AMCAS

APPLICATION WALKTHROUGH

2023-2024

UNIVERSITY OF GEORGIA

DO YOUR OWN RESEARCH

- This presentation is meant to serve as a resource during this application cycle.
  - It does **NOT** cover all aspects of the application, so you must do your own research!
  - Review the AMCAS Applicant Guide for more detailed information.
    - Also use the AMCAS Application Workbook to help you complete your application.
  - You can also **contact AMCAS for further assistance (please read FAQ first)**:
    - **Phone:** 202-828-0600 (applicant inquiries only)
    - **Email:** AMCAS@aamc.org
    - **Hours of operation:** Monday – Friday* (9:00 am – 7:00 pm Eastern Time)

- AMCAS verification process may take up to six weeks after your application, transcripts, and payment are received. **SUBMIT EARLY.**

COVID-19 FAQs

- **What do I do if several of my experiences were cut short due to the pandemic?**
  - Medical schools understand that these experiences were cut short or cancelled due to the virus, so they will take that into consideration. Schools may focus on your involvements in previous semesters as a basis.
    - Also, they will look at what you did during this time as well. If you were able to do some volunteering, remote research, or work during the pandemic, this will also be taken into consideration.
  - In your work and activities section you can mention how the experiences you have been planning for have been cut short. If you were continuing the same activity or type of activity over the summer, you can mention its cancellation in the work and activities section as well.
  - Many schools may ask about these activities in their secondaries, so this is another opportunity to share what you had planned.

AMCAS Opening Checklist

- **AMCAS Opens: May 2, 2023 at 9:30AM EST**
- **Before this date, you should have**:
  - Completed all pre-MCAT prerequisite courses listed on the Pre-Med Quick Facts Sheet and have a plan to complete the rest of the required prerequisite courses for all medical schools that you wish to apply.
  - Taken or scheduled the MCAT.
  - Asked your evaluators to write letters of recommendation and discussed the letter submission process with them.
  - Made significant progress on your personal statement (5300 characters max).
  - Compiled your resume to help with filling out the Work/Activities section.
  - Read the Applicant Guide for AMCAS.
  - Updated your browser since AMCAS recommends you use the most up-to-date versions of Firefox or Google Chrome.

AMCAS Submission Checklist

- **AMCAS can be submitted starting: May 30, 2023**
  - You do not have to submit on this day, but you are highly encouraged to submit during the first week in June.
  - Do not submit a rushed application but do submit early.

- **Before this date, you should have**:
  - Taken or scheduled the MCAT. You can submit the AMCAS application without your MCAT score being in.
  - Asked your evaluators to write letters of recommendation and discussed the letter submission process with them. You can submit the application even if all your letters of evaluation have not yet been submitted.
  - Ordered your transcripts.
    - Wait for UGA Spring 2023 grades to be in, but do not wait on Summer 2023 grades. (Request on or after May 17, 2023)
  - Completed your personal statement (5300 characters max) and filled out all other parts of the application.

Why does early submission matter?

- **Verification:** The verification process can take 4-6 weeks, so you want to submit as soon as possible to get this started.
  - Verification is about transcripts and GPA calculation. In order to start verification, you must submit your application with the payment and have your transcripts in.
  - You do not have to wait for your MCAT score to be in to submit.
  - You do not have to have all of your letters of evaluation in to submit.

- **Rolling Admissions:** Most medical schools have rolling admissions which basically means first-come, first-served.
  - If you apply early, schools can review your application sooner and before seats have started to fill up which is advantageous. If you are applying later, then you will be competing against more applicants for fewer seats.

"Apply early" does not mean apply through the Early Decision Program (EDP). It means submit your application as soon as you can in June.

Learn more about EDP here.

Submission FAQ

- **How much does it cost to submit the AMCAS application?**
  - The 20 AMCAS application costs $175 and includes the first medical school designation. Each additional designation is $45.
    - Example: If you are applying to all four medical schools in Georgia, then you would pay $310 ($170 + $40+ $40+ $40).
    - **Please note:** This is for the primary application only. Schools have secondary applications as well which come with their own fees.
  - The AAMC has a Fee Assistance Program (FAP) which aids with application expenses, includes access to MSAR, and waives a portion of the MCAT registration fee (if in place prior to MCAT registration). **FAP is not retroactive and** must be in place prior to a student submitting their application if they are hoping for a fee waiver. They will not reimburse for any money already spent. Learn more about the Fee Assistance Program here.

- **I don't know my MCAT score yet, and I don't want to waste money…**
  - If you know you are applying this cycle, then still submit in early June to start verification, but only submit for one school or maybe a few that you feel comfortable with. You can add more schools once you see your score and then your *verified* application can be sent to them right away.

Submission FAQ

- **What date is too late to take the MCAT if I still want to be early?**
  - Ideally, you want to have taken the MCAT by mid-June, but late-June is still okay especially if it means a higher score. Remember that MCAT scores come out a month after the test date, so late-June test scores come out late July.
  - The first transmission date for applications to medical schools in on **June 30, 2023**. This is the first time they'll get applications. You want your MCAT scores to come in close to that date if not before.
  - **Please note:** You should not rush the MCAT. There is no benefit to forcing an early MCAT date if you cannot get a good score.

- **I'm doing X, Y, Z in May. Is it too late to get a letter from that person?**
  - No, but it's cutting it close. Ideally, you want all your letters of recommendation in by early June. However, in practice, they should all be in by around mid-July. Remember that medical schools use these when evaluating who they will interview, and interviews start in August/September.
  - You can submit your application without all your letters being in.

Submission FAQ

- **What can I change after submission?**
  - Your ID numbers.
  - Your name, including full legal name, preferred name, and alternate names.
  - Your contact Information, including your permanent address, preferred mailing address, and e-mail address.
  - Your alternate contact information.
  - Your date of birth and sex.
  - Letters of evaluation (although please note that you can only make additions of up to 10 letters, and you must notify AMCAS if you have a letter you wish to no longer be sent to medical schools; you cannot delete letters of evaluation from your application).
  - Your next MCAT testing date.
  - The addition of medical schools and the altering of existing program types (deadlines, restrictions and an additional fee may apply).
  - The release of your application information to your pre-health advisor.

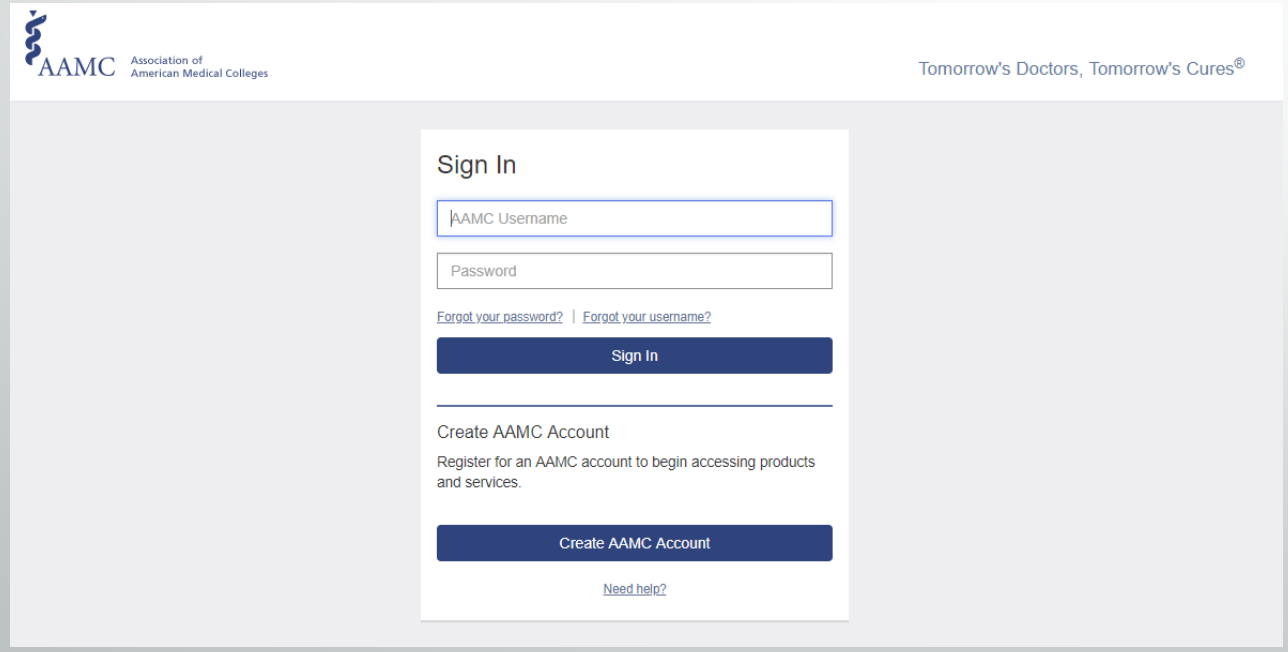
You must re-certify and officially update your application after making a change. This will not cause any processing delays, and you will not be charged unless you have added more medical school designations.

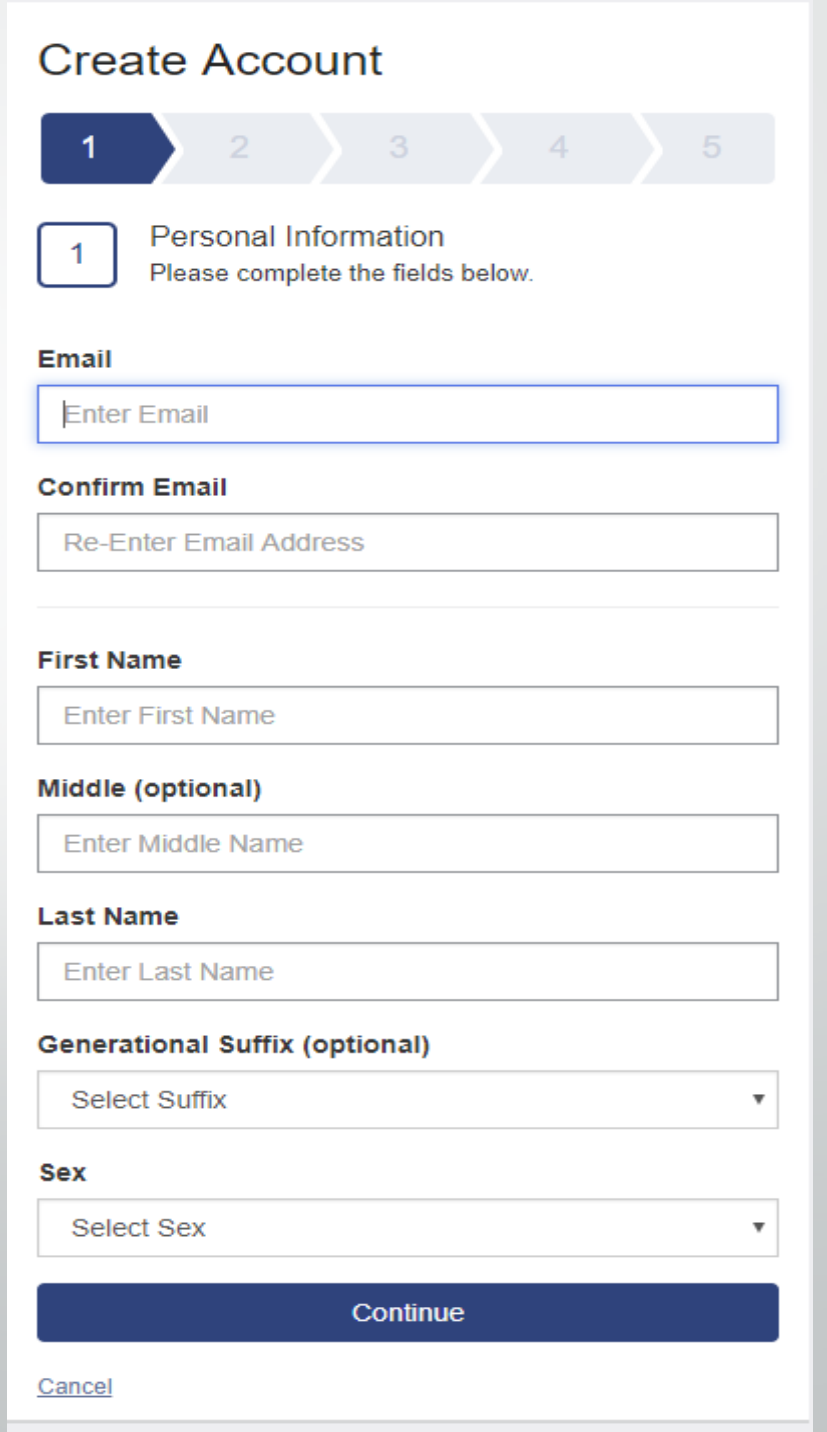
REAPPLYING TO AMCAS FAQ

- **I applied to AMCAS last year and would like to reapply. What information can be carried over to my current application?**
  - If you submitted a previous year's application and did not withdraw it, most of the information you entered will "roll over" to the current application. Although your information will roll over, the Main Menu will show all sections of your new application as "Incomplete". You must go through each section and confirm that the information is still correct. When you verify that information and click "Continue" at the end of each section, the Main Menu will show that section as complete. We suggest you print your application from the previous year to see what you submitted.
  - **Please note**: References will not be carried forward for any applicants. Transcripts will not be carried forward.
- **I am no longer in touch with my evaluators. Can AMCAS carry over my letters of evaluation?**
  - No. Under NO circumstances can AMCAS carry over any of your letters of evaluation from a previous application. These must be resubmitted for the new cycle.
  - If you have stored your letters in Interfolio, you can re-upload those letters to AMCAS. If you did not use Interfolio, you will need to reach back out to your letter writers or request new letters.
  - **Please note:** It is always in your best interest to refresh your application if you are reapplying. This means adding new letters and/or requesting updated letters from previous letter writers.
- **Do I need to resend all the transcripts I had sent last year?**
  - Yes, you will need to resubmit official transcripts and letters of evaluation to AMCAS for each application cycle you apply.

CREATING AN ACCOUNT

- Click here to create an AMCAS account.
  - Click on the "AMCAS Sign-In." It will take you to the application login where you will create your account.
  - Do not create multiple account as that may be subject to investigation.



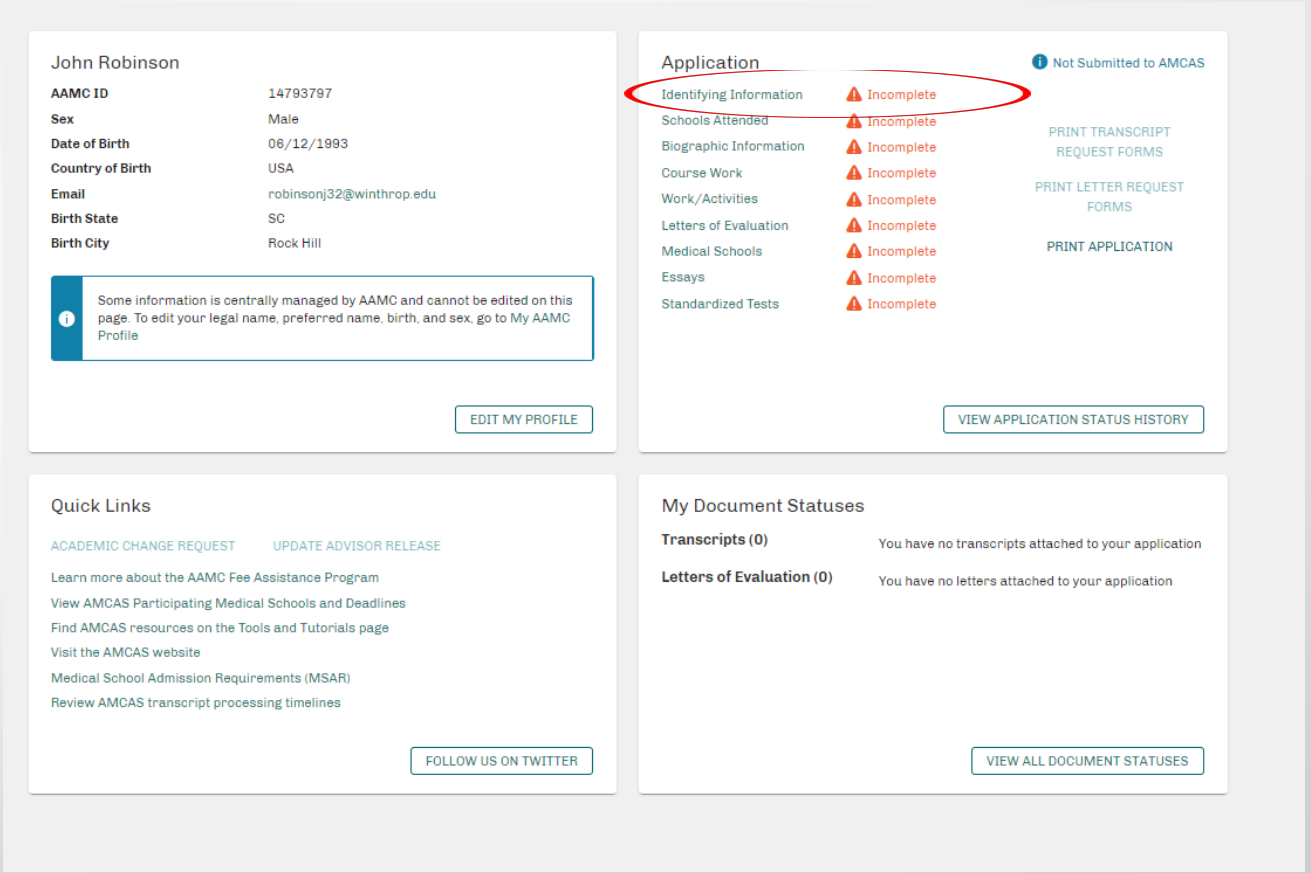


AMCAS has 9 Sections

1. Identifying Information
2. Schools Attended
   - Transcript Process
3. Biographic Information
4. Course Work
5. Work/Activities
6. Letters of Evaluation
   - Interfolio
7. Medical Schools
8. Essays
9. Standardized Tests

Identifying Information Section

- This section includes:
  - **Legal Name**
  - **Preferred Name**
  - **Alternate Names Used**
    - Maiden name, nickname that appears on a transcript, spelling variation that appears on a transcript, etc.
  - **ID Numbers**
    - **Any school assigned numbers (81 #)**
    - **MCAT or AMCAS ID before 2002**
    - **Other ID #s that may appear on submitted documents**
  - **Birth and Sex**



Proofread your application for accuracy and grammar errors.

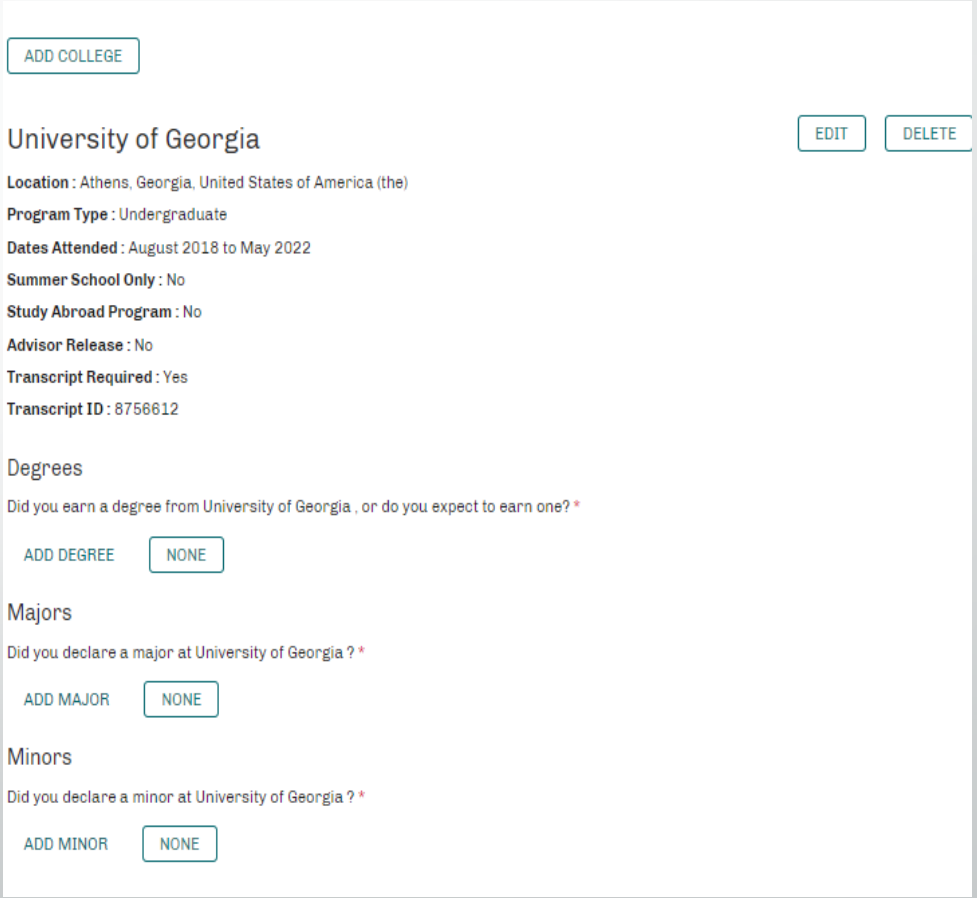
Schools Attended Section

- You must enter the high school from which you graduated.
- You must enter any college at which you have ever taken a course **regardless of whether the credits were transferred, no credit was earned, you withdrew from the course, or you just don't like the grade you earned**. This includes, but is not limited to:
  - Your primary institution: UGA
  - Your dual-enrollment institution
  - The school from which you transferred
  - Any school at which you took transient summer courses
  - Your post-bacc or Master's institutions(s)
  - Your study abroad school/program

Note: If you have ever taken a post-secondary course anywhere other than at your home institution, taken foreign coursework including a study abroad course or taken any military course work, you must add these schools to our application. This includes college courses taken while in high school and courses taken at another institution even if credit was transferred.

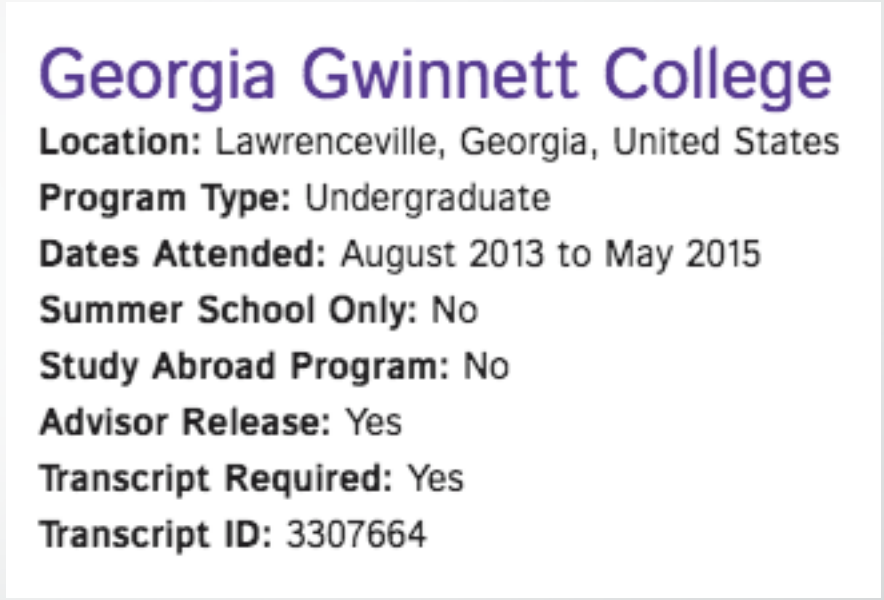
Schools Attended Section: Primary Institution

- Start by entering your primary institution (the one you're graduating from or have graduated from): University of Georgia
  - Program Type: Undergraduate.
    - There will be two boxes listed the institution name; make sure they match each other.
  - Do you want to release this information to the Pre-Professional Advising Office? **Selecting yes** helps us to better advise you as you are going through the application process.
  - **YES,** you need to provide a transcript for UGA.
  - Indicate which degree you are earning, major(s), and minor(s).
    - **Spanish and other languages are under Foreign Language-not the official language.**



Schools Attended Section: Dual-Enrollment & Transfer

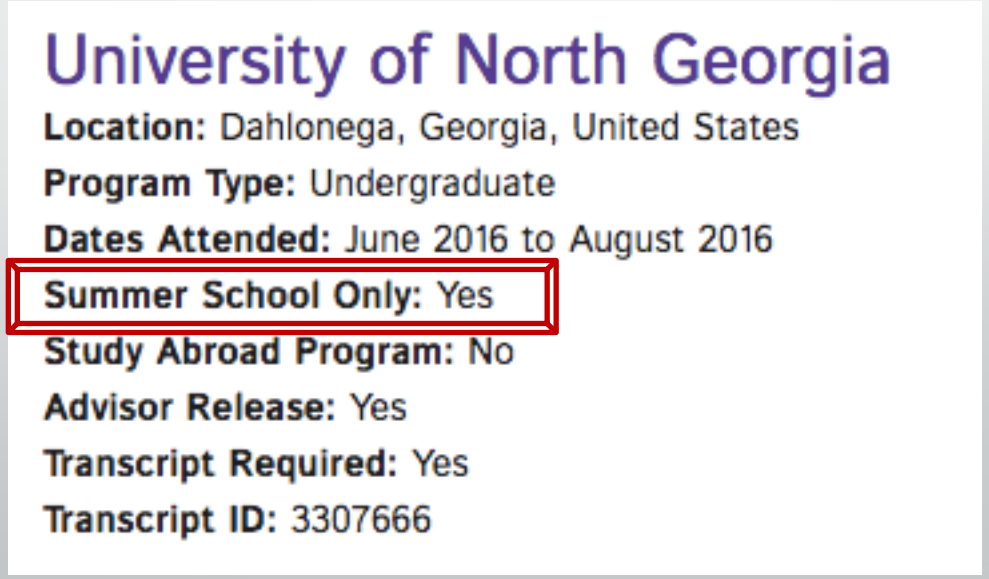
- Enter your dual-enrollment institution.
  - Program Type: Undergraduate.
  - **YES**, you need to provide a transcript your dual-enrollment institution.
  - Remember to click "None" for Degrees, Majors, and Minors



- If you transferred into UGA, your transfer school will be listed the same way as a dual-enrollment school.
  - Program Type: Undergraduate
  - **Yes**, you need to provide a transcript from your transfer institution.
  - Remember to click "None" for Degrees, Majors, and Minors

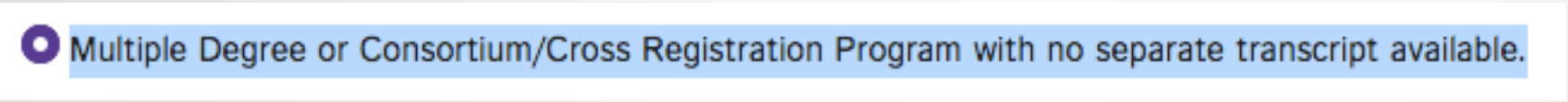
Schools Attended Section: Transient Summer Course(s)

- Enter the institution at which you took summer courses.
  - Program Type: Undergraduate.
  - Select "Summer School Only"
  - **YES**, you need to provide a transcript for the institution at which you took summer courses.
  - Remember to click "None" for Degrees, Majors, and Minors

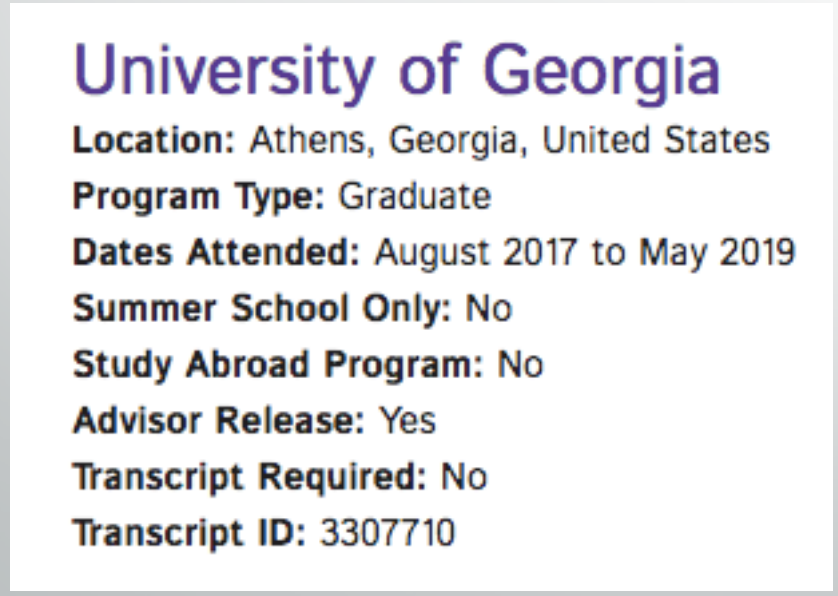


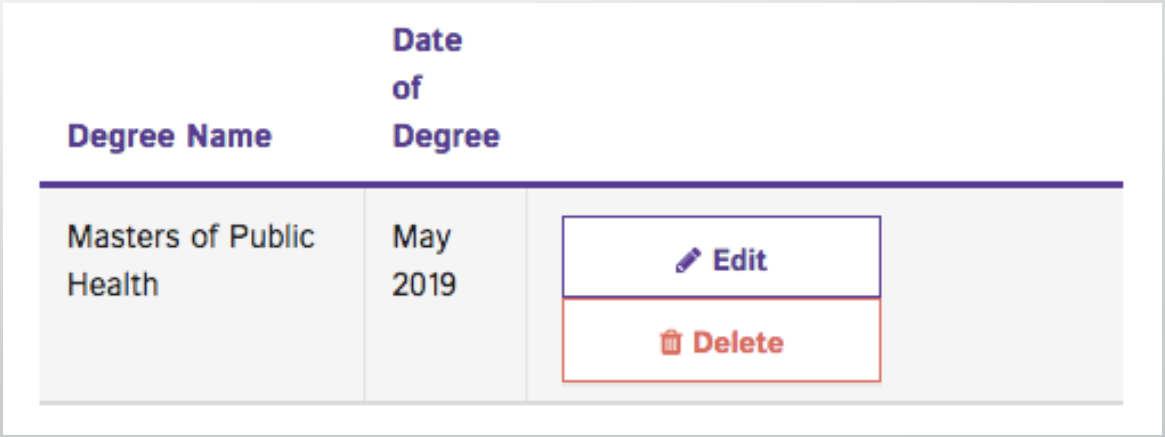
Schools Attended Section: Double Dawg

- **Enter UGA *again*.**
  - Program Type: Graduate
  - **NO**, you do not need to provide an additional transcript.



  - Click "no" when asked if the credit was transferred to another institution.
  - Indicate which degree you are earning, major(s), and minor(s) if applicable.





Schools Attended Section: Master's Degree & Post-Bacc

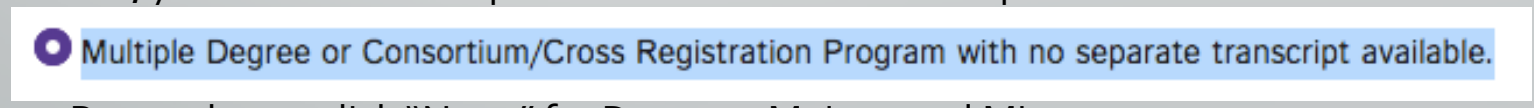
Mercer University
Location: Macon, Georgia, United States
Program Type: Graduate
Dates Attended: August 2017 to May 2018
Summer School Only: No
Study Abroad Program: No
Advisor Release: Yes
Transcript Required: Yes
Transcript ID: 3307665

- Enter your Master's institution.
  - Program Type: Graduate
  - **YES,** you need to provide a transcript your graduate institution, if you have completed courses. Mark "**NO**" is you planning on taking these courses.
  - Indicate which degree you are earning, major(s), and minor(s) if applicable.

Agnes Scott College
Location: Decatur, Georgia, United States
Program Type: Postbaccalaureate Undergraduate
Dates Attended: August 2017 to August 2018
Summer School Only: No
Study Abroad Program: No
Advisor Release: Yes
Transcript Required: Yes
Transcript ID: 3307714

- Enter your post-bacc institution.
  - Program Type: Post-baccalaureate Undergraduate
  - **YES,** you need to provide an additional transcript, if you have completed cou
    planning on taking these courses.
  - Remember to click "None" for Degrees, Majors, and Minors

- <u>If you are taking post-bacc courses at UGA, then enter UGA again</u>.
  - Program Type: Post-baccalaureate Undergraduate
  - **NO,** you do not need to provide an additional transcript



  - Remember to click "None" for Degrees, Majors, and Minors

Schools Attended: UGA Study Abroad Program

Did you do a UGA study abroad such as Cortona, Oxford, Costa Rica, Medical Maymester in Peru, etc.? (On your transcript it looks like a normal UGA course.)

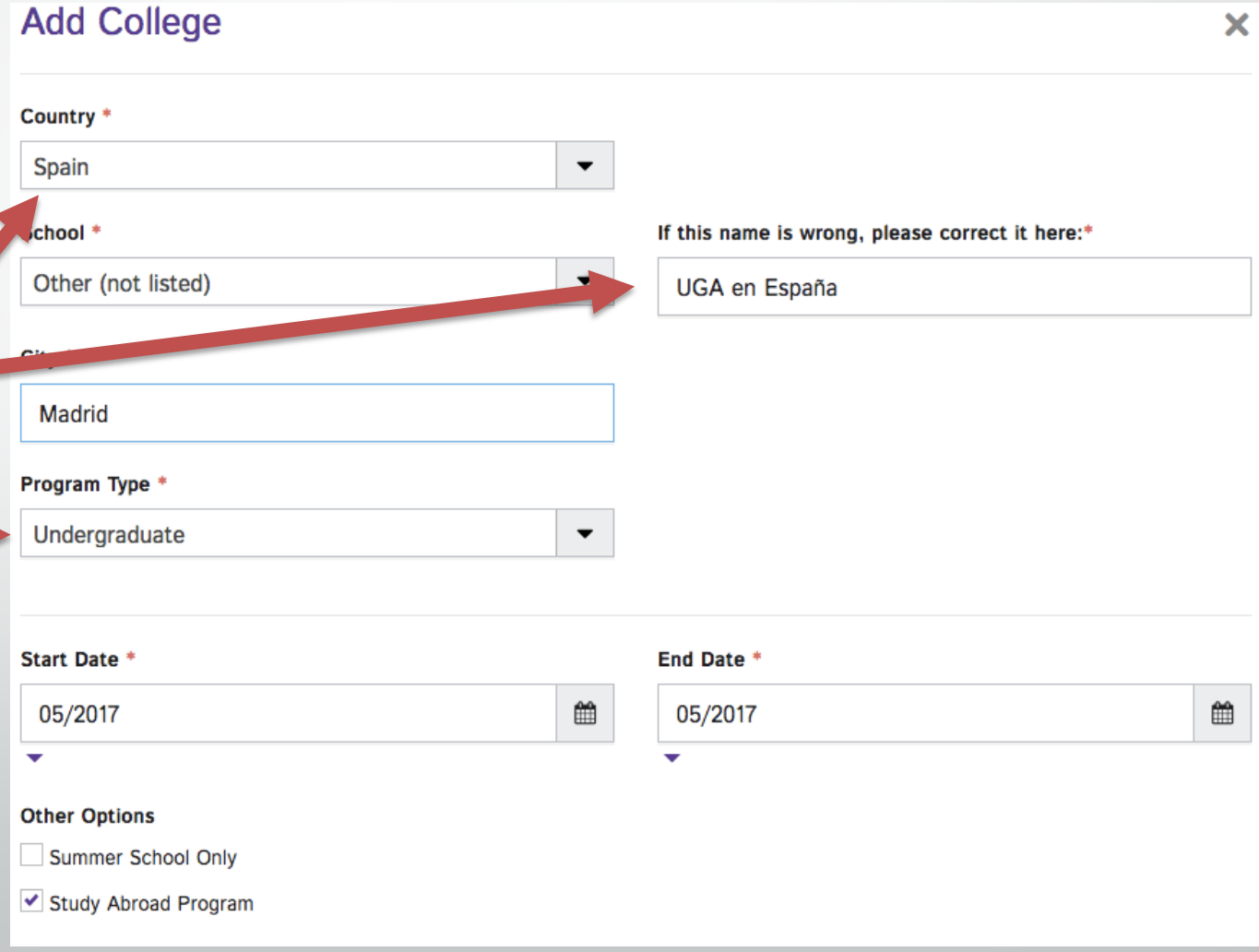
- Remember that once you finish entering the program you will need to click "None" for degrees earned, majors, and minors.

Which country did you study abroad in?

Which program was it?

Select "Undergraduate"

Mark it as a "Study Abroad Program"



Schools Attended: UGA Study Abroad Program

Does AMCAS require an official transcript from this school? Generally, a transcript is required. Please review this additional information if you need assistance in determining if a transcript is required. *

- ○ Yes
- ◉ No

Use this form to explain why you believe AMCAS does not require a transcript from this school.

Exception Reason *

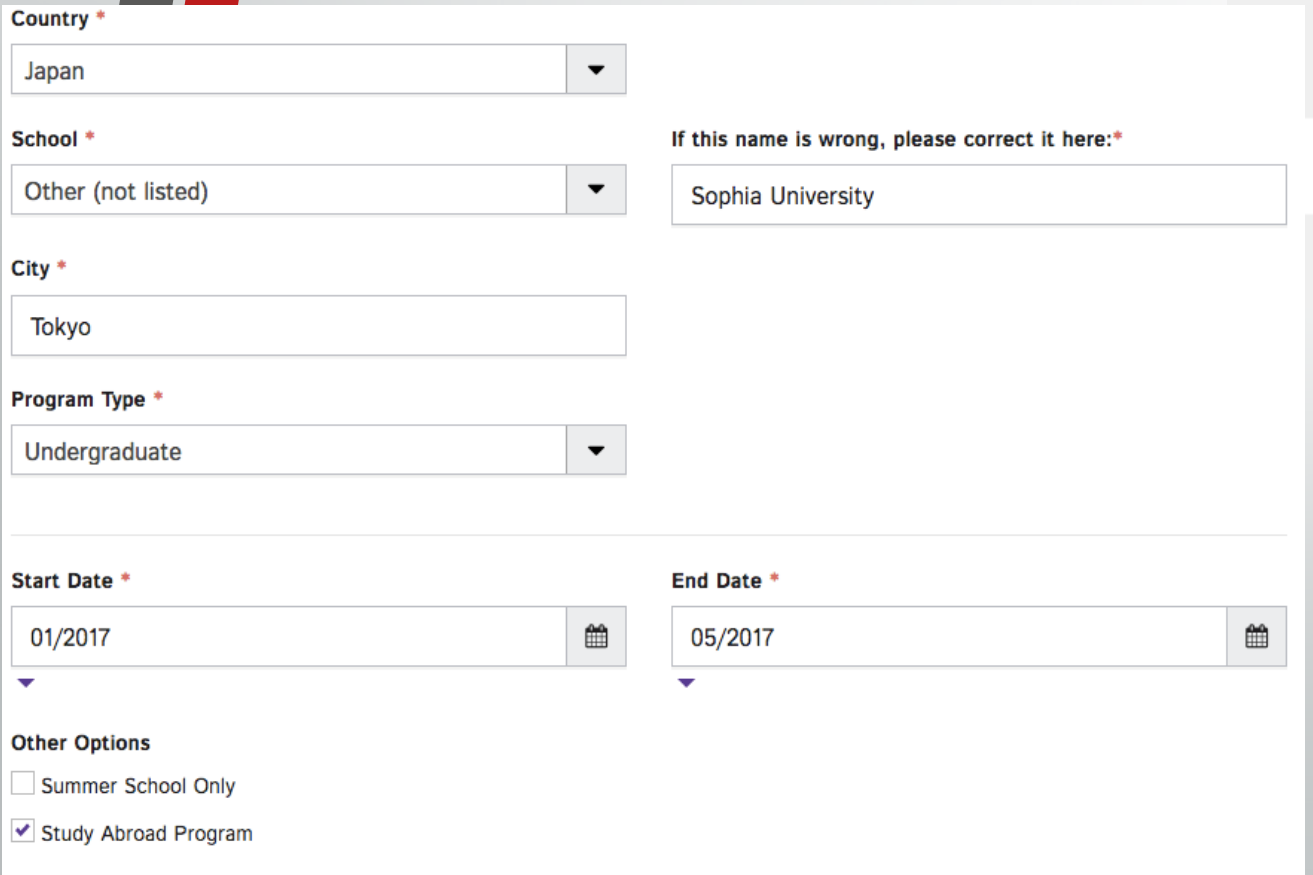
- ○ Canadian CEGEP or Grade 13 Program.
- ○ Current/Future coursework (spring, summer, fall).
- ◉ Multiple Degree or Consortium/Cross Registration Program with no separate transcript available.
- ○ Foreign Institution or Study abroad program sponsored by U.S., U.S. territorial or Canadian institution- Credits transferred.
- ○ Foreign Institution - No Credits transferred.

Was credit for this college transferred to another institution?*

- ○ Yes
- ◉ No

Schools Attended: Non-UGA Study Abroad Program

Did you do a study abroad at a foreign institution, but the credit was *transferred* to UGA? (Does not look like a native UGA course on your transcript.)



Spring 2017				
CMLT	4600	East Asian Lit I	S	3
		Transferred from	HST445 - Religion & Society - Sophia University	
CMLT	4TXX	Transfer Elective	S	1
		Transferred from	HST445 - Religion & Society - Sophia University	
JPNS	3010	Adv Japanese I	S	3
		Transferred from	JPN270 - Intensive Japanese 2 - Sophia University	
JPNS	3020	Transfer Elective	S	3
		Transferred from	JPN270 - Intensive Japanese 2 - Sophia University	
JPNS	3TXX	Transfer Elective	S	2
		Transferred from	JPN270 - Intensive Japanese 2 - Sophia University	

- Remember that once you finish entering the program you will need to click "None" for degrees earned, majors, and minors.

Schools Attended: Non-UGA Study Abroad Program

Does AMCAS require an official transcript from this school? Generally, a transcript is required. Please review this additional information if you need assistance in determining if a transcript is required. *

- ○ Yes
- ◉ No

Use this form to explain why you believe AMCAS does not require a transcript from this school.

Exception Reason *

- ○ Canadian CEGEP or Grade 13 Program.
- ○ Current/Future coursework (spring, summer, fall).
- ○ Multiple Degree or Consortium/Cross Registration Program with no separate transcript available.
- ◉ Foreign Institution or Study abroad program sponsored by U.S., U.S. territorial or Canadian institution- Credits transferred.
- ○ Foreign Institution - No Credits transferred.

Was credit for this college transferred to another institution?*

- ◉ Yes
- ○ No

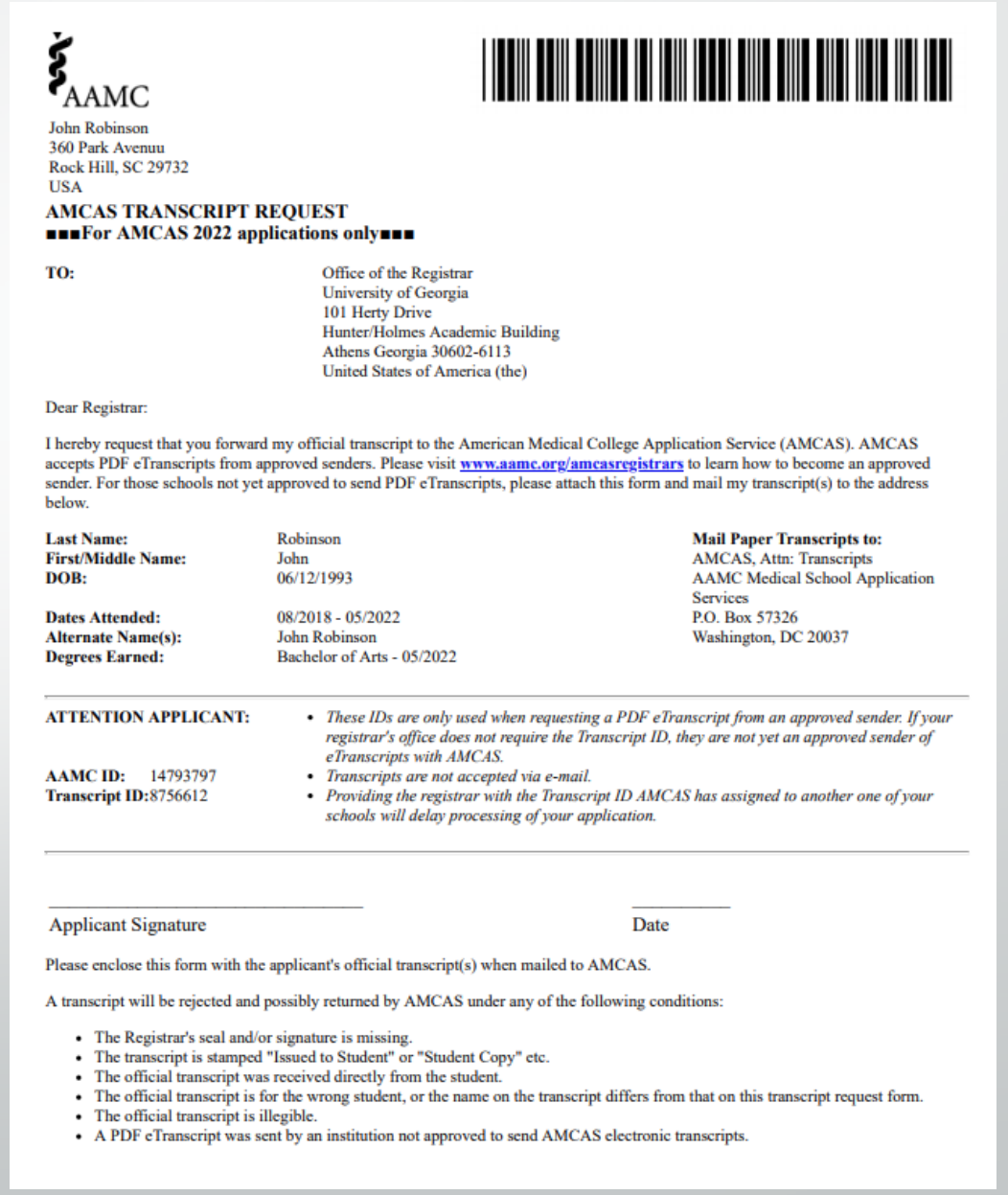
School where transfer credits appear *

University of Georgia ▾

TRANSCRIPT PROCESS

- Transcript verification can take **four-six weeks,** so make submitting transcripts your **FIRST** priority upon creating an account.
  - Take note of when spring grades are due for UGA. **DO NOT** request your UGA transcript until you see that your spring grades have been reported in ATHENA.

- Electronic transcripts are available (and encouraged) for AMCAS.
  - Click **DOWNLOAD TRANSCRIPT REQUEST FORM** for each of the schools from which you need a transcript. (You can "Print to PDF" from your computer's print menu unless you need a physical copy.)
    - AMCAS will generate a form for all of your entries. Download the forms for the schools that you indicated require a transcript.
  - Generate a request form for each institution and provide it to the university Registrar's Office to submit with the official transcript.



AAMC

John Robinson
360 Park Avenuu
Rock Hill, SC 29732
USA

AMCAS TRANSCRIPT REQUEST
■■■For AMCAS 2022 applications only■■■

TO: Office of the Registrar
University of Georgia
101 Herty Drive
Hunter/Holmes Academic Building
Athens Georgia 30602-6113
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: Robinson
First/Middle Name: John
DOB: 06/12/1993

Dates Attended: 08/2018 - 05/2022
Alternate Name(s): John Robinson
Degrees Earned: Bachelor of Arts - 05/2022

Mail Paper Transcripts to:
AMCAS, Attn: Transcripts
AAMC Medical School Application Services
P.O. Box 57326
Washington, DC 20037

ATTENTION APPLICANT:

AAMC ID: 14793797
Transcript ID:8756612

- *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.*
- *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.

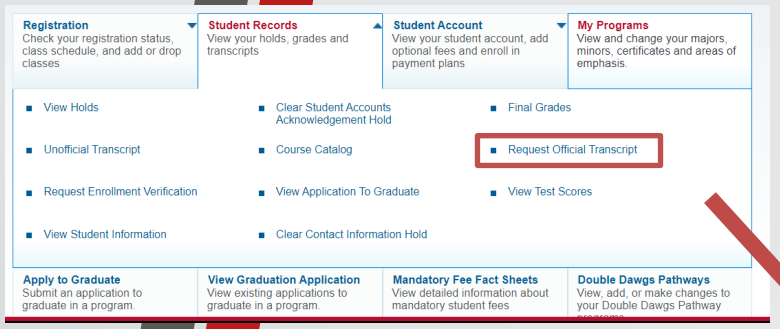
TRANSCRIPT PROCESS

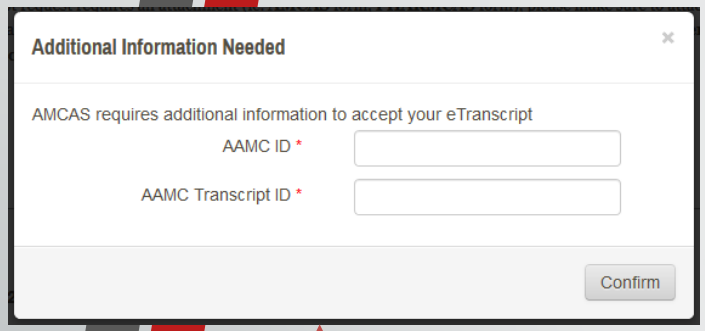
- To request a transcript from UGA Registrar's Office, please follow the instructions at reg.uga.edu/transcripts. Transcripts are requested electronically.
  - Current students can go to Athena -> Student -> Transcript & Enrollment -> Request Official Transcript -> This will take you to Parchment.
  - Select "Transcripts." Search for "AMCAS." Select the only result. You will have a spot on the request page to upload the transcript request form. When you hit "continue," you will be prompted to enter your AAMC ID and the transcript ID as well. eTranscripts are accepted and encouraged. (See next slide.)

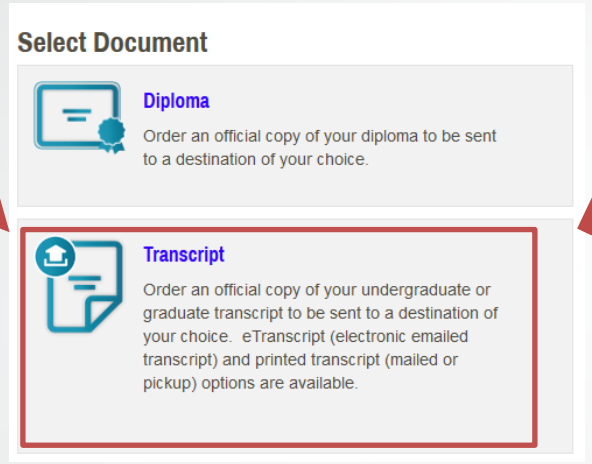
- All transcripts MUST be sent to AMCAS for each school you have attended (even dual enrollment). Only original, **official transcripts** will be accepted. The application cannot be processed without official transcripts sent directly to:

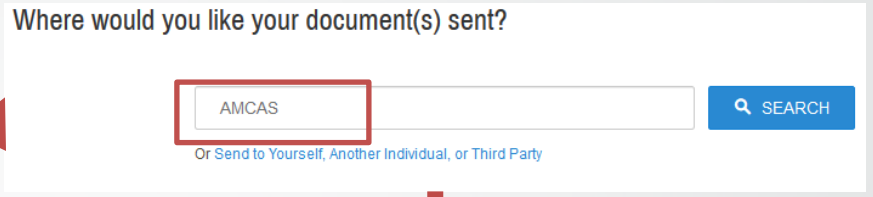
AMCAS, Attn: Transcripts, AAMC Medical School Application Services
P.O. Box 57326,
Washington, DC 20037

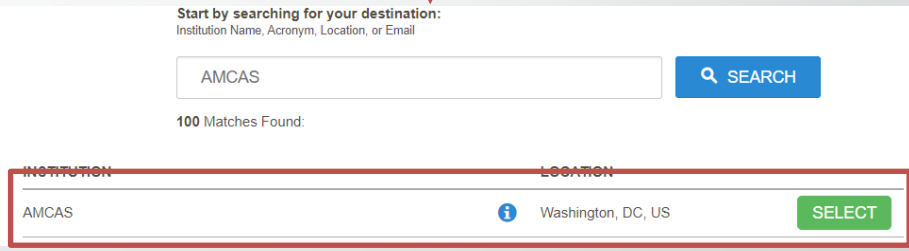
REQUESTING A UGA TRANSCRIPT

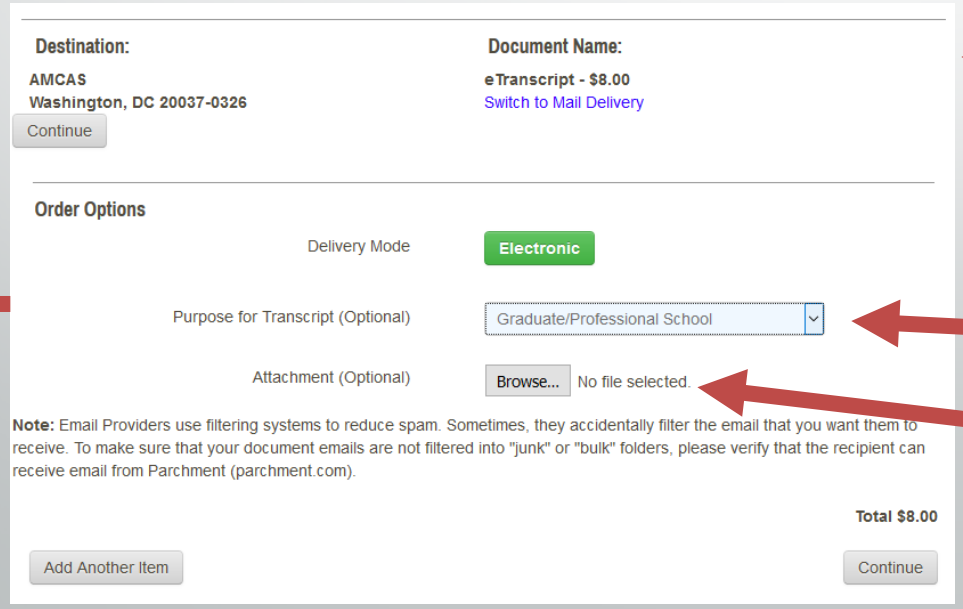












Select "Apply to graduate admissions."

Attach the transcript request form.

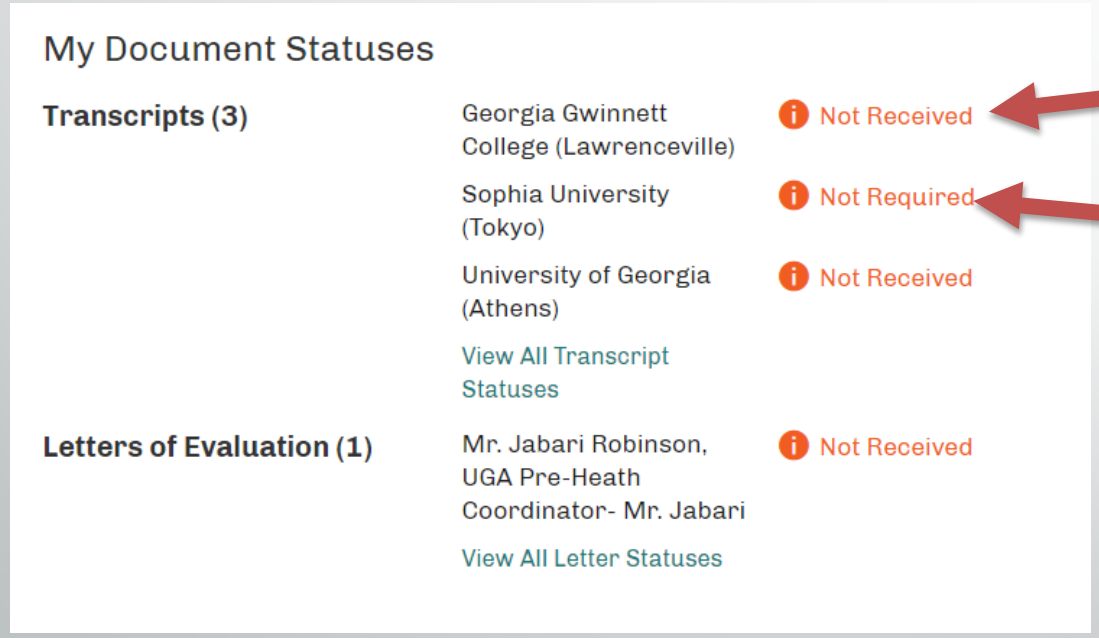
TRANSCRIPT PROCESS

- **Three** things to ensure you successfully match your transcript to your application:
    1. List the institution in the **Colleges Attended** section.
    2. Make sure you download the **Transcript Request** form for each institution that requires a transcript.
    3. Request transcripts as soon as the application opens, but make sure that spring grades are in before requesting the UGA transcript.

NOTE: Please list any alternate names used such as nickname, maiden name, or name variance in the Alternate Name field under the Identifying Information section of the application.

TRANSCRIPT PROCESS

- It is your responsibility to monitor your application for transcript receipt.
  - AMCAS will **NOT** notify applicants concerning missing transcripts.
  - If it has been longer than 10 business days since the transcript was mailed and it has not been posted—resubmit. The status of all transcripts can be viewed in the **My Document Statuses** section of the homepage.



These transcripts have not been received yet.

Note: This was one of the study abroad institutions from the example on a previous slide. We indicated that a transcript is <u>not required</u> for this schools because it was foreign credit transferred to UGA.

TRANSCRIPT FAQ

- **Can I print one transcript request form and send it to all the colleges I attended?**
  - No. Each institution attended has a unique transcript matching form created specifically for that institution.

- **If I have attended multiple institutions, do I need to send a transcript from each school?**
  - Yes. All applicants are required to send ONE transcript from each institution attended regardless of the number of courses taken.
  - Yes, you must send dual-enrollment transcripts and transcripts for transient summer courses.
  - Yes, you must report all college coursework regardless of whether it was required for your degree, and have a corresponding transcript sent.

- **I have transfer credits that appear on my primary transcript. Do I still have to send a transcript from the transferring institution?**
  - Yes. AMCAS requires an official transcript from every institution attended.

- **What should I do if my transcript(s) are not received by AMCAS?**
  - If it has been longer than 10 business days since the transcript was mailed and it has not been posted—resubmit. The status of all transcripts can be viewed in the **CHECK STATUS** tab.

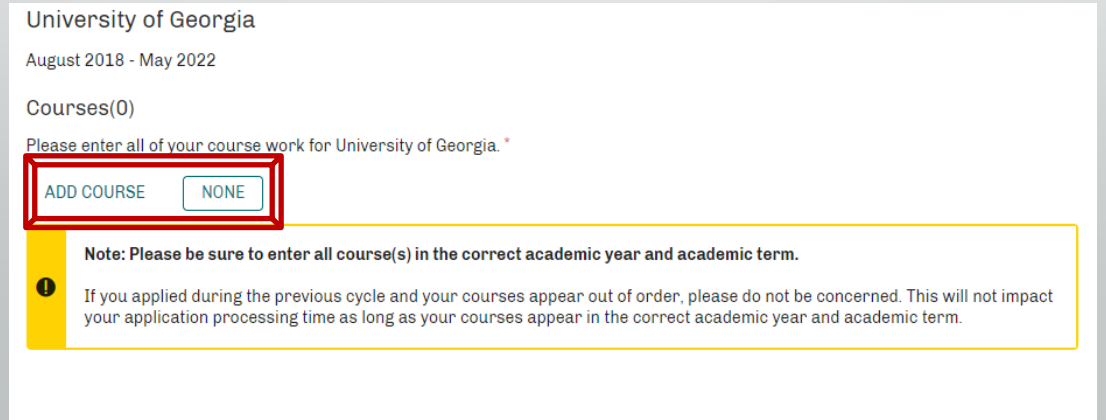
Biographical Information

- **This sections is where you will enter your demographic information, including:**
  - Preferred and Permanent Address
  - Alternate Contact (optional)
  - Citizenship and Legal Residence Status
  - Self-Identification (optional) and Languages spoken (must select at least one language)
  - Military Service and/or discharge
  - Criminal Record (Felony and Misdemeanor)-Speeding tickets classify as a Misdemeanor in the State of Georgia
    - For specific rules on what needs to be reported-check the Applicant Guide.
      - You will get 1,325 characters to explain the charge and how you have learned/grown from that experience.
  - Other Impactful Experiences* (medically, socially, or economically underserved)
    - You will get 1,325 characters to explain why you consider yourself a disadvantaged applicant.
  - Family Information (Parents/Guardians, Siblings, and Dependents)

*New Section in 2023

COURSEWORK ENTRY STEP-BY-STEP

- Obtain an unofficial transcript for each college-level institution you have attended. Use the transcript and the UGA Bulletin to complete this section.
- Complete the "Schools Attended" section.
- Entering Coursework:
  - Enter coursework only under the institution at which it was taken.
    - Ex: Your dual enrollment courses should only go under your dual enrollment institution even though those credits were transferred in and are on your UGA transcript.
  - In general, four-year students list one year per designation and five-year students list their last two years as senior.
  - Students who graduated in three years can list freshman, sophomore and then senior.
- Summer semester are considered the start of the next academic school year, not the end of the previous as most institutions see it. (i.e., Summer 2019 is the beginning of the 2019-2021 school year).



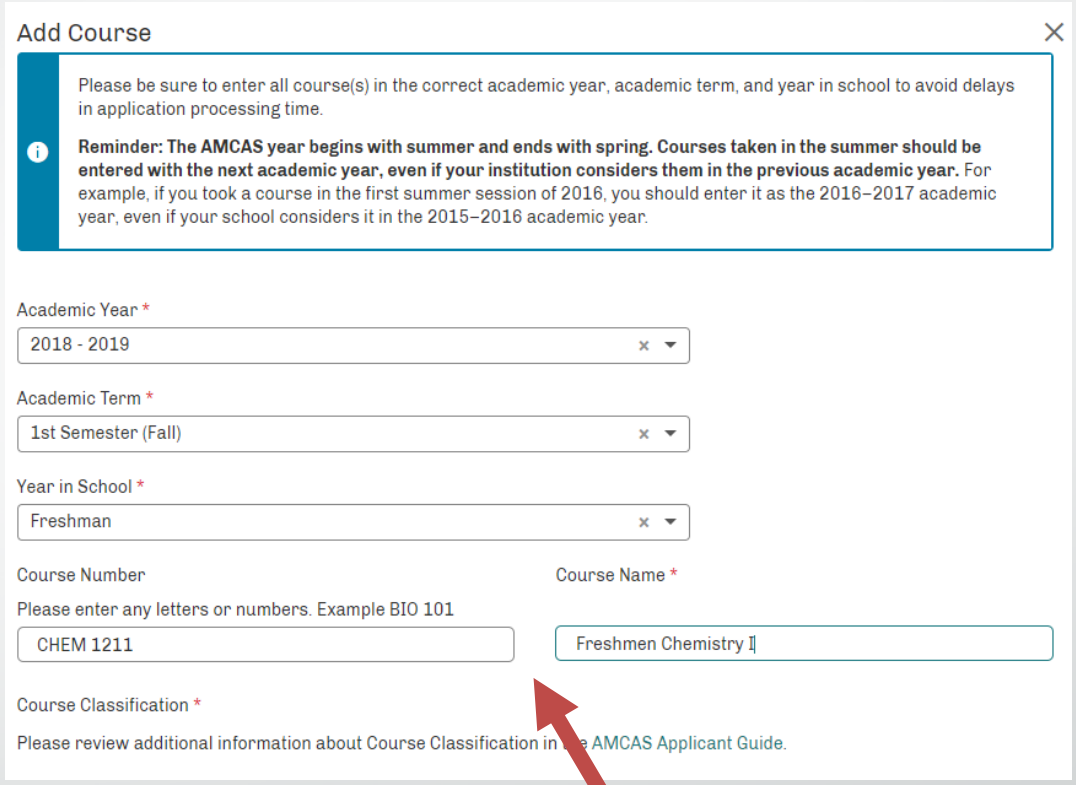
COURSEWORK ENTRY STEP-BY-STEP

- For every course entry, you will enter the academic year, academic term, year in school, course number, course name, course classification, credit hours, and transcript grade. You will also indicate if the course was a lecture, lab or combined lecture/lab.
  - CHEM 1211 → Lecture Only
  - CHEM 1211L → Lab Only
  - PHYS 1111 → Combined Lecture and Lab

Classify the course based on its content. Use the AAMC course Classification Guide for assistance.

For example:

- If your FYOS was "*Revolution and War*" then classify it as "History."
- If your HONS 4960H course was for you working in a microbiology lab, then classify it as "Biology."



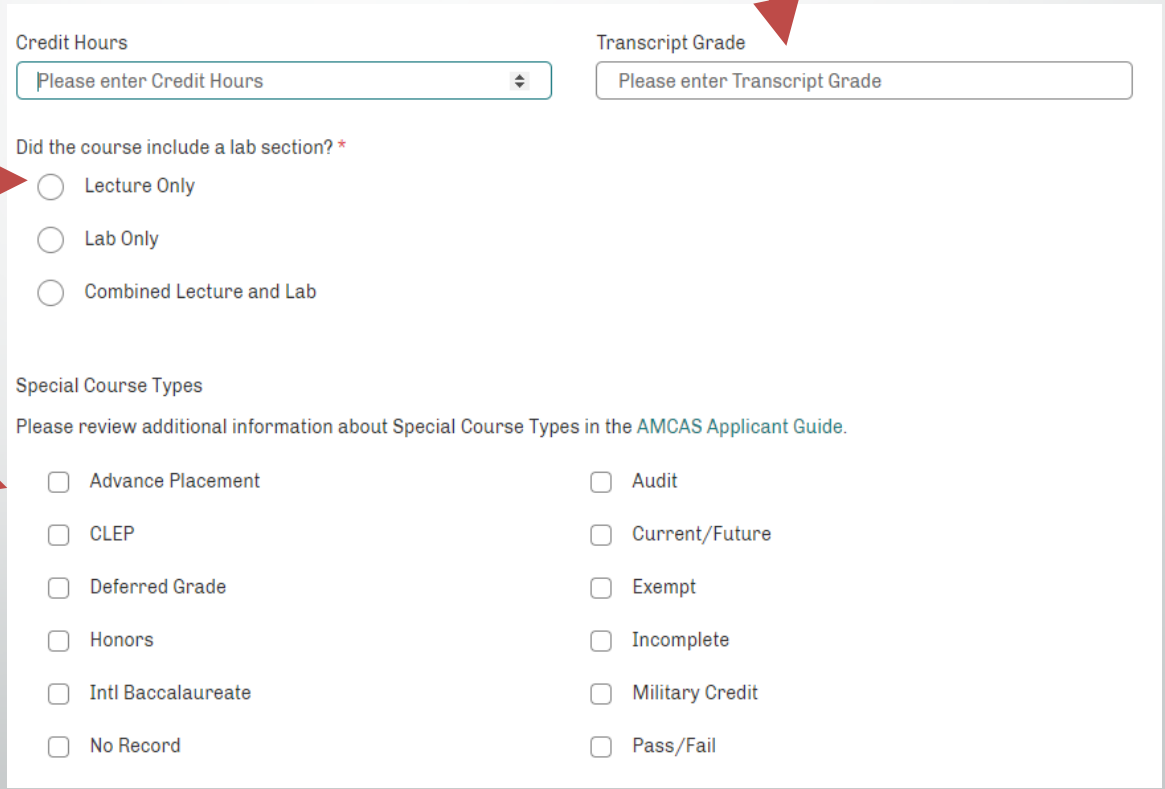
Use your unofficial transcript and the UGA Bulletin to provide the correct course name.

COURSEWORK ENTRY STEP-BY-STEP

- For every course entry, you will enter the academic year, academic term, year in school, course number, course name, course classification, credit hours, and transcript grade. You will also indicate if the course was a lecture, lab or combined lecture/lab.
  - CHEM 1211 → Lecture Only
  - CHEM 1211L → Lab Only
  - PHYS 1111 → Combined Lecture and Lab

Don't forget to indicate if this is a special course.

Enter the grade that it shows on your transcript. If it says "K", put "K". This is based on the grade from the institution that you received credit for the course



COURSEWORK ENTRY: AP Credit

- **Did you have your AP scores sent to UGA via College Board?**
  - For students who started at UGA as Freshman, the answer is probably yes. You can confirm this on your unofficial transcript.

Summer 2015: College Board AP

Subject	Course	Title	Grade	Credit Hours
BIOL	1107	Principles of Bio I	K	3.000
BIOL	1107L	Prin Biol I Lab	K	1.000
POLS	1101	American Government	K	3.000

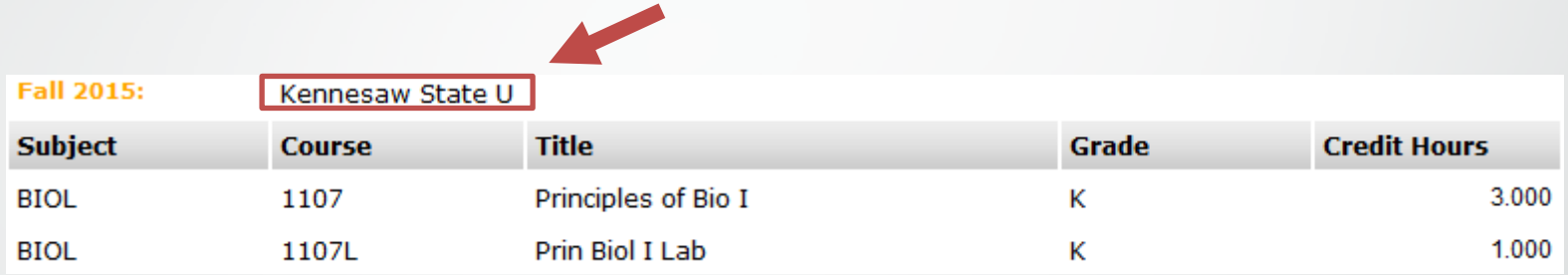
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours
Current Term:	0.000	7.000	7.000	0.000

  - If so, enter the coursework under UGA in the coursework section under the term in which it was granted. (In the case above, that would be Summer 2015.)
  - If you retook the course at UGA, then the AP credit and the course at UGA should be marked as a "Repeated" course
  - **Remember**: AP credit should be entered as "Freshman" and not "High School."

Year	Term	Course Classification	Course Name	Course Number	Credit Hours	Transcript Grade	Type	
2015-2016	Summer Semester (Summer)	Biology	Principles of Biology I	BIOL 1107	1	K	Advance Placement	Edit Delete
2015-2016	Summer Semester (Summer)	Biology	Principles of Biology I Laboratory	BIOL 1107L	1	K	Advance Placement	Edit Delete
2015-2016	Summer Semester (Summer)	Government/Political Science/Law	American Government	POLS 1101	3	K	Advance Placement	Edit Delete

COURSEWORK ENTRY: AP Credit

- **Did you have your AP scores sent to the institution you attend prior to transferring to UGA?**
  - Transfer students do not always have their AP scores sent from College Board to UGA. Instead, they were sent to the first institution which the student attended (GGC, GSU, etc.) and on the transcript appear as transfer credit from that institution.



Fall 2015: Kennesaw State U

Subject	Course	Title	Grade	Credit Hours
BIOL	1107	Principles of Bio I	K	3.000
BIOL	1107L	Prin Biol I Lab	K	1.000

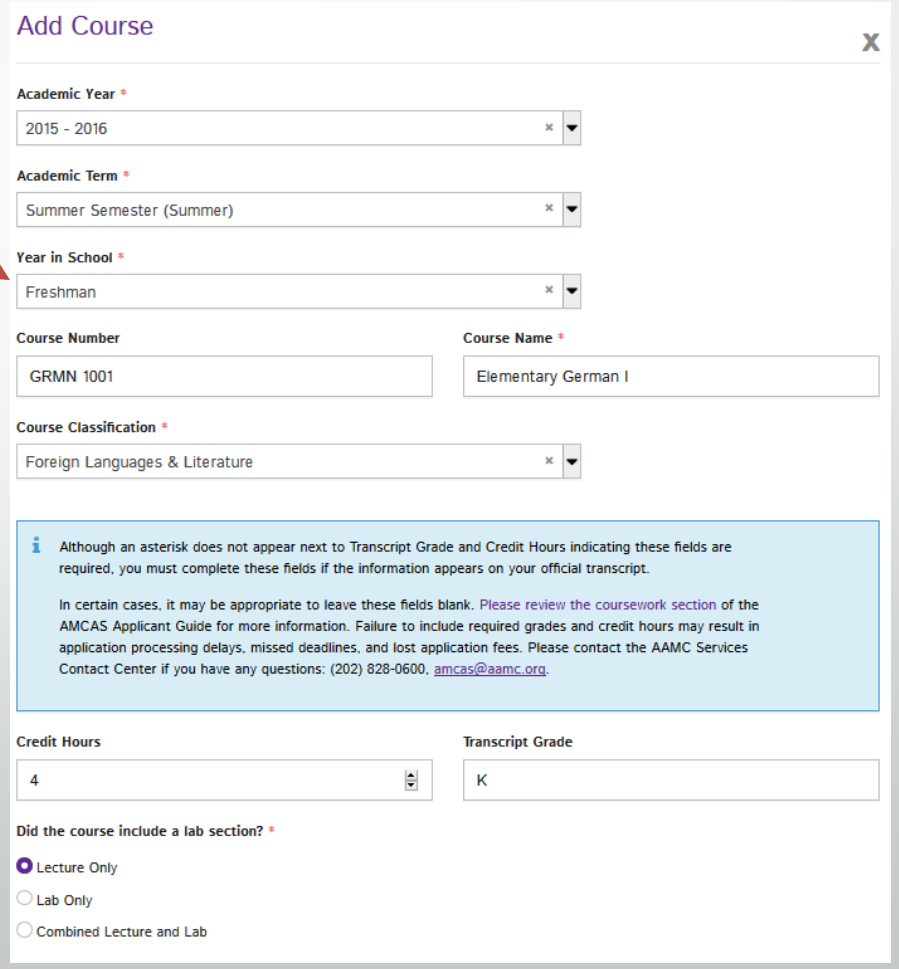
  - If that is the case, make sure you enter the AP credit under the school that granted it (in this case Kennesaw).

- **Exempt credits from AP?**
  - If you have any course that were exempt due to your AP credits, such as Math 1101, you must still enter that course into your application. EX will be the grade and the credit hours will be zero. Select the box that says "Exempt".

COURSEWORK ENTRY: IB Credit

- **IB is entered the same was as AP under the school which awarded course credit.**

Remember: IB & AP credit should be entered as "Freshman" and not "High School."



COURSEWORK ENTRY: Double Dawg

- **How you enter your Double Dawg coursework will depend on whether an individual graduate level course is counting for your undergraduate degree or not.**
  - If you are unsure which courses count for the undergraduate and graduate degrees, contact your academic advisor.

  - If you have enrolled simultaneously in undergraduate and graduate programs (e.g., bachelor's/ master's dual degree):
    - The graduate-level coursework will count toward a graduate degree and should be listed under graduate status at the time the courses were attempted. The undergraduate-level coursework should be assigned the appropriate undergraduate status (FR, SO, JR, SR).
    - **Remember**: If you are a Double Dawg, you should have listed UGA in the "Schools Attended" section *twice*: once for the undergraduate degree and a second time for the graduate degree.
      - Any course that counts for the graduate degree will go under the graduate school entry while and course that does not will stay under the undergraduate level entry.
      - You may have a single semester split between the two entries, and that's fine.

  - If you have enrolled in a dual-degree program and the graduate-level coursework will count toward both the graduate and undergraduate degrees:
    - The graduate-level coursework should be listed under both the appropriate undergraduate and graduate academic statuses.
      - This means *list it twice*. Once under the undergraduate UGA entry just like the rest of your undergraduate coursework, and a second time, under the graduate UGA entry.

COURSEWORK ENTRY FAQ

- **Do I need to include all of my courses on my AMCAS application?**
  - Yes. All previous coursework must be listed (including repeated, failed and withdrawn courses). You must include the course title, department prefix and course number exactly as it appears on your official transcript. AMCAS must receive an official transcript directly from the Registrar at each institution attended. Applications that do not include all courses listed on their transcripts will be put on hold until the discrepancy is resolved.

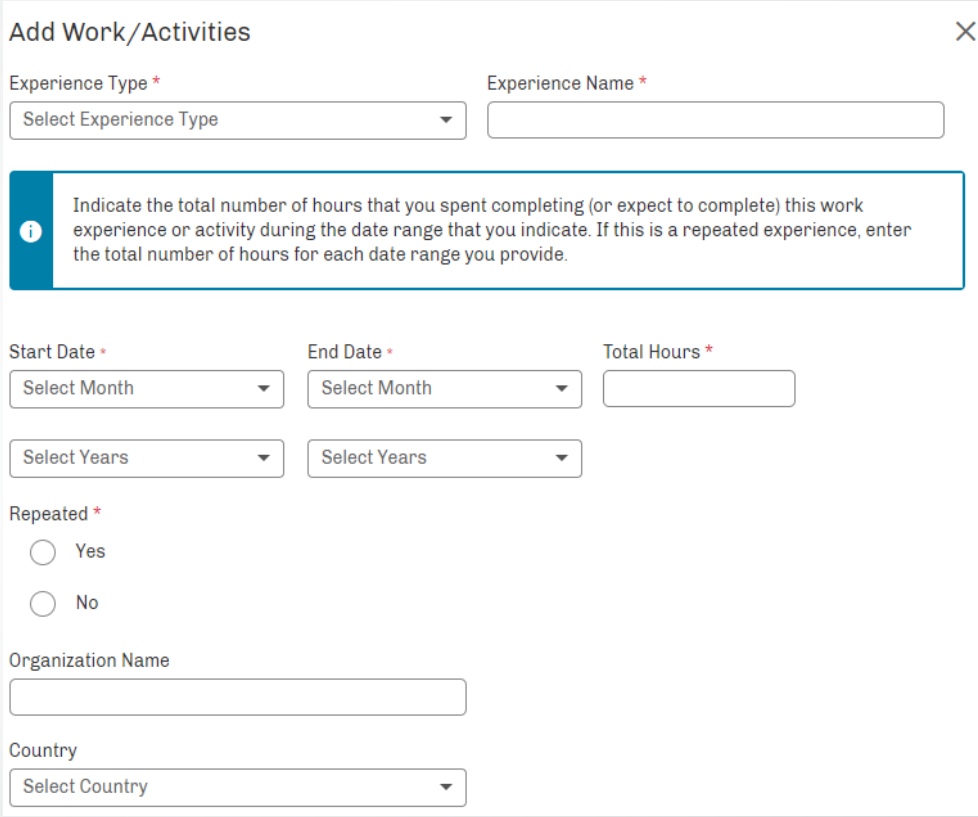
- **How do I enter repeated courses?**
  - If you repeated a course at the same institution, enter both courses into the coursework section. Enter the grade received for each course Both attempts will be calculated in your final GPA. Designate all attempts of the course as "Repeated".

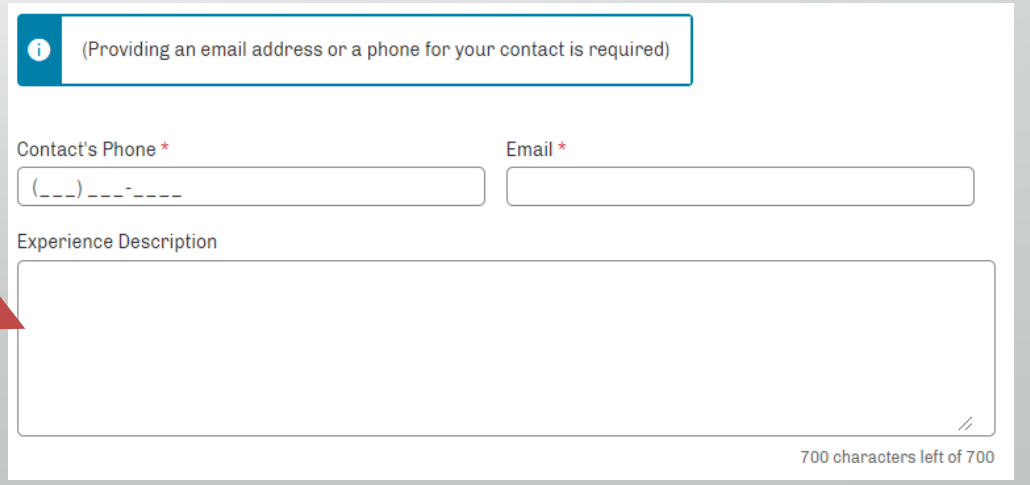
- **Can I update my coursework after I e-submit my application?**
  - Case-by-Case basis. AMCAS requires you to review verified coursework and GPA information. If you find discrepancies or you disagree with changes made during the verification process, you may submit an Academic Change Request for review by AMCAS. After the review, the request is either granted or denied. The Academic Change Request option is available in the Quick Links tile of the Main Menu.

- **Will AMCAS calculate my GPA with a +/- system?**
  - AMCAS will calculate your GPA using whatever grading scale the undergraduate institution that you took the course at used (UGA uses a +/-, so any courses taken at UGA will keep their +/- grade). AMCAS will standardize grades to make sure that their calculation has a fair comparison amongst all applicants. See AMCAS Grade Conversion Chart for reference.

Work/Activities

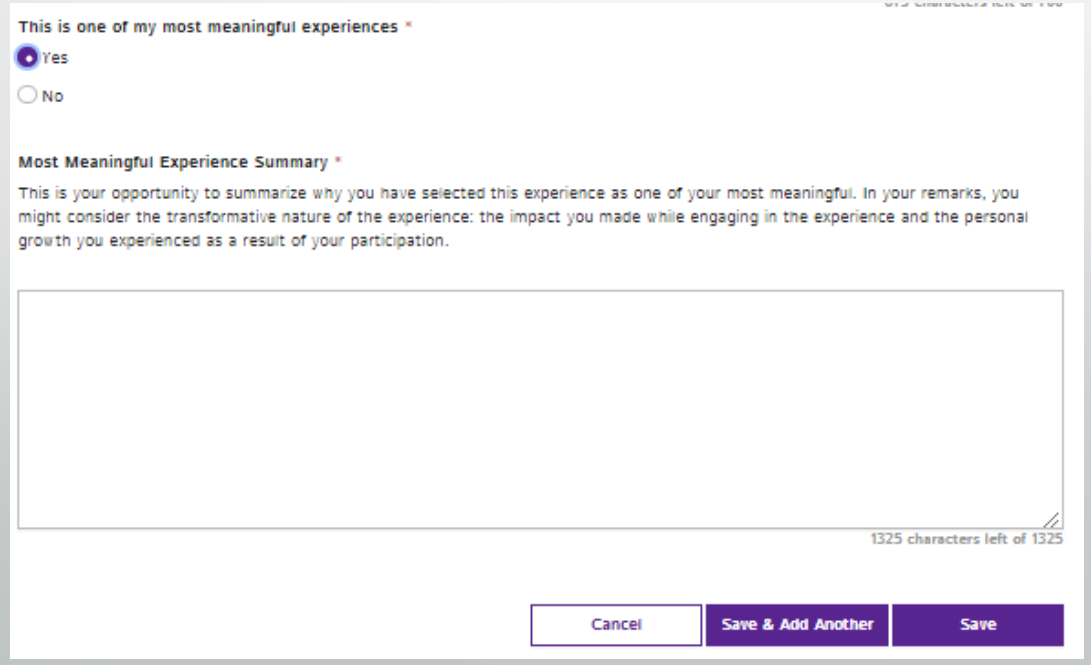
- Applicants use the **Work/Activities** section to provide detailed information about 15 extracurricular or co-curricular experiences.
  - Applicants should record experiences obtained during college.
  - Confusion may arise as to what experience to list under which heading. For example, you completed a summer program that included both physician shadowing and research – where should that go? It's up to you. Select the option which you think best fits the experience, and which highlights what you want to emphasize from it.
  - You do not need to have 15 things listed. You do not want to list fluff on the application, but make sure you are giving yourself credit for your work even if it's an activity that is not clinically related (e.g., part time job.)
  - It is okay to combine some things into one entry. For example, if you shadowed 4 physicians for 10 hours each, then each physician does not warrant their own entry. Instead listed them all under one, listed one as the contact, and the list the others in the description box.
    - You will have 700 characters to describe each experience. Do not rehash content already covered above in the form section.
      - What is the organization/activity?
      - What did **you** do, specifically? –Make sure you have space to talk about the next point.
      - What did you learn? (AAMC's list of Core Competencies can be very helpful here.)





Work/Activities: Most Meaningful

- You may identify up to three experiences that you consider to be the most meaningful.
- This designation will allow you an additional 1,325 characters to explain why the experience(s) was particularly meaningful to you
- In this section, consider the transformative nature of the experience, the impact you made while engaging in the activity, and the personal growth you experienced as a result of your participation.

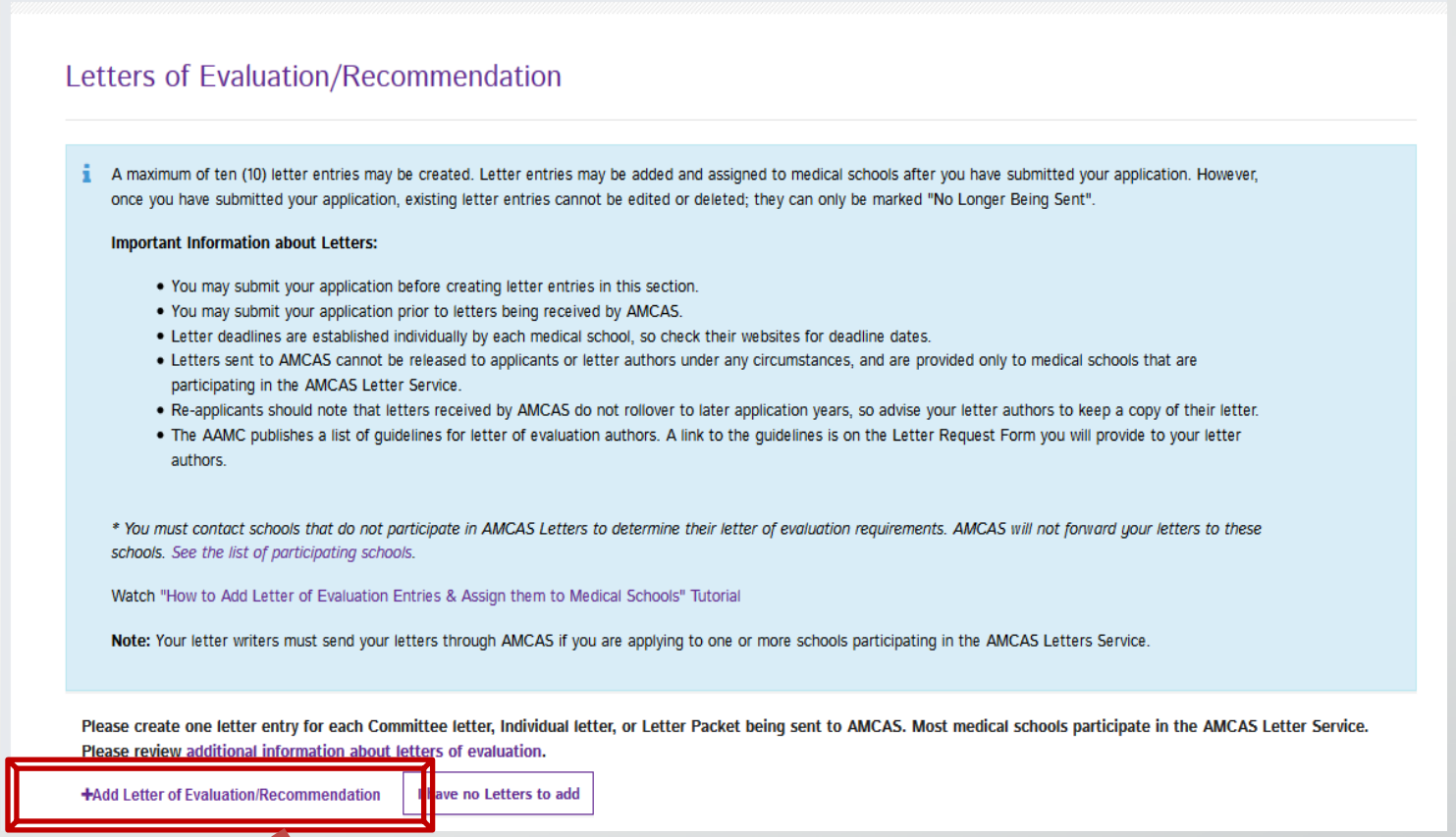


LETTERS OF EVALUATION

- What about Committee Letters?
  - The University of Georgia does not offer committee letters or letter packets. Below is the official wording you can use if ask why you do not have a committee letter.
    - Each medical school will have their list of required individual letters they accept if you do not have a committee letter. This will not hurt you in the application cycle since we do not offer one.
  - As of January 2016, the Pre-Professional Advising Office will no longer serve as a repository/submission service for letters of evaluation to medical school. Additionally, UGA does not offer committee letters. Due to our large student population, we would be unable to provide each medical school applicant with a quality letter.

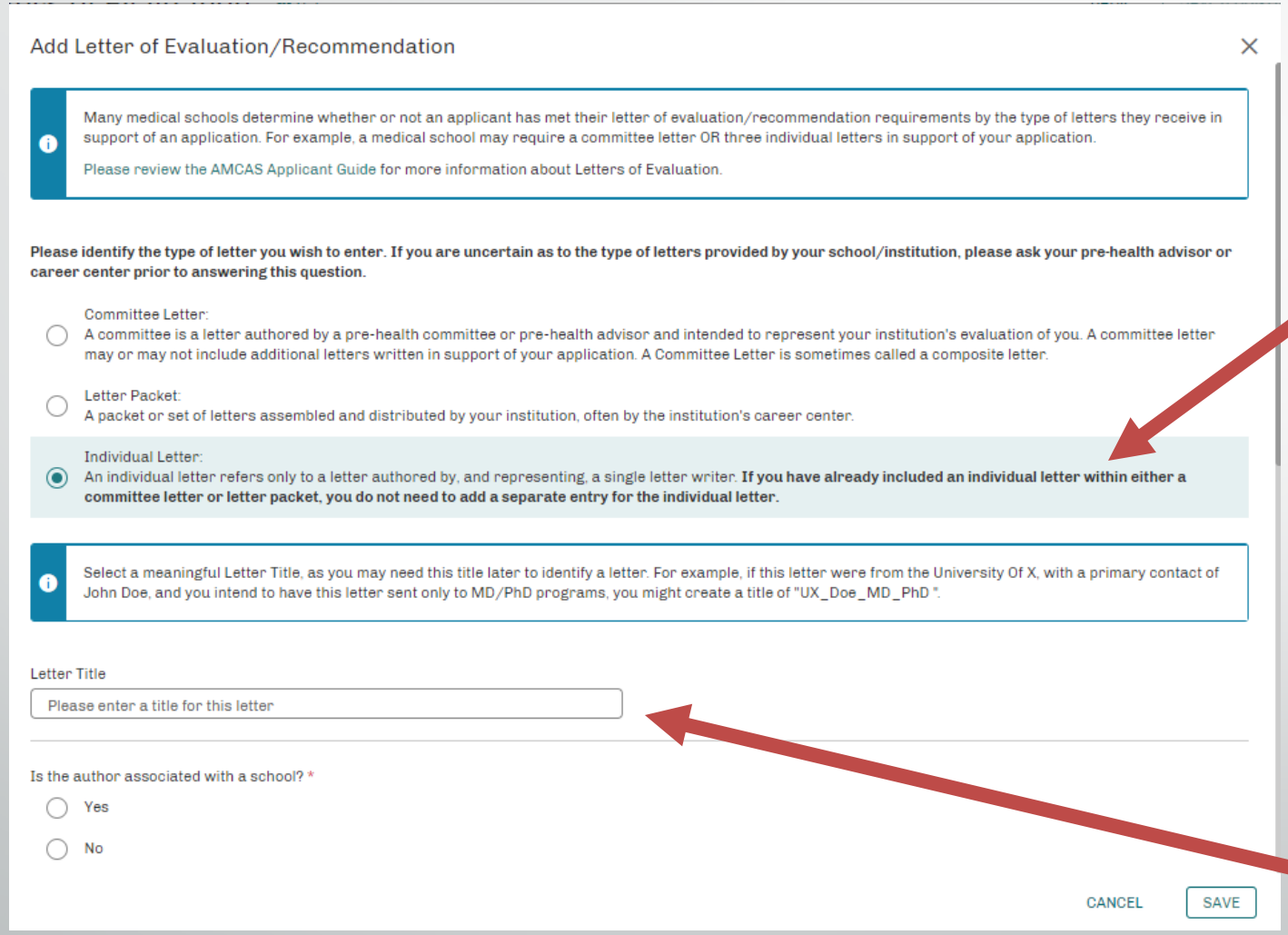
LETTERS OF EVALUATION

- Contact each letter writer to confirm they will author an evaluation and to obtain their preferred email address.
- It is NOT necessary to wait until your evaluators have uploaded a letter to submit your application.
- First, create entries for your letter writers in AMCAS. This step is mandatory.
- You can have up to 10 letters in AMCAS, but you do not need to have that many. Indeed, many schools will set their maximum lower.
- You will be able to assign individual letters to schools in the "Medical Schools" section.



Click here to add a letter.

LETTERS OF EVALUATION



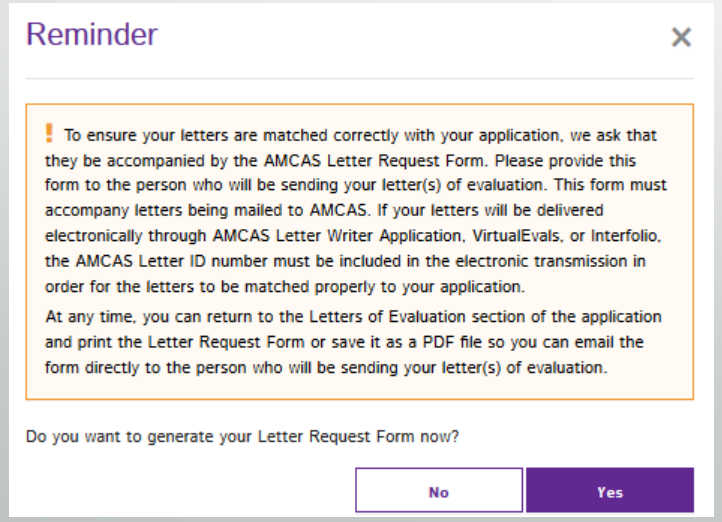
Select "Individual Letter."

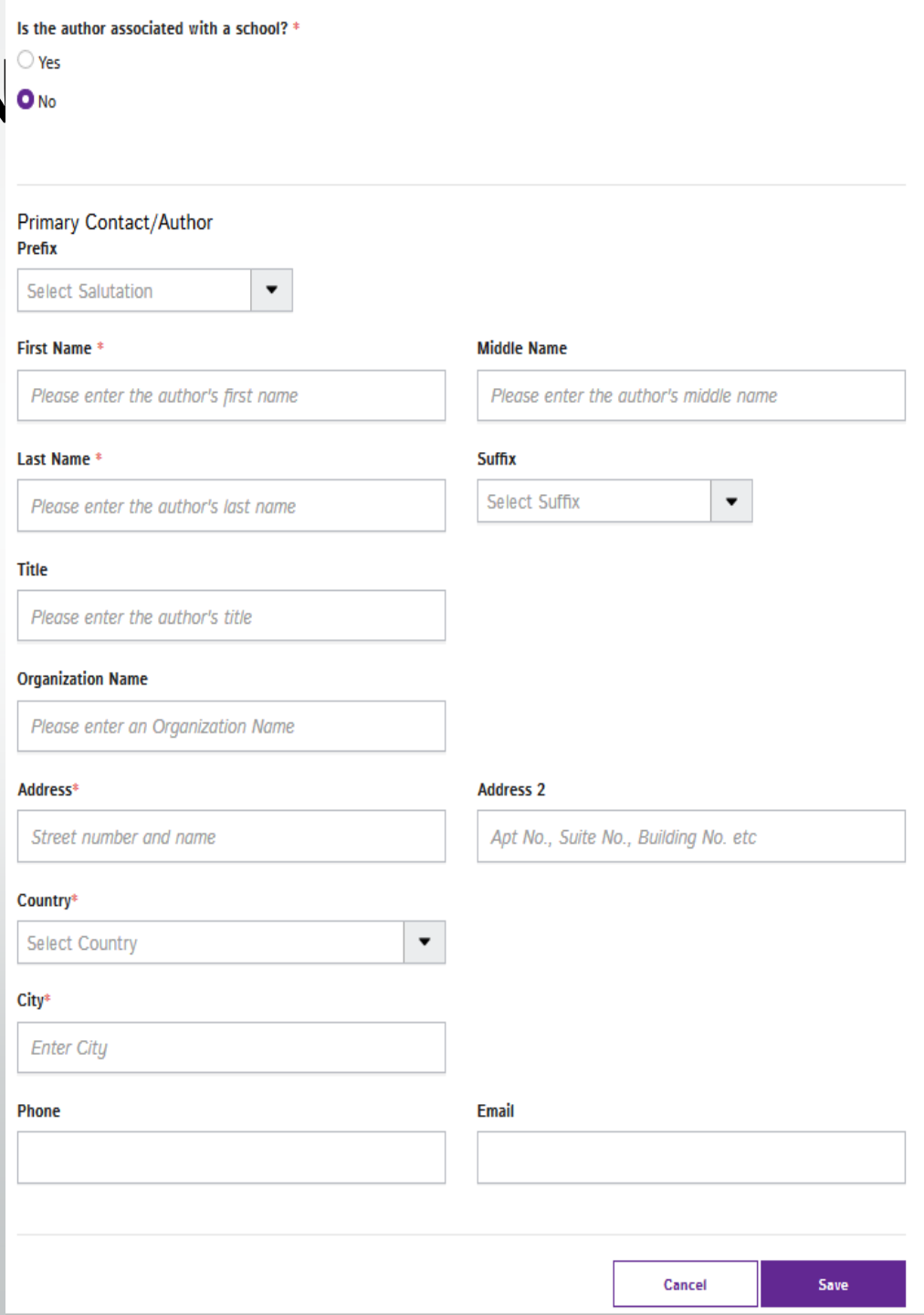
UGA does not issue committee letters, nor do we compose letter packets as of January 2016. If you have a packet assembled prior to that date and would like it submitted, please follow the instructions here.

You can name your letter. If you don't create a name, it will just be listed by the letter writer's name. Pick something that will allow you to identify each letter.

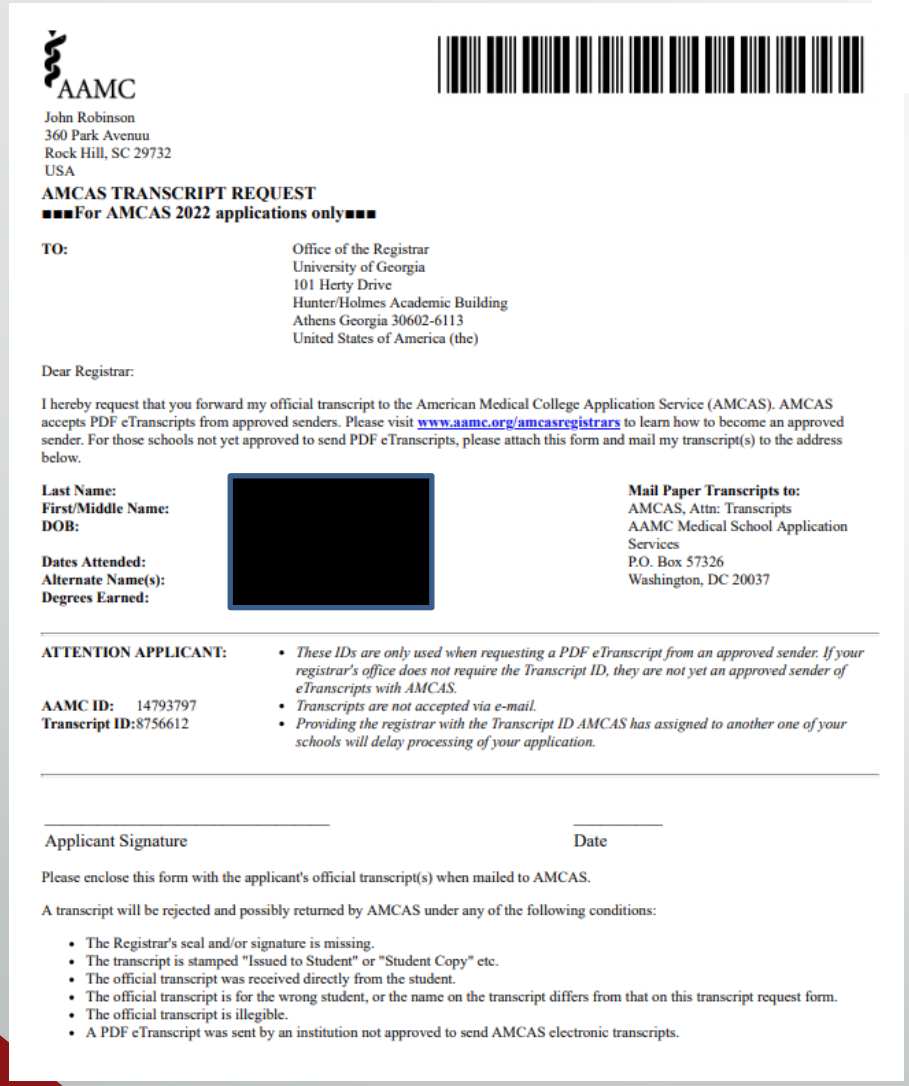
LETTERS OF EVALUATION

- Fill out this section carefully.
- Remember that while this section can be updated after submission, getting a letter writer deleted after submission requires contacting AAMC. Make sure you are communicating with your letter writers to ensure that they will submit the letter on your behalf.
- AMCAS **will not** email your letter writers with a letter upload link.
- When you hit "save" it will prompt you to generate a letter request form. You do not have to do that at this time, and can click no if you are bulk entering your letter writers.





LETTERS OF EVALUATION



AAMC

John Robinson
360 Park Avenuu
Rock Hill, SC 29732
USA

AMCAS TRANSCRIPT REQUEST
■■■For AMCAS 2022 applications only■■■

TO: Office of the Registrar
University of Georgia
101 Herty Drive
Hunter/Holmes Academic Building
Athens Georgia 30602-6113
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:
First/Middle Name:
DOB:

Dates Attended:
Alternate Name(s):
Degrees Earned:

Mail Paper Transcripts to:
AMCAS, Attn: Transcripts
AAMC Medical School Application Services
P.O. Box 57326
Washington, DC 20037

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

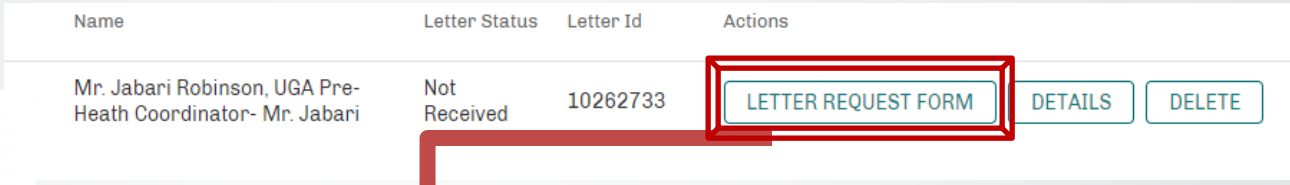
AAMC ID: 14793797
Transcript ID: 8756612

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.



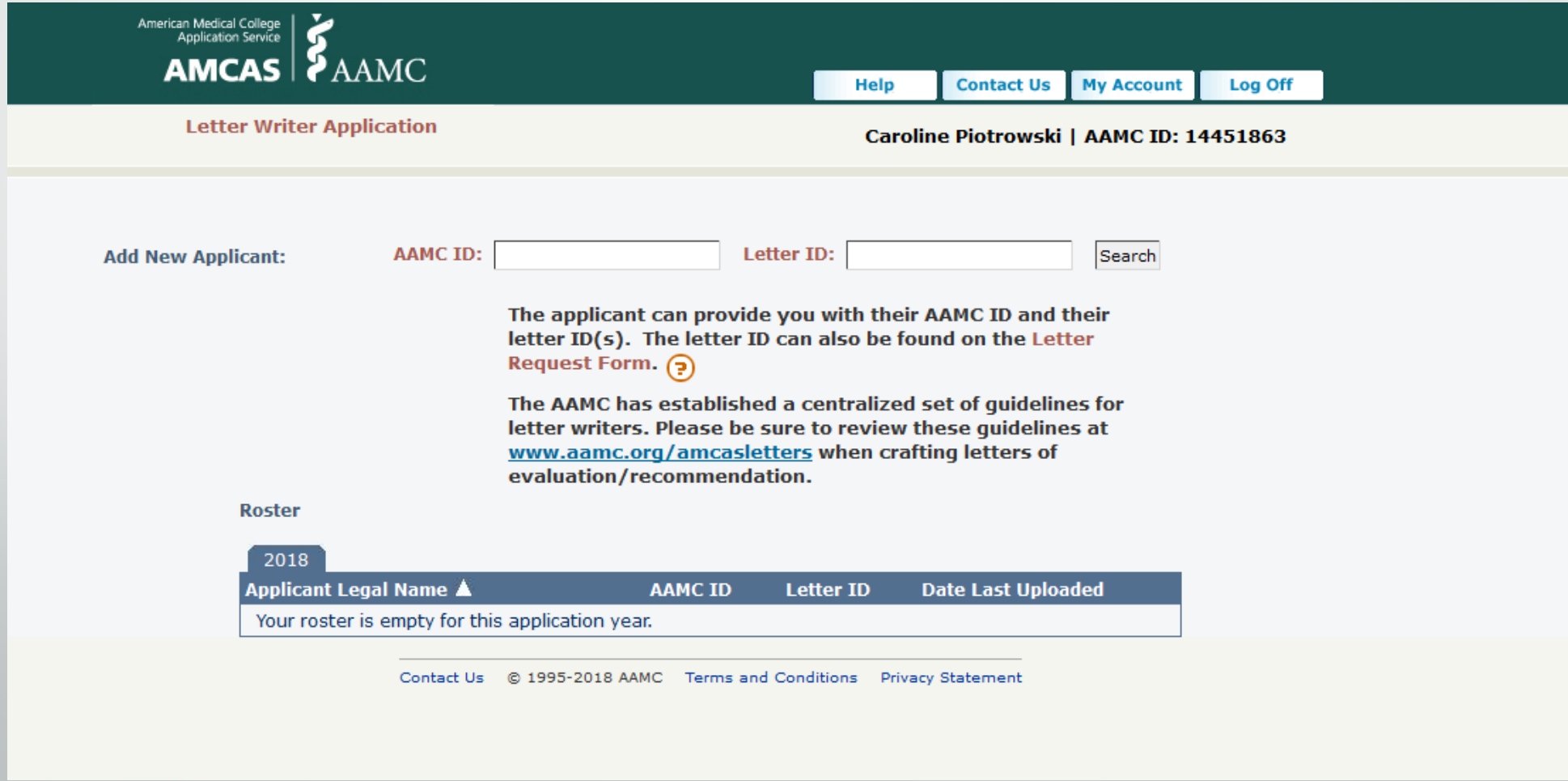
Name	Letter Status	Letter Id	Actions
Mr. Jabari Robinson, UGA Pre-Heath Coordinator- Mr. Jabari	Not Received	10262733	LETTER REQUEST FORM DETAILS DELETE

You can always generate a form by clicking this link.

If you are not using Interfolio, then you must generate the Letter Request form and give it to your letter writer. They need the form in order to be able to upload your letter.

LETTERS OF EVALUATION

- In order to upload the letter, your letter writer will need to have the Letter Request Form that you generated in AMCAS.
  - They will need an AAMC account. It's free and easy to setup. Many of your letter writers are likely to already have one.
  - They will go to [this webpage](#) to upload the letter. (Listed on the Letter Request Form.)
  - They will search for you with your AAMC ID and their unique letter ID. (Both on the Letter Request Form.)



Interfolio & AMCAS

- Interfolio is a paid service that will store your letters indefinitely and allow you to upload them to AMCAS.
- As soon as you create an account, you can enter letter writer information and they will receive an e-mail from Interfolio with a link to the upload page.
- Interfolio has a step-by-step guide on their website for how to upload letters to AMCAS. (You will need the individual letter IDs as well as your own AAMC ID.)

interfolio

UPGRADE | UGA Premedical Events | 0

Deliveries | Letters | Materials

Letters

Request a Letter

My Letters of Recommendation | Letters to Write

You have not requested any letters of recommendation yet.
Request a letter of recommendation

How do I request a letter of recommendation?

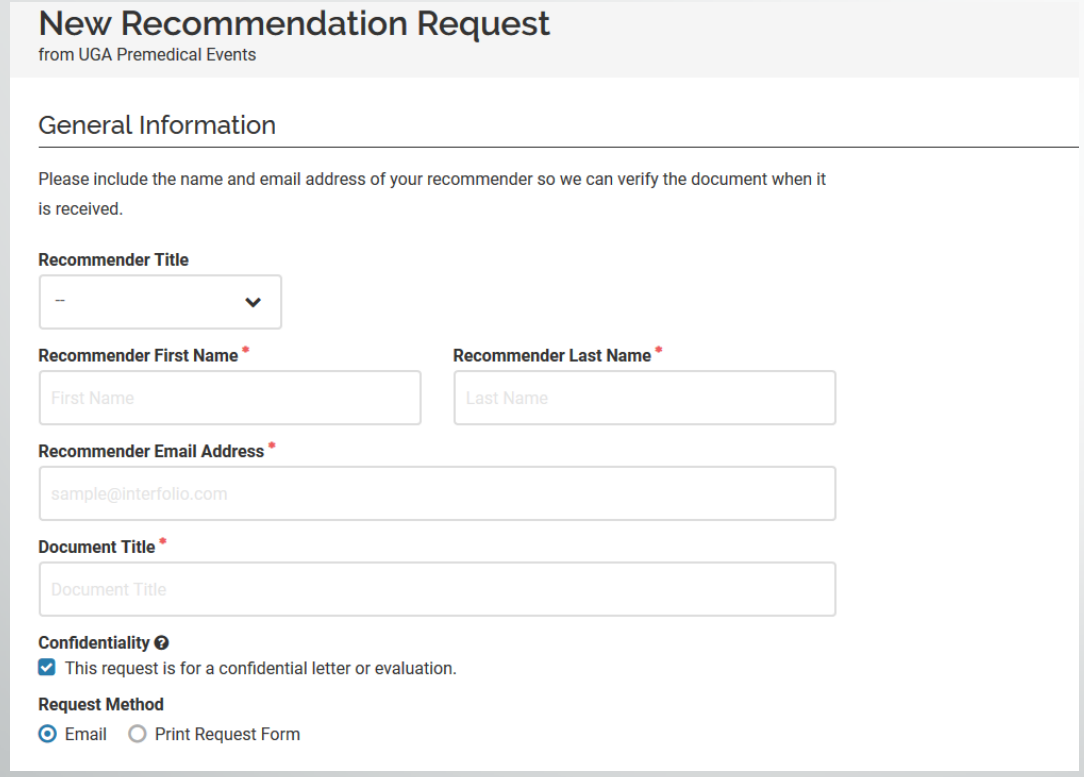
Dossier makes it easy to manage your letters of recommendation.

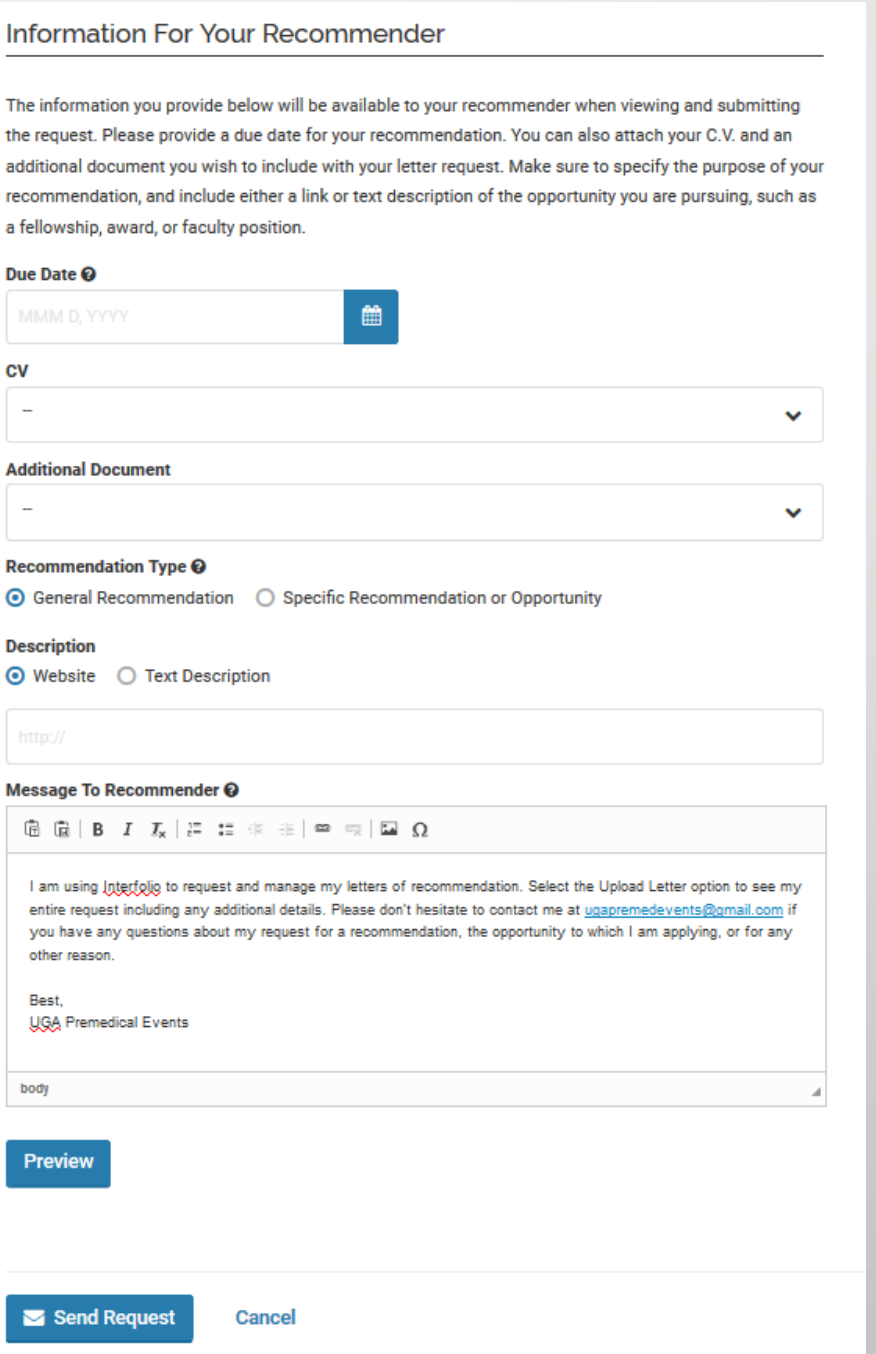
- Start by filling out the request form
- Dossier sends an email to your recommender
- Your recommender gets a link and uploads the letter

Once the letter is uploaded, you'll be able to use Dossier to deliver it to any opportunity.

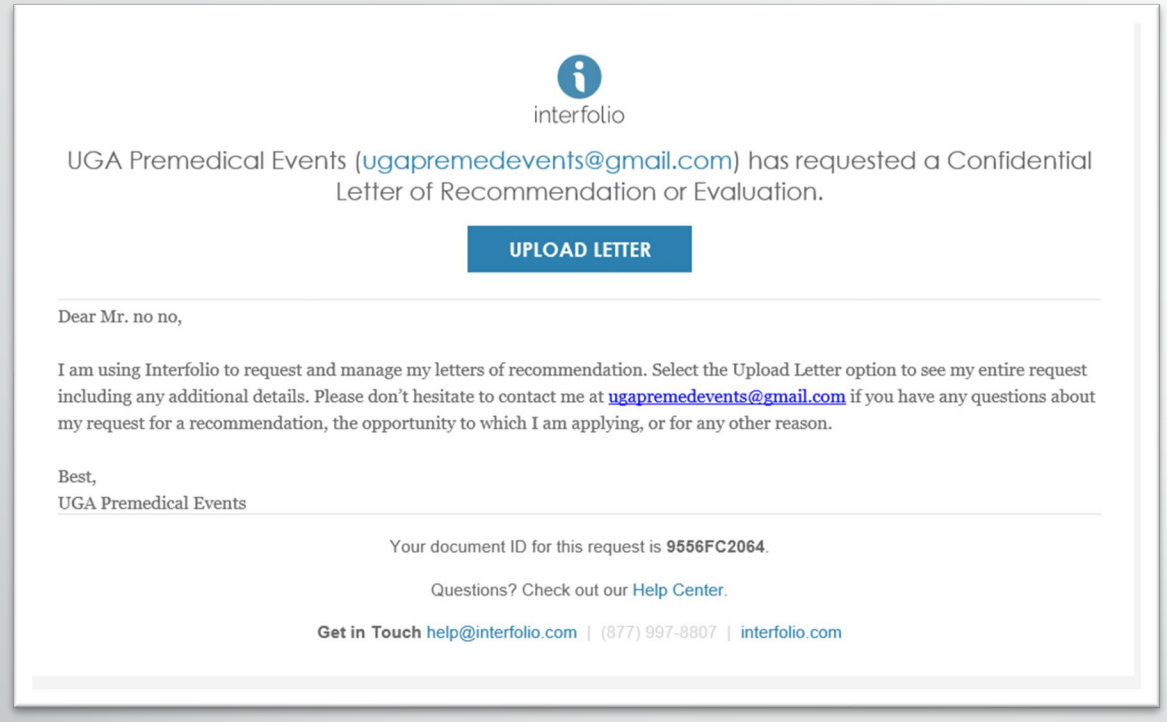
Your requested letters will appear in this section, and you will be able to see the status of each request.

REQUESTING LETTERS THROUGH INTERFOLIO





WHAT YOUR WRITER SEE…



interfolio

UGA Premedical Events (ugapremedevents@gmail.com) has requested a Confidential Letter of Recommendation or Evaluation.

UPLOAD LETTER

Dear Mr. no no,

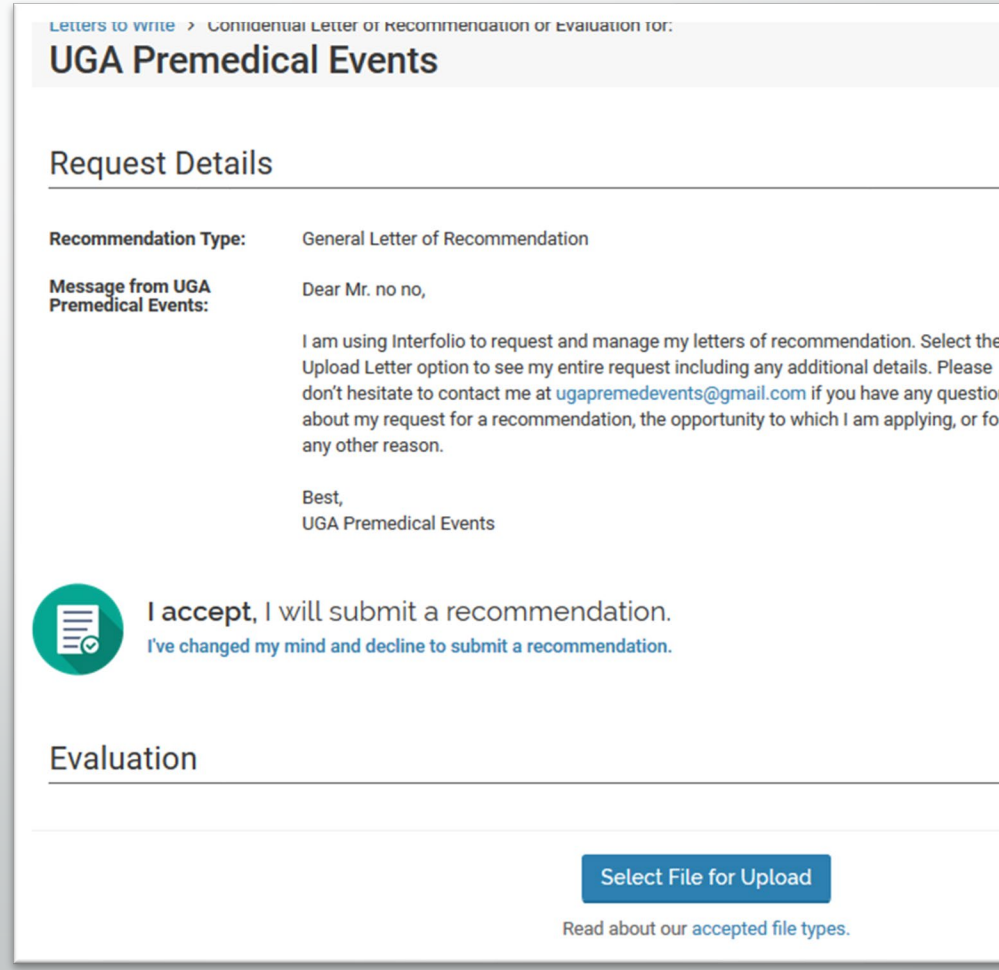
I am using Interfolio to request and manage my letters of recommendation. Select the Upload Letter option to see my entire request including any additional details. Please don't hesitate to contact me at ugapremedevents@gmail.com if you have any questions about my request for a recommendation, the opportunity to which I am applying, or for any other reason.

Best,
UGA Premedical Events

Your document ID for this request is **9556FC2064**.

Questions? Check out our Help Center.

Get in Touch help@interfolio.com | (877) 997-8807 | interfolio.com



Letters to Write › Confidential Letter of Recommendation or Evaluation for:

UGA Premedical Events

Request Details

Recommendation Type: General Letter of Recommendation

Message from UGA Premedical Events: Dear Mr. no no,

I am using Interfolio to request and manage my letters of recommendation. Select the Upload Letter option to see my entire request including any additional details. Please don't hesitate to contact me at ugapremedevents@gmail.com if you have any questio about my request for a recommendation, the opportunity to which I am applying, or fo any other reason.

Best,
UGA Premedical Events

I accept, I will submit a recommendation.

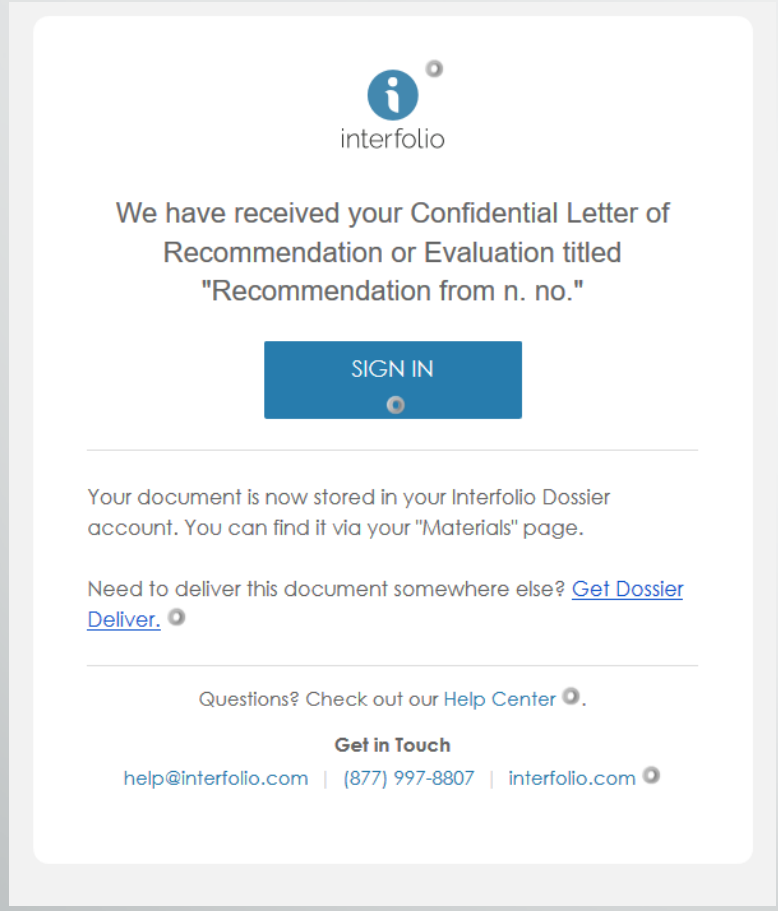
I've changed my mind and decline to submit a recommendation.

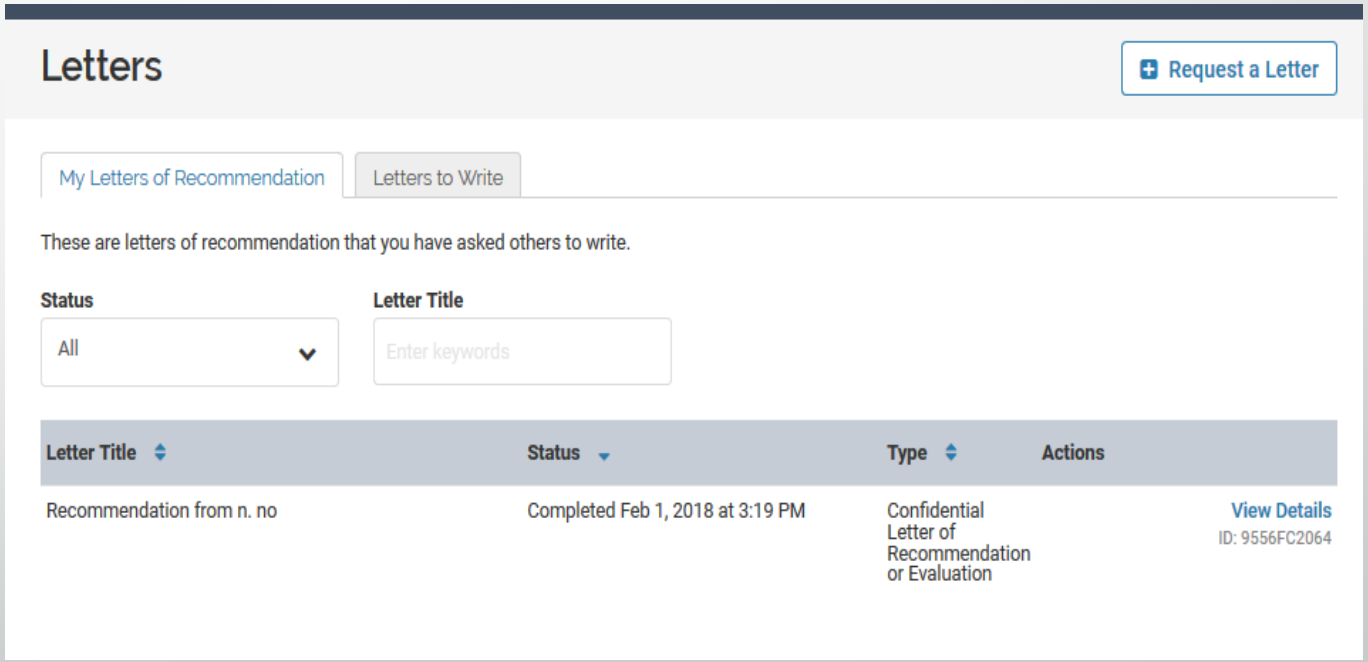
Evaluation

Select File for Upload

Read about our accepted file types.

NOW YOU HAVE A LETTER!





LETTERS OF EVALUATION: Interfolio

- If you are using Interfolio, you do not need to the generate the Letter Request Form pdf, but you will still create the letter entries in AMCAS. Since your letters are already stored in Interfolio, you will just follow Interfolio's instructions for submitting the letters to AMCAS.
  - Remember: Interfolio is a paid service, and you must upgrade to Dossier Delivery in order to be able to send your letters to AMCAS.

- Interfolio needs your AAMC ID and the individual Letter IDs so that they can match the stored letters to your AMCAS entries.
- **Remember**: Select the 2024 AMCAS cycle which picking where to have your letters send in Interfolio.

LETTERS OF EVALUATION FAQ

- **What does it mean to waive my right to access the evaluation?**
  - You relinquish your access to the provided letter. If you do not waive that right, the evaluator will know that you have access to read it. **ALWAYS** waive your right to access.

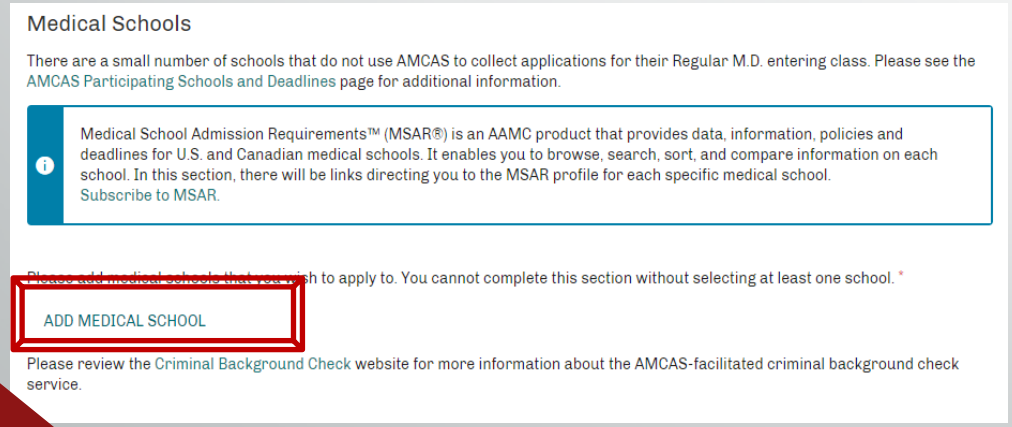
- **How can I view my evaluations?**
  - AMCAS cannot allow you access to your evaluations, nor can applicants view their evaluations during the AMCAS process. If you have not waived your right to access your evaluations, once you have matriculated to a school or college of medical, you may be able to then review your letters at that time and at the discretion of the institution.

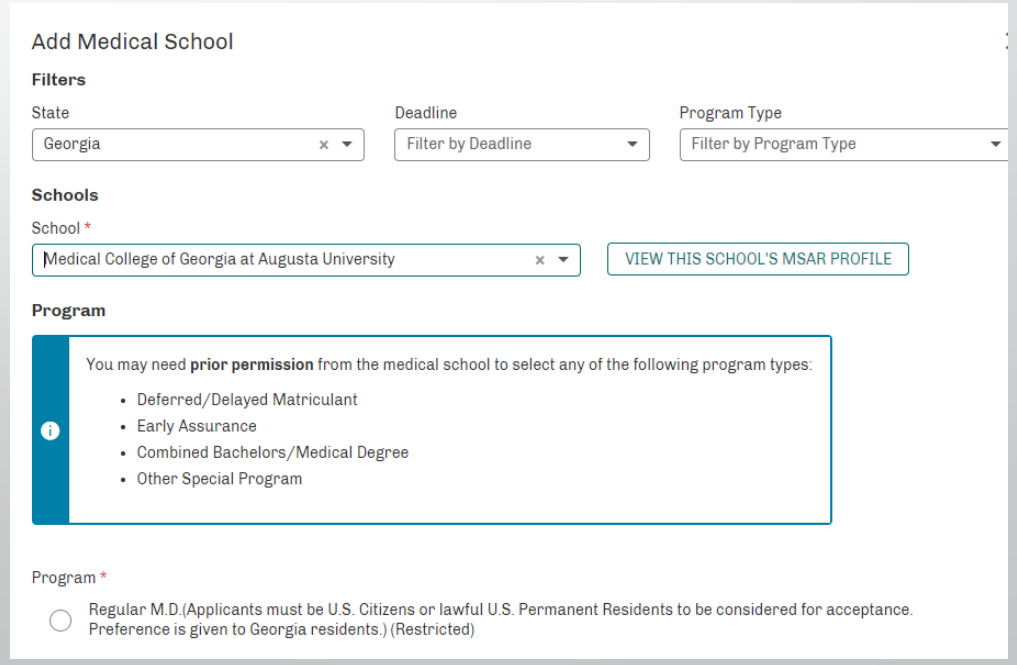
- **Can I change my waiver to view my recommendation?**
  - No. Once an evaluation has been received by AMCAS, the waiver cannot be changed.

- **Must I wait for my evaluations to be complete before submitting my application?**
  - It is not necessary, nor is it suggested, to wait until your evaluators have uploaded their letters to submit your application.

PROGRAM SELECTION

- Once you have created an account, you must select at least **one** medical school or college to which you will be applying.
  - **It is best to add all programs you are applying to at this point.** You can always add more programs later on or remove a program prior to submission of the application if you opt not to apply to this program. Once you have added one or more programs to which you are applying, you will need to review the list of designations schools and colleges, and then advance to the application.
  - If you are applying EDP to a school, you will not be allowed to add any additional schools until EDP decisions are made (October) and only if you have been rejected.
  - This is where you can indicate dual-degree programs (MD/PhD, etc.)





SCHOOL SELECTION

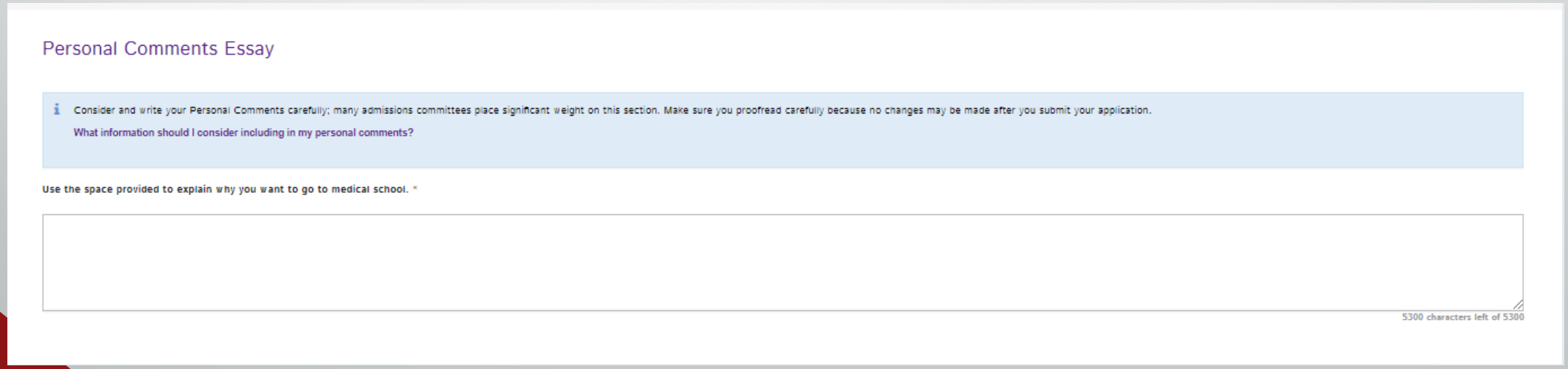
- 1 school: $175
  - Each additional school: $45
- Average applicant applies to 15-20 schools
- **APPLY EARLY!**
  - Since medical school acceptance is done on a **rolling basis,** applicants who submit early are more successful in being invited to interviews and considered for scholarships first. Please note that there are exceptions.
  - Once your application becomes complete (application submitted and all official transcripts received) it can take 4 – 6 business weeks for your application to be verified.
  - Suggested to have application submitted within the first week of submissions being open.
- **Which schools should I be looking at?** --The ones you are competitive for, primarily.
  - This will vary among students based on academic record, MCAT, interests, etc. Contact the Pre-Professional Advising Office to discuss this further if you have specific questions.
    - Usually, applicants will select any schools that their metrics are on target with and apply to a few schools above and below their metrics.
  - MSAR is a great resource to see where you might be a competitive applicant.
  - **Remember**: Residency can factor heavily into admission. Public schools tend to recruit heavily from their own state. When you are selecting your schools, keep this mind.

PERSONAL STATEMENT

- 5300 characters including spaces

- Describe what inspires your decision for becoming a physician, including your preparation for training in this profession, your aptitude and motivation, the basis for your interest in medicine, and your future career goals.
  - Traits to express are motivation, academic preparedness, articulate, socially conscious, and knowledgeable about medical.
  - AAMC Core Competencies
  - Do not rehash your resume and do not repeat what you wrote for your "Most Meaningful" experiences from work/activities.

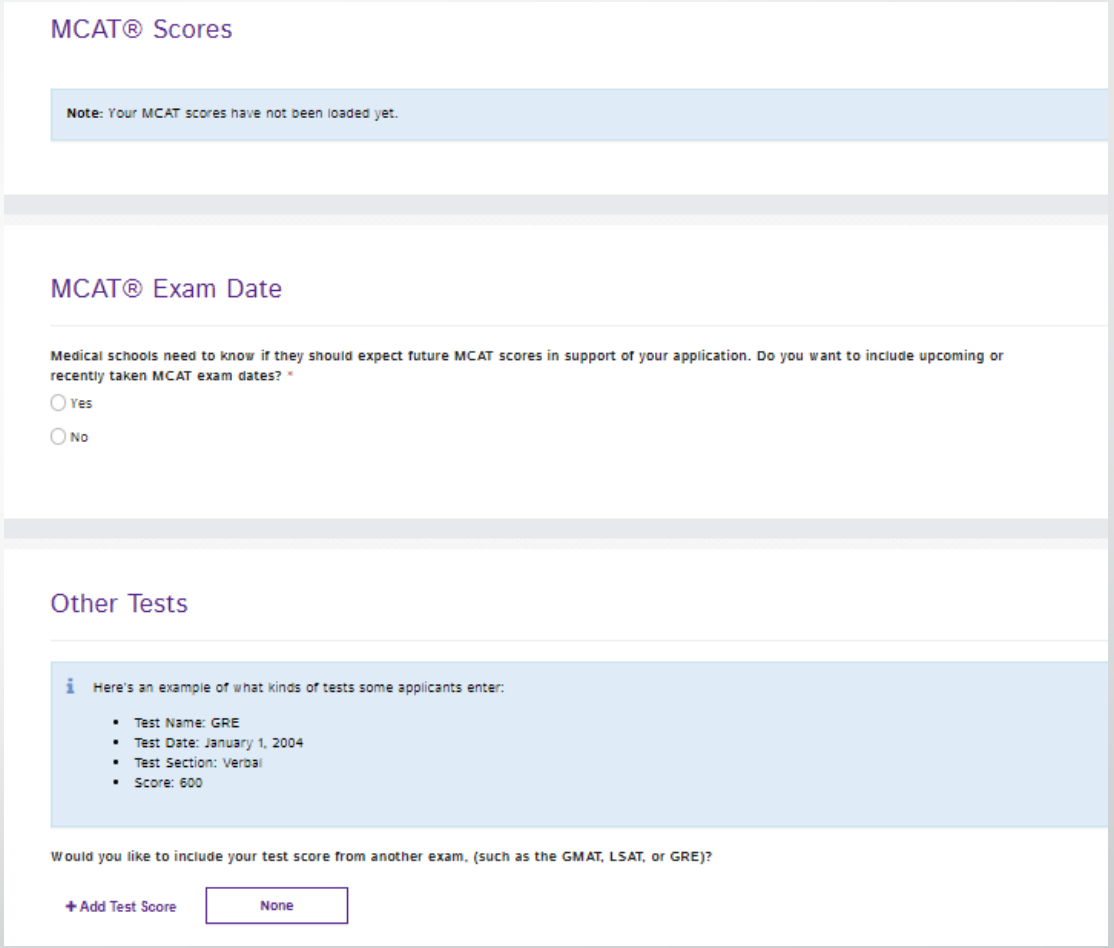
- **If you are applying for MD/PhD, you will have two additional essays to complete:**
  - MD/PhD Essay (3000 characters) –Give your reason(s) for wishing to pursue the combined MD/PhD degree.
  - Significant Research Essay (10,000 characters) –Describe your significant research experiences in detail.



MCAT SECTION

- The MCAT is required by all schools and colleges of medical.
  - All MCAT exams that you have taken and for which you have received scores will be automatically released to AMCAS. Before you submit your application, you must ensure that all the MCAT exams for which you have received scores are listed in this section. AMCAS allows you to self-report your planned test date
  - Please note that this does not include any exams you voided at the time of the exam.

- If you have not yet taken the MCAT exam or have not yet received a score for a recently taken MCAT exam at the time you submit your application, **it is very important that you include in your application the test dates for upcoming or recently taken MCAT exams.** If you do not do so, medical schools will have no way of knowing that they should expect (additional) MCAT scores from you. Be sure to keep this section current after you submit your application!



DEADLINES

- **Who determines deadlines?**
  - Deadlines are determined by the individual programs, NOT BY AMCAS. **It is the applicant's responsibility to research each program's deadline requirements before submitting their application.**
- **Am I able to request a deadline extension?**
  - The AMCAS application will not allow you to apply to a program once its application deadline has passed. If the deadline has passed and you are not able to apply, you should contact the school directly to request a deadline extension. If your request is approved, the designated school will notify AMCAS to allow you to submit your application after the deadline.
- **What will happen if my transcripts arrive after the program deadline date? Will AMCAS process my application?**
  - AMCAS will continue to process your application even if the transcripts are received after the deadline. However, you will need to check with individual schools to see if they require all materials by the deadline date or will accept some materials after the deadline date.
- **Will schools have the same deadline?**
  - No, each school has its own deadlines. You can find these deadlines in the My Programs section of AMCAS.

SUBMIT APPLICATION

- Once all of the sections are complete, an applicant can pay and submit their application.
- An application can be submitted before the receipt of official transcripts; however, it will not be officially verified until these documents are received.
- Once an application is complete (submitted and all transcripts are received), it begins the verification process (i.e., standardized GPAs are calculated, and transcripts are reviewed for errors).
- All applicants are encouraged to submit the application well in advance of posted deadline dates as medical schools **admit students on a rolling basis**.
- So you know how many elements are completed and to gauge your progress, AMCAS provides an icon entitled "Sections Completed" for each category. While this is helpful, you are advised to communicate with your designated programs after submitting your application to verify that your application is in fact considered complete by their program.

MANAGE YOURAPPLICATION

- Once the application is **submitted and paid,** the application is locked, and most sections cannot be updated for the remainder of the application cycle. Check Post-Submissions Actions for reference.

- **The only sections that can be updated are**:
  - ID numbers
  - Name, including Legal Name, Preferred Name, and Alternate Names
  - Contact Information, including Permanent and Preferred Mailing Addresses
  - Alternate Contact
  - Birth and Sex
  - Letters of Evaluation (addition of no more than 10 letter entries and notification to AMCAS of a letter no longer to be sent)
  - Next MCAT test date
  - Addition of medical schools and change(s) to existing program type (deadlines, fees, and restrictions apply)
  - Release of application information to your pre-health advisor

    You must re-certify and officially update your application after making any changes. This will not cause any delays or extra fees unless adding on additional schools.

GOOD LUCK!