

# Completing the 2020 AMCAS Application

Spring 2019

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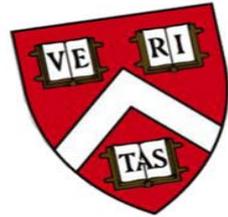
Office of Career Services

Harvard College



# A Reminder about Academic Integrity

HARVARD COLLEGE HONOR CODE AND HONOR BOARD



## Harvard College Honor Code

### **Motivation: Strengthening a Culture of Academic Integrity**

The proposed Honor Code for Harvard College recognizes and promotes the fact that learning and the advancement of knowledge depend on a commitment to honesty. We propose the adoption of an Honor Code to strengthen the dedication to academic integrity among all members of the College. We expect the Honor Code to stimulate serious and sustained discussion about academic integrity in our academic and residential communities: in all departments, individual classrooms, the Houses, and the Yard. Adoption of an Honor Code is an important and explicit signal that the College understands excellence in scholarship as inseparable from excellence in character.

Under the Honor Code, students will be expected to make an Affirmation of Integrity, the nature and frequency of which will be determined by the Dean of Harvard College in consultation with the Academic Integrity and the Faculty Council. They will also be invited to become equal partners in upholding the Honor Code.

**tion of Integrity**

# Before you start

- If you are applying for matriculation in 2020 or are an alumnus/ae applying in a future cycle, please be sure to subscribe to the [OCS Med School Applicants Listserv](#) using a harvard.edu email address.
- During the application cycle, we will be sending periodic updates with important information for applicants over this list.

# 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 medical schools utilize criminal background checks, be sure to check the status of prior arrests that you thought were expunged.



# Before you start

- For more information about the number of International Students who apply, are interviewed, and matriculate at U.S. Medical Schools, see the following resource on the OCS Website: [U.S. Medical School Admissions Information - Financial Aid policies, MCAT policies, and information about in-state, out-of-state, and international applicants.](#)
- For information about the financial aid policies regarding International Medical Students for the schools that accept Non-Canadian Applicants who are not permanent U.S. residents, also see: [Further U.S. Medical School Financial Aid Policies for International Students.](#)

# Applicants to Texas State Schools

- Applying to State Medical and Dental Schools in Texas: Texas Medical & Dental Schools Application Service (TMDSAS)
- See the [TMDSAS Website](#) for information about how to create your application.
- TMDSAS manual: [EY 2020 Application Handbook](#) (pdf)



# D.O. School Applicants

- Applying to Schools of Osteopathic Medicine (DO schools): Association of American Colleges of Osteopathic Medicine Application Service (AACOMAS)
- See the [AACOMAS Website](#) for information about how to create your application.
- AACOMAS manual:
  - [Apply Now](#)
  - [Application Instructions and FAQs](#)

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# Application Timeline

May 1, 2019	AMCAS application opens & AMCAS begins accepting transcripts
May 30, 2019	AMCAS opens for submission of applications; if your transcripts have arrived at AMCAS, your submitted AMCAS enters queue for verification
June 11, 18 & July 2	May MCAT scores released
June 28, 2019	Initial transmission of application data to medical schools

# www.aamc.org/amcas

## Applying to Medical School with AMCAS®

*The American Medical College Application Service® (AMCAS®) is the AAMC's centralized medical school application processing service. Most U.S. medical schools use AMCAS as the primary application method for their first-year entering classes.*



### American Medical College Application Service® (AMCAS®)

The American Medical College Application Service® (AMCAS®) is the AAMC's centralized medical school application processing service.

Learn More



[AMCAS® Sign In »](#)

**For the 2018 AMCAS application:** Sign in to monitor your current application processing and transcript status.

**Applying to the 2019 entering class?** The 2019 AMCAS application opens on Wednesday, May 2, 2018 (9:30am Eastern).

### Contact AMCAS®

Monday-Friday, 9 a.m.-7 p.m. ET  
Closed Wednesday, 3-5 p.m. ET

 [amcas@aamc.org](mailto:amcas@aamc.org)

 202-828-0600

### Connect with AMCAS®

 @amcasinfo

 AMCASinfo

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# 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.
- If you took Harvard Summer School Abroad, you will enter a second entry for Harvard University- add "study abroad" to the school name
- Both secondaries and language citations can be listed as minors

# Advisor Release

## **Advisor Information Release Service:**

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



# Official Transcripts

- An AMCAS Transcript Request must be processed by the Registrar at **every school where you enrolled in college level classes.**
- For instructions about how to send your official Harvard transcript to AMCAS, please see the **[FAS Registrar's Office instructions.](#)**

# Official Transcripts

- To order a transcript from another post-secondary institution at which you may have taken courses, you will need to consult that school's Registrar's Office for instructions.
- If a school has placed a financial hold on your transcripts, AMCAS will not grant an exception under any circumstances.
- Your AMCAS application will only be "queued for verification" if your transcript/s has/have arrived at AMCAS.
- If a transcript is not required for an "attached school," you will need to submit a Transcript Exception Request. (This is rare; the most common reason a transcript may not be required is in the case of foreign institutions at which you enrolled in study abroad coursework.)

# Official 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**

# Transcript Exceptions

## Exception Reason \*

- Canadian CEGEP or Grade 13 Program.
- Current (spring, summer, fall) or upcoming (spring, summer) coursework, no previous enrollment at this school.
- Consortium/cross-registration program with no separate transcript available.
- Foreign College - Study abroad program sponsored by a U.S., U.S. territorial, or Canadian college.
- Foreign College - Independent attendance - credits transferred to a U.S. or Canadian institution.
- Foreign College - Independent attendance - no credits transferred to a U.S. or Canadian institution

- Also be sure to see the Study Abroad FAQ in our Applicant FAQs and call AMCAS with additional questions



# Transcript Exceptions

## Harvard Summer School Abroad

- Add “Harvard University- Study Abroad” as a school attended
- Assign undergraduate credit, enter dates for the program, and select that this was a Study Abroad Program
- Once on the Transcript Request page, you will indicate AMCAS does not need a transcript from Harvard University-Study Abroad and select “Foreign Institution or Study Abroad sponsored by US institution- credits transferred” as your Transcript Request Exception Reason
- Select Yes when asked if credit for Harvard University-Study Abroad was transferred to another institution and indicate that these were transferred to Harvard University (since they are on your normal Harvard transcript)
- With additional questions, call the AMCAS Help Line

# Institutional Action

- If you answer Yes, you may use the provided space beneath the question to explain. 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 within 10 days.

# Institutional Action

- If you are unsure whether your particular situation represents an Institutional Action, please contact your Resident Dean (Allston Burr Resident Dean) for advice.
- If you will be writing a 1325 character Institutional Action essay for the AMCAS application, please also consult with the OCS Premedical Advisers and your House.
- Note that medical school secondary applications may also include questions about institutional action.

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# Biographic Information: Citizenship

Options include U.S. citizenship and the following:

- Adjustment of Status
- [DACA](#)
- Exchange visitor/student (J1)
- None
- Other
- Permanent Resident
- Refugee/Asylum
- Student (F1)

If none of the above options apply to you, see the [2020 Applicant Guide](#) for instructions. You may also want to consult with the [Harvard Law School Immigration and Refugee Clinic](#) (617-384-8165)

# Biographic Information: Childhood and Disadvantaged Status

- 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?
- Optional- After completing this section, you will then be asked if you wish to be considered a disadvantaged applicant by the medical schools. If you answer 'yes', you will have a 1325 character essay in which to describe and discuss your disadvantaged status.



# Biographic Information: 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



# Biographic Information: Felonies and Misdemeanors

- For any post submission convictions, applicants **MUST** notify their medical schools within 10 days of the offense.
- Some states consider speeding violations a misdemeanor. Misdemeanors must be reported on AMCAS.

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# Course Work

Course work 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

Course work 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.

# 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 courses to the upcoming academic year (e.g., courses between FR & SO year are listed as SO status).

# Course Work: Year and Term

## **(cont'd)**

- 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.



# Course Classification: BCPM GPA

- The **Science GPA** for AMCAS is called the **BCPM GPA** and is comprised of courses that are considered **Biology (B), Chemistry (C), Physics (P) or Mathematics (M)** 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.



# Course Classification

- If AMCAS changes a classification, and the applicant disagrees with the change, the applicant can appeal the change via the application's Academic Change request option (available within the AMCAS application).

# Specific Course Information

- Harvard uses a credit hours system to assign course credit.
- Please list credit hours as they appear on your Harvard transcript.
- Most semester-long courses are worth 4 credit hours. Full-year courses are ordinarily worth 8 credit hours.
- Be sure to check for any 2-credit courses, such as Orchestra and some tutorials.

# Specific Course Information

- 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?”



# 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 you accepted Advanced Standing.



# 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 (including Harvard Study Abroad programs) 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.***

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# Work/Activities

- A **maximum of 15 experiences** may be entered. Enter only significant experiences. You do not need to enter 15! 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.
- Note: **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. As a courtesy, be sure to notify the person whose name you list for this contact.
- Three of the 15 experiences should be designated as the most meaningful- you will have additional space to discuss these.

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# Letters of Evaluation

AMCAS will receive your recommendation letters directly from your House.

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. Complete the *Medical Schools* section and assign the letters to each participating school.

# 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’s first name: “Academic”
- For primary contact’s last name: “Coordinator”
- For primary contact’s title: “[House name] Academic Coordinator”
- For primary contact’s email: Your Academic Coordinator’s email address (check with your Academic Coordinator if in doubt about the correct email address to use).
- For primary contact’s address: [e.g., Lowell] House Office U.S. Postal Services address

# Letters of Evaluation

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

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# Medical Schools

## Program Type

- MD
- MD/PhD
- Combined Degree Programs
- Special Programs

# 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.

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# Standardized Tests

- Future MCAT test dates: If you are re-taking the MCAT and don't indicate your upcoming testing date, medical schools may review your application without waiting for your new score.
- All MCAT scores are reported to medical schools

Contact MCAT  
[mcataamc.org](mailto:mcataamc.org)  
202-828-0690  
Monday – Friday  
9 am – 5 pm ET

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# Criminal Background Checks

## 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

# 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.

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# Fee Assistance Program (FAP)

- For information about benefits and application timeline, see [FAP](#).
- Awardees can use benefits for up to two years, for example:

<b>If your application is approved:</b>	<b>Your benefits expire:</b>
Jan. 1 - Dec. 31, 2017	December 31, 2018
Jan. 1 - Dec. 31, 2018	December 31, 2019
Jan. 1 - Dec. 31, 2020	December 31, 2021

- **Eligibility:** All applicants with U.S. citizenship, permanent residency, and DACA status.

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# Submission & Processing

- Ideally, submit application and transcript/s by mid-June. You should wait for your spring grades before submitting.
- If you are taking or re-taking the MCAT in June or July, 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 six weeks to be completed.
- For applicants who submit AMCAS by mid-June, verification usually takes between a few days and a few weeks.
- Note that your medical schools will only begin to receive verified AMCAS applications on **June 28**.

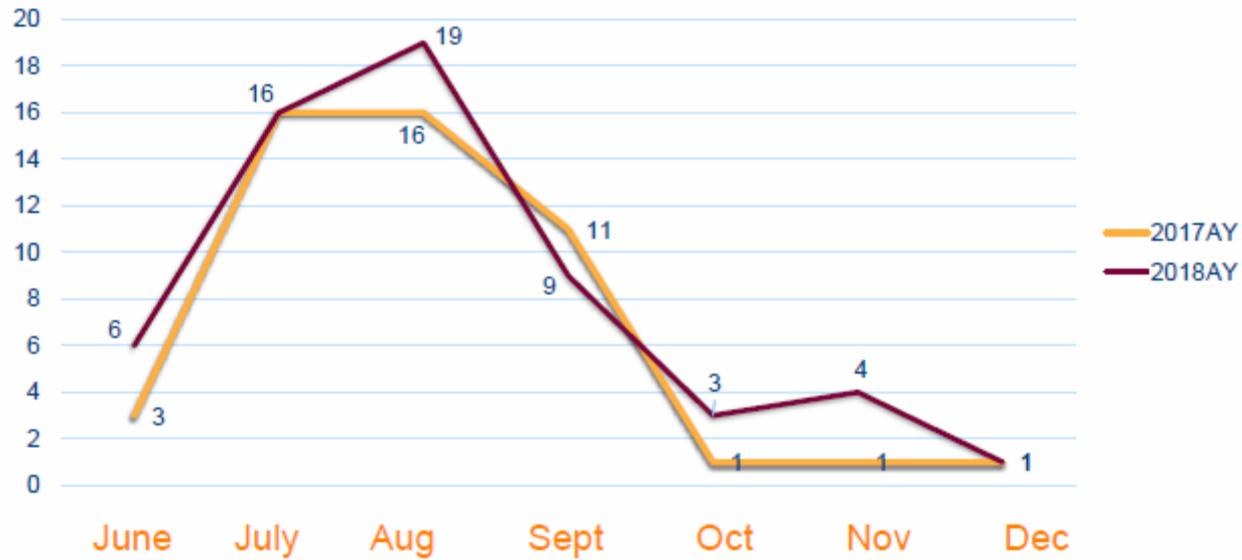
# AMCAS Verification

- 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."
- Please refer to the AMCAS manual for instructions on how to calculate your GPAs.
- The AMCAS GPA conversion scale:

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

# AMCAS Verification

# of business days to complete verification





# 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.
- You only have a limited time to appeal any changes, so review your course work carefully as soon as it is verified by AMCAS.
- Allow at least fifteen working days for AMCAS to review and/or process any change request.



# Post-Submission Changes

- AMCAS understands that post-submission changes are confusing for applicants:
  - Once an application is submitted, the “Submit Application” button will be grayed-out
  - A new “Update Application” button will appear to aid applicants in making a post-submission change or update



# 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.
- Adding additional medical schools does not require re-certification



# Resources & Information

- AMCAS Help Line: 202-828-0600  
Office hours 9am-7pm ET M-F; closed Wed 3-5pm;  
24-hour automated phone line
- Applicant Website: [www.aamc.org/amcas](http://www.aamc.org/amcas),  
especially **2020 AMCAS Applicant Guide**
- Email: [amcas@aamc.org](mailto:amcas@aamc.org)
-  @AMCASinfo

# Resources & Information

- See the OCS Guidelines for applicants: [Navigating the 2020 Medical School Application Cycle](#) and Applying to Medical School [resources on the OCS webpage](#)
- 2020 AMCAS Q/A webinars will be offered on Wednesdays:
  - 5/1 @ 12pm, 5/8 @ 5pm, 5/15 @ 3pm, 5/22 @ 4pm, 5/29 @ 9am, 6/5 @ 4pm, 6/12 @ 12pm
- See these [instructions for emailing us](#) at [premed@fas.harvard.edu](mailto:premed@fas.harvard.edu).
- If you still have questions that are not answered here or in the FAQs on our website at <http://ocs.fas.harvard.edu/amcas>, you are welcome to come to a 10-minute Premed drop-in or make an appointment for a 30-minute advising appointment ([schedule](#) through [Crimson Careers](#)). (Premed drop-ins are held until the end of Final Exam period.)