Prehealth: AMCAS and Credential Service Group Advising Session
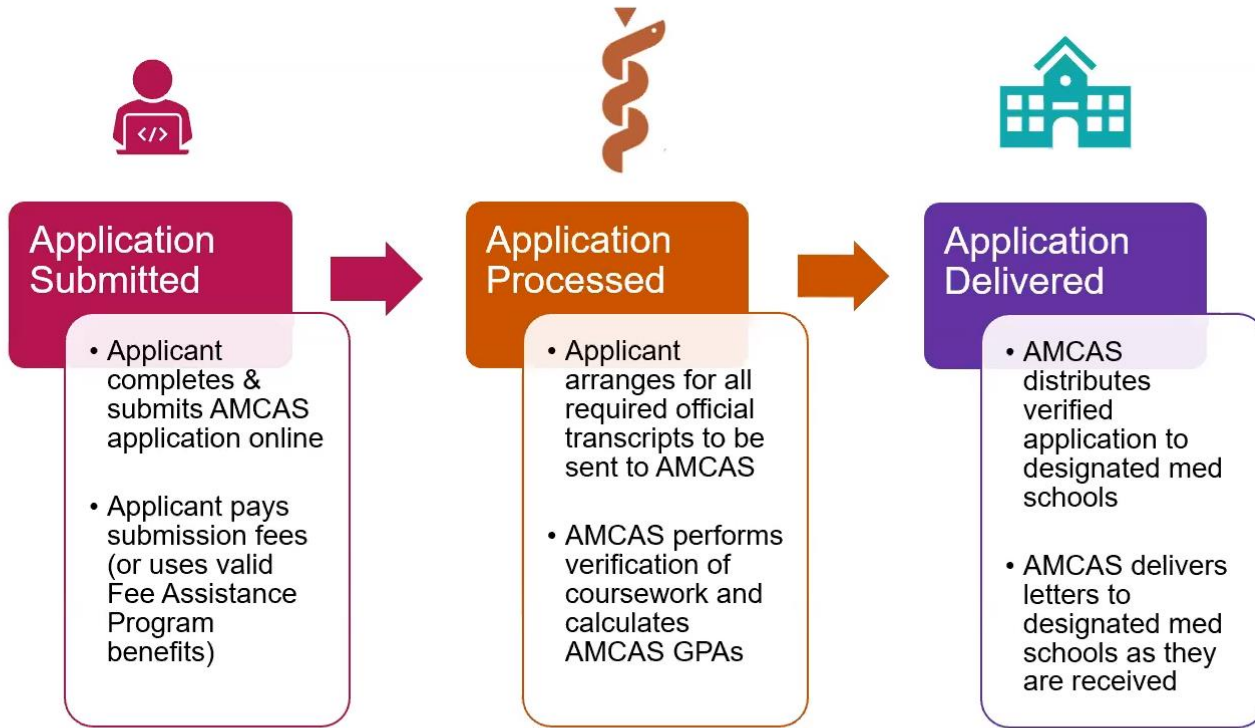
Completing the AMCAS Application and submitting a complete Credential Service Account

MIT | Career Advising & Professional Development | Prehealth Advising

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

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2023 Application Dates

Date*	Event
April 1	2023 AMCAS resources available
May 3	AMCAS application opens
May 31	AMCAS application submission begins
June 24	Initial transmission of application data to medical schools
August 1	Early Decision Program deadline
Sept.-Dec.	Application deadlines

*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

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

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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
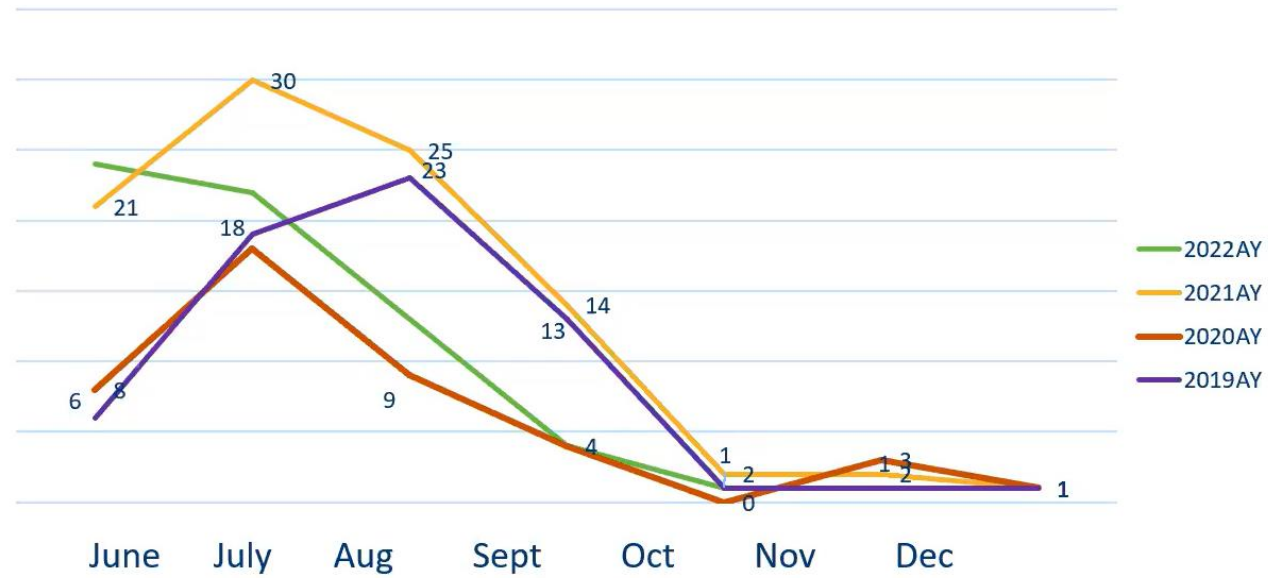- Find processing on the AMCAS application sign in page

All official transcripts received

Application Submitted

"Ready for Review" Status

Verification Queue
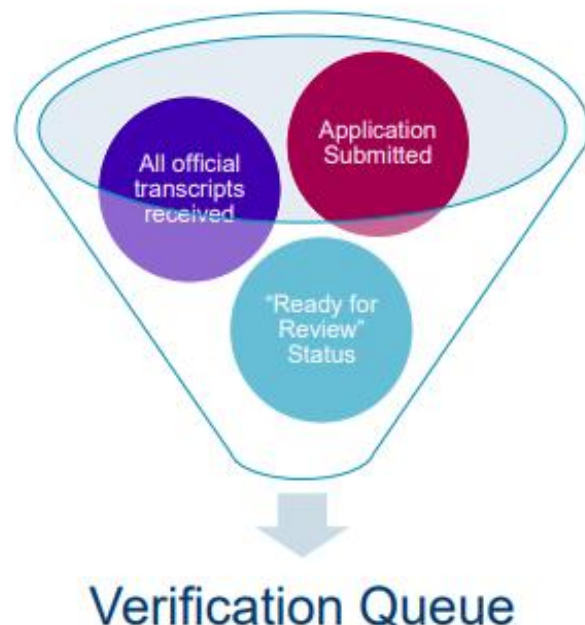
Link to AMCAS' Monitoring Your Application Site
https://students-residents.aamc.org/how-apply-medical-school-amcas/monitoring-your-application

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AMCAS Verification

2023 AMCAS Participation

Tentative 2023 Participation	
Application	152 Schools/Programs All MD granting schools in the United States with the exception of MD programs at Texas public schools
AMCAS Letters	151 Schools/Programs
Criminal Background Checks	126 Schools/Programs

2023 AMCAS Application Fees:

- $170 processing fee (includes one school designation)
- $43 for each additional school
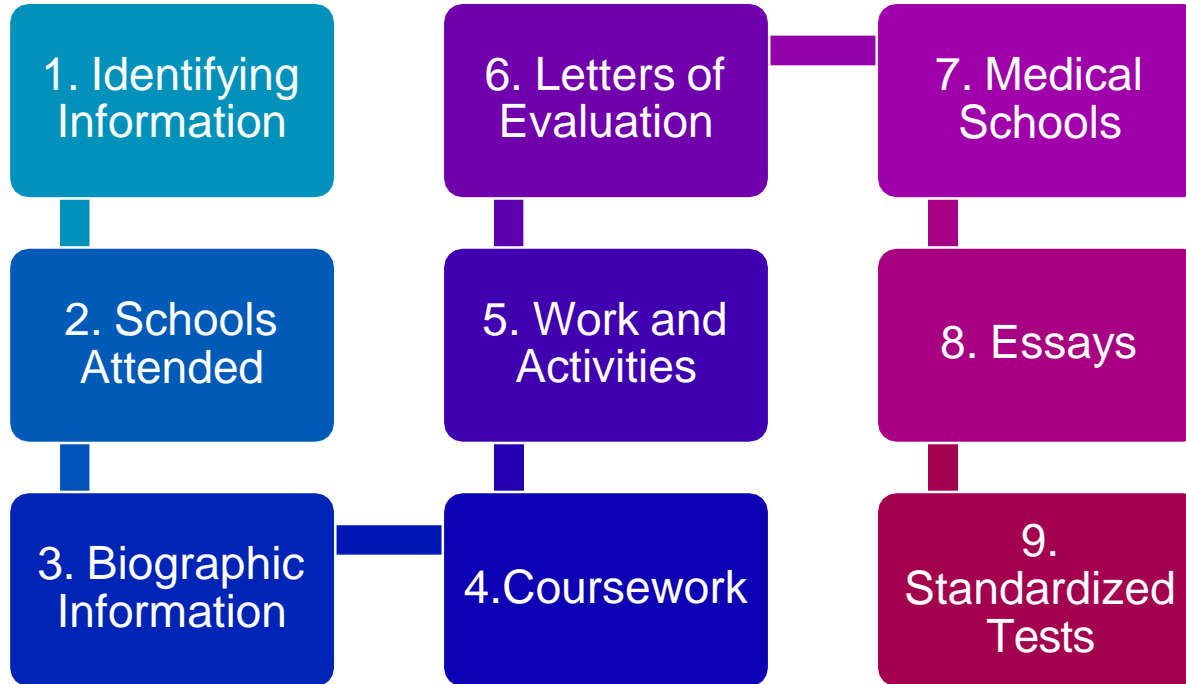
aamc.org/amcas

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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

PRE-PROFESSIONALISM

- Service Orientation
- Social Skills
- Cultural Competence
- Teamwork
- Ethical Responsibility to Self and Others
- Resilience and Adaptability
- Reliability and Dependability
- Capacity for Improvement

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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

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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

⚠ Required official transcripts must be sent to AMCAS from the Registrar's Office at each school you have attended. Use the Transcript Request Form to provide the Registrar with the information necessary for sending your transcript to AMCAS.
LEARN MORE ABOUT TRANSCRIPT IDS.

☑ I understand that I must have my schools send my transcripts. *

Massachusetts Institute of Technology

- Dates of Attendance: September 2004 to May 2008
- Transcript ID:9069797

CREATE TRANSCRIPT REQUEST FORM

➤ 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

AAMC

Akunna Rosser

AMCAS TRANSCRIPT REQUEST
△△△For AMCAS 2023 applications only△△△

TO: Office of the Registrar
                             Massachusetts Institute of Technology
                             77 Massachusetts Avenue
                             Cambridge Massachusetts 02139
                             United States of America (the)

Dear Registrar:

I hereby request that you forward my official transcript to the American Medical College Application Service (AMCAS). AMCAS accepts PDF eTranscripts from approved senders. Please visit www.aamc.org/amcasregistrars to learn how to become an approved sender. For those schools not yet approved to send PDF eTranscripts, please attach this form and mail my transcript(s) to the address below.

Last Name:	Rosser	Mail Paper Transcripts to:
First/Middle Name:	Akunna	AMCAS, Attn: Transcripts
DOB:	12/14/1982	AAMC Medical School Application Services
Dates Attended:	09/2004 - 05/2008	P.O. Box 57326
Alternate Name(s):	Akunna Adisa Rosser	Washington, DC 20037
Degree Earned:		

ATTENTION APPLICANT:
- *These IDs are only used when requesting a PDF eTranscript from an approved sender. If your registrar's office does not require the Transcript ID, they are not yet an approved sender of eTranscripts with AMCAS.*
- *Transcripts are not accepted via e-mail.*

AAMC ID: 14352569
Transcript ID: 9069797
- *Providing the registrar with the Transcript ID AMCAS has assigned to another one of your schools will delay processing of your application.*

_____   _____
Applicant Signature   Date

Please enclose this form with the applicant's official transcript(s) when mailed to AMCAS.

A transcript will be rejected and possibly returned by AMCAS under any of the following conditions:

- The Registrar's seal and/or signature is missing.
- The transcript is stamped "Issued to Student" or "Student Copy" etc.
- The official transcript was received directly from the student.
- The official transcript is for the wrong student, or the name on the transcript differs from that on this transcript request form.
- The official transcript is illegible.
- A PDF eTranscript was sent by an institution not approved to send AMCAS electronic transcripts.

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

AMCAS Transcript Request Form

- 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.

Standard Mail Service:

AMCAS, Attn: Transcripts

AAMC Medical School Application Services

P.O. Box 57326

Washington, DC 20037

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

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

Address

Mailing Name: *	AMCAS Attn: Transcripts
	(Institution, Building, Person, etc.)
Mailing Address 1: *	AAMC Medical School Application Services
	(Extra information use Mailing Address 2 and 3)
Mailing Address 2:	P.O. Box 57326
Mailing Address 3:	
Mailing City: *	Washington D.C.
	* *(Military Addresses: enter APO, DPO, or FPO)*
Mailing State: *	Please select ...
Mailing Zipcode: *	20037
Mailing Country: *	United States
Phone Number: *	202-828-0600

Enter the AMCAS Address, which is found on the AMCAS Transcript Request Form
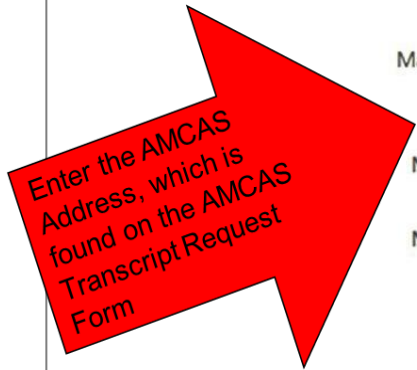
**Use the address below for Express Shipping

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

Handling Charge	Determined at Checkout	
Processing Time ❓	**Now**	**Hold for Degree** **Hold for Grades**
	Holds are for current term only	
Mailing Method	Standard (USPS)	
CME ❓	**No** Yes	
	Did you participate in the Cambridge-MIT Exchange Program?	
Attachment (Optional)	Choose File No file chosen	
	Upload supporting document	
Special Instructions (Optional)		
Quantity:	1 * (Max: 10)	

Upload AMCAS Transcript Request Form

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

Twiter: @amcasinfo | **Facebook**: AMCASinfo

✓ Semester Designation
✓ Course Classifications
✓ Special Course Types

Entering Coursework
AMCAS Overview Part 2

Requesting a Transcript from the Registrar

Course Work

You must enter all of the courses you took at each school. Prior to entering your coursework, you are encouraged to watch some brief tutorials that will guide you through the process of entering your coursework. Click on the links below to learn about the process of entering coursework:

▶ Watch Basic Coursework Tutorial
▶ Watch AP Coursework/Credit Tutorial
▶ Watch Current and Future Coursework Tutorial (where you have not yet earned a grade)
▶ Watch Study Abroad Coursework Tutorial

Please review additional information about coursework in the AMCAS Applicant Guide.

ℹ️ If you do not need to enter coursework for any of your schools attended, please select None for the applicable school(s). In order for AMCAS to process your application, all required coursework must be entered. Please refer to the AMCAS Applicant Guide for more information about entering coursework.

Massachusetts Institute of Technology
September 2015 - June 2019
Courses (0)
Please enter all of your course work for Massachusetts Institute of Technology. *

+Add Course   None

Harvard University
January 2016 - May 2016
Courses (0)
Please enter all of your course work for Harvard University. *

+Add Course   None

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

Entering MIT Coursework

MIT's semester description is 4-1-4:

- 4 months in the Fall,
- 1 month during the winter break
- 4 months in the Spring.

Entering MIT Coursework

Year in School *
| Freshman | × | ▾ |

Course Number
| 8.01 |

Course Name *
| Physics I |

Course Classification *
| Physics | × | ▾ |

ℹ️ Although an asterisk does not appear next to Transcript Grade and Credit Hours indicating these fields are required, you must complete these fields if the information appears on your official transcript.

In certain cases, it may be appropriate to leave these fields blank. Please review the coursework section of the AMCAS Applicant Guide for more information. Failure to include required grades and credit hours may result in application processing delays, missed deadlines, and lost application fees. Please contact the AAMC Services Contact Center if you have any questions: (202) 828-0600, amcas@aamc.org.

Credit Hours
| 12 | ▴▾ |

Transcript Grade
| P |

Did the course include a lab section? *
- ○ Lecture Only
- ○ Lab Only
- ◉ Combined Lecture and Lab

Special Course Types

- ☐ Advance Placement
- ☐ CLEP
- ☐ Deferred Grade
- ☐ Honors
- ☐ Intl Baccalaureate
- ☐ No Record
- ☐ Repeat
- ☐ Audit
- ☐ Current/Future
- ☐ Exempt
- ☐ Incomplete
- ☐ Military Credit
- ☑ Pass/Fail
- ☐ Withdrawal

**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.

CHEMISTY
   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

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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 Advisor to choose the most appropriate course classification.

Biology (BIOL)
- Anatomy
- Biology
- Biophysics
- Biotechnology
- Botany
- Cell Biology
- Ecology
- Entomology
- 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

☐ Biology-Chemistry-Physics-Math (BCPM) Courses

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

Business (BUSI)
- 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 (Except for sports courses.)
- Special Education

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

English Language & Literature (ENGL)
- 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 Language(s) & Literature
- Linguistics

Government, Political Science, & Law (GOVT)
- Criminology & 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
- Optometry
- Osteopathy
- Physical Therapy
- Physician Assistant

- Public Health
- Pharmacology & Pharmacy
- Sports Medicine
- Veterinary Medicine

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 appropriately in another classification)
- Architecture
- Library Science
- Military Science
- Sports (tennis, golf, aerobics, etc.)

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

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

1

AMCAS Course Classification Guide

https://students-residents.aamc.org/media/7861/download

Activities Section

AMCAS Overview Part 3

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

Add Work/Activities

Experience Type *
Research/Lab

Experience Name *
Reseach Assistant, Langer Lab

ℹ Indicate the total number of hours that you spent completing (or expect to complete) this work experience or activity during the date range that you indicate. If this is a repeated experience, enter the total number of hours for each date range you provide.

Start Date *   End Date *   Total Hours *
January   May   150
2016   2017

Repeated *
● Yes
○ No

Second Start Date *   Second End Date *   Second Total Hours *
September   June   100
2017   2018

Third Start Date   Third End Date   Third Total Hours
Select Month   Select Month
Select Years   Select Years

Fourth Start Date   Fourth End Date   Fourth Total Hours
Select Month   Select Month
Select Years   Select Years

Organization Name
MIT Langer Lab

Country
United States

City   State
Cambridge   Massachusetts

Contact Title *
Dr.

Contact First Name *   Contact Last Name *
Robert   Langer

- **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 <u>OR</u> 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)

Sample Resume Style

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?

CAPD Resume Action Verb List

Use a list of resume action verbs and the categories listed to help you identify the skillsets and qualities demonstrated in each experience.

Action Verbs

Management Skills
Administered
Analyzed
Assigned
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reorganized
Reviewed
Scheduled
Supervised

Communication Skills
Addressed
Arbitrated
Arranged
Authored
Co-authored
Collaborated
Corresponded
Developed
Directed
Drafted
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Proposed
Publicized
Reconciled
Recruited

Spoke
Translated
Wrote

Research Skills
Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Inspired
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systemized

Technical Skills
Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Pinpointed
Programmed
Remodeled
Repaired
Solved

Teaching Skills
Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated

Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Guided
Informed
Instructed
Lectured
Persuaded
Set goals
Stimulated
Taught
Trained

Financial Skills
Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Managed
Planned
Projected
Researched

Creative Skills
Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Illustrated
Instituted
Integrated
Performed
Planned
Proved
Revised

Revitalized
Set up
Shaped
Streamlined
Structured
Tabulated
Validated

Helping Skills
Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Facilitated
Familiarized
Guided
Inspired
Motivated
Participated
Provided
Referred
Rehabilitated
Reinforced
Represented
Supported
Taught
Trained
Verified

Clerical or Detail Skills
Approved
Arranged
Catalogued
Classified
Collected
Compiled
Dispatched
Executed
Filed
Generated
Implemented
Inspected
Monitored
Operated

Ordered
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized

Stronger Verbs for Accomplishments
Accelerated
Achieved
Attained
Completed
Conceived
Convinced
Discovered
Doubled
Effected
Eliminated
Expanded
Expedited
Founded
Improved
Increased
Initiated
Innovated
Introduced
Invented
Launched
Mastered
Originated
Overcame
Overhauled
Pioneered
Reduced
Resolved
Revitalized
Spearheaded
Strengthened
Transformed
Upgraded

Sample

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

How could this description be improved?
- It seems to only list tasks
- It could mention the lessons learned, significance, demonstrated growth, etc.
- The 1st sentence could be combined with another
- "Led" could be included to highlight the leadership tasks & skillset

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)

Writing for your 3 Most Meaningful Experiences

Contact First Name *
Robert

Contact Last Name *
Langer

i (Providing an email address or a phone for your contact is required)

Contact's Phone *
(617) 123-4567

Email Address *
prehealth@mit.edu

Experience Description
Research...something with pipettes. Lots of scientific inquiry.

636 characters left of 700

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.

Working in the Langer Lab offered me an opportunity to combine my interests in biology and engineering in a way I never expected. I made synthetic skin!

1172 characters left of 1325

You have 1325 characters to highlight <u>WHY</u> 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 <u>3-4</u> 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

Letters of Recommendation

AMCAS Overview Part 4

Letters of Evaluation 🚨

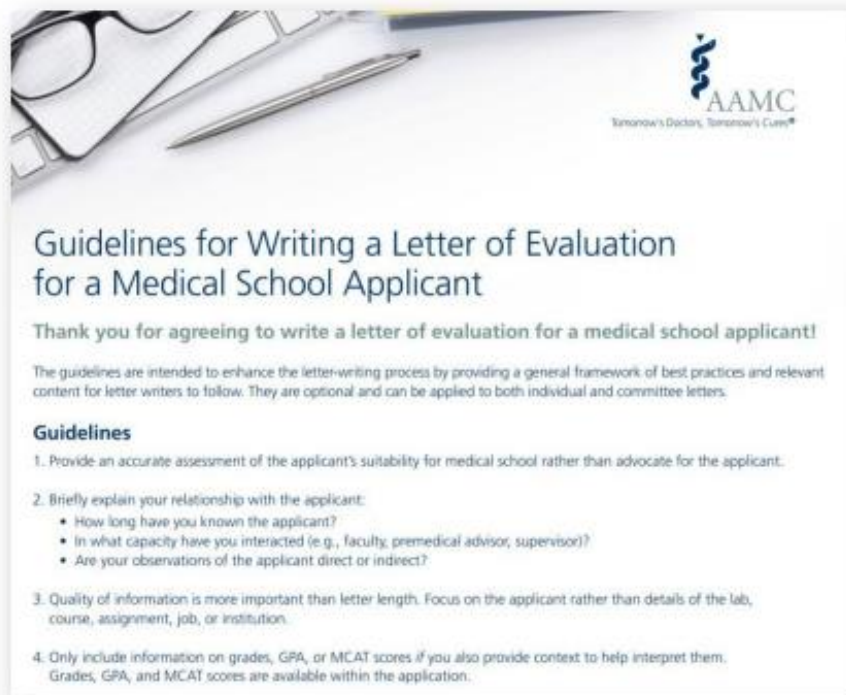Submission Methods:

- AMCAS Letter Writer Application

- Interfolio

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

aamc.org/amcasletters

AAMC

Letter Writer Guidelines

AAMC
Tomorrow's Doctors, Tomorrow's Cures®

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

AAMC

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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"

The image on the left shows the AMCAS Letter Request form:

AMCAS | AAMC
American Medical College Application Service

Akunna Adisa Rosser
393 Norfolk Street
Cambridge, MA 02139
United States of America (the)

AMCAS LETTER REQUEST
May 5, 2022

Letter ID: 10307043

■■ For AMCAS 2022 applications only ■■

AAMC ID: 14352569
Last Name: Rosser
First/Middle Name: Akunna/Adisa
AMCAS Letter ID: 10307043
Letter Type: Committee Letter

Visit www.aamc.org/amcasletters for guidelines on writing letters.

Medical Schools may require your letter(s) to be on official letterhead and include your signature.

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

With this form, I am requesting that you forward my letter of evaluation to the American Medical College Application Service (AMCAS), which collects all letters on behalf of medical schools participating in the AMCAS Letters Service. Below is more information from AMCAS on how to submit the letter.

About AMCAS Letters

The AMCAS Letters Service is a centralized service that allows medical schools to receive all letters of evaluation electronically from AMCAS. This service also allows letter authors to send letters to AMCAS, rather than to individual medical schools (as long as those schools participate in AMCAS Letters).

The AAMC has established a centralized set of guidelines for letter writers. Please be sure to review these guidelines when crafting letters of evaluation.

For more information about this service, the guidelines, and a list of participating schools please visit www.aamc.org/amcasletters.

How to Submit Letters to AMCAS

- AMCAS Letter Writer Application
  Create an account, upload your letter, enter the AAMC ID and Letter ID numbers printed on this form, and you're done. To securely upload a PDF using the AMCAS Letter Writer Application, visit https://services.aamc.org/letterwriter

- Interfolio
  AMCAS can collect letters sent using Interfolio if the student requesting this letter is an Interfolio user or your institution/organization uses Interfolio to deliver letters of evaluation.

For more information about AMCAS, visit www.aamc.org/amcas.

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???