



## A STEP-BY-STEP GUIDE TO THE AMCAS APPLICATION

As a pre-med candidate, you've worked throughout college on your prerequisites, and ventured onto volunteering, shadowing, research, and more. Now, it's time to actually create an AMCAS account and start filling out the application. As you probably already know, the AMCAS is a centralized system created by the AAMC which enables you to send your primary materials to each of the MD programs on your list.

The first step is to of course <u>register</u> for an account on the AMCAS website. Once you've finished creating your profile, you will have to fill out the following sections:

- 1. Identifying Information
- 2. Schools Attended
- 3. Biographic Information
- 4. Coursework
- 5. Work and Activities

- 6. Letters of Evaluation
- 7. Medical Schools
- 8. Essay
- 9. Standardized Tests





## THE DIFFERENT APPLICATION SYSTEMS

As a centralized application system, when you send your files through the AMCAS, the platform makes your information available to your selected institutions — given that they are part of the AMCAS. You'll be able to choose from the 150 AMCAS member schools, which don't include programs that fall within the AACOMAS (used by DO schools), Caribbean medical schools, and TMDSAS (Texas) institutions. Below is a list of all the medical institutions that do NOT accept the AMCAS and their governing application systems. If the schools you are applying to are in the table below, this e-resource is not for you!

#### AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE (AACOMAS)

- A.T. Still University (Kirksville College of Osteopathic Medicine)
- A.T. Still University School of Osteopathic Medicine in Arizona
- Alabama College of Osteopathic Medicine
- Arizona College of Osteopathic Medicine
- Arkansas College of Osteopathic Medicine
- Burrell College of Osteopathic Medicine
- Campbell University School of Osteopathic Medicine
- Chicago College of Osteopathic Medicine
- College of Osteopathic Medicine of the Pacific
- Debusk College of Osteopathic Medicine at Lincoln Memorial University

- Des Moines University College of Osteopathic Medicine
- Heritage College of Osteopathic Medicine
- Kansas City University of Medicine and Biosciences
- Lake Erie College of Osteopathic Medicine
- Liberty University College of Osteopathic Medicine
- Marian University College of Osteopathic Medicine
- Michigan State University College of Osteopathic Medicine
- New York Institute of Technology College of Osteopathic Medicine
- Nova Southeastern University College of Osteopathic Medicine
- Oklahoma State University Center for Health Sciences



- Pacific Northwest University of Health and Sciences College of Osteopathic Medicine
- Philadelphia College of Osteopathic Medicine
- University of Pikeville Kentucky College of Osteopathic Medicine
- Rocky Vista University College of Osteopathic Medicine
- Rowan University School of Osteopathic Medicine
- Texas College of Osteopathic Medicine
- Touro College of Osteopathic Medicine
   California

- Touro College of Osteopathic Medicine
   New York
- Touro College of Osteopathic Medicine
   Nevada
- University of New England College of Osteopathic Medicine
- University of the Incarnate Word School of Osteopathic Medicine
- Edward Via College of Osteopathic Medicine
- West Virginia School of Osteopathic Medicine
- William Carey University

#### **CARIBBEAN SCHOOLS**

- Alexander American University
- All American Institute of Medical Sciences
- All Saints University College of Medicine
- All Saints University School of Medicine
- American International Medical University, American International School of Medicine
- American University of Barbados School of Medicine
- American University of Integrated Sciences
- American University of St. Vincent School of Medicine
- American University of the Caribbean School of Medicine
- Atlantic University School Of Medicine

- Avalon University School of Medicine
- Bridgetown International University
- Caribbean Medical University School of Medicine
- Central America Health Sciences University Belize Medical College
- College of Medicine and Health Sciences/aka Destiny University
- Escuela Latinoamericana de Medicina
- Facultad de Ciencias Medicas Ciego de Avila
- Facultad de Ciencias Medicas Cienfuegos
- Facultad de Ciencias Medicas Granma
- Facultad de Ciencias Medicas Holguin
- Facultad de Ciencias Medicas Las Tunas
- Facultad de Ciencias Medicas Matanzas



- Facultad de Ciencias Medicas Pinar del Rio
- Facultad de Ciencias Medicas Sancti Spiritus
- Georgetown American University
- GreenHeart Medical University
- Instituto Superior de Ciencias Medicas de La Habana
- Instituto Superior de Ciencias Medicas de Santiago de Cuba
- Instituto Superior de Ciencias Medicas de Villa Clara
- Instituto Tecnológico de Santo Domingo Escuela de Medicina
- International American University College of Medicine, International University of the Health Sciences
- John F. Kennedy University School of Medicine, Lincoln American University
- Medical University of the Americas
- Pontificia Universidad Católica Madre y Maestra Departamento de Medicina
- Ross University School of Medicine
- Saba University School of Medicine
- Saint James School of Medicine
- Saint James School of Medicine
- American, University of Antigua
- Metropolitan University College of Medicine
- University of Health Sciences Antigua School of Medicine
- American University School of Medicine Aruba
- Aureus University School of Medicine

- Xavier University School of Medicine
- Seoul Central College of Medicine
- Spartan Health Sciences University
- St. George's University School of Medicine
- St. Martinus University Faculty of Medicine
- St Matthew's University School of Medicine
- Texila American University
- Trinity School of Medicine
- Universidad Autónoma de Santo Domingo Departamento de Medicina
- Universidad Católica Nordestana Facultad de Ciencias Medicas
- Universidad Católica Tecnológica del Cibao Escuela de Medicina
- Universidad Central del Este Escuela de Medicina
- Universidad de Ciencias Medicas de Camaguey
- Universidad de Ciencias Medicas de Guantanamo
- Universidad Iberoamericana (UNIBE)
   Escuela de Medicina
- Universidad Nacional Pedro Henríquez Ureña Escuela de Medicina
- Universidad Tecnológica de Santiago Escuela de Medicina
- Santiago de Los Caballeros
- Universidad Tecnológica de Santiago Escuela de Medicina
- Santo Domingo, Université d'Etat d'Haïti Faculté de Médecine



- Université Joseph Lafortune Faculté de Médecine
- Université Lumière Faculté de Médecine
- Université Quisqueya Faculté des Sciences de la Santé
- University of Medicine and Health Sciences
- University of Science, Arts and Technology Faculty of Medicine
- University of the French West Indies

- University of the West Indies Faculty of Medicine
- University of the West Indies Faculty of Medicine
- Victoria University of Barbados, Washington Medical Sciences Institute
- Washington University of Health & Science
- Windsor University School of Medicine

#### **TEXAS MEDICAL & DENTAL SCHOOLS APPLICATION SERVICES (TMDSAS)**

- University of Texas Southwestern Medical School
- University of Texas Medical Branch at Galveston
- Long School of Medicine at UT San Antonio
- McGovern Medical School
- UT Austin Dell Medical School
- UT Rio Grande Valley School of Medicine
- Texas A&M University College of Medicine

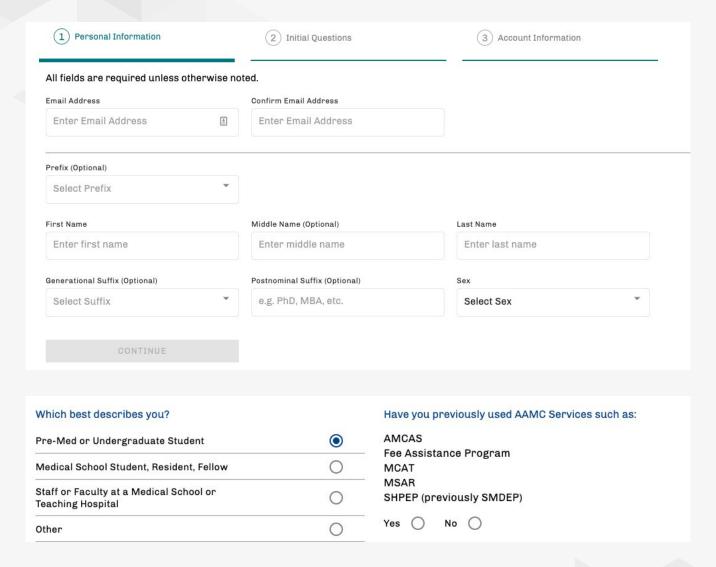
- Texas Tech University Health Science Center School of Medicine
- University of North Texas Health Science Center — Osteopathic Medicine
- Texas Tech University Health Sciences Foster School of Medicine
- Sam Houston State University College of Medicine

Students applying only to MD schools will encounter at least one (or maybe even 20) members of the AMCAS — but there may be some programs on the Texas app that also grab your attention. If you're considering both MD and DO programs, you'll also have to fill out the AACOMAS.



### **REGISTRATION**

The first step is very basic. To ensure that you're able to fill out the AMCAS, you need an account. Once you've included your name and email address, you'll have to answer a couple more questions: whether you are a pre-med or undergraduate student, if you're applying to medical school, and whether you've previously used the AMCAS or other AAMC services to apply.



Once you've filled out this introductory information, you'll have to choose a username and verify your email address so that you can start filling out the actual primary application that will be sent to medical schools. A lot of these steps might seem straightforward, but programs use your answers to understand more context about who you are, the experiences you've had, and how you might fit in with their institution. So, don't take these lightly. Without further ado, let's take a look at sections 1 through 8 so that you gain a better understanding of what the AMCAS expects as you fill out each portion.



### FILLING OUT THE AMCAS

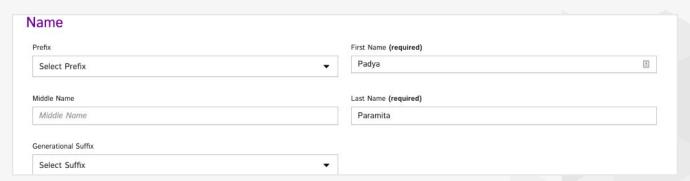
Before you sit down to fill out the AMCAS, make sure you're prepared. You'll need the following information:

- A list of all your college courses, along with the grades your received in them
- A list of your extracurriculars and work experiences
- Your parents' educational background
- Your MCAT score and GRE score (if applicable)
- Name and contact information for your recommenders
- Your high school and college address
- \$170 for processing the AMCAS and additional \$40 for each school you add
- Your AAMC username and password
- The AAMC number that appears on your MCAT

## SECTION 1: IDENTIFYING INFORMATION

The first section asks for fundamental information about yourself, such as your name, birth, sex, gender identity, any ID numbers, and other documents that you send via the AMCAS.

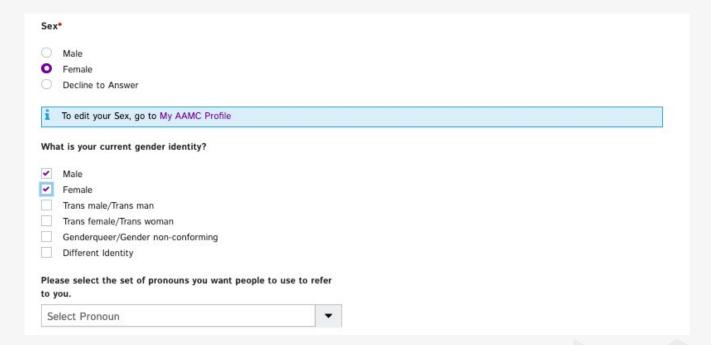
- **Name** Your name should already be filled out from when you registered. Check to see whether you've spelled everything correctly!
- **Legal Name** If you go by a name different from what's on your legal documents such as your passport or birth certificate, this is where you let the AMCAS know.







- **ID Numbers** This is a number used for verification purposes. The AAMC is the organizing board behind the MCAT. If you've already taken the MCAT, you'll have received a registration number. This is where you put in that number so that the AAMC can connect your MCAT score to your AMCAS. If you haven't taken the MCAT yet, you may insert the student ID that's attached to the top of your transcript, so that medical schools can verify that you're the same person!
- Birth & Sex This sub-section enables you to elaborate more on your identity. Alongside
  pinpointing whether you were assigned male or female at birth, you also have a spot to
  specify your gender (you can click multiple options) as well as preferred pronouns. This can
  provide admissions officers with more context on who you are and help ensure that they
  use the correct terms when referring to you.



• **Birth Country** – The final addition to this section is your country and city of birth. You may have been born somewhere different from your nationality and citizenship (which you'll get to add later). Admissions committee members want this information simply for more context on you and your family.

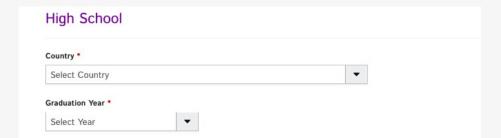


### **SECTION 2: SCHOOLS ATTENDED**

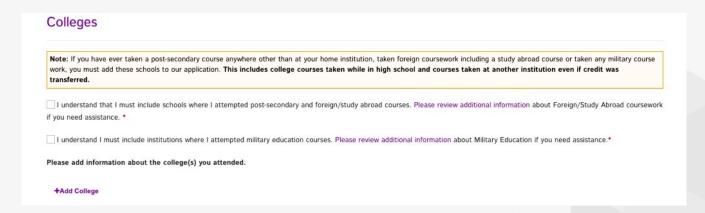
The second section is divided into the following parts:

- High School
- College
- Transcripts
- Previous Matriculation
- Institutional Action

**High School** - As the name suggests, this is where you enter the name of your high school. The AMCAS wants to know the name of the school, alongside your graduation year and where it is located. While high school should not be a central focus of your application, the AMCAS asks about it for a better context of your background — to understand where you grew up, the resources your school had, and who your peers were.

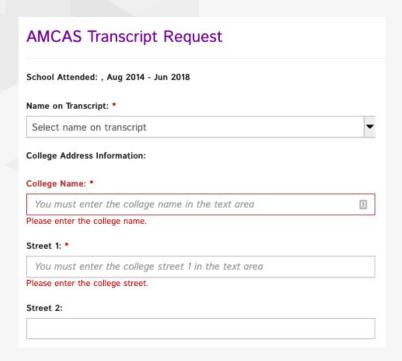


**Colleges** - Up next, we have the slot for your undergraduate institution. The AMCAS requires information about every college that you attended, including ones that you may have transferred from or where you went if you studied abroad for one or more semesters. The portal asks you what degree you received, when you graduated, and what your major(s) and minor(s) were at each university.

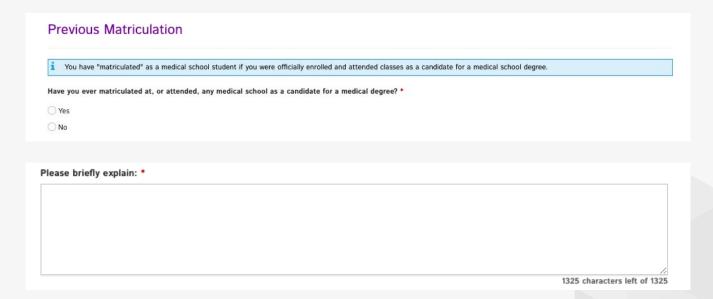




**Transcript** - The AAMC requires that you include official transcripts from colleges that you previously attended. Using the "create a transcript request" form, you should provide the applicable registrar's offices with the information necessary for sending your transcript to AMCAS. Requesting a transcript can take time. Send the request in advance (at least two weeks) so that you aren't held up when attempting to submit your AMCAS.

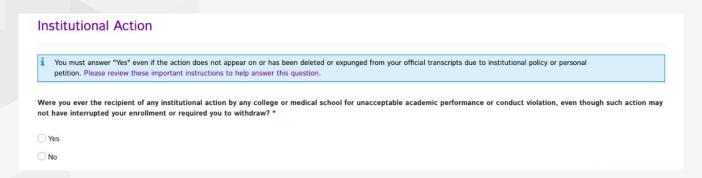


**Previous Matriculation** - If you're not a first time matriculant and had previously attended medical school for any period of time, this is the place to put that information. If this was the case for you, it will be essential to inform schools on the context of your departure, discuss why you have decided to resume this path, and show your continued dedication towards the field.





**Institutional Action** - The AMCAS wants to know whether you've faced any disciplinary action due to violations in conduct — even if it may not appear on your transcript or did not disrupt your enrollment in college. Most schools provide an additional information section in their secondaries to explain the situation or circumstances surrounding actions like this.



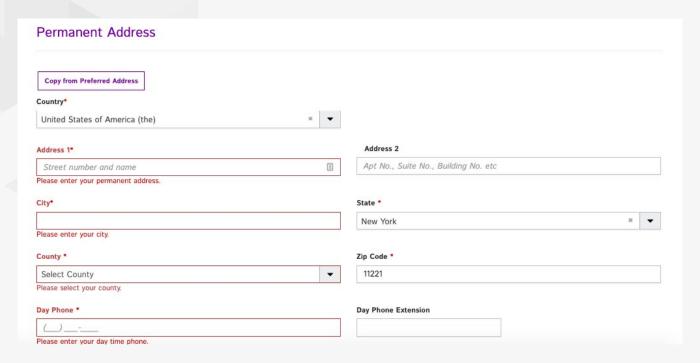
## SECTION 3: BIOGRAPHIC INFORMATION

This area of the AMCAS application helps provide more background information so that admissions committees can understand where you come from, what your family is like, where you grew up, the languages you speak, and more. It is divided into the following:

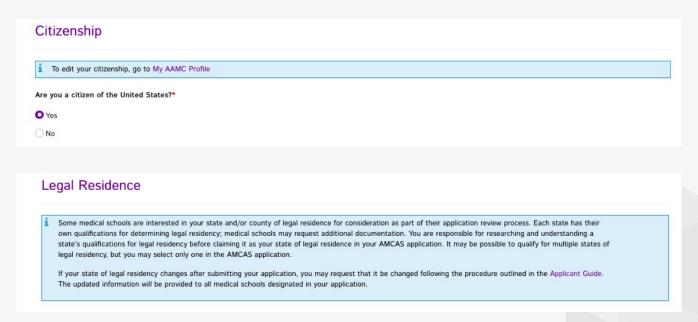
- Address and Contact Information
- Citizenship and Legal Residence
- Self-Identification
- Languages
- Childhood Information
- Military Service
- Misdemeanor
- Felony
- Disadvantaged Status
- Parents and Guardians
- Siblings
- Dependents



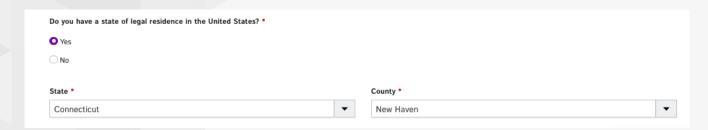
**Address and Contact Information** - Here, you have to include your preferred address, your permanent address, and your phone number. Medical schools may use these to contact you and send you letters of acceptance. It is straightforward, but make sure you don't mix up any digits on your phone number or accidentally put in your dorm address instead of your home address!



**Citizenship and Legal Residence** - For the next part, you have to add your citizenship and legal residence details. If you're a permanent resident of the United States, but not a citizen, make sure that's clear when filling out the AMCAS! The MD process is incredibly competitive — but even more so for international students. Some students do not admit international students at all. Knowing what passport you hold will impact the applicant pool you'll be placed in significantly.



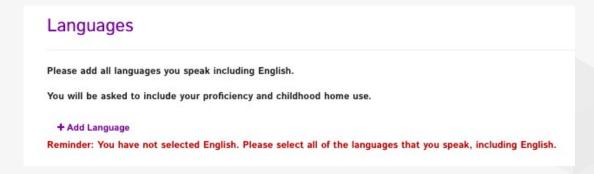




**Self-Identification** - The "self-identification" question may sound daunting, but it simply asks what ethnicity you identify as — and includes a wide range of options covering most groups, as well as the option to include multiple ethnicities if that is the case for you.



**Languages** - In the medical profession, you interact with patients from a lot of different backgrounds. The AMCAS enables you to add the different languages you speak and your proficiency levels for each to learn more about you as well as get a sense of who you'd be able to communicate with as a physician in the field.





**Childhood Information** - Medical schools want to know about your family's economic situation. Through questions about how much aid you received for post-secondary education, your household income growing up, and whether you've used federal or state assistance programs, adcoms receive more context on your background. Make sure you answer these questions accurately without any exaggeration! You'll also have to fill out the FAFSA to convey your demonstrated need, which then goes to the financial aid office of each program. The AMCAS questions exist to provide more context for the admissions committee when reading your application.

In what area did you spend the majority of your life from birth to age eighteen?	
Country*	
Select Country ▼	
City*	
Enter city 1	
Description *	
Select Description   ▼	
Do you believe that this area was medically under-served? *	Have you or members of your immediate family ever used federal or state assistance
Yes	programs? *
○ No	Yes
○ Don't know	○ No
Decline to Answer	ODon't know
	Oecline to Answer
What was the income level of your family during the majority of your life from birth to age eighteen? •	
Select Income Level   ▼	
Did you have paid employment prior to age eighteen? *	Were you required to contribute to the overall family income (as opposed to working
Yes	primarily for your own discretionary spending money)? *
○ No	Yes
Decline to Answer	○ No
	O Decline to Answer
low many people lived in your primary household during the majority of your life from irth to age eighteen *	Did you receive a Pell Grant at any time while you were an undergraduate student?
orth to age eighteen .	○Yes
	○ No
	○ No ○ Don't know



	the average	st-secondary education? For each of the percentage contribution towards your ntered should equal 100%:
Academic Scholarship	0	%
Financial Need-Based Scholarship	0	%
Student Loan	0	%
Other Loan	0	%
Family Contribution	0	%
Applicant Contribution	0	%
Other	0	%
Total	0	%

**Military Service** - Some medical students use their gap years to join the military or decide to apply to MD programs once they've spent some time in the army or navy. If this applies to you, fill out this section to outline the history of your service.

(VHVMASP) is	ent of Veterans Affairs (VA) has new programs to support veterans' medical education. The Veterans Healing Veterans Medical Access and Scholarship Program so a pilot program that provides admission, scholarship, and stipend support for the two highest ranking veteran applicants, who meet minimum acceptance criteria, for the of 2020, at each of nine participating schools.
granting finan	Il programs, the Health Professions Scholarship Program (HPSP) and the Specialty Education Loan Repayment Program (SELRP) allow VA to give preference to veterans i cial support. HPSP is a scholarship program that funds health professions school expenses and provides a stipend for recipients attending any US medical school, and les loan repayment for educational expenses. SLERP is available to selected recent medical school graduates who have at least two years of residency training remaining.
All three prog	rams require a service obligation at a VA facility after completion of residency. For more information, click on the link below.
https://www.v	vacareers.va.gov/Benefits/EducationSupport/#scholarships

**Felonies and Misdemeanors** - These parts of the AMCAS provide you with the chance to provide background on any felonies or misdemeanors that may appear on your record. If you answer yes to either of these, you'll receive a box with a 1325-character limit to explain further. Be succinct and honest about any charges you have faced and explain the context better so that the adcom members can understand what happened. If space allows you, it is also valuable to explain how you've grown from the incident and worked to improve.



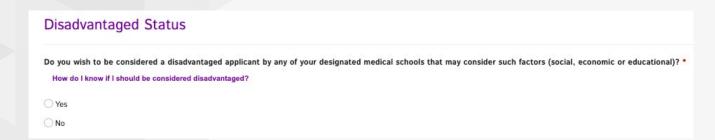
#### Felony Before responding, please review the information labeled "Felony". You will find important information about your responsibility to notify medical schools if your answer to this question changes after submission, as well as state-specific notifications that have been mandated for inclusion alongside our question. You need NOT disclose any instance where you: · were arrested but not charged; were arrested and charged, but the charges were dropped: · were arrested and charged, but found not guilty by a judge or jury; · were arrested and found guilty by a judge or jury, but the conviction was overturned on appeal; or received an executive pardon. Responding 'Yes' to this question will not necessarily disqualify you for acceptance or admission. Individual medical schools will review your response for accuracy and completeness, and will consider the information in the context of their overall assessment of your suitability for admission. The Association of American Medical Colleges (AAMC) recommends that all U.S. medical schools verify your response(s) upon your initial acceptance to a medical school by means of a national background check. Failure to disclose information, or the submission of inaccurate or incomplete information on this application, may disqualify you for admission. Have you ever been convicted of, or pleaded guilty or no contest to, a Felony crime, excluding 1) any offense for which you were adjudicated as a juvenile, or 2) convictions which have been expunged or sealed by a court (in states where applicable)? \* O No Misdemeanor Before responding, please review the information labeled "Misdemeanor". You will find important information about your responsibility to notify medical schools if your answer to this question changes after submission, as well as state-specific notifications that have been mandated for inclusion alongside our question You need NOT disclose any instance where you: · were arrested but not charged; · were arrested and charged, but the charges were dropped; · were arrested and charged, but found not guilty by a judge or jury; · were arrested and found guilty by a judge or jury, but the conviction was overturned on appeal; or · received an executive pardon Responding 'Yes' to this question will not necessarily disqualify you for acceptance or admission. Individual medical schools will review your response for accuracy and completeness, and will consider the information in the context of their overall assessment of your suitability for admission. The Association of American Medical Colleges (AAMC) recommends that all U.S. medical schools verify your response(s) upon your initial acceptance to a medical school by means of a national background check. Failure to disclose information, or the submission of inaccurate or incomplete information on this application, may disqualify you for admission Have you ever been convicted of, or pleaded guilty or no contest to, a Misdemeanor crime, excluding 1) any offense for which you were adjudicated as a juvenile, 2) any convictions which have been expunged or sealed by a court, or 3) any misdemeanor convictions for which any probation has been completed and the case dismissed by the court (in states where applicable)?

**Disadvantaged Status** - The next question asks whether you consider yourself to be socially, economically, or educationally underserved. The qualifiers for these are: If you believe based on your own experiences or the experiences of family and friends, that the area in which you grew up was adequately served by the available health care professionals

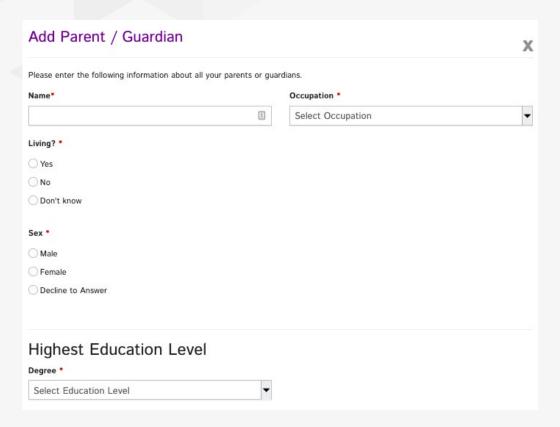
- If there weren't enough physicians, nurses, hospitals, clinics, and other health care service providers in your area growing up
- If you or your immediate family receive state or federal assistance programs

Carefully consider each question and answer "yes" for disadvantaged status if you believe these resonate with your conditions.

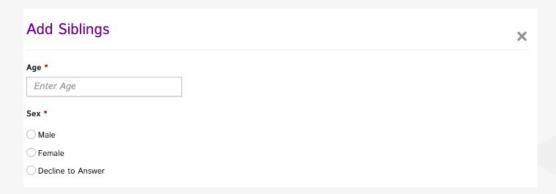




**Parents and Guardians** - Next, the AMCAS wants to know about your parents, the highest level of education they received, and what their occupation is.

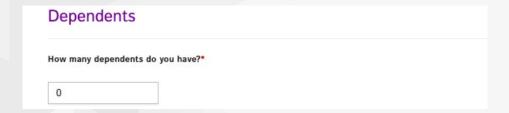


**Siblings** - If you have any siblings, the AMCAS asks that you include their age and sex.





**Dependents** - For the final part of this section, let the AMCAS know if you have any dependents, or people whom you support financially, including children and siblings.

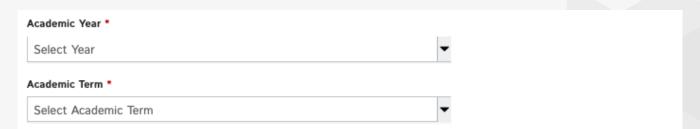


### **SECTION 4: COURSE WORK**

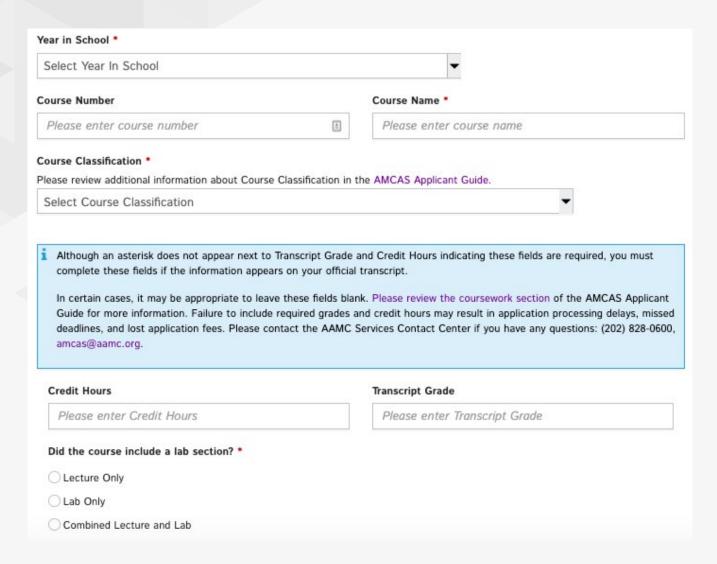
This is an extremely important section, as the AAMC uses what you insert for your grades to calculate your AMCAS GPA. The AMCAS GPA is a standardized way for the board to compare all candidates' backgrounds in a fair way. You have to add every class that you've taken in college and at any other undergraduate and post baccalaureate levels - plus AP or IB classes you have used for college credit.

- The form wants to know:
- The academic year in which you took the course
- The term
- The year in school (freshman, sophomore, junior, senior, post baccalaureate, graduate)
- Course classification (this includes options such as biology, history, English)
- Credit hours
- Transcript grades
- Whether it had a lab section or it was lecture-only

Revisiting every course can seem like a tedious task, but you want your GPA to reflect all your efforts, so make sure you read each question carefully. Medical schools will use this information for transcript verification and ensuring that you completed all the necessary prerequisites — so fill it out thoughtfully!





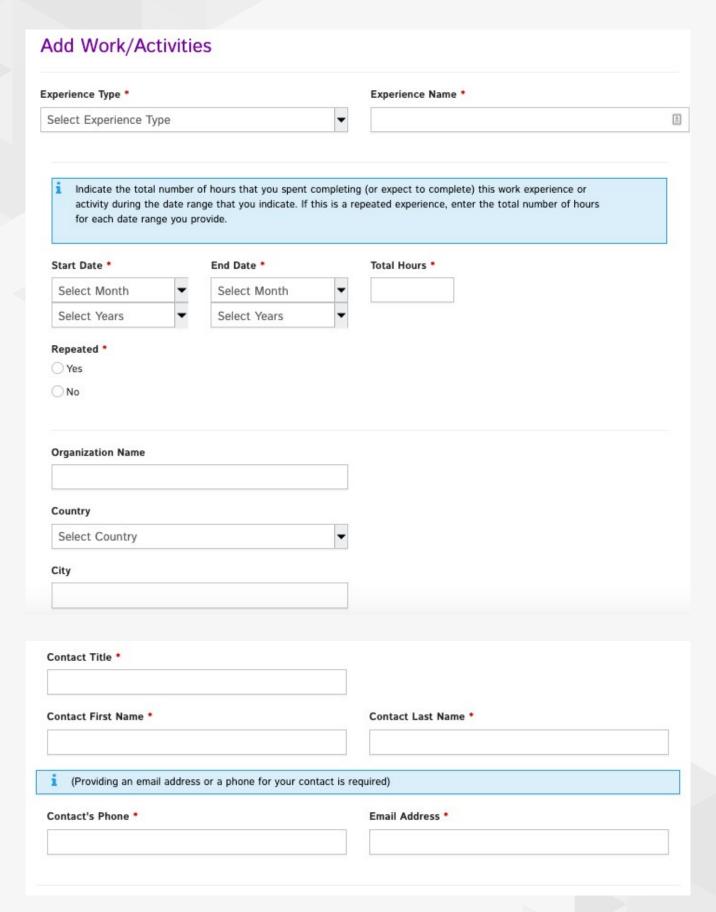


### **SECTION 5: WORK & ACTIVITIES**

Now we come to one of the sections prospective medical candidates are more familiar with — the work and activities questions. Here, you have to include up to 15 extracurriculars that demonstrate your interests and how you spend your free time. For each activity, you're allowed up to 700 characters, including spaces. You don't have to fill out all 15 slots if you believe 12-14 capture your background and impact well enough. You can select up to three of these as your "most meaningful experiences." For each of these three, you get an additional box with a limit of 1325 (on top of the 700), including spaces, to further elaborate on the activity.

Your activities don't all have to be directly related to the field of medicine. While it certainly should include any volunteer activities, shadowing experiences, research jobs, and other initiatives that have provided you with a glimpse into the medical profession and a chance for patient interaction, your other interests also matter.







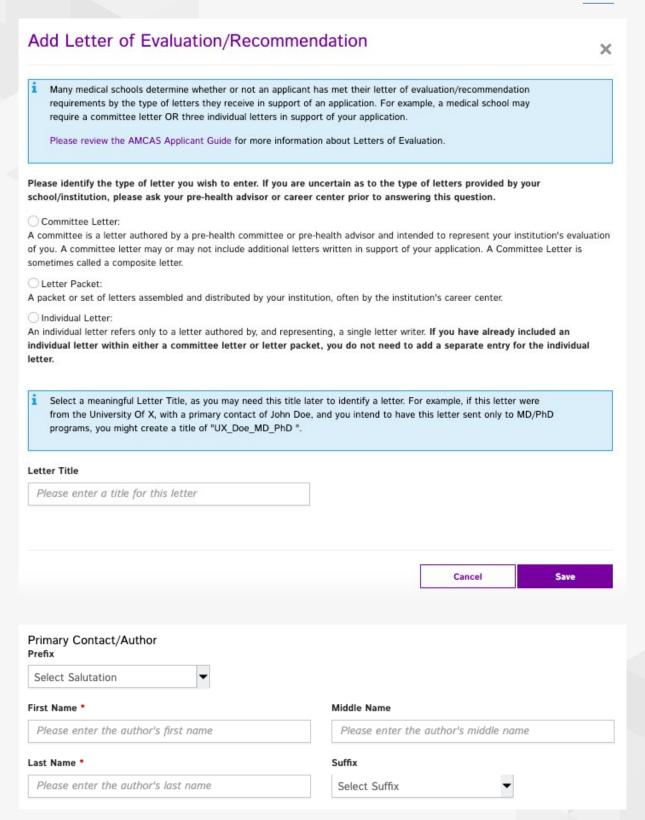
xperience Description	
	700 characters left of 7
nis is one of my most meaningful experiences *	
Yes	
) No	
Nost Meaningful Experience Summary *	
This is your opportunity to summarize why you have selected this experience as one of yo night consider the transformative nature of the experience: the impact you made while en prowth you experienced as a result of your participation.	

# SECTION 6: LETTERS OF EVALUATION/RECOMMENDATION

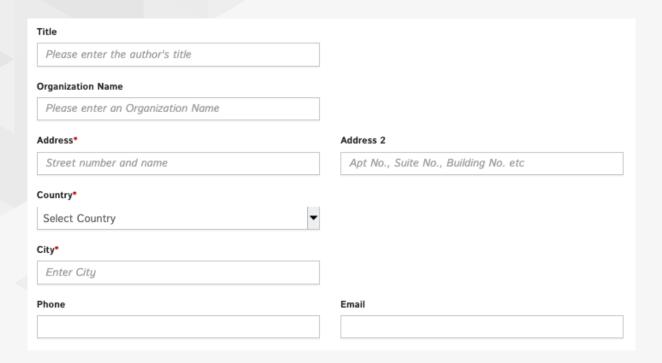
Your recommenders are busy people, so you would probably feel guilty if they spent a lot of time sending recommendation letters individually to the 25-30 schools that should ideally be on your list. The AMCAS makes it easy to centralize all of your letters by allowing them to add their recommendations to the portal and sending them to each of your programs once you submit. You can choose to submit committee letters, a letter packet assembled by your undergrad institution, or an individual letter.



Your pre-med committee, professors, and supervisors can all upload their recommendations electronically once you include their contact information. After you've submitted their name, the AMCAS will contact them to provide the necessary documents. You want the letters to be sent at the same time as when you've submitted your file, so make sure you ask them far in advance. You can find more details on medical school letters of recommendation here.

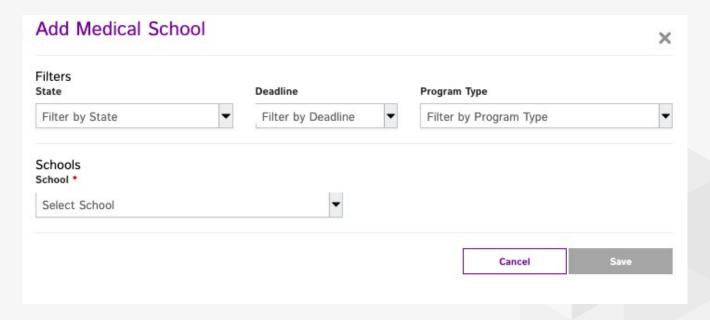






### **SECTION 7: ADD MEDICAL SCHOOLS**

Next, it's time to add the medical schools that you wish to apply to so that the AMCAS can send your documents to them once your application has been verified. Because the medical school admissions landscape is so competitive, we advise that you apply to 25-30 schools to provide yourself options. While medical schools do have deadlines for primary applications, ideally you want to be among the first candidates whose documents are sent to programs. Make sure that you prepare your application as soon as possible.

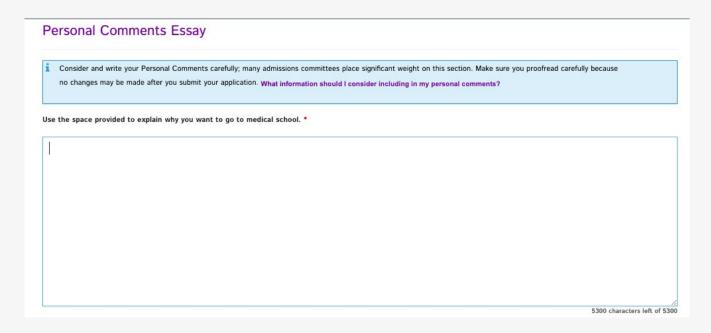




### **SECTION 8: PERSONAL STATEMENT**

The eighth section of the AMCAS is where you insert your personal statement. This essay — within a limit of 5300 characters, including spaces — should ultimately capture who you are and why you want to go to medical school. This can be daunting to write!

While it may have been motivated by one or more particular moments, ask yourself whether the perspective you're presenting is truly unique to you. Thousands of medical school candidates receive rejection letters every year. To be one of the ones that is accepted, you must articulate what motivates your passion for medicine, how you've prepared to become a doctor, and what you can bring to the field of medicine. As you brainstorm topics, also consider ones that <u>you should avoid</u>. Once you've gone through many drafts, copy the final polished version to the AMCAS and you should be all set to submit your application to medical schools!

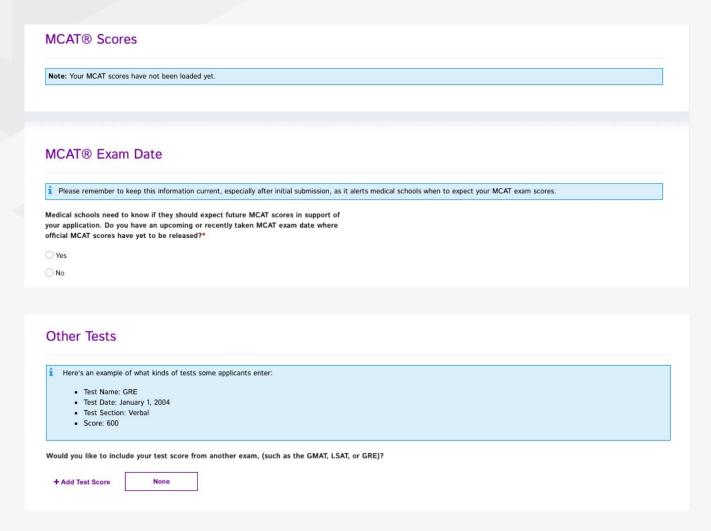


### **SECTION NINE: STANDARDIZED TESTS**

Finally, you must include your MCAT score, along with when you took it — this includes your overall composite score, the sub-scores from each section, and the number of times that you sat for the test. Since the AMCAS and MCAT are both under the AAMC, if you've got an MCAT score associated with your account, this will appear already in this section. Make sure you transcribe the additional information accurately, as MCAT scores are released automatically to the AMCAS once your results come out. This means that you also can't withhold any scores from the system — so include sub-scores and composite scores for every sitting!



If you have any upcoming test dates coming up, this is also the place to put when you plan to take it. The AMCAS also has a section to upload results from any additional exams you may have taken, such as the GRE.



The AMCAS might seem like an intimidating portal to complete at first glance. However, if you think about it, you've been preparing the majority since you took the plunge to prepare for MD programs. Carefully read the instructions in each section, review what you've typed to check for errors, and work hard to present why you're a unique candidate who would meaningfully contribute to the profession of medicine. Hopefully, you'll receive one or more of those coveted accepted letters from medical schools on your list. Best of luck!