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 4:** AMCAS application opens online
- **May 5:** AACOMAS application opens online
- **May 28:** AMCAS: Open for Submission
  - June 26: Processed Applications released to medical schools
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.
AMCAS Website

www.aamc.org/students/applying/amcas/
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...

2020 AMCAS® Application Fees

AMCAS® Processing Fee: $170 (includes one medical school designation). Additional medical school designations: $40 each.

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.

2021 AMCAS® Applicant Guide

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

www.aamc.org/students/applying/amcas/
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**

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.

ORDER YOUR TRANSCRIPT ONLINE

(Lookup your uNID | Reset your 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

<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>, <a href="mailto:shpep@aamc.org">shpep@aamc.org</a>, <a href="mailto:transcripts@aamc.org">transcripts@aamc.org</a></td>
<td>Washington, DC, US</td>
</tr>
</tbody>
</table>

Not finding your destination?
Not finding your destination?
Not finding your destination?
Not finding your destination?
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

- 700 characters each (including spaces)
- Most Meaningful: 700 plus 1325 for most meaningful description

- 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)
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

- 700 characters (including spaces)

- 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 can be listed in the secondary applications.
15 Activities *(source: AMCAS)*

**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
Example (most meaningful)

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>Contact Email:</td>
<td>Dixon Girls Leadership Forum</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>Salt Lake City / UT / United States</td>
</tr>
<tr>
<td>City / State / Country:</td>
<td>Dixon Girls Leadership Forum</td>
</tr>
<tr>
<td>Experience Description:</td>
<td>Dixon Girls Leadership Forums encourage girls to be leadership forums, teaching lessons in communication, group dynamics, and problem solving. My responsibilities included creating the curriculum, planning events, and managing volunteers, and mentoring the girls. I was a participant in this program from 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 Dixon Girls Leadership to help with the administration of Utah threads. I helped bring in new girls who may not have been interested in the program before.</td>
</tr>
<tr>
<td>Most Meaningful Experience Remarks:</td>
<td></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>

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

**Experience Type:** Physician Shadowing/Clinical Observation  
**Experience Name:** Physician Shadowing  
**Contact Name & Title:** Pediatrician  
**Organization Name:** / UT / United States of America  
**City / State / Country:**  
**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.

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**Experience Type:** Physician Shadowing/Clinical Observation  
**Experience Name:** Physician Shadowing in Hospital/Acute Care and Clinics  
**Contact Name & Title:** MD, Family Medicine  
**Organization Name:** Various physicians  
**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. 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.
**Physician Shadowing Example 2**

<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>Dates:</td>
<td></td>
</tr>
<tr>
<td>01/2012 - 01/2012</td>
<td>Total Hours: 5</td>
</tr>
<tr>
<td>05/2012 - 05/2012</td>
<td>Total Hours: 9</td>
</tr>
<tr>
<td>10/2012 - 01/2013</td>
<td>Total Hours: 35</td>
</tr>
<tr>
<td>06/2013 - 06/2013</td>
<td>Total Hours: 5</td>
</tr>
</tbody>
</table>

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

**Contact Email:** [Redacted]

**Organization Name:** 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] 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.

**Most Meaningful Experience:** 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 healthy eating habits with a teenage girl. Every day, she makes a huge positive impact in each of her patients’ lives.

This experience (as well as the other shadowing experiences) really helped me because it made me even more sure that this is what I want to do with my life. It helped reassure me that despite the years of grueling training, it is possible to be a very kind and compassionate physician. Dr. [Redacted] also helped me realize that it is possible to successfully balance the roles of good mother and good physician.

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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.
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.
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](https://www.amcas.org) to learn more about the entire process of AMCAS Letter Service.

- Choose “**Individual Letters**” if you are applying for only MD schools.

- **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!!!
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?

Read the AMCAS Applicant Guide (instruction manual)

Email Us: ppa@advising.utah.edu

Schedule an appointment with a PreProfessional Advisor!
https://advising.utah.edu/preprofessional/ppa-advising.php