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 [AACOMAS](https://www.aacomas.org) for more detailed information.
  - You can also contact AACOMAS for further assistance (please read FAQ first):
    - **Phone:** 617–612–2888 (applicant inquiries only)
    - **Email:** aacomasaom@liaisoncas.com
    - **Hours of operation:** Monday – Friday (9:00 am – 5:00 pm Eastern Time)

- AACOMAS verification process may take up to four weeks after your application, transcripts, and payment are received. **Submit Early!**
AACOMAS Opening Checklist

- **AACOMAS Opens: May 3, 2018**
  - AACOMAS can be submitted starting on May 3, 2018.
  - You do not have to submit on this day, but you are highly encouraged to submit as soon as possible.
  - Do not submit a rushed application, but do submit early.

- **Before this date, you should have:**
  - Completed all pre-med 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
  - Generated an AAMC PIN:
    - Through AAMC when you create an account for the MCAT. Needed to send MCAT scores to AACOMAS. They are not submitted automatically.
  - Asked your evaluators to write letters of recommendation, and discussed the letter submission process with them.
  - Completed your personal statement (4,500 characters max)
  - Compiled your resume to help with filling out Experiences section.
  - Read the [Applicant Responsibilities checklist for AACOMAS](#)
  - AACOMAS recommends you use the most up-to-date versions of Firefox or Google Chrome
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.
Submission FAQ

 How much does it cost to submit the AACOMAS application?
   The 2019 AACOMAS application costs $195 and includes the first medical school designation. Each additional designation is $45.
   Please note: this is for the primary application only. Schools have secondary applications as well which can come with their own fees.
   The AACOM has a Fee Assistance Program which aids with the initial application fee of $195. 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 as soon as you can in May 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 osteopathic medical schools is on June 15, 2018. This is the first time they’ll start looking at applications. You want to take the MCAT fairly 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 of 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 of your letters being in.
Submission FAQ

What can I change after submission?

- Contact Information
- Profile Information (username, password, security question, etc.)
- Add programs to apply to whose deadlines have not yet passed.
- Edit or delete a reference whose status remains INCOMPLETE
- Add new test scores (Cannot edit or delete scores, experiences, achievements, or certificates).
- If you have updates that need to be made to other sections of your application, you must submit these updates directly to your programs.

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 AACOMAS FAQ

- I applied to AACOMAS last year and would like to reapply. What information can be carried over to my current application?
  - All applicants who have created a log in will be able to carry forward the information that they have previously entered. Applicants are able to log in with the same username and password used previously, and will be able to select the information to be carried forward.
  - **Please note:** References will not be carried forward for any applicants. Transcripts submitted to AACOMAS will only be carried forward for applicants who were previously VERIFIED.

- I am no longer in touch with my evaluators. Can AACOMAS carry over my letters of evaluation?
  - No. Under NO circumstances can AACOMAS carry over any of your letters of evaluation from a previous application. These must be resubmitted for the new cycle.

- Do I need to resend transcripts I had sent last year?
  - If your application was not verified in the previous cycle, you will be required to submit transcripts from each institution that you have attended.
CREATING AN ACCOUNT

- Click [here](#) to create an AACOMAS account.
  - Scroll to the bottom of the page and click on the “Login to the 208-2019 AACOMAS Application.” It will take you to the application login where you will create your account.
  - Do not create multiple accounts as this may result in duplicate accounts being deleted, along with any documents associated.
PROGRAM SELECTION

- Once you have created an account, you must select at least one osteopathic medicine 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.
PROGRAM SELECTION

- 1 school: $195
  - 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 are 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.
AACOMAS has 4 Sections

1. Personal Information
2. Academic History
   - Transcript Process
   - Coursework
   - Standardized Tests
3. Supporting Information
   - Experiences
   - Letters of Evaluation
     - Interfolio
   - Essays
4. Program Materials
1. PERSONAL INFORMATION SECTION

- This section includes:
  - Release Statement
  - Biographic Information
  - Contact Information
  - Citizenship Information
  - Race & Ethnicity
  - Other Information.

- Proofread your application for accuracy and grammar errors.
1. PERSONAL INFORMATION SECTION

- OTHER INFORMATION:
  - Language Proficiency
  - Military status
  - Any felony and misdemeanor convictions
  - Any academic and license infractions
  - Previous applications to medical school
  - Previous attendance in a Health Profession Program
  - Any education interruption
  - Any additional information
2. ACADEMIC HISTORY SECTION

- This section includes:
  - High Schools Attended
  - Colleges Attended
  - Transcript Entry (Coursework)
  - Continuing Education Courses
  - Standardized Test (MCAT)
2. ACADEMIC HISTORY 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

- Input each school only ONCE regardless of number of degrees earned or gaps in attendance
2. ACADEMIC HISTORY SECTION

- In this section, choose COLLEGES ATTENDED
  - ADD A COLLEGE for UGA and any other schools you have attended.
STUDY ABROAD TRANSCRIPTS

- There are three categories for study abroad coursework
  - Study Abroad Via Overseas U.S. Institution
  - Study Abroad Via Another U.S. Institution
  - Study Abroad Via a Study Abroad Company (directly through your undergrad or any other method)
STUDY ABROAD: OVERSEAS AND OTHER U.S. INSTITUTIONS

- **Study Abroad Via Overseas U.S. Institution**
  - If you studied at any of the schools listed [here](#) on the Overseas U.S. Institution list, you will list that institution in the “Colleges Attended” section.
  - List any course work taken there under that institution and mark them as “Study Abroad” during the Transcript review process.
  - A transcript from the overseas institution must be sent directly to AACOMAS

- **Study Abroad Via Another U.S. Institution**
  - This is when you use another U.S schools study abroad program (Example: University of Virginia Semester at Sea).
  - Report the U.S. school whose program you used under the “Colleges Attended” section.
  - List any course work take there under that institution and mark them as “Study Abroad” during the Transcript review process.
  - A transcript from the U.S. school must be sent directly to AACOMAS
STUDY ABROAD VIA A STUDY ABROAD COMPANY

- Did you study abroad through Cortana, Costa Rica, Medical Maymester to Peru, UGA at Oxford, etc.?

- If the FULL credits & Grades for these courses show up on your UGA (or undergraduate) transcript, then list them with your UGA courses.
  - No additional documentation is required.

- If the Credits and/or Grades are not listed on your UGA (or undergraduate transcript), you should report that you attended a foreign institution.
  - DO NOT list any coursework under that institution (AACOMAS does not allow for foreign coursework to be recorded).
  - DO NOT send any transcripts or documents from the foreign institutions to AACOMAS. DO programs will determine if they will need these documents for evaluation.
2. ACADEMIC HISTORY SECTION

- In this section, choose **COLLEGES ATTENDED**
  - **ADD A COLLEGE** for UGA and any other schools you have attended.
  - Only enter each school **ONCE**, regardless of gaps in attendance or multiple degrees.
Schools Attended Section: Dual-Enrollment & Transfer

- Enter your dual-enrollment institution.
  - In the section asking if you have obtained or planning to obtain a degree? - select “No”
  - YES, you need to provide a transcript for the institution at which you took summer courses.

- If you transferred into UGA, your transfer school will be listed the same way as a dual-enrollment school.
  - In the section asking if you have obtained or planning to obtain a degree? - select “No”
  - YES, you need to provide a transcript for the institution at which you took summer courses.
2. ACADEMIC HISTORY SECTION: TRANSIENT SUMMER COURSES

- Enter the institution at which you took summer courses.
  - In the section asking if you have obtained or planning to obtain a degree? select “No”
  - **YES**, you need to provide a transcript for the institution at which you took summer courses.
TRANSCRIPT PROCESS

- Transcript verification can take **four 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 transcripts until you see that your spring grades have been reported in ATHENA.
  - List your schools attended in the “Colleges Attended” section before requesting transcripts. This ensures colleges are names/listed correctly and are matched properly in the verification process.

- Electronic transcripts are available (and encouraged) for AACOMAS.
  - 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.)
    - AACOMAS 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.
TRANSCRIPT PROCESS

 To request a transcript from UGA Registrar's Office, please follow the instructions at reg.uga.edu/transcripts. Transcripts are requested electronically. Athena -> Student Records -> Request Official Transcript -> This will take you to Parchment.

AACOMAS: Search for "AACOMAS." Select the only result. You will have a spot on the request page to upload the request form. When you hit “continue,” you will be prompted to enter your AACOMAS Transcript Request Form Barcode. eTranscripts accepted and encouraged.

AACOMAS only accepts transcripts sent electronically from Credential Solutions and Parchment. There is an area within Parchment where you can upload the transcript matching form before processing your order. If you are requesting a transcript from another institution you will need to ask them how they would like to receive your transcript matching form.

 All transcripts MUST be sent to AACOMAS 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:

AACOMAS Transcript Processing Center
P.O. Box 9137
Watertown, MA 02471
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.
  3. Request ALL transcripts as soon as possible.

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

- It is your responsibility to monitor your application for transcript receipt.
  - AACOMAS 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 **CHECK STATUS** tab.
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.

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

• What should I do if my transcript(s) are not received by AACOMAS?
  • 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.
COURSEWORK ENTRY STEP-BY-STEP

- Obtain an official transcript for each college-level institution you have attended. Use the transcript and the UGA Bulletin to complete this section.
  - AACOMAS suggest using official transcripts for this portion. Unofficial transcripts may vary from what the official transcript states and can cause a delay in the verification process.

- Click here for a video walkthrough of the transcript entry process.
COURSEWORK ENTRY STEP-BY-STEP

- Complete the “Colleges Attended” section.

- Entering Coursework:
  - Add a term for the first institution. Term choices are Fall, Winter, Spring, Summer (1, 2, or full) or International. Academic Choices are Freshman, Sophomore, Junior, Senior, Graduate and Post baccalaureate (In general, four-year students list one year per designation and five-year students list their last two years as senior).

- Add all courses for the new term. Use a recent copy of the transcript to enter the course code, course title, subject, credits and grade. See example below:
You will enter all of your courses each semester as it is designated on your transcript.

**DO NOT** rush through this section as you will need to select the courses you have entered for later sections.
COURSEWORK ENTRY FAQ

- **Do I need to include all of my courses on my AACOMAS 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. AACOMAS 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 the course credits?**
  - Use your transcript to determine the Term Type (semester, quarter, or trimester).
  - If all your credits are listed as 1.0 or 5.0, then your transcript is listing credit units. In this case, a credit conversion may be necessary (e.g. 1.00 credit = 4 semester hours).
  - If the conversion factor is not listed on your transcript, contact the registrar office at that institution to determine conversion ratio. Please be sure to make any credit conversions before you submit your application. **DO NOT** convert quarter to semester hours, the AACOMAS system will do that automatically.

- **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. All attempts will be used in the GPA calculation. Designate initial attempts of the course as “Repeated” during the transcript review process.

- **How do I report Advanced Placement (AP) credits?**
  - Please enter your AP credits under the first semester attended at the post-secondary institution where the AP credit was awarded. You will enter the test name and subject in the course title and prefix fields and the grade will be CR for credit. Please be sure to add the correct number of credit hours for the AP exam. AACOMAS does not require a copy of the AP test score report.
COURSEWORK ENTRY FAQ

 I have taken courses outside the U.S. as part of a study abroad program. How do I list it in my application?
   Study abroad coursework should be listed under the U.S. institution that sponsored the program. All courses must be designated as “study abroad” during the transcript review process. DO NOT list study abroad coursework under a “Not Listed US/Canadian (foreign) Institution” or under the name of the foreign institution where you took the courses. A foreign evaluation is not needed for study abroad coursework.

 Where do I input transfer/transient courses?
   Coursework should be reported under the school the course was actually taken at. In some cases, you may have to identify the specific campus of the college.

 Can I update my coursework after I e-submit my application?
   No. Once you have e-submitted your application to AACOMAS, no changes to coursework can be made. If you e-submit your AACOMAS application before your Summer/Fall 2018 grades are available, there will be an Academic Update (AU) period, which will allow you to update your coursework. Arrange for your updated Summer/Fall transcript to be sent to AACOMAS as soon as they are available. You can only update your coursework once during the Academic Update period. An email will be sent to applicants when the Academic Update period opens.
COURSEWORK ENTRY STEP-BY-STEP

- Once all courses have been entered, you will click Review and Finalize My Transcripts.

- In Transcript Review, you will be asked to identify additional attributes about your coursework including Primary College and courses that are Lab, Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

- AACOMAS allows each medical school to request applicants to identify prerequisite coursework. Once the Colleges Attended and Transcript Entry sections are complete, go to Program Materials to identify prerequisite coursework for each medical school.
TRANSCRIPT REVIEW: REPEATED COURSES

- If you repeated a course at the same or different institution, enter both courses into the coursework section.

- Full credit value must be entered for all attempts of a course.

- Enter the grade received for each course. Designate all attempts of the course as “Repeated” during the transcript review process.
TRANSCRIPT REVIEW: AP COURSES
TRANSCRIPT REVIEW: ADDITIONAL TESTS
TRANSCRIPT REVIEW: HONORS COURSES

### Transcript Review

**Did you take any Honors Courses?**

If you had any honors courses you entered in your transcripts, then you should select "Yes" below.

- [ ] Yes
- [ ] No

<table>
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<th>Year</th>
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<th>Course Title</th>
<th>Subject</th>
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<td>B</td>
<td></td>
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<tr>
<td></td>
<td>BIOL 1108</td>
<td>Principles of</td>
<td>3.00</td>
<td>B</td>
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<tr>
<td></td>
<td>CHEM 1271</td>
<td>Freshman CI</td>
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<table>
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<th>Course Code</th>
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<th>Credits</th>
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<td>3.00</td>
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<td></td>
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<tr>
<td></td>
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<tr>
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<td>ARTH 1000</td>
<td>Drawing/Design</td>
<td>3.00</td>
<td>A</td>
<td></td>
</tr>
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</table>
TRANSCRIPT REVIEW: STUDY ABROAD

PLEASE NOTE: study abroad work listed in any way other than as a foreign school WILL factor into your GPA.
This is an optional service and costs $55 for up to 3 transcripts, $100 for 4-6 transcripts and $150 for 7 or more transcripts.

Please note that these fees are for coursework entry only and are in addition to AACOMAS regular application fees.

For further details about this service click [here](#).

There will be a link to the professional service within the application.
The MCAT is required by all medical schools.
You must release your scores to AACOMAS electronically through the MCAT Score Reporting System.
AACOMAS allows you to self-report your MCAT score along with AAMC ID#.
- It takes 10-12 days to process official MCAT scores once they are released to AACOMAS.
Your name, date of birth, and AAMC ID# must match the information on your MCAT. (If name or date of birth appear differently in AACOMAS than your MCAT, your scores will NOT post automatically).
Provide the date(s) of all taken or planned MCAT.
REMEMBER you can still apply without having your MCAT scores.

IMPORTANT: Once your MCAT scores are attached to your application, they can NOT be removed should you decide you no longer want your schools to view them. If you choose to re-apply using a re-applicant account, your MCAT scores will remain attached to your application. Please research DO admission guides and determine whether you would like your MCAT scores to be a part of your AACOMAS application BEFORE requesting them to be attached.
3. SUPPORTING INFORMATION SECTION

- This section includes:
  - Letters of Evaluation
  - Experiences
  - Achievements
  - Personal Statement
LETTERS OF EVALUATION

- Contact each letter-writer to confirm they will author an evaluation and to obtain their preferred email address.

- For each letter, include:
  - Name
  - Contact information
  - Due date
  - Personal message/notes.

- It is NOT necessary to wait until your evaluators have uploaded a letter to submit your application.
SIX LETTERS OF EVALUATION

- You must have a minimum of 1 requested evaluation in order to submit your application. You may enter a maximum of 6.
  - All letters of evaluation are sent to every program you are applying to. You cannot customize letters to specific schools.

- If the evaluation has been sent, a green STATUS box appears under the Evaluator’s name.

- If the letter of recommendation has yet to be sent a orange STATUS box will appear.

- Make sure to check the evaluation requirements for the different schools because there also may be some slight variations between schools on how many recommendations they want from specific individuals.
LETTERS OF EVALUATION

- When an applicant saves an evaluation request, the evaluator will receive an email request to complete the evaluation.
- The email will include a link to an online portal where the evaluator can upload a letter.

- Letters should be on letterhead and include a signature.
What your write sees...
Interfolio & AACOMAS

- Interfolio is a paid service that will store your letters indefinitely and allow you to upload them to AACOMAS (or 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 AACOMSS. (You will need the individual letter IDs as well as your own AACOM ID.)
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**

**New Recommendation Request**

**General Information**

Please include the name and email address of your recommender so we can verify the document when it is received.

<table>
<thead>
<tr>
<th>Recommender Title</th>
<th>Recommender First Name</th>
<th>Recommender Last Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Recommender Email Address</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:sample@interfolio.com">sample@interfolio.com</a></td>
<td>Document Title</td>
</tr>
</tbody>
</table>

**Confidentiality**

- This request is for a confidential letter or evaluation.

**Request Method**

- Email
- Print Request Form

---

**Information For Your Recommender**

The information you provide below will be available to your recommender when viewing and submitting the request. Please provide a due date for your recommendation. You can also attach your CV and an additional document you wish to include with your letter request. Make sure to specify the purpose of your recommendation, and include either a link or text description of the opportunity you are pursuing, such as a fellowship, award, or faculty position.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>CV</th>
</tr>
</thead>
<tbody>
<tr>
<td>YYYY</td>
<td>----</td>
</tr>
</tbody>
</table>

**Additional Document**

- Description:
  - Website
  - Text Description

**Message To Recommender**

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

<table>
<thead>
<tr>
<th>Body</th>
</tr>
</thead>
</table>

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**Send Request**

**Cancel**
WHAT YOUR WRITER SEE...
NOW YOU HAVE A LETTER!

We have received your Confidential Letter of Recommendation or Evaluation titled "Recommendation from n. no."

SIGN IN

Your document is now stored in your Interfolio Dossier account. You can find it via your "Materials" page.

Need to deliver this document somewhere else? Get Dossier Delivered.

Questions? Check out our Help Center.

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Letters

These are letters of recommendation that you have asked others to write.

Status

Letter Title

Enter keywords

Letter Title | Status | Type | Actions

Recommendation from n. no | Completed Feb 1, 2018 at 3:19 PM | Confidential Letter of Recommendation or Evaluation

View Details
ID: 0556FC2064
HOW DO I GET IT INTO AACOMAS?

- Once you’ve have received a letter of evaluation, follow Interfolio’s step-by-step guide.
- Please note: You can only upload letters to AACOMAS that have already been submitted
- Go to your “Deliveries” page and click on “New Delivery”
Click on “Confidential Letter Upload” to send the letter to start the upload process to AACOMAS.

Select “Enter recommenders’ email address” (this is the first option)

Click “Next”
Select the letter (s) you would like to upload and click “continue”
  - This takes you to the send request page.
At this point, open another tab and log into the AACOMAS application
  - Go to “Evaluations” under the “Supporting Information” and add a evaluator.
In Interfolio next to each letter you are sending creates a specific link. **Do this step one letter at a time:** click “Copy” on the right hand side of the letter you want to upload
- Insert that link into the recommenders’ email section in AACOMAS.
HOW DO I GET IT INTO AACOMAS?-Continued

- In AACOMAS, double check the information. If everything is correct, click “Save this Evaluation Request”.
- In Interfolio, on the “Send Request” page, click “Continue”.
  - This completes the upload process.
LETTERS OF EVALUATION FAQ

- **What is an Electronic Letter of Evaluation?**
  - Evaluations are required to be completed electronically by your evaluators. An email request from AACOMAS will be sent to the individual evaluator within instructions.
  - There are three status notifications:
    - **Requested** – The email request has been sent to the Evaluator.
    - **Accepted** – Evaluator has logged onto the online Portal but has not submitted the evaluation.
    - **Completed** – Evaluator has completed the evaluation and has submitted it to AACOMAS.

- **Can I have different evaluations sent to individual programs?**
  - No. Each evaluation will be sent to all programs for which you are applying.

- **How can I select a different person as an evaluator than those I initially selected?**
  - If the status is still “Requested” or “Accepted,” you may delete that individual and add the new source. If the status is “Complete,” changes cannot be made.
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?**
  - AACOMAS cannot allow you access to your evaluations, nor can applicants view their evaluations during the AACOMAS 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 AACOMAS, 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 responded to submit your application.
EXPERIENCES

- Applicants use the **Experiences** section to provide detailed information about:
  - **Healthcare Experience**: All paid and unpaid clinical experiences, including all paid and unpaid shadowing/observation and volunteering experiences should be listed with this experience type.
  - **Non-Healthcare Employment**: All paid work done outside of the health care field; for example: a retail or restaurant job. Please list in chronological order from most recent to least recent and include a brief description of your responsibilities.
  - **Extracurricular Activities**: Research, clubs and organizations, sports, etc.
  - **Non-Healthcare Volunteer**: All volunteer experiences should be listed with this experience type. One time experiences should be noted in the job description section.

- Include the name and address of each organization and supervisor, dates associated with the experience, title held by the applicant, average weekly hours, and a description of key responsibilities (600 characters).

- Applicants should only record experiences obtained during college.

- You can update this section with more experiences after submission, but you cannot delete entries after you submit.
EXPERIENCES

- Click **ADD AN EXPERIENCE**.

- Use the drop down box to designate type of experience.

- You will also have a description box that allows 600 characters to list your duties regarding your experience.

- Make sure you have your resume completed to while completing this section of the application.
ACHIEVEMENTS

- Provide information about relevant academic awards, honors, and scholarship achieved.

- When adding achievements, detail the name of the presenting organization, issue date and a brief description (600 characters max).

- For honors, awards or scholarships received in multiple years or semesters, either enter them as multiple entries with the same name, or, if the honor or award was received consecutively, as one entry spanning multiple years.

- You can update this section with more experiences after submission, but you cannot delete entries after you submit.
1 page; 4,500 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: motivation, academic preparedness, articulate, socially conscious, and knowledgeable about medicine.

Write about your experiences and any qualities that will make you stand out.
4. PROGRAM MATERIALS SECTION

- This section includes:
  - Adding/Removing Programs
  - Pre-Requisite Coursework
  - Application Fees
This section includes profiles created by each medical school with information about their program and includes tips on how to be a successful applicant.

To view a school’s profile in Program Materials, an applicant must first select the school in the “Add Programs” section of the application.

Applicants should carefully review each school’s requirements.
Not all programs use the “Program Materials” section in the same way. It is critical that you read over all of the information each schools provides in this section so that you know what they expect from you.

For example, PCOM-GA just have a “Home” section which you must read over. But, A.T. Still has an additional “Prerequisites” section which you must complete.

- **Home:**
  - Basic information about the selected medical school

- **Prerequisites:**
  - Applicants will be given a list of the school’s prerequisite course requirements and asked to designate which courses have been taken or are planned which fulfill the requirements.
  - **Applicants must first complete the Transcript Entry section before courses can be selected as prerequisites.** (This does not mean you have met the school’s prerequisite requirements, they are just asking you to self-identify for review).
DEADLINES

- Who determines deadlines?
  - Deadlines are determined by the individual programs, NOT BY AACOMAS. 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 AACOMAS 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 AACOMAS to allow you to submit your application after the deadline.

- What will happen if my transcripts arrive after the program deadline date? Will AACOMAS process my application?
  - AACOMAS 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 AACOMAS.
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 and MCAT scores; 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, AACOMAS 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 YOUR APPLICATION

- Once the application is Submitted and Paid, the application is locked and most sections cannot be updated for the remainder of the application cycle.

- The only sections that can be updated are:
  - Contact Information
  - Profile Information (username, password, security question, etc.)
  - Add programs to apply to whose deadlines have not yet passed.
  - Edit or delete a reference whose status remains INCOMPLETE
  - Add new test scores, experiences and achievements. (Cannot edit or delete scores, experiences, achievements, or certificates).
  - If you have updates that need to be made to other sections of your application, you must submit these updates directly to your programs.
ACADEMIC UPDATE

- **What is Academic Update?**
  - Academic Update is a window of time that allows you to update grades on any coursework completed since you originally e-submitted your application. You may only submit ONE Academic Update. When the Academic Update window is opened, you can only add grades for courses taken during the summer and fall 2017 terms, or in progress courses for winter or spring 2018. You can NOT add courses taken in previous years.

- **When does the Academic Update window open?**
  - There are three periods in 2018-2019 cycle for Academic Updates. Time periods are:
    - September 3, 2018 - October 12, 2018
    - December 13, 2018 - February 15, 2019
    - March 14, 2019 – April 12, 2019

- **Who can take advantage of Academic Update?**
  - You can begin the Academic Update only after AACOMAS has verified your completed application. The following steps must be completed before you can begin the Academic Update,
    - You must e-submit your original application
    - You must pay the AACOMAS fees in full
    - AACOMAS has verified your initial application for your designated medical schools. Once your application is verified, AACOMAS will notify you by email that you are ready to begin the Academic Update.
ACADEMIC UPDATE

- **How do I use Academic Update?**
  - If you are eligible for Academic Update, navigate to the “Transcript Entry” section. Change any Planned/In Progress terms that now have grades to a Completed Session, then enter the grade for each course. At this time, you may also enter any new Planned courses for the winter, spring, or summer 2019 terms. Once you are finished adding all of your new courses, you must “Review and Finalize Transcripts” again, and answer the Academic Update option at the end of this process. Remember to arrange for official fall transcripts to be sent directly to AACOMAS as soon as possible.
  - Once your application is updated and your fall transcripts are received, AACOMAS will verify and send your revised course history and GPAs to your designated medical schools.

- **Can I use Academic Update more than once?**
  - No. You can only submit your Academic Update coursework once. Make sure you have the complete results for your fall classes and carefully review before submitting your academic update. If you do not click the “Update” button through the “Review and Finalize Transcripts”, your GPA will not be updated.
GOOD LUCK!