

# **AMCAS Application Workshop**

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**Questions During Presentation?  
Use the chat.**

**Still have questions?**

**Read AAMC Applicant Guide**

**Make an appointment with a PPA advisor! [ppa.utah.edu](http://ppa.utah.edu)**

# AMCAS

## AMERICAN MEDICAL COLLEGE APPLICATION SERVICE

**Centralized online application service for  
MD schools**

*\$170\* – processing fees and one school*

*\$42\* – each additional school*

*\*2022 cycle*

# AMCAS WEBSITE

## 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.



**AMCAS® Sign In** ▶

### ALERTS

- 🔔 Several key admissions process dates fall on a weekend or holiday this cycle; therefore, their availability shifts to the next business day.

**READ** ▶



# Read the Instructions



## AMCAS® FAQs

Frequently asked questions (FAQs) regarding the American Medical College Application Service (AMCAS®) application process. For more detailed FAQs on the AMCAS Letter of Evaluation process including information for letter authors please visit the AMCAS How to Apply section of the site.

## AMCAS® Tools and Tutorials

The AMCAS American Medical College Application Service® (AMCAS®) resources, tools, and tutorials for premed students preparing to apply to medical schools.

"Ready for Review" on **March 18.**

Processing Academic Change Requests submitted on **March 18.**

## **2022 AMCAS® Applicant Guide**

Outline of the current AMCAS application process, policies, and procedures.

**DOWNLOAD** ▶

# AMCAS Application Process

## Primary Application

- Will be distributed to each MD school you apply to
- Includes activity list and personal statement

## Secondary Application

- Usually by invitation only
- Typically short answer questions, essays

## Interviews

- Traditional
- Group
- Multiple Mini Interviews (MMI)

Selection Committee

Decision

# Primary Applications



## Early May:

AMCAS application opens online



## Late May/Early June:

AMCAS opens for submission



## Late June:

Processed AMCAS applications released to medical schools

# To Do: As soon as you have access to application

## SEND TRANSCRIPTS TO AMCAS

Enter schools' info, *including concurrent enrollment institutions* \*It doesn't matter if you've already transferred your credits to the U

May take **more than two weeks** for your transcripts to be sent

Save the **transcript matching form** and provide it to transcript office

## Enter Letter Writers' (Evaluators) Information

Save **Letter Matching Form** and send it to each letter writer

See more information on LOR section of this presentation



# Order All Transcripts



On the application, enter school info,  
including CE institutions



Send transcripts from **EVERY** school  
It doesn't matter if you've already transferred your credits to the U



Order transcripts as soon as you have access  
to the application (May)



## Order Your Official Transcript

[What's on a Transcript?](#) | [How much will a Transcript cost?](#) | [Should I order an electronic or hard copy?](#)

### Order Online

If you have a uNID, you can order your official transcript and have it delivered electronically in as little as 15 minutes! Orders without a uNID and hardcopy transcripts will be processed within 1-3 business days. Please note, official transcripts delivered electronically are only available for download for a limited amount of time.

[ORDER YOUR TRANSCRIPT ONLINE >](#)

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1. Login or Register
- 2. Select Documents**
3. Order Details
4. Provide Consent
5. Payment
6. Review Order

## Where would you like your document(s) sent?

Start by searching for your destination:

Institution Name, Acronym, Location, or Email

1 Matches Found:

INSTITUTION

EMAIL

LOCATION

AMCAS



amcas@parchment.com  
etranscript@aamc.org  
shpep@aamc.org  
etranscripts@aamc.org  
amcas@aamc.org

Washington, DC, US

SELECT

**Destination:**

AMCAS  
Washington, DC 20037-0326

Continue

**Document Name:**

eTranscript - \$13.00  
[Switch to Mail Delivery](#)

If your grades from spring semester are not available, choose this option. Do not wait until grades from summer or fall semester are available. It will delay your application process!!

**Order Options**

Delivery Mode

Electronic

Processing Time ⓘ

Now

Hold for Grades

Hold for Degree

Holds are for current term only

Purpose for Transcript (Optional)

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Attachment (Optional)

Choose File

No file

Upload "Transcript Matching Form" here.

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# Advisor Release

## Advisor Release

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

Do you authorize AMCAS to release your application information to the school-designated advisor(s) at this institution? \*

Yes

No

**Helps PPA advisors advise other students!**

**Always confidential**

**Helps the PPA office create statistical information**



## Work & Activities

### 15 Activities Can (*and Should*) be Entered

#### Regular descriptions:

- 700 characters each (including spaces)

#### Most Meaningful (three)

- 700 character paragraph
- 1325 character paragraph

#### Applicants may indicate repeated activities

- **Enter up to four separate date** ranges including future end dates up to the start of the matriculation year (*up to August 2023*)
- *Specify the total hours spent on the activity for each date range*

# Most Meaningful Activities

Applicants will be asked to identify up to three experiences they consider to be the **most meaningful**.

When considering which experiences are the most meaningful, applicants will be prompted to:

- *consider the transformative nature of the experience*
- *the impact made while engaging in the activity*
- *personal growth experienced as a result of participation.*

# 15 Activities (source: AMCAS)

**Experience Type \***

Select Experience Type

- Artistic Endeavors
- Community Service/Volunteer - Medical/Clinical
- Community Service/Volunteer - Not Medical/Clinical
- Conferences Attended
- Extracurricular Activities
- Hobbies

**Experience Type \***

Select Experience Type

- Honors/Awards/Recognitions
- Intercollegiate Athletics
- Leadership - Not Listed Elsewhere
- Military Service
- Other
- Paid Employment - Medical/Clinical

**Experience Type \***

Select Experience Type

- Paid Employment - Medical/Clinical
- Paid Employment - Not Medical/Clinical
- Physician Shadowing/Clinical Observation
- Presentations/Posters
- Publications
- Research/Lab
- Teaching/Tutoring/Teaching Assistant

**Notice:**  
**Nothing titled patient exposure!**  
It's either community service or  
paid employment that's  
medical/clinical



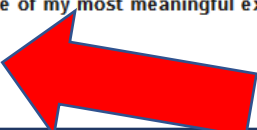
**Experience Description**

This experience was rad.

**This is one of my most meaningful experiences \***

Yes

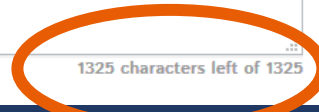
No



**Most Meaningful Experience Summary \***

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

1325 characters left of 1325



**TIP**

**Write your descriptions in a word doc for spell check and character count**

- Copy the descriptions to a .txt doc (like notepad) to ensure no weirdness
- Copy text from .txt document into the description text box

# Regular Experience Descriptions

**700 characters**  
*INCLUDING spaces*

**What did you do?**

**What challenges did you face?**

**What did you learn?\***

# Work/Activity Section Tips

**Consider AMCAS and the secondary application as one long application.**

**Your activity category must be consistent between AMCAS and the secondary application.**

**Make sure to list all the hours you spend at each organization. If necessary, explain the difference in the description.**

**If you held multiple roles in an experience, try to briefly mention them in the description.**

## More Tips!

***Must include lessons learned from challenges you faced in each experience***

***\*If you don't follow up a challenge with what you learned, then you're just complaining!***

***One day volunteer experiences can be listed in the *secondary applications****

***Limit # of 'I' statements in each description***

# Example (most meaningful)

|  |   |   |
|--|---|---|
| <b>Experience Type:</b>                    | Leadership - Not Listed Elsewhere   | <b>Most Meaningful Experience:</b> Yes                  |
| <b>Experience Name:</b>                    | Girls Leadership Forum Student Director   | <b>Dates:</b> 08/2014 - 05/2018 <b>Total Hours:</b> 400 |
| <b>Contact Name &amp; Title:</b>           | [REDACTED]  | <b>Contact Phone:</b> [REDACTED]                        |
| <b>Contact Email:</b>                      | [REDACTED]  |   |
| <b>Organization Name:</b>                  | [REDACTED]  |   |
| <b>City / State / Country:</b>             | Salt Lake City / UT / United States   |   |
| <b>Experience Description:</b>             | <p>[REDACTED] Forums encourages girls to identify as leaders by providing mentorship and skill development. We conduct leadership forums, teaching lessons on decision making, communication, group dynamics, and problem solving. My responsibilities included creating the curriculum, planning and leading the forums, managing volunteers, and mentoring the girls.</p> <p>I was a participant in this program for 6 years from junior high to high school. It has been one of the most influential programs that shaped me into the leader I am today. The strong mentors I met through this program pushed me to dream big and pursue my goals in engineering, despite being a female minority.</p>       |   |
| <b>Most Meaningful Experience Remarks:</b> | <p>After graduating high school, I wanted to stay involved and give back to the organization that opened so many doors for me. For the first year I was a mentor, leading forums at various schools. I became Co-Chair my sophomore year and was involved with developing the curriculum. After the director retired, I helped facilitate the transition process and served as an advisor my junior year, teaching the new directors how to effectively run the forum. Throughout this, I continued to volunteer. During my senior year, I established a partnership with the Bennion Volunteer Center at the University of Utah to expand the program and recruit more volunteers. Collaborating with Heer</p> |   |

Average hours/week or months can be listed here to save space in description.

If an activity is chosen as *most meaningful experience*, use the first 700 characters to describe your role, and the next 1325 characters to describe what *lessons you learned, how this was transformative, how you grew as a result of participating in this activity*. ...based off of challenges you faced through the activity.

# Entering Shadowing Experiences... EFFECTIVELY

**DO NOT** enter each shadowing experience as a separate entry

**Seriously...don't do this.**

**Multiple shadowing experiences can be divided into two separate entries**

- Primary care and non-primary care
- Highlight one physician who impacted you the most; list the rest in the description

# Example

**Experience Type:** Physician Shadowing/Clinical Observation      **Most Meaningful Experience:** No

**Experience Name:** Physician Shadowing      **Dates:** 10/2011 - 08/2014      **Total Hours:** 38

**Contact Name & Title:** [Redacted] Pediatrician      **Contact Phone:** [Redacted]

**Contact Email:** [Redacted]

**Organization Name:** [Redacted]

**City / State / Country:** / UT / United States of America

**Experience Description:** Over the past couple of years I have shadowed physicians in various specialties in order to get a feel for the career I plan to pursue. They provided me with invaluable insights into the demands of a physician as well as their reactions towards the newest changes in our healthcare system. These opportunities showed me how different the roles can be between a specialist and a primary care provider. It also highlighted the benefits and trade offs between owning a private practice and working for a healthcare organization. These shadowing experiences ultimately allowed me to reaffirm my desire to go into a challenging but rewarding career in medicine.

**Pick one doctor you want to separate from others.**

**Experience Type:** Physician Shadowing/Clinical Observation      **Most Meaningful Experience:** No

**Experience Name:** Physician Shadowing in Hospital/Acute Care and Clinics      **Dates:** 09/2011 - 08/2014      **Total Hours:** 48

**Contact Name & Title:** [Redacted] MD, Family Medicine      **Contact Phone:** [Redacted]

**Contact Email:** [Redacted]

**Organization Name:** [Redacted]

**City / State / Country:** Salt Lake City / UT / United States of America

**Experience Description:** I have shadowed 10 physicians specializing in Family Medicine, Emergency Medicine, Internal Medicine, Hospice Care, Radiation Oncology and Neurology for a total of 48 hours, with plans to do many more hours prior this year with additional physicians, such as Dr. [Redacted]. Within hospital/acute care settings, I have observed the decision-making process to admit or transfer a patient and how physicians work within a team to care for a diverse group of patients and complaints. My shadowing experience in clinical environments has exposed me to a wide range of care: oncology head/neck Tumor Board meetings, Hospice home visits, and chronic disease management.

**List the organization where your contact person works.**

**Pick one doctor whom you can trust as contact.**

# Another Option: Most Meaningful

**Experience Type:** Physician Shadowing/Clinical Observation

**Experience Name:** Shadowing physicians

**Most Meaningful Experience:** Yes

**Dates:** 01/2012 - 01/2012      **Total Hours:** 5  
 05/2012 - 05/2012      **Total Hours:** 9  
 10/2012 - 01/2013      **Total Hours:** 35  
 06/2013 - 06/2013      **Total Hours:** 5

**Contact Name & Title:** [Redacted] Pediatrician

**Contact Email:** [Redacted]

**Organization Name:** [Redacted]

**City / State / Country:** Salt Lake City / / United States of America

**Experience Description:** I have shadowed doctors including Dr. [Redacted] (family medicine), Dr. [Redacted] (oncology), Dr. [Redacted] (general pediatrics), and Dr. [Redacted] (pediatric inpatient medicine). I spent at least a day with all of them, but I shadowed Dr. [Redacted] the longest. By spending time with these physicians, I reaffirmed my drive to become one. I got to see how physicians directly improve their patients' lives. It was also important for me to see the realities of every-day life as a doctor. Amidst preparing for medical school and jumping through endless hoops, it helps to remind myself of the remarkably rewarding final part of the process.

**Most Meaningful Experience Remarks:** Shadowing Dr. [Redacted] impacted me the most because of how much I can relate with her. She is very down-to-earth. She loves her job, and that love shows in everything she does for her patients. One day, I hope to be like her.  
 I got to watch her as she took care of her regular patients in the clinic. She is as kind and considerate as possible to everyone she works with-- her patients, their parents, her assistant, and her fellow physicians. I watched her as she educated an ignorant parent about the importance of vaccines for her baby. I cried with her as we learned the tragic story of one patient. I sat by her side as she directly delivered possibly the worst news about another patient to his parents. I listened carefully as she delicately handled a discussion about

**Pick one doctor you want to separate from others.**

**Since you have shadowed multiple doctors multiple times, you can list this as a repeated activity if you want.**

**If an activity is chosen as *most meaningful experience*, use the first 700 characters to describe your role, and the next 1325 characters to describe what *lessons you learned, how this was transformative, how you grew as a result of participating in this activity*. ...based off of challenges you faced through the activity.**



# Personal Statement

(5300 characters w/spaces)

*REMEMBER:*

*The audience is smarter, has more medical knowledge, and knows what it's like to be a physician*

# Address WHY YOU WANT TO BE A PHYSICIAN!!!

This is *different* from how you were inspired to be a doc



**Back up your argument with a specific example from your experience**

Choose and elaborate 1-2 of your experiences



**Limit the number of 'I' statements**



**Share your background if it's appropriate**



**Use the five senses to describe your story**



# Personal Statement: *DON'Ts*

**DO NOT** summarize what you listed on the activity list. **DO NOT** repeat what you wrote on the activity list

**DO NOT** talk too much about other people (family member, mentor, patient, etc). *TALK ABOUT YOURSELF!*

**DO NOT** use words you don't know/ or how to use

**DO NOT** overuse medical terminology or abbreviations

**DO NOT** show off your knowledge about medicine

**DO NOT** assume everyone knows what you know

**DO NOT** begin with a quotation

**Try to avoid** foreign language

**Try to avoid** using cliché's

**Try to avoid** jokes

# Secondary Essays



**REMEMBER:** *The audience is smarter, has more medical knowledge, and knows what it's like to be a physician*

- **Research the school you are writing for.**
- **Understand the topic/questions well.**
- **DO NOT summarize what you wrote in the activities list**
- **DO NOT repeat what you wrote in the primary personal statement**

# Details Matter

Composition

Spelling

Punctuation

Grammar





### **Get Feedback!**

*Have people you trust (prof, doctor, med student, family support, PPA advisor (!) Writing Center tutor, etc) read your work and offer feedback.  
Be careful not to ask too many people!*



# Recommendation Letters

(LORs, Letters of Evaluation, etc)

# Letter Service Types

## AMCAS

- Applying to **MD** schools ONLY

## AACOMAS

- Applying to **DO** schools ONLY

## Interfolio

- Applying to more than one application service
  - (MD & DO, DO & TMDSAS (Texas), etc)
- Outside the US: e.g., the Caribbean



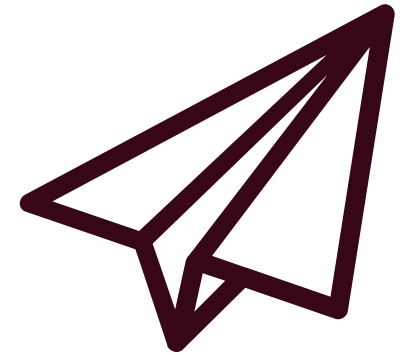
# Types of Letters You'll Need:

Usually need to submit at least 3 letters:

Academic Professor (usually science \*BCMP)

Any Professor

Mentoring Letter (any supervisor/mentor of your choice)



- You can upload up to 10 different letters on AMCAS
- You can send more than what is required, but most likely, med schools will not read extra letters

# AMCAS Letter Service

Visit the AMCAS website to learn more about the entire AMCAS letter service process

Choose "Individual Letters" if you are applying for only MD schools.

Print out and save ***Letter Matching Form*** with letter ID# and give it to each letter writer.

PPA Office does NOT offer committee letters  
You need to substitute your committee letter with individual letters. Refer to each school for more information.

# How to request LORs

Contact your professors and supervisors **NOW!**

Provide as much information as possible

Give at least four weeks notice

Get their business card

Input their info as soon as you have access to AMCAS

## **FOLLOW UP**

- [How To Guide](#)
- [Instructions for Letter Writers](#)

PPA Website: Resources /Downloads  
<https://advising.utah.edu/preprofessional/resourcedownload.php>

# Advice from PPA Office



PPA advisors can review your AMCAS and secondary applications. Send them to your advisor!



We also do mock interviews! Both\* traditional and MMI (\*We will not be able to accommodate for both for each student due to limited resources and time.)




Meet with your advisor (more frequently than before!) during the application cycle

**DO NOT STOP  
your extracurricular  
activities after you  
submit your application**

# Questions?

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- ***Read the AMCAS Applicant Guide*** 
- Schedule an appointment with a PPA advisor!

*Email Us: [ppa@advising.utah.edu](mailto:ppa@advising.utah.edu)  
[ppa.utah.edu](http://ppa.utah.edu)*