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

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 2, 2023)

Late May/Early June:
AMCAS opens for submission (May 30, 2023)

Late June:
Processed AMCAS applications released to medical schools (June 30, 2023)
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

Connect with AMCAS®

@AMCASinfo

AMCASinfo

Contact AMCAS®

Send us a message.

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

202-828-0800

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

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.

https://students-residents.aamc.org/applying-medical-school-amcas/applying-medical-school-amcas
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 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)
Order Your Official Transcript

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

http://registrar.utah.edu/transcripts/order-transcript.php
You can now get your credentials! Here is what is waiting for you at this organization.

- **Order Your Electronic Transcript**
- **Order Your Mailed Transcript**
- **Order Your Local Pick-up Transcript**
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 2024)
- 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

*New to 2024 cycle: Social Justice/Advocacy Experience Type*
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
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!
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.
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>[Redacted]</td>
<td>Contact Phone: [Redacted]</td>
</tr>
<tr>
<td>City / State / Country:</td>
<td>[Redacted] / UT / United States of America</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>
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</table>

<table>
<thead>
<tr>
<th>Experience Type:</th>
<th>Physician Shadowing in Hospital/Acute Care and Clinics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Name:</td>
<td>Physician Shadowing</td>
</tr>
<tr>
<td>Contact Name &amp; Title:</td>
<td>Dr. [Redacted] MD, Family Medicine</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>City / State / Country:</td>
<td>Salt Lake City / UT / United States of America</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]. 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>
</tr>
</tbody>
</table>
Another Option: Most Meaningful

<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>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>Most Meaningful Experience:</td>
<td>Yes</td>
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<tr>
<td>Total Hours:</td>
<td>5</td>
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<td></td>
<td>9</td>
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<tr>
<td></td>
<td>35</td>
</tr>
<tr>
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<td>5</td>
</tr>
<tr>
<td>Contact Name &amp; Title:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Contact Email:</td>
<td></td>
</tr>
<tr>
<td>Organization Name:</td>
<td>Salt Lake City / / United States of America</td>
</tr>
<tr>
<td>City / State / Country:</td>
<td></td>
</tr>
<tr>
<td>Experience Description:</td>
<td>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 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. [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...</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.

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)

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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Suggested PS Approach

From your 15 activities:

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

Personal Statement: 5300 characters

Activity list: 700 characters plus 1325 characters for most meaningful
Personal Statement: 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 or abbreviations.

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 clichés.

Try to avoid jokes.
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
Composition

Spelling

Punctuation

Grammar

Details Matter
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.

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.
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</td>
<td>Not Received</td>
<td></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.)
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](mailto:ppa@advising.utah.edu)  
[ppa.utah.edu](http://ppa.utah.edu)