your official transcript. Course names on your Harvard student record are abbreviated and will not correspond exactly to the course names on your official transcript.
Course Classification

- The **Science GPA** for AMCAS is comprised of courses that are considered **Biology, Chemistry, Physics or Mathematics** only.
- Note: LS1a=Chemistry; LS1b=Biology
- If you have a question, such as coding a psychology course as biology, **ask yourself** if the primary content of the course was biology. If yes, you can code the course as biology. This classification is not based on the department offering the course. Use your best judgment.
For the AMCAS course classification guide, see link on our website; also included in the AMCAS instruction manual.

To process an Academic Change request, AMCAS typically requires a copy of either the syllabus or the course description provided by the college or university; the document provided by the applicant would need to specify the course's primary content.
Engineering Science is NOT classified as part of your science, i.e., BCPM, GPA, but has its own category, ENGI.

Computer science also has its own category, COMP (so doesn’t equal math and is not included in BCPM).

Stats is classified as Math.
Med schools that require biochemistry will usually let you use CHEM17 to satisfy the requirement of a year of organic chemistry; they are usually also aware that the lab portion of organic chemistry is located in CHEM 27. Contact the OCS Premed Advisers if a school asks for documentation about our CHEM17/CHEM27 course sequence.

If you are using CHEM27 to satisfy a school’s biochemistry requirement, you should know that most of them have already approved CHEM27 for biochemistry; in a small number of cases, a school may not accept CHEM27 towards satisfaction of their biochemistry requirement. If you find that you are applying to one of these schools, please contact us and we can help you determine whether you will need to take an extra biochemistry course, and if so, when to do so.
Specific Course Information

- Because Harvard does not indicate credit hour equivalents on the front of the transcript, **AMCAS prefers that Harvard applicants leave Credit Hours blank.** When AMCAS verifies the application, each half course will be coded as 4 credit hours and each full year course will be coded as 8 credit hours.

- If you choose to list credit hours, be aware that the 4 and 8 will be taken out in Verification processing and an "X" will be placed in the Verification Mark Column. The “X” only represents a change made in Verification to reflect the view of the official transcript.
Specific Course Information

- A half-year course (one semester) is equal to four credits; a full-year course (two semesters) is generally equal to eight credits.*

* Note: Half courses ("hf" courses) extending throughout the two terms of the academic year are equal to four credit hours.

- For older alumni who took Chem 10/15: equivalent to only 4 credits. (It will, however, fulfill the medical school requirement of one full year of general chemistry.) You can write “Accel” to indicate it was an accelerated course.

If you are using CHEM17 to satisfy a year of organic chemistry with lab requirement (using the lab portion of CHEM27 as your lab):

There is no need to write “Accel” - medical schools know this course covers full year of topics in organic chemistry.
- Lab hours are not counted separately. They are included in course credit hours.
  > Select “combined lecture/lab course” for the question “did this class include a lab section?”
<table>
<thead>
<tr>
<th>Did the course include a lab section? *</th>
<th>Lecture Only</th>
<th>Lab Only</th>
<th>Combined Lecture and Lab</th>
</tr>
</thead>
</table>

**Special Course Types**

- Advanced Placement
- Audit
- CLEP
- Current/Future
- Deferred Grade
- Exempt
- Honors
- Incomplete
- International Baccalaureate (IB)
- Military Credit
- No Record
- Pass/Fail
- Repeat
- Withdrawal
Please list Harvard courses taken satisfactory/unsatisfactory as pass/fail in AMCAS. AMCAS does not have separate categories for courses that are mandatory, as opposed to voluntary, pass/fail.

**Special Course Types**

Only necessary for certain courses.

- **Audit:** if officially registered, but no credit, then no credit hours or AMCAS grade should be assigned.
- **Pass/Fail:** courses are listed on Academic Record, but excluded when computing AMCAS GPA. Harvard’s SAT/UNSAT courses should be listed as such.
- **Honors:** Harvard does not have “honors level” courses.
Advanced Standing Only

- **Official Rules**: To claim AP credit, the AP credits must be listed on your transcript.
- Harvard does not put AP courses on transcript unless you accept Advanced Standing. So, if you list an AP on the Academic Record, and it is not on the transcript, AMCAS cannot verify the AP score. **The Harvard College Registrar will NOT verify these AP scores for AMCAS.**
- Do **NOT** include AP credit unless:
  1. You accepted Advanced Standing OR
  2. You did not take Math at Harvard and need to show AP Calculus/Statistics credit
Advanced Placement Scores

- If a medical school wants verification of the AP score (some California and Texas schools do), then you must request the official AP score to be sent directly from ETS to the medical schools and not to AMCAS.

- Most secondary applications will allow you to indicate AP scores being used to meet math requirements.

**Only** if granted and accepted Advanced Standing:

- The total credit hours for the AP courses should be equal to 32 (e.g., 4 AP courses at 8 credit hours each.)
Study Abroad

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

- Include the foreign institution and the sponsoring U.S. or Canadian institution in Schools Attended.
- Request a transcript exception for the foreign institutions. 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’s institution’s transcript. Do not enter the coursework twice.
- If the sponsoring U.S. or Canadian institution provides letter grades and credit hours for each course on their transcript, enter all required course data.

QUESTIONS: Please contact AMCAS directly.
This is only a warning; you do not need to change anything for Harvard coursework.
Overview

About AMCAS

The AMCAS Application
- Schools Attended and Transcripts
- Biographic Information
- Course Work
- Work/Activities
- Letters of Evaluation
- Medical Schools
- Essays
- Standardized Tests
- Criminal Background Checks
- Fee Assistance Program
- Monitoring your Application Status
- The Verification Process
No work/activities entered.
Experience types
Work/Activities

- A maximum of 15 experiences may be entered. Enter only significant experiences. You do not need to enter 15! Each experience has space for a 700 character description.

- Supervisor contact information must be provided. If activity was organized by a student group, list advisor or another administrator who can verify your experience, if possible.

- You are asked to select up to three experiences as most meaningful to you. Additional space (1325 chars) is provided for each, to explain why you selected these experiences.
From the AAMC: “You can include repeated experiences so instead of entering a summer job three times, you would enter it once and indicate repeated date ranges for those periods during which you held this position. You can enter up to four separate date ranges for a single experience, and you can also enter future dates up to the start of your potential matriculation year (so for the 2016 cycle, this would be August 2016).”
Note: the AAMC has not published a slide with the additional date ranges; these will appear in your 2016 AMCAS; note that the box shown here called “until present” is no longer available.
Work/Activities

- Remember that each experience you list is "up for grabs" if you are invited to interview. You may be asked about anything in your application.

- **Experience Type**: from the drop-down menu, select experience Type that best describes each experience. You can only select one Type per experience. **It is up to the applicant to decide which experience Type best suits each particular experience.** Please do not ask your House Tutors or the OCS Premed Advisors how to list experiences. Use your best judgment.
You can group different activities together - e.g., shadowing as one entry; list publications together, etc.
Work/Activities

Contact's Title: 

Email: 

Phone: ext.

Providing an email address or a phone for your contact is required.

Experience Description: 

Character Count: 0

(maximum 750 characters)

This is one of my most meaningful experiences.

Experience Summary: 

Character Count: 0

(maximum 125 characters)

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.

Back  Add Another Work Activity  Continue
Advice from the Assistant Dean of Admissions, Weill Cornell Medical College:

- Think carefully about which kind of experiences were really meaningful to you -- don’t try to fill up space.
- Don’t repeat information in the “description” section already noted in “experience type”, “title” “organization”, etc., sections.
- If the organization in which you participated is not well known, give a brief description followed by the role you played there, especially if it involved any type of responsibility.
Work/Activities

- If you list a publication, make sure it's been accepted for publication and cite it properly. If the paper is just being "prepared for submission" or "submitted," include this fact as part of the research description in the section where you listed the research activity.

- If listing a research experience that extends through the academic year as well as summer, use the description area to note time invested, e.g., full time during the summer, 10 hrs/week in the fall/spring.

Overview

About AMCAS

The AMCAS Application
- Schools Attended and Transcripts
- Biographic Information
- Course Work
- Work/Activities
- Letters of Evaluation
- Medical Schools
- Essays
- Standardized Tests
- Criminal Background Checks
- Fee Assistance Program
- Monitoring your Application Status
- The Verification Process
Letters of Evaluation

AMCAS will receive your rec letters directly from your House via VirtualEvals.

There are three steps for applicants:

1. Under Letters of Evaluation, you’ll need to “add” a committee letter to let AMCAS know about the letters they are going to receive from your House Office.
2. Send your Letter Request Form ID (7 digits) to your House Office.
3. Complete the Medical Schools section and assign the letters to each participating school.
Letters of Evaluation

ADD A 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.

For medical schools' requirements regarding letters of evaluation/recommendation, click Help.

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 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.

- 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.

Back  Continue
Letters of Evaluation

- Select “committee letter”. All of the letters that come from Harvard are considered a single committee letter. (This includes the House Letter and the individual accompanying letters.)
- For letter title: “Harvard Committee Letter”
- For primary contact, use your Resident Dean’s name (or simply “Resident Dean”).
- Now you’ll be able to access the AMCAS Letter Request Form. Email Letter ID # to your Resident Dean’s Office.
Letters of Evaluation

Email this to your Resident Dean’s Office

AMCAS LETTER REQUEST
Application Year 2009
May 21, 2009

Jeff Garris
1 Somewhere Ave
Cambridge, MA 02136
UNITED STATES OF AMERICA

AAMC ID: 123456789
Last Name: Garris
First/Middle Name: Jeff
AMCAS Letter ID: 100211

TO:
Resident Dean
Harvard University
Harvard House
1 Something Street
Cambridge, MA 02138
United States of America

With this form, I am requesting that you forward my letter of evaluation recommendation to the American Medical College Application Service (AMCAS), which receives all letters on behalf of medical schools participating in the AMCAS application service. For more information about this service, including a list of participating medical schools, see below.

You can forward my letter to AMCAS in one of the following ways:

- [Un-projected] The AMCAS Letter of Recommendation System (ES) is available for members of the National Association of Advisors for the Health Professions (NAAHP). If you are a medical school that participates in AMCAS, you can access the AMCAS Letter of Recommendation System (ES) by logging in to your AMCAS account at www.amcas.org.

- [Projected] The AMCAS Letter of Recommendation System (ES) is available for members of the National Association of Advisors for the Health Professions (NAAHP). If you are a medical school that participates in AMCAS, you can access the AMCAS Letter of Recommendation System (ES) by logging in to your AMCAS account at www.amcas.org.

- [Un-projected] The AMCAS Letter of Recommendation System (ES) is available for members of the National Association of Advisors for the Health Professions (NAAHP). If you are a medical school that participates in AMCAS, you can access the AMCAS Letter of Recommendation System (ES) by logging in to your AMCAS account at www.amcas.org.

- [Projected] The AMCAS Letter of Recommendation System (ES) is available for members of the National Association of Advisors for the Health Professions (NAAHP). If you are a medical school that participates in AMCAS, you can access the AMCAS Letter of Recommendation System (ES) by logging in to your AMCAS account at www.amcas.org.

- [Un-projected] The AMCAS Letter of Recommendation System (ES) is available for members of the National Association of Advisors for the Health Professions (NAAHP). If you are a medical school that participates in AMCAS, you can access the AMCAS Letter of Recommendation System (ES) by logging in to your AMCAS account at www.amcas.org.

- [Projected] The AMCAS Letter of Recommendation System (ES) is available for members of the National Association of Advisors for the Health Professions (NAAHP). If you are a medical school that participates in AMCAS, you can access the AMCAS Letter of Recommendation System (ES) by logging in to your AMCAS account at www.amcas.org.

- [Un-projected] The AMCAS Letter of Recommendation System (ES) is available for members of the National Association of Advisors for the Health Professions (NAAHP). If you are a medical school that participates in AMCAS, you can access the AMCAS Letter of Recommendation System (ES) by logging in to your AMCAS account at www.amcas.org.

- [Projected] The AMCAS Letter of Recommendation System (ES) is available for members of the National Association of Advisors for the Health Professions (NAAHP). If you are a medical school that participates in AMCAS, you can access the AMCAS Letter of Recommendation System (ES) by logging in to your AMCAS account at www.amcas.org.
Letters of Evaluation

- In rare situations, Harvard applicants may wish to add additional individual letters AFTER the House Committee Letter (which includes attached individual letters) has been submitted. In this case, applicants should use the AMCAS Letter Writer Application program. This program allows recommenders to upload individual letters. For more, please see the AMCAS Instruction Manual.

- Please note that the Houses are not ordinarily involved in uploading additional individual letters to AMCAS after the House Committee Letter has been submitted.

- House Committee Letters will be sent by mid-August if the applicant has abided by House deadlines.
Overview

- About AMCAS
  **The AMCAS Application**
  - Schools Attended and Transcripts
  - Biographic Information
  - Course Work
  - Work/Activities
  - Letters of Evaluation
  **Medical Schools**
  - Essays
  - Standardized Tests
  - Criminal Background Checks
  - Fee Assistance Program
  - Monitoring your Application Status
  - The Verification Process
Once you have submitted your application to AMCAS you cannot remove schools on your designation list.

To add additional schools once you have submitted your application, you must reenter your AMCAS application, select the additional schools you wish to designate, and re-submit your application to AMCAS -- by the stated deadlines of the schools you wish to add. (Adding schools does not require a lengthy verification process, and will not hold up your evaluation at the schools you included when you first submitted your AMCAS.)
### Medical Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Case Western Reserve University School of Medicine</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Have you applied to this medical school in previous years? *</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Program *</td>
</tr>
<tr>
<td></td>
<td>Regular M.D.</td>
</tr>
<tr>
<td></td>
<td>Combined Medical Degree/Graduate</td>
</tr>
<tr>
<td></td>
<td>Combined Medical Degree/Ph.D</td>
</tr>
<tr>
<td></td>
<td>You may need prior permission from the medical school to select any of the following program types:</td>
</tr>
<tr>
<td></td>
<td>Deferred/Delayed Matriculant</td>
</tr>
<tr>
<td></td>
<td>Early Assurance</td>
</tr>
<tr>
<td></td>
<td>Combined Bachelors/Medical Degree</td>
</tr>
<tr>
<td></td>
<td>Other Special Program</td>
</tr>
<tr>
<td></td>
<td>Program Deadline</td>
</tr>
<tr>
<td></td>
<td>November 1, 2006</td>
</tr>
<tr>
<td></td>
<td>Combined Degree Area(s)</td>
</tr>
<tr>
<td></td>
<td>M.A.</td>
</tr>
<tr>
<td></td>
<td>M.S.</td>
</tr>
<tr>
<td></td>
<td>J.D.</td>
</tr>
<tr>
<td></td>
<td>M.B.A.</td>
</tr>
</tbody>
</table>

**Type of program (e.g. MD vs. MD/PhD)**
Select Your Letters of Evaluation/Recommendation for University of Washington School of Medicine

You are not required to assign letters of evaluation/recommendation to a medical school prior to submission. Note that letter assignments, once submitted, cannot be changed.

- Select All
  - Resident Dean, First_Last_Harvard

Back  Continue
Medical Schools

2009 Application

Jeffrey Glenn | AAMC ID: 12731430

MEDICAL SCHOOLS SUMMARY

You must select all medical schools that you wish to apply to. You cannot complete this section without selecting at least one school.

Medical Schools

- University of Washington School of Medicine
  Resident Dean, Harvard University

Balance Due: $160.00

Back Print Add Another Medical School Done
Medical Schools

- AMCAS does not evaluate state or U.S. residency eligibility or citizenship status. It is the applicant's responsibility to determine eligibility before designating a school.
- You must indicate if you have ever previously applied to this medical school. Failure to acknowledge previous application activity will result in an investigation.
Overview

About AMCAS

The AMCAS Application
  - Schools Attended and Transcripts
  - Biographic Information
  - Course Work
  - Work/Activities
  - Letters of Evaluation
  - Medical Schools

Essays
  - Standardized Tests

Criminal Background Checks

Fee Assistance Program

Monitoring your Application Status

The Verification Process
Essays

- Please refer to the OCS webpage on creating your personal statement:
  - www.ocs.fas.harvard.edu/students/careers/medicine/applicationprocess/personalstatement.htm

- Remember: PROOFREAD! No changes can be made after your application is submitted to AMCAS

- You cannot run a spell check in the AMCAS application
When I was three, I got a Fisher-Price doctor kit. At five, I performed my first successful heart bypass surgery. At seven, Paul Farmer requested my assistance in developing Partners in Health...
MD/PhD Essays

The MD/PhD program(s) to which you are applying has requested that you provide two essays in addition to your Personal Comments. Your responses will only be forwarded to your designated MD/PhD program(s).

In the field below, please state your reasons for wishing to pursue the combined MD/PhD degree. The available space is 3,000 characters.

This is the first of the two statements required. When complete, click "continue" to enter a statement about your research experience.

I really like playing with chemicals. And I like to help people. And I can do two things at once.

Character Count: 37 (maximum 3,000 characters)
These essays will only be sent to those schools where you are applying MD/PhD.
CERTIFICATION STATEMENT

In order to complete and submit your application, you must certify the statement 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 AMCAS Instructions 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 or 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. 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 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 institutional action.
Overview

- About AMCAS
- The AMCAS Application
  - Schools Attended and Transcripts
  - Biographic Information
  - Course Work
  - Work/Activities
  - Letters of Evaluation
  - Medical Schools
  - Essays
    - **Standardized Tests** *(info on past and upcoming MCAT tests/test dates)*
  - Criminal Background Checks
  - Fee Assistance Program
  - Monitoring your Application Status
  - The Verification Process
From the AAMC: “Finally, the last section of the application is the Standardized Tests section. MCAT scores are automatically released to AMCAS. If you have already received your score, you should verify that it is captured correctly in your application. You can submit your AMCAS application without MCAT scores, but you should indicate your intended future MCAT testing date and keep that information updated throughout the application process. This is especially important for applicants who already have an MCAT score in their application. Medical schools have no other way of knowing that you intend to take an additional MCAT. If you don’t indicate that you plan to take another test at a future date, they could review your application with the score that is already present in your application and make a decision before they have received a new score.”
Overview

About AMCAS

The AMCAS Application
- Schools Attended and Transcripts
- Biographic Information
- Course Work
- Work/Activities
- Letters of Evaluation
- Medical Schools
- Essays
- Standardized Tests

Criminal Background Checks

Fee Assistance Program

Monitoring your Application Status

The Verification Process
From the AAMC: “The AAMC recommends criminal background checks on all accepted applicants to assist medical schools in evaluating the ability of an individual to attain appropriate licensing in the future and to ensure trust in the profession of medicine.

Criminal background checks are run on students accepted into an early decision program as soon as they are accepted, on students accepted under regular decision after January 1. Background checks are run on applicants placed on an Alternate List after May 15 and only at the request of the medical school. Applicants have the opportunity to review their criminal background check report before it is sent to medical schools. There is no additional charge to you for this service.

You will receive an email notification from the AAMC’s background check vendor, Certiphi Screening, Inc., initiating the background check. You will also have 10 calendar days to review their report for irregularities, after that time it will automatically be sent to the medical school(s).”
From the AAMC:

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. While the database does not contain information from all states, it is an excellent supplement to county, statewide and federal criminal searches. To ensure compliance with FCRA, all database “hits” are verified directly through the source of information to ensure that records reported are current and up-to-date.

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.
Criminal Background Checks

- The report procured during this process will not be released to any party other than the medical schools requesting this report.
- On the report, history including infractions and juvenile records will be displayed to the applicant but medical schools vary on the content they can and will view.
Overview

- About AMCAS
- The AMCAS Application
  - Schools Attended and Transcripts
  - Biographic Information
  - Course Work
  - Work/Activities
  - Letters of Evaluation
  - Medical Schools
  - Essays
  - Standardized Tests
- Criminal Background Checks

**Fee Assistance Program**

- Monitoring your Application Status
- The Verification Process
From the AAMC: “the AAMC offers the Fee Assistance Program for applicants with financial need. You should complete the fee assistance program application well in advance of when you intended to register for an MCAT testing date or submit your AMCAS application as benefits are not retroactive. Fee assistance awards are valid only for the calendar year in which it has been granted. To start your Fee Assistance application, go to aamc.org/fap.”
Fee Assistance Program

- AMCAS fee waiver for up to 15 medical school designations ($664 savings)

- Benefits are valid up to two calendar years. Benefits expire on December 31 the year after they were awarded.

- Assists applicants who, without financial assistance would be unable to take the MCAT or apply to medical schools through AMCAS
From the AAMC: “Fee Assistance Program award approval is tied directly to the U.S. Department of Health and Human Services’ poverty level guidelines. In 2015, you will be granted fee assistance if each household reported on your application has a 2014 total family income that is 300 percent or less than the 2014 national poverty level for that family size.” (https://www.aamc.org/students/applying/fap/benefits/)
Overview

- About AMCAS
- The AMCAS Application
  - Schools Attended and Transcripts
  - Biographic Information
  - Course Work
  - Work/Activities
  - Letters of Evaluation
  - Medical Schools
  - Essays
  - Standardized Tests
- Criminal Background Checks
- Fee Assistance Program
- **Monitoring Application Status**
- The Verification Process
Monitoring Progress

- AMCAS Application Status
  - Not Submitted to AMCAS
  - Submitted to AMCAS – Waiting for Transcripts
  - Submitted to AMCAS – Ready for Review
  - Submitted to AMCAS – Under Review
  - Returned to Applicant
  - AMCAS Processing is Complete
Overview

- About AMCAS
- The AMCAS Application
  - Schools Attended and Transcripts
  - Biographic Information
  - Course Work
  - Work/Activities
  - Letters of Evaluation
  - Medical Schools
  - Essays
  - Standardized Tests
- Criminal Background Checks
- Fee Assistance Program
- Monitoring your Application Status

*The Verification Process*
Note that your AMCAS application will not be placed in the queue for verification unless your transcript/s has/have also arrived at AMCAS.

Submission & Processing

- Ideally, submit application and transcript/s by mid-June. You should wait for your spring grades before submitting.
- If waiting to take the MCAT later in the summer, you should still submit your AMCAS Application by mid-June. You should then indicate under *Standardized Tests* that you plan to take the MCAT on this future test date.
- Emphasize completeness over early submission.
- Errors/typos/missing information can’t be corrected after submission.
AMCAS Verification

- Once application is submitted and all transcripts received, the application will join the verification queue.
- From the date of submission, verification can take up to 6 weeks to be completed.
- Only the GPA calculated and verified by AMCAS will be considered official by the medical schools. You will be able to view the AMCAS Verified GPA when your application status is "Processed by AMCAS."

\[
\begin{align*}
A &= 4.0 & A- &= 3.7 & B+ &= 3.3 & B &= 3.0 & B- &= 2.7 & C+ &= 2.3 \\
C &= 2.0 & C- &= 1.7 & D+ &= 1.3 & D &= 1.0 & D- &= 0.7 & F &= 0
\end{align*}
\]
AMCAS Verification

• What is verified for each course?
  • Academic Status
  • Academic Year & Term
  • Grades
  • Hours
  • Course Classification (BCPM vs. All Other)
  • Course Type (Honors, Repeat, AP, etc.)

• The end result:
  • Verified AMCAS GPA broken down by science & non-science courses and by academic status
  • Note that medical schools do not just see your GPA. They receive all of the detailed information that you entered in the coursework section of your application.
# AMCAS Verification

## GPA Summary History

<table>
<thead>
<tr>
<th>GPA Status</th>
<th>Verified Date: 08/12/2003 09:39:40 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BCPM GPA</td>
</tr>
<tr>
<td>High School</td>
<td>4.00</td>
</tr>
<tr>
<td>Freshman</td>
<td>3.83</td>
</tr>
<tr>
<td>Sophomore</td>
<td>3.50</td>
</tr>
<tr>
<td>Junior</td>
<td>3.67</td>
</tr>
<tr>
<td>Senior</td>
<td>3.73</td>
</tr>
<tr>
<td>Postbaccalaureate Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Cumulative Undergraduate</td>
<td>3.71</td>
</tr>
<tr>
<td>Graduate</td>
<td></td>
</tr>
</tbody>
</table>

## Supplemental Hours

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass/Fail - Pass</td>
<td>42.00</td>
</tr>
<tr>
<td>Pass/Fail - Failed</td>
<td></td>
</tr>
<tr>
<td>Advanced Placement</td>
<td></td>
</tr>
<tr>
<td>CLEP</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>
From the AAMC: “Applications are placed in the verification queue as soon as AMCAS receives your submitted electronic application and all of your required official transcripts. When requesting transcripts from your registrar(s), use the Official Transcript Request form that is generated from within the AMCAS application. The form helps AMCAS match transcripts accurately. AMCAS does accept electronic PDF eTranscripts from approved senders.

The verification process takes about 6 weeks from the time an application reaches the status of “Ready to Review”. In order to ensure this process goes as smoothly as possible, check the AMCAS Instruction Manual and watch the video tutorials to ensure that all coursework—particularly AP credit and study abroad coursework—is entered accurately before submitting your application. In order to verify an application, AMCAS does a line-by-line comparison of all of the coursework you entered into your application to what is on your official transcripts. They will also calculate your AMCAS GPAs which are normalized GPAs which allow medical school admissions officers to compare students’ GPAs from different schools and programs.

AMCAS posts processing updates on the application sign in page almost every morning. They also provide processing updates on Twitter so you can gauge where you are in the verification queue. Follow @AMCASinfo or visit the AMCAS Twitter page for regular updates on processing.”
From the AAMC: “These graphs show you the peak submission times during the 2013 and 2014 cycles. The shaded portion shows you the time period of the application cycle when it took AMCAS more than 15 business days to complete the verification process for a submitted application. During the last application cycle, some unforeseen delays caused a backlog of applications, which extended verification times. However, verification time depends heavily on the number of applications AMCAS gets and when they are submitted—so these charts are only for reference.”
From the AAMC: “These graphs depict verification times during the 2014 and 2015 application cycles. The shaded portion shows you the time period when it took more than 15 business days (3 weeks) to complete the verification process once an application was marked “Ready for Review”. As you may notice, there is not much of a shaded portion on last year’s graph. Due to the backlog of applications during the 2014 application cycle (as seen in the extended shaded portion of that graph), AMCAS made substantial changes to their verification operations last year in order process applications more efficiently.

Of course AMCAS plans to continue these faster turn around times for the 2016 application year. However, because verification times do depend heavily on the number of applications they get and when the applications are submitted—these charts are only for reference and are not a prediction of processing times for the 2016 application cycle.”
Let us know if you find a course category was changed incorrectly on your AMCAS. We want to make sure that AMCAS is reading Harvard courses correctly.

**Verification**

- To address changes to Course Work *made by AMCAS* during the Verification process, you must submit a change request to AMCAS using the Academic Change Request option, available only after your application has completed the Verification process.
- Allow at least fifteen working days for AMCAS to review and/or process any change request.
From the AAMC: “If you need to make a change after your application has been submitted, click on the “Update Application” button that will become available after your application is submitted. There is no processing delay or fee for updating your application—unless you're adding an additional medical school. For more help with post-submission changes, see our video tutorial available on our website.”
Adding schools or change of program type: Note that school specific deadlines apply.

Changes After Submission

AMCAS states that only the following changes by the applicant are allowed after submission:

- Required & alternate IDs
- Name (full legal name, preferred name, & alternate names)
- Contact information
- Date of birth & birth address
- Sex
- Next MCAT date
- Additional medical schools; change of Program types
- Release of application information to pre-health advisor
- Letters of evaluation (adding late letters, and notification that a letter will no longer be sent)
Changes After Submission

- If you change any information (ID’s, name, contact information), you must **re-certify AND re-submit** your application or the medical schools will not get the update.

- Updated information (grades, activities, awards) after submission to AMCAS, must be sent **directly to individual medical schools**. AMCAS will not make changes to course work or activities that become available after your application has been processed.
From the AAMC: “As a reminder, medical schools are NEVER able to view the number or names of other schools that you apply to [Note: Medical schools cannot view your full school list during the application cycle; medical schools are able to see your full school list and actions/outcome for each school from a past application cycle if you are a re-applicant].

In February of the application cycle, medical schools will be able to see Multiple Accept Data, meaning that for applicants a school has accepted, that school will be able to see where else those applicants are also currently holding an acceptance. In the beginning of April, medical schools will have access to the National Acceptance Report, which lists all applicants with a current Acceptance or Matriculate action.

For more information about these reports, see the Application and Acceptance Protocols for Applicants on the AMCAS website. These protocols were previously named Traffic Rules.”
Resources & Information

- AMCAS Help Line: 202-828-0600
  Office hours 9 am -7 pm ET M-F; 24-hour automated phone line
- Applicant Website: www.aamc.org/amcas,
  especially 2016 AMCAS Instruction Manual
- Email: amcas@aamc.org
- 🌐 @AMCASinfo