Completing the AMCAS Application and submitting a complete Credential Service Account
Topics Discussed in Today’s Presentation

- Submitting Credential Services Account (e.g. RDF, AMCAS Letter Request Form, etc.)
- The AMCAS application
- Letters of Recommendations in AMCAS
- Requesting a Transcript
- Entering Coursework
- Completing your Activities Section
Submitting your Credential Services Account
Submitting Your Credential Service Account

Things to consider as you continue submitting your Credential Service Account and letters of recommendation.

✓ Please remind ALL of recommenders to have a letterhead and a signature. If not, Abdul will email the recommender directly.

✓ We do not read any letters to determine the strength or weakness of them. We will ONLY read them to ensure there are no grammatical errors and a letterhead and signature are included.

✓ 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
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”**
After you submit your Credential Service account, we will send you the Recommender Designation Form (RDF) via DocuSign.

The RDF empowers you to list the specific order that you would like your letters compiled by us (meaning the order in which schools will view them).

Prehealth Advising cannot send out your COPA packet of letters (this includes all of your individual letters of recommendation, the RDF, and your COPA letter) without first receiving this form from you.

We generally recommend that students select to waive their right to review their letters. We suggest this because letters that are waived carry more weight.

Prehealth Advising cannot disclose the content of your letters nor can we give advice regarding the order of your letters. Consider who knows you well, and use your best judgment.
When will my committee letter and recommendations be uploaded to AMCAS?

Committee Letters (and recommendation letters) will be submitted to AMCAS from June through early August.

How are my letters submitted?

i. Applicants must first submit their Credential Service account, which means ALL of the recommendations you have requested have been submitted.

ii. Fill out the Recommender Designation Form. Abdul Noor (anoor@mit.edu) will send this to you.

iii. Upload your AMCAS Letter Request Form

iv. Prehealth Advising uploads your Committee Letter (and recommendation letters) to AMCAS. Once these documents are uploaded to AMCAS, the medical schools you have applied to will be able to review them.

What documents are included in my committee letter? Each document below is what makes up your committee letter.

i. Prehealth Cover Letter: your name, AMCAS ID, and other biographical information

ii. Recommender Designation Form

iii. Committee Letter

iv. Applicants' Individual Letters of Recommendation
Letters of Evaluation

Submission Methods:

- **Prehealth Advising** submits on MIT applicants behalf
- **AMCAS Letter Writer Application**: if you want to send an individual letter to a specific school
- **Interfolio**

Medical schools receive letters electronically, on a rolling basis after an application is verified
What Is the AMCAS® Program?
Welcome to the American Medical College Application Service® (AMCAS®). The AMCAS program is a centralized application processing service available to people applying only to a first-year entering class at a participating U.S. medical school. If you are an advanced-standing or transfer applicant, you should contact medical schools directly for assistance.

You are about to begin the important and exciting process of applying to medical school. The AMCAS program simplifies the process by requiring you to submit only one set of application materials.

The AMCAS program is never involved in the admission decision-making process. Admission decisions are made solely by medical schools. It’s important that you visit the websites of the medical schools where you plan to apply to familiarize yourself with each school’s admission requirements and process. Another helpful resource during the application process is the Medical School Admission Requirements™ (MSAR®) database.

How Does the AMCAS Program Work?
Application Submitted
• Online application completed and submitted to the AMCAS program.
• Fees paid (or Fee Assistance Program award used).

Application Processed
• All required official transcripts have arrived at the AMCAS program.
• Coursework has been verified.
• GPAs calculated by the AMCAS program.

Application Delivered
• Verified application sent to designated medical schools.
• Letters of evaluation sent as they are received by the AMCAS program.
• MCAT® scores automatically sent as they become available.
How does the AMCAS Application 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
# 2025 AMCAS Application Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>2025 AMCAS resources available</td>
</tr>
<tr>
<td>May 1</td>
<td>AMCAS application opens</td>
</tr>
<tr>
<td>May 28</td>
<td>AMCAS application submission begins</td>
</tr>
<tr>
<td>June 28</td>
<td>Initial transmission of application data to medical schools</td>
</tr>
<tr>
<td>August 1</td>
<td>Early Decision Program deadline</td>
</tr>
<tr>
<td>Sept.-Dec.</td>
<td>Application deadlines</td>
</tr>
</tbody>
</table>

## Application Deadlines

- Application must be submitted by 11:59 p.m. ET of the deadline date.
- **Fri June 28th** – AMCAS gives themselves a month to process a batch of applications before they are sent to medical schools; after June 30th, their sent as they are verified.
- 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**, ideally June 28th, despite the deadlines shown occurring in the fall and winter.
# 2025 AMCAS Program Participation

## Tentative 2025 Participation

<table>
<thead>
<tr>
<th>Application</th>
<th>157 Schools/Programs</th>
</tr>
</thead>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AMCAS Letters</th>
<th>155 Schools/Programs</th>
</tr>
</thead>
</table>

| Criminal Background Checks | 131 Schools/Programs |

**Average Schools Applied To:**
- National Average - 16 to 17
- MIT 2024 Cohort Average - 27

## 2025 AMCAS Application Fees:
- $175 processing fee (includes one school designation)
- $46 for each additional school
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
Also determine if you need to take the CASPER Exam

https://acuityinsights.app/schools-and-programs/

If the school you’re applying to says • **Medicine (Allopathic)**, then they require CASPER.

MSAR also lists this information.
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

© Association of American Medical Colleges
Letters of Evaluation

Applicants can submit their application before AMCAS receives their letters.

Many medical schools determine whether or not an applicant has met their letter of evaluation/recommendation requirements by the type of letters they receive in support of an application. For example, a medical school may require a committee letter or three individual letters in support of your application. Please review the AMCAS Applicant Guide for more information about Letters of Evaluation.

Please identify the type of letter you wish to enter. If you are uncertain as to the type of letters provided by your school/institution, please ask your pre-health advisor or career center prior to answering this question.

- Committee Letter: A committee is a letter authored by a pre-health committee or pre-health advisor and intended to represent your institution’s evaluation of you. A committee letter may or may not include additional letters written in support of your application. A Committee Letter is sometimes called a composite letter.
- Letter Packet: A packet or set of letters assembled and distributed by your institution, either by the institution’s career center.
- Individual Letter: An individual letter refers only to a letter authored by and representing a single letter writer. If you have already included an individual letter within either a committee letter or letter packet, you do not need to add a separate entry for the individual letter.

Select a meaningful Letter Title, as you may need this title later to identify a letter. For example, if this letter were from the University of X, with a primary contact of John Doe, and you intend to have this letter sent only to MD/PhD programs, you might create a title of "U_X_Doe_MD_PhD".
What type of letter is the COPA Letter??

It's a 'Committee Letter'
Select this

Only Select 'Individual Letter' for targeted letters, NOT included in your MIT Packet to individual schools.
WHO IS THE PRIMARY CONTACT/AUTHOR of my COPA Letter Packet?

- Aleshia Carlsen-Bryan (Prehealth Advising's Associate Director) is your 'letter writer' representing the MIT letter packet.

(Do not enter the individual letter writers' who uploaded letters to your Credential service, since their letters are included in the MIT letter packet).
Letter of Recommendation

Review AMCAS Application Guide

https://students-residents.aamc.org/media/11616/download

- p. 56 – 60: Letters of Evaluation
Schools Attended & Transcripts
AMCAS Overview Part 1
One official transcript is required from each U.S., U.S. territorial, or Canadian postsecondary institution at which you have attempted coursework, regardless of whether you earned credit. The transcript requirement applies but is not limited to:

- College-level courses attempted while in high school, even if the courses did not count toward a degree at any college.
- Colleges at which you originally attempted a course, even if the credit was subsequently transferred to and accepted by another school.
- Colleges where you registered but did not earn any credit (e.g., incompletes, withdrawals, failures, audits)
- Courses that did not count toward a degree regardless of whether credit was earned or transferred
- Extension programs through which you attempted courses if the extension division provided a separate transcript
- Correspondence and home study programs
- Military education and Joint Services Transcripts (JSTs)
- American colleges overseas. • U.S., U.S. territorial, and Canadian medical schools

Review pages 13 – 14 in the 2024 AMCAS Applicant Guide: [https://students-residents.aamc.org/media/11616/download](https://students-residents.aamc.org/media/11616/download)
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
AMCAS Application Verification

Average number of business days to complete verification

- 2024AY
- 2023AY
- 2022AY
- 2021AY
- 2020AY

June | July | Aug | Sept | Oct | Nov | Dec
--- | --- | --- | --- | --- | --- | ---
30  | 22  | 25  | 19  | 17  | 14  | 1
24  | 21  | 19  | 17  | 14  | 14  | 1
11  | 13  | 13  | 14  | 14  | 14  | 1
11  | 13  | 13  | 14  | 14  | 14  | 1
11  | 13  | 13  | 14  | 14  | 14  | 1

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American Medical College Application Service
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 MIT transcript from the Registrar’s Office to be sent to AMCAS electronically through Parchment – instructions here.
All applicants must create and save/print the Transcript Request Form.

Transcripts should be sent to AMCAS using the Registrar’s Parchment system and also include the Transcript Request Form.

This form ensures that your transcript is matched with your application and provides a more efficient processing.
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
Requesting a Transcript from the Registrar

Ordering transcripts

What you need to know

Current MIT students and alumni can order electronic or paper copies of transcripts through our provider, Parchment. Electronic transcripts contain MIT's digital signature and can be instantly validated. Paper copies are printed on official security paper.

Once you receive your transcript, you are free to do with it as you please. You can choose to have a transcript sent directly to you or any third party. Delivery options include email, U.S. mail, express shipping (at additional cost), or in-person pickup.

Some key points to remember:
- Each transcript costs $10. You must pay for it with a credit card or student account.
- Electronic transcripts for students who attended MIT after 1996 are typically delivered within 30 minutes of your order. All others are processed within one business day.
- Orders for paper transcripts are processed and sent within two business days.
- If you would like your transcript to be sent with additional documents, Parchment will allow you to upload standard file types such as PDF or JPG.
- Orders that include additional forms for the Registrar's Office to complete may require additional processing time.

Logging in to Parchment

You must order transcripts through Parchment, and how you log in to the service depends on who you are:
- Current students — log in with your Kerberos ID using Touchstone.
- Alumni — log in with your Infinite Connection username (i.e., myname from myname@alum.mit.edu).
- Those without Kerberos or Infinite Connection credentials — create a separate account on Parchment.

Visit the Registrar’s website here

Juniors will select hold for spring grades

Seniors will select hold for degree
AMCAS Resources

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
Applicants should use an official transcript to complete this section.
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](https://capd.mit.edu/complete-the-amcas-application/)

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<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>8.01</td>
<td>Physics I</td>
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<table>
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<tr>
<th>Course Classification</th>
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<tr>
<td>Physics</td>
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<table>
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<th>Credit Hours</th>
<th>Transcript Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>P</td>
</tr>
</tbody>
</table>

**FAQ** - [https://capd.mit.edu/complete-the-amcas-application/](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 Advisor to choose the most appropriate course classification.

#### Biology (BIOI)
- Anatomy
- Biochemistry
- Biophysics
- Botany
- Biotechnology
- Cell Biology
- Genetics
- Hematology
- Immunology
- Microbiology
- Molecular Biology
- Neuroscience
- Physiology
- Zoology

#### Chemistry (CHEM)
- Biochemistry
- Chemistry
- Physical Chemistry
- Thermodynamics

#### Physics (PHYS)
- Astronomy
- Physics

#### Mathematics (MATH)
- Applied Mathematics
- Biomathematics
- Mathematics
- Statistics

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

#### Computer Science & Technology (COMPT)
- Computer Science
- Computer Engineering
- Information Systems
- Telecommunications

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

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

#### English Language & Literature (ENGL)
- Composition & Rhetoric
- Creative Writing
- Literature

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

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

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

#### Health Sciences (HEAL)
- Allied Health
- Chiropractic
- Dentistry
- Hearing & Speech Sciences
- Occupational Health
- Optometry
- Osteopathy
- Osteopaths
- Physical Therapy
- Physician Assistant

#### History (HIST)
- History

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

#### Other (OTHER)
- (All courses that do not fit appropriately in another classification)
  - Architecture
  - Library Science
  - Military Science
  - Sports Sciences (golf, tennis, etc.)

#### Philosophy & Religion (PHRL)
- Ethics
- Logic
- Philosophy
- Religion
- Theology

#### Special Studies (STUD)
- Asia Pacific Studies
- American Studies
- Gender Studies

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Activities Section
AMCAS Overview Part 3
AMCAS Activity Section – List 15 of them and bundle some together

- Each experience will require you to write a 700-character description
- 3 experiences will be listed as a Most Meaningful Experience which will require you to write a 1500-character essay for each

- 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
- Social Justice/Advocacy
- Teaching/Tutoring/Teaching Assistant
**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 2024.

- **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 Activities Section Entry w/ Full Sentences

<table>
<thead>
<tr>
<th>Experience Type:</th>
<th>Paid Employment - Not Medical/Clinical</th>
<th>Most Meaningful Experience:</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience Name:</td>
<td>Maseeh Hall Front Desk Captain</td>
<td>Completed:</td>
<td></td>
</tr>
<tr>
<td>Contact Name &amp; Title:</td>
<td></td>
<td>Date: 09/2020 - 06/2021</td>
<td></td>
</tr>
<tr>
<td>Organization Name:</td>
<td>MIT Maseeh Hall (Dormitory)</td>
<td>Hours: 450</td>
<td></td>
</tr>
<tr>
<td>City / State / Country:</td>
<td>Cambridge / MA / United States of America (the)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience Description:</td>
<td>During my senior year, I worked at my dorm's front desk to address residents' concerns and organize mail. I was promoted to captain and managed schedules for student workers to ensure that they were attended to. Knowing the difficulties that came with working as a student, I wanted to ensure that their jobs were as stress-free as possible. Therefore, I conducted bi-weekly wellness checks and granted flexibility in hours. When my coworkers expressed appreciation for my efforts to alleviate stress, my notion of leadership changed. I realized that it did not always require vocality, but drew upon empathy, flexibility, and taking the time to address individual needs for greater communal support.</td>
<td></td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Experience Type:</th>
<th>Community Service/Volunteer - Not Medical/Clinical</th>
<th>Most Meaningful Experience:</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Experience Name:</td>
<td>Volunteer at St. Francis House Day Shelter</td>
<td>Completed:</td>
<td></td>
</tr>
<tr>
<td>Contact Name &amp; Title:</td>
<td></td>
<td>Date: 12/2021 - 05/2022</td>
<td></td>
</tr>
<tr>
<td>Contact Email:</td>
<td></td>
<td>Anticipated:</td>
<td></td>
</tr>
<tr>
<td>Organization Name:</td>
<td>St. Francis House</td>
<td>Date: 06/2022 - 06/2023</td>
<td></td>
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<tr>
<td>City / State / Country:</td>
<td>Boston / MA / United States of America (the)</td>
<td>Hours: 65</td>
<td></td>
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<tr>
<td>Experience Description:</td>
<td>I took a class with incarcerated students, learning that the US has a high recidivism (return to prison after release) rate. I also learned about the cycle of homelessness and incarceration, which was shared in many of my classmates’ stories. This cycle can play a role in exaceruating health problems, which I witnessed while volunteering at St. Francis House, a day shelter for those experiencing homelessness and poverty. On the serving line, “Alvin” requested soft bread since he lost most of his teeth, but we only had the hard, donated bread. This and similar instances helped me further understand the compounding issues that those experiencing homelessness and incarceration face.</td>
<td></td>
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## Sample Activities Section Entry w/ Resume Style Descriptions

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</thead>
<tbody>
<tr>
<td><strong>Experience Name:</strong></td>
<td>Westminster Free Clinic &amp; Community Center - Medical Scribe</td>
<td><strong>Completed:</strong></td>
</tr>
<tr>
<td><strong>Contact Name &amp; Title:</strong></td>
<td></td>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Organization Name:</strong></td>
<td>Westminster Free Clinic &amp; Community Center</td>
<td><strong>Hours:</strong></td>
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<tr>
<td><strong>City / State / Country:</strong></td>
<td>Thousand Oaks / CA / United States of America (the)</td>
<td><strong>06/2020 - 01/2021</strong></td>
</tr>
<tr>
<td><strong>Experience Description:</strong></td>
<td>The clinic offers free, early access medical care to patients regardless of immigration or insurance status. As a bilingual scribe, enhanced patient care by charting medical records of entire patient visit. Served Punjabi-speaking patients when needed. Worked with a diverse patient population, often patients that were undocumented, low-income, or uninsured. Interacted with many types of patients, learned different ways to communicate patient and treatment information effectively. Followed patient progress during their subsequent visits and saw the importance of continuity of care. Scribed for multiple specialties, such as primary care, surgery, gastroenterology, and endocrinology.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Experience Type</th>
<th>Research/Lab</th>
<th><strong>Most Meaningful Experience:</strong> No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Experience Name:</strong></td>
<td>Harvard-MIT Health Sciences &amp; Technology Program</td>
<td><strong>Completed:</strong></td>
</tr>
<tr>
<td><strong>Contact Name &amp; Title:</strong></td>
<td>Professor, Primary Investigator</td>
<td><strong>Date:</strong></td>
</tr>
<tr>
<td><strong>Organization Name:</strong></td>
<td>Harvard-MIT Health Sciences &amp; Technology Program</td>
<td><strong>Hours:</strong></td>
</tr>
<tr>
<td><strong>City / State / Country:</strong></td>
<td>Cambridge / MA / United States of America (the)</td>
<td><strong>01/2022 - 05/2023</strong></td>
</tr>
<tr>
<td><strong>Experience Description:</strong></td>
<td>Conducted project on the Implementation and Application of Computational Methods to Study Chronic Metabolic Dysfunction using Single-Cell RNA-Sequencing (scRNA-seq). Used programming techniques (i.e., R, Python) and novel computational biology tools to complete biostatistics analysis. Studied fatty liver disease in mice to define metabolic issues and connect them to tissue-level processes (e.g., tumorigenesis, pro-inflammatory modulators). Bridged the gap between gene expression and metabolic states, and implemented tools that quantify metabolic communication.</td>
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<tr>
<td><strong>Contact Phone:</strong></td>
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<td></td>
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</table>
Consider PAR statements

<table>
<thead>
<tr>
<th>Problem</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
</table>
| • Summarizes the background; where/what? | • What did you do?  
|                  | • What are the personal strengths that enabled you to take action? | • 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.

https://capd.mit.edu/resources/resume-action-verbs/
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

✓ Avoid bundling volunteer and clinical experiences, except for shadowing
✓ Shadowing experiences are most often bundled together
✓ Consider if your description focuses more on a person or the activity you’ve engaged
✓ Consider having at least 1 most-meaningful experience be a clinical experience; md-phd applicants should have at least 1 research experience be a most-meaningful.
✓ 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

- p. 53 of the 2024 AMCAS Applicant Guide
  https://students-residents.aamc.org/media/11616/download