Prehealth: AMCAS and Credential Service Group Advising Session

Completing the AMCAS Application and submitting a complete Credential Service Account
How does AMCAS work?

- Application Submitted
  - Applicant completes & submits AMCAS application online
  - Applicant pays submission fees (or uses valid Fee Assistance Program benefits)

- Application Processed
  - Applicant arranges for all required official transcripts to be sent to AMCAS
  - AMCAS performs verification of coursework and calculates AMCAS GPAs

- Application Delivered
  - AMCAS distributes verified application to designated med schools
  - AMCAS delivers letters to designated med schools as they are received

aamc.org/advisors
# 2023 Application Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>April 1</td>
<td>2023 AMCAS resources available</td>
</tr>
<tr>
<td>May 3</td>
<td>AMCAS application opens</td>
</tr>
<tr>
<td>May 31</td>
<td>AMCAS application submission begins</td>
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<tr>
<td>June 24</td>
<td>Initial transmission of application data to medical schools</td>
</tr>
<tr>
<td>August 1</td>
<td>Early Decision Program deadline</td>
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<tr>
<td>Sept.-Dec.</td>
<td>Application deadlines</td>
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</tbody>
</table>

*Dates subject to change

## Application Deadlines

- Application must be submitted by 11:59 p.m. ET of the deadline date.
- Transcript deadlines must be received by AMCAS within 14 calendar days of the application deadline date.
- Must be received by August 1 for early decision applicants.
- Visit [www.aamc.org/amcasdeadlines](http://www.aamc.org/amcasdeadlines)

Prehealth Advising recommends you **submit your application by June 30th**, despite the deadlines shown occurring in the fall/winter.
AMCAS Verification Process

Transcripts
- All required official transcripts must be received before an application can join the verification queue
  - AMCAS accepts PDF eTranscripts from approved senders

Processing
- From date of “Ready to Review” application status, about 6 weeks
- Find processing on the AMCAS application sign in page

Link to AMCAS’ Monitoring Your Application Site
https://students-residents.aamc.org/how-apply-medical-school-amcas/monitoring-your-application
### Tentative 2023 Participation

<table>
<thead>
<tr>
<th>Application</th>
<th>152 Schools/Programs</th>
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<tbody>
<tr>
<td>All MD granting schools in the United States with the exception of MD programs at Texas public schools</td>
<td></td>
</tr>
<tr>
<td>AMCAS Letters</td>
<td>151 Schools/Programs</td>
</tr>
<tr>
<td>Criminal Background Checks</td>
<td>126 Schools/Programs</td>
</tr>
</tbody>
</table>

**2023 AMCAS Application Fees:**
- $170 processing fee (includes one school designation)
- $43 for each additional school

aamc.org/amcas
AAMC PREview™ Exam

• The AAMC PREview™ professional readiness exam is formerly the AAMC Situational Judgment Test
• Several U.S. medical schools will accept AAMC PREview™ professional readiness exam scores for the AMCAS 2023 cycle
• Registration is OPEN!
aamc.org/preview

List of Participating Schools: https://students-residents.aamc.org/aamc-preview/participating-medical-schools
Application Sections

1. Identifying Information
2. Schools Attended
3. Biographic Information
4. Coursework
5. Work and Activities
6. Letters of Evaluation
7. Medical Schools
8. Essays
9. Standardized Tests
Schools Attended & Transcripts
AMCAS Overview Part 1
Things to Remember:

- Enter any schools where you received college credit. This includes dual enrollment in high school and summer courses.

- For non-MIT schools, you will indicate that you aren’t expecting a degree.

- We will not send out your COPA Letter if the Advisor Release is not authorized.
Transcripts are required for all US college level courses.

Request your transcript from MIT Registrar’s Office to be mailed to AMCAS — instructions [here](#).

Currently, MIT is **NOT** an approved sender for electronic transcripts to AMCAS. You **must** request a paper copy to be mailed.
AMCAS Transcript Request Form

- All applicants must create and save/print the Transcript Request Form.
- Paper transcripts should be mailed to AMCAS along with the Transcript Request Form.
- AMCAS will have difficulties matching applicants to official transcripts that are not accompanied by the AMCAS Transcript Request Form.
- This form ensures that your transcript is matched with your application and provides a more efficient processing.

[https://students-residents.aamc.org/how-apply-medical-school-amcas/section-4-amcas-application-coursework](https://students-residents.aamc.org/how-apply-medical-school-amcas/section-4-amcas-application-coursework)
AMCAS Transcript Request Form

- This is a sample AMCAS Transcript Request Form.
- The Registrar will package this form with your transcript.

https://students-residents.aamc.org/how-apply-medical-school-amcas/section-4-amcas-application-coursework
If you cross registered at Harvard through cross registration, you do not need to request a transcript from Harvard since the coursework appears on your MIT transcript.

If you have taken courses at a foreign institution, please work with MIT Prehealth Advising to make sure you are entering this coursework correctly.

https://students-residents.aamc.org/how-apply-medical-school-amcas/section-4-amcas-application-coursework
Did you Study Abroad?

Review AMCAS Application Guide
https://students-residents.aamc.org/media/11616/download

- p. 17 lists American Colleges overseas that NOT considered foreign institutions, therefore they require transcripts

- p. 42, 43 shows how to enter overseas and study abroad coursework based on program type

When Entering Foreign Institutions:
- Select the country in which the school is located and the school name from the designated drop down lists.

- If your school(s) is not listed, select OTHER (no listed).
Requesting a Transcript from the Registrar

Reminder: the Registrar will only send paper transcripts to AMCAS. MIT is not an approved sender for electronic transcripts to AMCAS.

1) Paper copies can either be mailed standard shipping (USPS) or express shipping (FedEx, UPS, etc.). Please remember to use the correct mailing address (see right) when requesting either standard or express.
   ▪ Standard shipping can be sent to AMCAS’ P.O. Box.
   ▪ Express shipping can only be sent to AMCAS’ physical address.

2) Upload a copy of the AMCAS Pre-barcoded Transcript Request Form with your request from the Registrar. All mailed transcripts must include this form to allow AMCAS match the transcript(s) to your application and year.

3) Registrar staff are still working remotely with varied access to campus. Given this, we recommend requesting transcripts sooner than later.

*Please find additional slides and instructions on the following pages.
Requesting a Transcript from the Registrar

- Visit the Registrar’s website [here](#)
- Juniors will select *hold for spring grades*
- Seniors will select *hold for degree*
## Requesting a Transcript from the Registrar

<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
<td>Mailing Name:</td>
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<td>Mailing Address 1:</td>
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<tr>
<td>P.O. Box 57326</td>
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<td>Mailing Address 2:</td>
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<td>Mailing State:</td>
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<tr>
<td>Mailing Zipcode:</td>
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<tr>
<td>Mailing Country:</td>
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<tr>
<td>Phone Number:</td>
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</table>

**Use the address below for Express Shipping**

**Expedited Mail Service (Priority Mail, FedEx, UPS, or DHL):**

AMCAS, Attn: Transcripts  
AAMC Medical School Application Services  
655 K Street, N.W. Suite  
Washington, DC 20001
**Attach AMCAS Transcript Request Form**

**Order Options**

<table>
<thead>
<tr>
<th>Handling Charge</th>
<th>Determined at Checkout</th>
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<tbody>
<tr>
<td>Processing Time</td>
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<td>Mailing Method</td>
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<tr>
<td>CME</td>
<td>No</td>
</tr>
<tr>
<td>Attachment (Optional)</td>
<td>Choose File, No file chosen</td>
</tr>
<tr>
<td>Special Instructions (Optional)</td>
<td></td>
</tr>
</tbody>
</table>

**Current Students Should Select:**

- Hold for Degree if graduating in 2022
- Hold for Grades if graduating in 2023

This ensures your transcripts are sent with your spring grades included.
AMCAS Resources

2023 AMCAS Application Guide for Applicants
https://students-residents.aamc.org/media/11616/download

Prehealth Advising AMCAS FAQ Page
https://capd.mit.edu/complete-the-amcas-application/

AMCAS Support Staff
Email: amcas@aamc.org | Phone: 202-828-0600

Monday - Friday, 9 am - 7 pm ET Closed
Wednesday, 3 - 5 pm ET

Twitter: @amcasinfo | Facebook: AMCASinfo
Entering Coursework
AMCAS Overview Part 2

✓ Semester Designation
✓ Course Classifications
✓ Special Course Types
Requesting a Transcript from the Registrar

Enter coursework **EXACTLY AS IT APPEARS ON YOUR TRANSCRIPT!**

- If you were granted a "P" grade, then enter "P" in the grade space
- If the class was worth 12 units, then enter 12 in the credit hour space
- If you took UROP for credit, enter the UROP exactly as it appears on your transcript
MIT's semester description is 4-1-4:

- 4 months in the Fall,
- 1 month during the winter break
- 4 months in the Spring.
**Applicants are responsible for “classifying” their own coursework.**

Physics – 8.01 and 8.02
- Physics courses are combined lecture & lab as they are taught in the TEAL format

Special Course Type Examples:
- CLEP for ASE’s
- Pass/Fail for first-year fall grades
- Advanced Placement for AP credit

AMCAS Course Classification Guide pdf
p. 29, 30, and 31 of AMCAS Applicant Guide

FAQ - https://capd.mit.edu/complete-the-amcas-application/
How are MIT courses structured?

Generally, MIT’s classes are separated by lecture & lab which provides more time to cover the same material covered in 2 semesters in a condensed format.

**BIOLOGY**

1 semester of Intro Bio *(7.01X)* counts for 2 semesters of Intro Bio required by med schools, as lecture and lab are taught separately at MIT.

1 semester of Bio Lab *(7.02, 9.12, 10.702, or 20.109)* counts for 2 semesters of biology lab required by med schools, as lecture and lab are taught separately at MIT.

**CHEMISTRY**

1 semester of Gen Chem at MIT *(5.111, 5.112, or 3.091)* counts for 2 semesters of Gen Chem required by med schools, as lecture and lab are taught separately at MIT.

1 semester of Chem Lab at MIT *(5.310 or 5.35)* counts for the 2 semesters of Gen Chem lab *AND* 2 semesters of Orgo Lab required by med schools, as lecture and lab are taught separately at MIT.

**PHYSICS 8.01 AND 8.02** – physics courses are combined lecture & lab as they are taught in the TEAL format
AMCAS Application Course Classification Guide

The following guide provides examples of how courses are often categorized. Please select course classifications based on the primary content of the course.

In the case of interdisciplinary courses where two or more subject matters are combined into one course, refer to the description of the course on your school's website or consult with your Pre-Health Adviser to choose the most appropriate course classification.

Biology (Biol)
- Anatomy
- Biochemistry
- Biophysics
- Biotechnology
- Botany
- Cell Biology
- Ecology
- Genetics
- Histology
- Immunology
- Microbiology
- Molecular Biology
- Neuroscience
- Physiology
- Zoology

Chemistry (Chem)
- Biochemistry
- Chemistry
- Physical Chemistry
- Thermodynamics

Physics (Phys)
- Astronomy
- Physics

Mathematics (Math)
- Applied Mathematics
- Biostatistics
- Mathematics
- Statistics

Behavioral & Social Sciences (BESS)
- Anthropology
- Economics
- Family Studies
- Psychology
- Sociology

Business (BSSI)
- Accounting
- Finance
- Human Resources Studies
- Management
- Marketing
- Organizational Studies

Communications (COMM)
- Journalism
- Media Production & Studies
- TV, Video & Audio

Computer Science & Technology (COMP)
- Computer Science
- Computer Engineering
- Information Systems
- Telecommunications

Education (EDUC)
- Counseling & Personnel Services
- Curriculum & Instruction
- Educational Administration
- Educational Policy
- Health Education
- Human Development
- Physical Education (Health Education)
- Special Education

Engineering (ENGI)
- Aerospace Engineering
- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Electrical Engineering
- Environmental Engineering
- Nuclear Engineering

English Language & Literature (ENG)
- Composition & Rhetoric
- Creative Writing
- Literature

Fine Arts (ARTS)
- Art
- Art History
- Dance
- Fine Arts
- Music
- Photography
- Theatre

Foreign Languages, Linguistics, & Literature (FLAN)
- American Sign Language
- Comparative Literature
- Foreign Languages
- Linguistics

Government, Political Science, & Law (GDST)
- Crimeology & Criminal Justice
- Government
- International Relations & Studies
- Law/Legal Studies
- Political Science
- Public Affairs & Policy
- Urban Policy & Planning

Health Sciences (HEAL)
- Allied Health
- Chiropractic
- Dentistry
- Hearing & Speech Studies
- Hospital Administration
- Kinesiology
- Nursing
- Nutrition
- Occupational Therapy
- Osteopathy
- Optometry
- Osteopathy
- Physical Therapy
- Physician Assistant

History (HIST)
- History

Natural & Physical Sciences (NPSC)
- Agriculture
- Animal & Avian Sciences
- Environmental Science & Policy
- Forestry
- Geography
- Geology
- Horticulture
- Landscape Architecture
- Meteorology
- Natural Resources
- Oceanography

Other (OTHR)
- (All courses that do not fit sympathetically in another classification)
- Architecture
- Library Science
- Military Science
- Sports Science, etc.

Philosophy & Religion (PHIL)
- Ethics
- Logic
- Philosophy
- Religion
- Theology

Special Studies (SSTU)
- Asian-American Studies
- American Studies
- Gender Studies

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15 Slots To Describe...

- Teaching/Tutoring
- Research
- Community Service/Volunteer (medical)
- Community service/Volunteer (non-medical)
- Physician Shadowing
- Paid Employment
- Publications
- Honors/Awards
- Leadership
- Artistic Endeavors
Entering Your Activities

- **Repeated Experiences**: If you participated in an experience more than once, click “yes” next to “Repeated?” and list the additional terms of participation.

- **Anticipated Hours**: You can add anticipated hours, if you will complete any additional hours for an experience. The start date must be the current month and year or later and the latest end date an applicant can select is August 2023.

- **You will need to add a contact name for each experience.**
  - Consider former exec., alumni for student clubs
  - For shadowing, choose the physician you the best and/or shadowed the most frequently
  - It is our experience medical schools will not contact this person but it is possible.
Tips for Completing your Activities Section

Write brief descriptions using strong resume action verbs OR more narrative writing

- **Regardless of the approach, ensure your writing highlights these:**
  a) How much time you dedicated to a given activity?
  b) What your responsibilities or specific accomplishments were
  c) The impact you made on a given activity/experience
  d) The qualities you demonstrated — refer to the AAMC competency

- **Another approach to writing your activities section is focusing on:**
  a) Time spent
  b) Responsibilities and Accomplishments
  c) Impact
  d) Qualities Demonstrated
  e) Lessons learned and Growth
Sample Narrative Style

Experience Name: Intramural Soccer – Tier 1
Start and End Date: Fall 2021 – December 2021
Avg. Hrs. per week: 8
Organization: ABC University Intramural Soccer Clinic
Contact & Title: Team Lead; 617-888-1234

Experience Description:
As a competitive soccer player in my youth, I embraced intramural soccer at ABC Univ, competing in the highest tier. In 2021, thanks to an excellent team showing, we won the league championship and I was named top Defender. At the start of our season, we were all strangers. However, I took the initiative to organize weekly meet-ups outside of practice to build camaraderie, which in turn helped develop teamwork on the soccer field. Moreover, soccer is my greatest tool for relaxation & building camaraderie. It’s a perfect complement to the discipline and commitment I bring to my academics and having the time to destress allows me the calm concentration I need to perform effectively in classes.

Character Count: 700 (maximum 700)
Experience Name: Summer Camp Counselor
Start and End Date: June 2021 - August 2021
Avg. Hrs. per week: 35
Organization: Independence Township Parks and Recreation
Contact & Title: Camper, Volunteer Coordinator

Experience Description:
Supervised 30 middle school age summer campers. Coordinated daily activities to entertain and develop camper skills such as craft projects, sporting events, etc. Facilitated weekly information sessions on topics such as: healthy eating, communicating with friends and family, and conflict resolution to foster positive behaviors and attitudes. Collaborated with other counselors to ensure the safety of all campers, and served on various teams such as First Aid Response and Counseling Support Services. Communicated with parents and contributed to a weekly newsletter. Maintained communication with camp director on issues requiring attention beyond a counselor’s responsibility.

Character Count: 686 (maximum 700)
Consider PAR statements

**Problem**
- Summarizes the background; where/what?

**Action**
- What did you do?
- What are the personal strengths that enabled you to take action?

**Result**
- What was the impact you had?
- What were your measurable contributions?
Use a list of resume action verbs and the categories listed to help you identify the skillsets and qualities demonstrated in each experience.
Experience Name: Summer Camp Counselor
Start and End Date: June 2021 - August 2021
Avg. Hrs. per week: 35
Organization: Independence Township Parks and Recreation
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Character Count: 686 (maximum 700)
WHY this is a most meaningful experience

- Ask yourself these questions when deciding on which to choose:
  - What are the activities where you’ve grown the most?
  - Did any of the activities expose you to people much different than yourself?
  - Which activities taught you a new and valuable skillset(s)?
  - Which activities have impacted your medical interests?
  - Was there a major accomplishment within an activity?
  - Does it connect back to your culture and/or lived experience?

- Strategically, consider having a clinical and/or volunteer experience as a most meaningful; research for MD-PhD

- Once chosen, consider writing down 3-4 reasons this activity was most meaningful

- The Description should be more task focused and the Summary is a discussion of it’s meaningfulness
Tips for Completing your Activities Section

✓ Focus on your college years and beyond
✓ Remember to proofread!
✓ Don’t feel compelled to use all 15 spaces.
✓ Quality matters more than quantity!
✓ Your activities section should not simply state what you did and your tasks
✓ Be mindful that medical schools are trying to determine how you have tested out your decision of pursuing medicine
✓ Be authentic and genuine!
Activities Section Resources

- 2023 Work & Activities Guide for Applicants *newly update*
  https://students-residents.aamc.org/media/13376/download?attachment

- p. 47 of the [AMCAS Applicant Guide](https://students-residents.aamc.org/media/13376/download?attachment)
Letters of Recommendation

AMCAS Overview Part 4
Letters of Evaluation

Submission Methods:

- AMCAS Letter Writer Application
- Interfolio

Medical schools receive letters electronically, on a rolling basis after an application is verified

aamc.org/amcasletters
Letter Writer Guidelines

Guidelines for Writing a Letter of Evaluation for a Medical School Applicant

Thank you for agreeing to write a letter of evaluation for a medical school applicant!

The guidelines are intended to enhance the letter-writing process by providing a general framework of best practices and relevant content for letter writers to follow. They are optional and can be applied to both individual and committee letters.

Guidelines

1. Provide an accurate assessment of the applicant’s suitability for medical school rather than advocate for the applicant.

2. Briefly explain your relationship with the applicant:
   - How long have you known the applicant?
   - In what capacity have you interacted (e.g., faculty, premedical advisor, supervisor)?
   - Are your observations of the applicant direct or indirect?

3. Quality of information is more important than letter length. Focus on the applicant rather than details of the lab, course, assignment, job, or institution.

4. Only include information on grades, GPA, or MCAT scores if you also provide context to help interpret them. Grades, GPA, and MCAT scores are available within the application.

Ask your letter writer to visit aamc.org/advisors to access the Guidelines for Writing a Letter of Evaluation for a Medical School Applicant.
AMCAS Letter Request Form

Allows us to submit your committee letter with your additional individual letters together.

- Enter Aleshia Carlsen-Bryan as the primary contact/author
- Include the address below:

  TO:
  MS Aleshia Carlsen-Bryan
  Massachusetts Institute of Technology
  77 Massachusetts Avenue
  E17-294
  Cambridge, MA 02139
  United States of America (the)

- Upload this form to your Credential Service account under #7: Test Scores & Required Documents
- We cannot upload your committee & rec letters without this form because it contacts your unique AMCAS ID & Letter ID
- Alumni that have submitted their Credential Services account can add this form
- **Make sure to have selected the Advisor Release in AMCAS under “Add College”**
Submitting Your Credential Service Account

✓ You can ONLY submit your account once ALL of your recommenders have uploaded their letters.

✓ We do not expect you to submit the most final version of your personal statement(s)

✓ Have your Prehealth Questionnaire & Resume be in the most up-to-date form when you submit

✓ We submit Committee Letters in the order that we receive completed Credential Service Accounts

✓ We cannot submit your letters without the AMCAS Letter Request Form and until you have selected the Advisor Release
Thank you for attending!

Questions???