AMCAS Application Workshop
Questions During Presentation? Use the chat.

Still have questions?
Read AAMC Applicant Guide
Make an appointment with a PPA advisor! 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

https://students-residents.aamc.org/applying-medical-school-amcas/applying-medical-school-amcas
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

https://students-residents.aamc.org/applying-medical-school-amcas/applying-medical-school-amcas
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 AMC American Medical College Application Service® (AMCAS®) resources, tools, and tutorials for premed students preparing to apply to medical schools.

2022 AMCAS® Applicant Guide
Outline of the current AMCAS application process, policies, and procedures.

https://students-residents.aamc.org/applying-medical-school-amcas/applying-medical-school-amcas
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)

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

(look up your uNID | reset your password | don't have a uNID?)

http://registrar.utah.edu/transcripts/order-transcript.php
Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

AMCAS

1 Matches Found:

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<thead>
<tr>
<th>INSTITUTION</th>
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<th>LOCATION</th>
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</tbody>
</table>

[SELECT]
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!!

Upload "Transcript Matching Form" here.
Advisor Release

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

15 Activities (source: AMCAS)
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

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)

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
<table>
<thead>
<tr>
<th>Experience Type:</th>
<th>Physician Shadowing/Clinical Observation</th>
<th>Most Meaningful Experience: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Name:</td>
<td>Physician Shadowing</td>
<td>Dates: 10/2011 - 08/2014</td>
</tr>
<tr>
<td>Contact Name &amp; Title:</td>
<td>[Redacted] Pediatricist</td>
<td>Total Hours: 38</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>/ UT / United States of America</td>
<td>Contact Phone: [Redacted]</td>
</tr>
<tr>
<td>Experience Description:</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience Type:</th>
<th>Physician Shadowing/Clinical Observation</th>
<th>Most Meaningful Experience: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Name:</td>
<td>Physician Shadowing in Hospital/Acute Care and Clinics</td>
<td>Dates: 09/2011 - 08/2014</td>
</tr>
<tr>
<td>Contact Name &amp; Title:</td>
<td>[Redacted] MD, Family Medicine</td>
<td>Total Hours: 48</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>Salt Lake City / UT / United States of America</td>
<td>Contact Phone: [Redacted]</td>
</tr>
</tbody>
</table>
| 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.
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.

<table>
<thead>
<tr>
<th>Experience Type:</th>
<th>Pediatrician</th>
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</thead>
<tbody>
<tr>
<td>Experience Name:</td>
<td>Shadowing physicians</td>
</tr>
<tr>
<td>Most Meaningful Experience</td>
<td>Yes</td>
</tr>
<tr>
<td>Dates:</td>
<td>01/2012 - 01/2012</td>
</tr>
<tr>
<td></td>
<td>05/2012 - 05/2012</td>
</tr>
<tr>
<td></td>
<td>10/2012 - 01/2013</td>
</tr>
<tr>
<td></td>
<td>06/2013 - 08/2013</td>
</tr>
<tr>
<td>Total Hours:</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

I have shadowed doctors including Dr. [name] (family medicine), Dr. [name] (oncology), Dr. [name] (general pediatrics), and Dr. [name] (pediatric inpatient medicine). I spent at least a day with all of them, but I shadowed Dr. [name] 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 everyday 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.

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 the news to another patient to his parents. I listened carefully as she deftly handled a discussion about...
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

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Use the five senses to describe your story
### Personal Statement: DON'Ts

<table>
<thead>
<tr>
<th><strong>DO NOT</strong> summarize what you listed on the activity list. <strong>DO NOT</strong> repeat what you wrote on the activity list.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DO NOT</strong> talk too much about other people (family member, mentor, patient, etc). <strong>TALK ABOUT YOURSELF!</strong></td>
</tr>
<tr>
<td><strong>DO NOT</strong> use words you don’t know/ or how to use</td>
</tr>
<tr>
<td><strong>DO NOT</strong> overuse medical terminology or abbreviations</td>
</tr>
<tr>
<td><strong>DO NOT</strong> show off your knowledge about medicine</td>
</tr>
<tr>
<td><strong>DO NOT</strong> assume everyone knows what you know</td>
</tr>
<tr>
<td><strong>DO NOT</strong> begin with a quotation</td>
</tr>
<tr>
<td><strong>Try to avoid</strong> foreign language</td>
</tr>
<tr>
<td><strong>Try to avoid</strong> using cliché’s</td>
</tr>
<tr>
<td><strong>Try to avoid</strong> jokes</td>
</tr>
</tbody>
</table>
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

A COMMA...

PERSISTENT COUGH
EMS-POST OP LEFT SHOULDER
UNABLE TO EAT DIARRHEA
FORGETFULNESS HEADACHE
CHEST PRESSURE
FEVER
FEVER 102, WHEEZING, IRRITABLE
FALL RT ARM INJURY
HEADACHE
EMERGENCY ROOM ADMISSION

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

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

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.)
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