

AMCAS Application Workshop

AMCAS

AMERICAN MEDICAL COLLEGE APPLICATION SERVICE

Centralized online application service for
MD schools

\$175 – processing fees and one school*

\$45 – each additional school*

**2024 cycle fees*

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 Application Timeline



Early May:

AMCAS application opens online *(May 1, 2024)*



Late May/Early June:

AMCAS opens for submission *(May 28, 2024)*



Late June:

Processed AMCAS applications released to
medical schools *(June 28, 2024)*

What are med schools REALLY looking for?

PreMed Competencies for Entering Medical Students (AAMC)

Professional Competencies

- Commitment to Learning and Growth
- Cultural Awareness
- Cultural Humility
- Empathy and Compassion
- Ethical Responsibility to Self and Others
- Interpersonal Skills
- Oral Communication
- Reliability & Dependability
- Resilience & Adaptability
- Service Orientation
- Teamwork and Collaboration

Science Competencies

- Human Behavior
- Living Systems

Thinking and Reasoning Competencies

- Critical Thinking
- Quantitative Reasoning
- Scientific Inquiry
- Written Communication

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 ▶

2024 AMCAS® Updates and FAQs

Learn about what's new in the 2024 AMCAS application and the background to some of the application changes.

American Medical College Application Service® (AMCAS®)

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

Connect with AMCAS®

X @AMCASinfo

▶ AMCASinfo

Contact AMCAS®

[Send us a message.](#)

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

📞 202-828-0600

AMCAS WEBSITE

Upcoming AMCAS Applications

2025 Application Cycle

This is the application cycle for applicants who intend to start medical school in the summer or fall of 2025.

COMING SOON - LAUNCHES MAY 1, 2024



Read the Instructions



AMCAS® Participating Medical Schools and Deadlines

Use the AAMC American Medical College Application Service® (AMCAS®) Medical Schools and Deadlines search tool to find application deadlines at participating regular MD programs.

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

2024 AMCAS® Applicant Guide

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

DOWNLOAD 

2024 AMCAS Application Workbook

This resource is designed to help you prepare your materials for the 2024 AMCAS application but does not replace the online application.

DOWNLOAD 

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

Order All Transcripts



On the application, enter school info,
including Concurrent Enrollment



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 Online

Please follow the steps below to order an official transcript online.

Current or former students with a uNID

Former students who last attended before September 1998

Students with a uNID

Students who have attended the university **after** September 1998 have a uNID. You can order an official transcript and have it delivered electronically in as little as 15 minutes. Hardcopy transcript orders will be processed within 1-3 business days. Please note, official transcripts delivered electronically are only available to download for 30 days.

[ORDER A TRANSCRIPT ONLINE WITH A UNID](#)

<http://registrar.utah.edu/transcripts/order-transcript.php>

Available Credentials

CANCEL x



The following credentials are available from **University of Utah**. Start your order by selecting a credential listed below (you can add more later)



Electronic Transcript

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order

Q | **AMCAS** Search

AMCAS
Washington, DC, US

 **TYPE:**
College / University

 **ADDRESS:**
PO Box 57326
Washington, DC 20037-0326
US

Not finding what you're looking for?

Enter Your Own

From AMCAS Application:

Application

 Not Submitted to AMCAS

- Identifying Information  Completed
- Schools Attended  Completed
- Biographic Information  Incomplete

**PRINT TRANSCRIPT
REQUEST FORMS**

The University of Utah

Location : Salt Lake City, Utah, United States of America (the)

Program Type : Postbaccalaureate Undergraduate

Dates Attended : August 2006 to April 2008

Summer School Only : No

Study Abroad Program : No

Advisor Release : Yes

Transcript required : Yes

Transcript ID : [REDACTED]

Transcripts

 Required official transcripts must be sent to AMCAS from the Registrar's Office at each school you have attended. Use the Transcript Request Form to provide the Registrar with the information necessary for sending your transcript to AMCAS.

[LEARN MORE ABOUT TRANSCRIPT IDS.](#)

I understand that I must have my schools send my transcripts. *

Humboldt State University

- Dates of Attendance: August 2001 to December 2005
- Transcript ID: [REDACTED]

CREATE TRANSCRIPT REQUEST FORM

The University of Utah

- Dates of Attendance: August 2006 to April 2008
- Transcript ID: [REDACTED]

CREATE TRANSCRIPT REQUEST FORM

1. Click 'Print Transcript Request Form'
2. Get the Transcript ID
3. Create Transcript Request Form

Enter AAMC ID

Enter Transcript ID

Upload Transcript Request Form

Item Details CANCEL x

 **Electronic Transcript**
For: **SHELLEY NICHOLSON**

 **FROM**
University of Utah
Salt Lake City, UT

 **TO**
AMCAS

Delivery Method: Electronic

Credential Fee: \$13.00

Item Total: \$13.00

* AAMC ID

Purpose
N/A

* Transcript ID

 Would you like to add an attachment file? (optional)  [Add An Attachment](#)

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 2025*)
- *Specify the total hours spent on the activity for each date range*

15 Activities Experience Types

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*

- Physician Shadowing/Clinical Observation
- Presentations/Posters
- Publications
- Research/Lab
- Social Justice/Advocacy
- Teaching/Tutoring/Teaching Assistant

Experience Type*

Select Experience Type

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

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

Repeated and Anticipated Activities

Repeated*

Yes

No

Second Start Date* Second End Date * Second Completed Hours*

Select Month Select Month

Select Years Select Years ⚠ This is a required field (between 0 and 99999).

This is a required field.

Third Start Date Third End Date Third Completed Hours

Select Month Select Month

Select Years Select Years

Take advantage of this!
This allows you to better represent your time and effort.

This too!
This allows you to better represent your time and effort.

Anticipated Hours

i This section enables you to let schools know if you anticipate any additional hours for this experience. If you plan to complete any additional hours, please select "Yes" and enter the date range and number of hours you expect to complete. Note: The start date of your anticipated hours must be either the current month or later, and the latest end date you may select is August of 2024.

Do you anticipate completing any hours for this experience in the future?*

Yes

No

***2025**

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?*

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

Most Meaningful Activities (3)

700 Character Paragraph

Provide context, explain your role

1325 Character Paragraph

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.*

Work/Activity Section Tips

Limit # of 'I' statements in each description

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

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

Contact Email: [Redacted] **Contact Phone:** [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.

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

Contact Email: [Redacted] **Contact Phone:** [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.

Another Option: Most Meaningful

Experience Type:	Physician Shadowing/Clinical Observation		Most Meaningful Experience: Yes
Experience Name:	Shadowing physicians	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Pick one doctor you want to separate from others. </div>	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		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Since you have shadowed multiple doctors multiple times, you can list this as a repeated activity if you want. </div>
Contact Email:	[Redacted]		
Organization Name:	[Redacted]		
City / State / Country:	Salt Lake City / / United States of America		
Experience Description:	<p>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.</p>		
Most Meaningful Experience Remarks:	<p>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.</p> <p>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</p>		

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)

Non-Prompt Prompt:

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



REMEMBER YOUR AUDIENCE:

- They know more than you!
- They have more medical knowledge!
- They know what it's like to be a healthcare practitioner.



This is your time to shine by showing your accomplishments and experience. Do so with grace and humility.

This is not about showing off and being cocky.

Suggested PS Approach

From your 15 activities:

- **Select top four of your most meaningful experiences!**
 - Three for your activities section
 - One for your personal statement!

Why? It allows more room to talk about more meaningful experiences, *without repeating* what you already wrote in your activities description!



PS: 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. **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. "The look in the children's eyes made it all worthwhile."

Try to avoid humor.

Secondary Essays

- Make sure you 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

Strategize: secondaries are one factor in determining how many schools you apply to

Timing is critical! Typically 2-4 week deadline to submit

Details Matter

Composition

Spelling

Punctuation

Grammar

A COMMA...

PERSISTENT COUGH

EMS-POST OP LEFT SHOULDER

UNABLE TO EAT DIARRHEA

FORGETFULNESS HEADACHE

CHEST PRESSURE

FEVER

FEVER 102, WHEEZING, IRRITABL

FALL RT ARM INJURY

**HE
EM
WAS REALLY
NEEDED HERE**

HIT BACK OF HEAD AND VOMITING
EGNA
SION



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

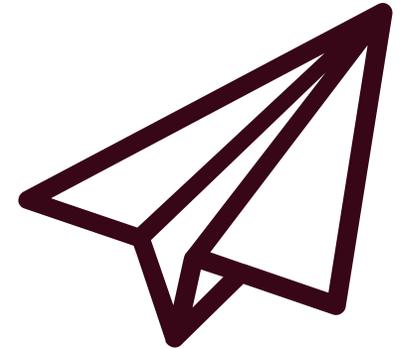
Types of Letters You'll Need:

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

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>

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 Request 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.

Enter Letter Writers' (Evaluators) Information

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

Name	Letter Status	Letter Id	Actions
▼ Linda Belcher, Employment - Linda Belcher	Not Received	██████████	LETTER REQUEST FORM DETAILS DELETE

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

#1 Piece of Advice from PPA Office After Application Submission

DO NOT STOP your
extracurricular activities
after you submit your
application

Questions?

Read the AMCAS Applicant Guide

Schedule an appointment with a PPA advisor!

*Email Us: ppa@advising.utah.edu
ppa.utah.edu*