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

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 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
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.

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.

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

### 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.
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
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

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

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

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.
Experience Description

This experience was rad.

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.

This is one of my most meaningful experiences

- Yes
- No

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?*

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

700 characters INCLUDING spaces
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.

source: AMCAS
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
<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></td>
<td>Total Hours: 38</td>
</tr>
<tr>
<td>Contact Email</td>
<td></td>
<td>Contact Phone:</td>
</tr>
<tr>
<td>Organization Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City / State / Country</td>
<td>/ UT / United States of America</td>
<td></td>
</tr>
<tr>
<td>Experience Description</td>
<td>Over the past couple of years I have</td>
<td></td>
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<tr>
<td></td>
<td>shadowed physicians in various</td>
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<td></td>
<td>specialties in order to get a feel for</td>
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<tr>
<td></td>
<td>the career I plan to pursue. They</td>
<td></td>
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<tr>
<td></td>
<td>provided me with invaluable insights</td>
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<tr>
<td></td>
<td>into the demands of a physician</td>
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<tr>
<td></td>
<td>as well as their reactions towards the</td>
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<tr>
<td></td>
<td>newest changes in our healthcare</td>
<td></td>
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<tr>
<td></td>
<td>system. These opportunities showed</td>
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<tr>
<td></td>
<td>me how different the roles can be</td>
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<tr>
<td></td>
<td>between a specialist and a primary</td>
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<tr>
<td></td>
<td>care provider. It also highlighted the</td>
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<td></td>
<td>benefits and trade offs between</td>
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<tr>
<td></td>
<td>owning a private practice and working</td>
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<td></td>
<td>for a healthcare organization. These</td>
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<td></td>
<td>shadowing experiences ultimately</td>
<td></td>
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<tr>
<td></td>
<td>allowed me to reaffirm my desire to</td>
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<tr>
<td></td>
<td>go into a challenging but rewarding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>career in medicine.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience Type</th>
<th>Physician Shadowing in Hospital/Acute Care and Clinics</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>Dr. John Doe, MD, Family Medicine</td>
<td>Total Hours: 48</td>
</tr>
<tr>
<td>Contact Email</td>
<td></td>
<td>Contact Phone:</td>
</tr>
<tr>
<td>Organization Name</td>
<td>Salt Lake City / UT / United States of America</td>
<td></td>
</tr>
<tr>
<td>City / State / Country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience Description</td>
<td>I have shadowed 10 physicians specializing in Family</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medicine, Emergency Medicine, Internal Medicine,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hospice Care, Radiation Oncology and Neurology</td>
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<tr>
<td></td>
<td>for a total of 48 hours, with plans to do more hours</td>
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<tr>
<td></td>
<td>prior this year with additional physicians, such as</td>
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<tr>
<td></td>
<td>Dr. Jane Smith. Within hospital/acute care settings,</td>
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<td></td>
<td>I have observed the decision-making process to admit</td>
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<td>or transfer a patient and how physicians work</td>
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<td></td>
<td>within a team to care for a diverse group of patients</td>
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<tr>
<td></td>
<td>and complaints. My shadowing experience in clinical</td>
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<td></td>
<td>environments has exposed me to a wide range of care:</td>
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<tr>
<td></td>
<td>oncology head/neck tumor board meetings, hospice home</td>
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</tr>
<tr>
<td></td>
<td>visits, and chronic disease management.</td>
<td></td>
</tr>
</tbody>
</table>
Another Option: 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.

<table>
<thead>
<tr>
<th>Experience Type:</th>
<th>Physician Shadowing/Clinical Observation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Name:</td>
<td>Shadowing physicians</td>
</tr>
<tr>
<td>Contact Name &amp; Title:</td>
<td>Pediatrician</td>
</tr>
<tr>
<td>Contact Email:</td>
<td>Salt Lake City / / United States of America</td>
</tr>
<tr>
<td>Organization Name:</td>
<td></td>
</tr>
<tr>
<td>City / State / Country:</td>
<td></td>
</tr>
<tr>
<td>Experience Description:</td>
<td>I have shadowed doctors including Dr. (family medicine), Dr. (oncology), Dr. (general pediatrics), and Dr. (pediatric inpatient medicine). I spent at least a day with all of them, but I shadowed Dr. 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.</td>
</tr>
<tr>
<td>Most Meaningful Experience Remarks:</td>
<td>Shadowing Dr. 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 assistants, 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</td>
</tr>
<tr>
<td>Dates:</td>
<td>01/2012 - 01/2012</td>
</tr>
<tr>
<td></td>
<td>05/2012 - 06/2012</td>
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<tr>
<td></td>
<td>10/2012 - 01/2013</td>
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<td></td>
<td>06/2013 - 08/2013</td>
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<tr>
<td>Total Hours:</td>
<td>5</td>
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<tr>
<td></td>
<td>5</td>
</tr>
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<td></td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>35</td>
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<tr>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

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

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.

Visit the AMCAS website to learn more about the entire AMCAS letter service process.
Enter Letter Writers’ (Evaluators) Information

Save Letter Request Form and send it to each letter writer

<table>
<thead>
<tr>
<th>Name</th>
<th>Letter Status</th>
<th>Letter Id</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Belcher, Employment - Linda Belcher</td>
<td>Not Received</td>
<td>[Redacted]</td>
<td>LETTER REQUEST FORM</td>
</tr>
</tbody>
</table>
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.)

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