AMCAS Application Workshop

PreProfessional Advising Office
April 2019
Application Overview

Primary Application (AMCAS)
- Will be distributed to medical schools you apply to
- Includes 15 activity list and a personal statement

Secondary Application (Med School Specific)
- Usually by invitation only
- Includes answering questions or writing an essay.

Interview

Selection Committee
- Primary & Secondary application, summaries of interview and recommendation letters
Primary Applications

**May 1:** TMDSAS application opens online

**May 1:** AMCAS application opens online

**May 2:** AACOMAS application opens online

**May 30:** AMCAS: Open for Submission
## 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
- Will help the PPA office to create statistical information.
To Do: As soon as you have access to application

Send transcripts to AMCAS/AACOMAS

- Enter school info; including concurrent enrollment institutions
  - Doesn’t matter if you have already transferred your credits from another institution to the U.
  - May take more than two weeks to send your transcripts
  - Save the transcript matching form and provide it to transcript office

Enter Evaluators’ Information (LOR)

- Save Letter Matching Form and send it to each letter writer
- See more information on LOR section
Order Transcripts


Order your official transcript online if you have a uNID. The transcript will be delivered electronically in as little as 15 minutes. Orders without a uNID and hardcopy transcripts will be processed within 1-3 business days.

Order Online

(Usage of uNID | Reset password | Don't have a uNID?)
Where would you like your document(s) sent?

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

AMCAS

1 Matches Found:

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>EMAIL</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMCAS</td>
<td><a href="mailto:amcas@parchment.com">amcas@parchment.com</a>, <a href="mailto:etranscript@aamc.org">etranscript@aamc.org</a></td>
<td>Washington, DC, US</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:shpep@aamc.org">shpep@aamc.org</a>, <a href="mailto:etranscripts@aamc.org">etranscripts@aamc.org</a>, <a href="mailto:amcas@aamc.org">amcas@aamc.org</a></td>
<td></td>
</tr>
</tbody>
</table>

Not finding your destination?

Not finding your destination? (You can manually type in the information and select 'Enter Your Own')
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.
Work & Activities

A maximum of 15 experiences may be entered

- 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 2020)

- Specify the total hours spent on this activity for each date range

(source: AMCAS Website)
The AMCAS Application

Most Meaningful

- 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, and the personal growth experienced as a result of participation.

(source: AMCAS Website)
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.
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.
Work/Activity Section Tips

- Limit # of “I statements” in each description.

- Must include **lessons learned** from challenges you faced in each experience.
  - What you did
  - What was challenging
  - What you learned

- One day volunteer experience will be listed in the secondary applications.
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
- Honors/Awards/Recognitions
- Intercollegiate Athletics
- Leadership - Not Listed Elsewhere
- Military Service
- Other
- Paid Employment - Medical/Clinical
- Paid Employment - Not Medical/Clinical
- Physician Shadowing/Clinical Observation
- Presentations/Posters
- Publications
- Research/Lab
- Teaching/Tutoring/Teaching Assistant
If an activity is chosen as “most meaningful experience”, you can use the first 700 characters as “description of experience,” and the next 1325 characters to describe what “lessons learned” based off of challenges you faced through the activity.

<table>
<thead>
<tr>
<th>Experience Type:</th>
<th>Leadership - Not Listed Elsewhere</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Name:</td>
<td>Girls Leadership Forum Student Director</td>
</tr>
<tr>
<td>Contact Name &amp; Title:</td>
<td>[redacted]</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>Dixon Girls Leadership Forum</td>
</tr>
<tr>
<td>City / State / Country:</td>
<td>Salt Lake City / UT / United States</td>
</tr>
<tr>
<td>Experience Description:</td>
<td>Dixon Girls Leadership Forums encourage leadership in the community through organizing leadership forums, teaching lessons in communication, group dynamics, and problem solving. My responsibilities included creating the curriculum, planning events, managing volunteers, and mentoring the girls. I was a participant in this program for two years in 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. 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 Denver Police Department to address instances of bullying and discrimination. I was also able to create a safe environment for the girls to express themselves.</td>
</tr>
<tr>
<td>Most Meaningful Experience Remarks:</td>
<td>Average hours/week or months can be listed here to save space in description.</td>
</tr>
<tr>
<td>Dates:</td>
<td>06/2014 - 05/2018</td>
</tr>
<tr>
<td>Total Hours:</td>
<td>400</td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>[redacted]</td>
</tr>
</tbody>
</table>
Entering Shadowing Experiences

**Example 1**

- If you have multiple shadowing experiences, you can divide them into two different entries
  - One physician who gave you the most impact, then list the rest.
  - Primary care physicians vs. Non-Primary care physicians.

**Example 2**

- List all shadowing experiences as one entry, and choose this as one of the most meaningful experiences.
### Physician Shadowing Example 1

<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></td>
</tr>
<tr>
<td>Contact Name &amp; Title</td>
<td>Pediatrician</td>
<td></td>
</tr>
<tr>
<td>Contact Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization Name</td>
<td>/ 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>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>

### Physician Shadowing Example 2

<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></td>
</tr>
<tr>
<td>Contact Name &amp; Title</td>
<td>MD, Family Medicine</td>
<td></td>
</tr>
<tr>
<td>Contact Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization Name</td>
<td>Various physicians</td>
<td></td>
</tr>
<tr>
<td>City / State / Country</td>
<td>Salt Lake City / UT / United States of America</td>
<td></td>
</tr>
<tr>
<td>Experience Description</td>
<td>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] at the Alta Clinic. 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.</td>
<td></td>
</tr>
</tbody>
</table>
Physician Shadowing Example 2

If an activity is chosen as “most meaningful experience”, you can list all of the hours with specialty field under the first 700 characters. Then pick a specific experience through these shadowing experiences in the next 1325 characters. Here, a student list names of physicians, but you don’t need to do that. If med schools want to know, they will contact you. You can pick just one person among many and discuss your experience, or briefly talk about all of your shadowing experiences in the most meaningful section.

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.
Personal Statement
(5300 characters)

REMEMBER!
The audience is smarter, has more medical knowledge, and knows what is like to be a physician.
Personal Statement (Primary)

Address WHY YOU WANT TO BE A PHYSICIAN!!!

- This is different from how you were inspired to be a physician

Back up your argument with a specific example from your experience

- To do this effectively, you can chose and elaborate 1-2 of your experiences listed on the 15 activities list.

Limit # of “I statements”

Share your background if it’s appropriate

Use 5 senses to describe your story
Personal Statement (Primary) DON’Ts

- DO NOT summarize what you listed on the 15 activity list.
- DO NOT repeat what you wrote on the 15 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.
- Try not to make jokes.
Personal Statement Tips

- Start writing 15 activities

- Select top four most meaningful experiences
  - One for personal statement, up to three for your activities

- Personal Statement: 5300 characters
  - Activity list: 700 characters plus 1325 characters for most meaningful
  - Activity list: 700 characters plus 1325 characters for most meaningful
  - Activity list: 700 characters plus 1325 characters for most meaningful
SECONDARY PERSONAL STATEMENTS

Again, REMEMBER:
The audience is smarter, has more medical knowledge, and knows what is like to be a physician.
Secondary Personal Statement

- **Research** the school you are writing for.

- Understand the topic/questions well.

- DO NOT summarize what you wrote in the 15 activities list

- DO NOT repeat what you wrote in the primary personal statement
Pay Attention to Details!!!

- Composition
- Grammar
- Spelling
- Punctuation

Get Feedback

Have some people you can trust (professor, doctor, medical student, parent, advisor, Writing Center tutor, etc.) read your essay and offer feedback. Do not ask too many people to read.

Alot is not a word.
You don't write alittle,
abunch, acantaloupe,
or aporkchop.
So don't write alot.
Recommendation Letters
Letter Services Types

AMCAS:
- MD schools ONLY

AACOMAS:
- DO schools ONLY

INTERFOLIO:
- More than one application service
  - (MD & DO, DO & TMDSAS (Texas), MD & Texas, etc)
- Outside the US, e.g., the Caribbean
Types of letters you need

Usually need to submit at least 3 letters.

1. Academic Professor (usually science)
2. Any Professor
3. Mentoring Letter (any supervisor or mentor of your choice)

- You can upload up to 10 different letters on AMCAS application.

- You can send more than what is required, but most likely, medical schools will not read extra letters.
AMCAS Letter Service

- Visit the [AMCAS website](#) to learn more about the entire process of AMCAS Letter Service.

- Choose "**Individual Letters**" if you are applying for only MD schools.
  - If you are applying for both MD and DO, choose *Letter Packet*.
  - If you are applying for only DO, choose *Letter Packet*

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

*PPA office does NOT offer a committee letter. You need to substitute your committee letter with individual letters. Refer to each school’s website for more information.*
How to request LOR

- Contact your professors and supervisors
- Provide as much information as possible
- Give at least 4 weeks notice
- Get their business card
- Input their information as soon as you have access to Application Services (AMCAS, TMDSAS, AACOMAS)

FOLLOW UP!!!
Advice from PPA Office

- PPA advisors review your AMCAS and Secondary Applications. **Send your drafts to your advisor!**

- PPA advisors do mock interviews for both MMI & traditional. (We may not be able to accommodate for both for each student due to limited resources and time.)

- See your advisor **more frequently** than before, during the application cycle.

- **DO NOT STOP** extracurricular activities after you submit your applications!!!
Questions?
ppa@advising.utah.edu