

# AMCAS Application Workshop

University of Utah

PreProfessional Advising Office

April 2020

# Application Overview

## Primary Application (AMCAS)

- Will be distributed to medical schools you apply to
- Includes 15 activity list and a personal statement

## Secondary Application (Med School Specific)

- Usually by invitation only
- Includes answering questions or writing an essay.

## Interview

## Selection Committee

- Primary & Secondary application, summaries of interview and recommendation letters

# Primary Applications

May 1: TMDSAS application opens online

May 4: AMCAS application opens online

May 5: AACOMAS application opens online

May 28: AMCAS: Open for Submission

# Advisor Release

## Advisor Release

**i** The school-designated advisor(s) have met AMCAS-established requirements and are bound by confidentiality. Information transferred includes your personal/demographic information, work/activity information, credit hours, MCAT scores, GPAs, the names and types of your recommenders, the names of any other schools you have attended, the medical schools to which you have applied and what action those schools have taken, and the status of your application with AMCAS. Additionally, if you applied for fee assistance through the AAMC Fee Assistance Program, and in your fee assistance application agreed to release award information to your health professions advisor this information will be made available along with your application information.

Do you authorize AMCAS to release your application information to the school-designated advisor(s) at this institution? \*

- Yes
- No

- Helps PPA advisors advise other students
- Always confidential
- Will help the PPA office to create statistical information.

# AMCAS Website

The screenshot shows the AMCAS website interface. At the top, there is a navigation bar with links for Members, Students, Residents, Search, Store, and Sign In. Below this is a secondary navigation bar with categories: ADVISORS, ADVOCACY, CALENDAR, DATA, FINANCIAL AID, NEWS, and SERVICES. A main menu bar contains five items: 'Choosing a Medical Career' (purple), 'Applying to Medical School' (red, with a clipboard icon), 'Attending Medical School' (dark blue), 'Applying to Residency' (medium blue), and 'Training in a Residency or Fellowship' (dark blue). The breadcrumb trail reads 'Home > Applying to Medical School > Understanding the Process'. On the right, there are social media icons for Share, Facebook, Twitter, LinkedIn, and Email. The main content area features a large heading 'Applying to Medical School with AMCAS®' and a sub-heading 'The American Medical College Application Service® (AMCAS®) is the AAMC's centralized medical school application processing service. Most U.S. medical schools use AMCAS as the primary application method for their first-year entering classes.' A prominent red button labeled 'AMCAS® Sign In >' is circled in red. Below the button, there is a text block stating 'The 2019 AMCAS application is now open. If you wish to start medical school in Fall 2019, please complete and submit the 2019 AMCAS application.' This is followed by a section titled 'The AMCAS Choose Your Medical School tool is now available. Applicants with at least 1 current acceptance will be able to see and use the new tool. The tool can be accessed via your AMCAS application where you can click on the Choose Your Medical School icon.' A list of updates follows: 'As of April 15, AMCAS is: Marking transcripts as "Received" delivered on April 15. Verifying applications that reached "Ready for Review" status on April 12. Processing Academic Change Requests submitted on April 12.' At the bottom right of the main content area is a 'Contact AMCAS®' link. On the left side of the main content area, there is a photograph of a young woman with dark hair in a ponytail, wearing a pink shirt, sitting at a desk and looking at a laptop screen. She is holding a pen in her right hand.

Members Students Residents Q Search Store Sign In

ADVISORS ADVOCACY CALENDAR DATA FINANCIAL AID NEWS SERVICES

Choosing a Medical Career Applying to Medical School Attending Medical School Applying to Residency Training in a Residency or Fellowship

Home > Applying to Medical School > Understanding the Process Share | f t in e

## Applying to Medical School with AMCAS®

The American Medical College Application Service® (AMCAS®) is the AAMC's centralized medical school application processing service. Most U.S. medical schools use AMCAS as the primary application method for their first-year entering classes.

**AMCAS® Sign In >**


The 2019 AMCAS application is now open. If you wish to start medical school in Fall 2019, please complete and submit the 2019 AMCAS application.

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As of April 15, AMCAS is:

- Marking transcripts as "Received" delivered on April 15.
- Verifying applications that reached "Ready for Review" status on April 12.
- Processing Academic Change Requests submitted on April 12.

Contact AMCAS®



[www.aamc.org/students/applying/amcas/](http://www.aamc.org/students/applying/amcas/)

## AMCAS® FAQs

Frequently asked questions (FAQs) regarding the American Medical College Application Service (AMCAS®) application process. For more detailed FAQs on the AMCAS Letter of Evaluation process...

Learn More



## AMCAS® Tools and Tutorials

The AAMC American Medical College Application Service® (AMCAS®) resources, tools and tutorials for premed students preparing to apply to medical schools.

## 2020 AMCAS® Application Fees

AMCAS® Processing Fee: \$170 (includes one medical school designation).  
Additional medical school designations: \$40 each.



## 2021 AMCAS® Applicant Guide

Outline of the current AMCAS application process, policies, and procedures.

Download »

# To Do: As soon as you have access to application

## Send transcripts to AMCAS/AACOMAS

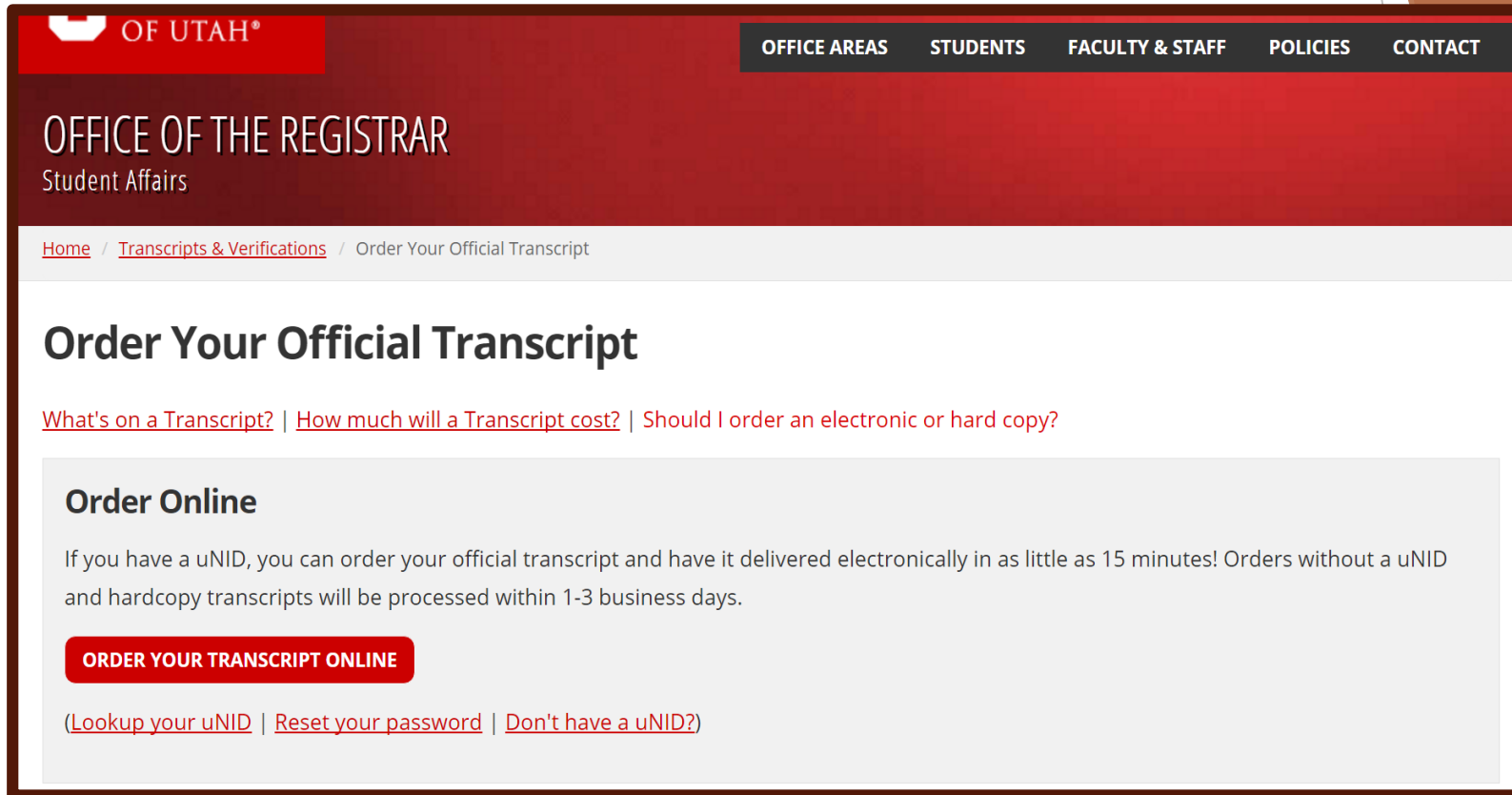
- Enter school info; including concurrent enrollment institutions
  - Doesn't matter if you have already transferred your credits from another institution to the U.
- May take more than two weeks to send your transcripts
- Save the **transcript matching form** and provide it to transcript office

## Enter Evaluators' Information (LOR)

- Save **Letter Matching Form** and send it to each letter writer
- See more information on LOR section

# Order Transcripts

- Visit <http://registrar.utah.edu/transcripts/order-transcript.php>



The screenshot shows the website for the Office of the Registrar at the University of Utah. The page is titled "Order Your Official Transcript" and includes a navigation menu with links for "OFFICE AREAS", "STUDENTS", "FACULTY & STAFF", "POLICIES", and "CONTACT". The main content area features a breadcrumb trail: "Home / Transcripts & Verifications / Order Your Official Transcript". Below the title, there are links for "What's on a Transcript?", "How much will a Transcript cost?", and "Should I order an electronic or hard copy?". A prominent red button labeled "ORDER YOUR TRANSCRIPT ONLINE" is displayed, followed by links for "(Lookup your uNID | Reset your password | Don't have a uNID?)".

OF UTAH®

OFFICE OF THE REGISTRAR  
Student Affairs

[Home](#) / [Transcripts & Verifications](#) / Order Your Official Transcript

## Order Your Official Transcript

[What's on a Transcript?](#) | [How much will a Transcript cost?](#) | [Should I order an electronic or hard copy?](#)

### Order Online

If you have a uNID, you can order your official transcript and have it delivered electronically in as little as 15 minutes! Orders without a uNID and hardcopy transcripts will be processed within 1-3 business days.

[ORDER YOUR TRANSCRIPT ONLINE](#)

([Lookup your uNID](#) | [Reset your password](#) | [Don't have a uNID?](#))





1. Login or Register

**2. Select Documents**

3. Order Details

4. Provide Consent


5. Payment

6. Review Order


## Where would you like your document(s) sent?

Start by searching for your destination:

Institution Name, Acronym, Location, or Email

 SEARCH

1 Matches Found:

INSTITUTION	EMAIL	LOCATION	
AMCAS	 amcas@parchment.com etranscript@aamc.org shpep@aamc.org etranscripts@aamc.org amcas@aamc.org	Washington, DC, US	<a href="#">SELECT</a>

Not finding your destination?

[ENTER YOUR OWN](#)

**Destination:**

**AMCAS**  
Washington, DC 20037-0326

Continue

**Document Name:**

eTranscript - \$13.00  
[Switch to Mail Delivery](#)

If your grades from spring semester are not available, choose this option. Do not wait until grades from summer or fall semester are available. It will delay your application process!!

**Order Options**

Delivery Mode

Electronic

Processing Time ?

Now

Hold for Grades

Hold for Degree

Holds are for current term only

Purpose for Transcript (Optional)

--

Attachment (Optional)

Choose File No file chosen

Upload "Transcript Matching Form" here.

**Note:** Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Total \$13.00

Add Another Item

Continue

# Work & Activities

## A maximum of 15 experiences may be entered

- *700 characters each (including spaces)*
- *Most Meaningful: 700 plus 1325 for most meaningful description*
- Applicants may indicate repeated activities
  - Enter up to four separate date ranges including future end dates up to the start of the matriculation year (*up to August 2020*)
- Specify the total hours spent on this activity for each date range

(source: AMCAS Website)

# The AMCAS Application

## Most Meaningful

- Applicants will be asked to identify up to three experiences they consider to be the **most meaningful**.
- When considering which experiences are the most meaningful, applicants will be prompted to ***consider the transformative nature of the experience, the impact made while engaging in the activity, and the personal growth experienced as a result of participation.***

(source: AMCAS Website)

### Experience Description

This experience was rad.

674 characters left of 700

**This is one of my most meaningful experiences \***

Yes

No



### Most Meaningful Experience Summary \*

This is your opportunity to summarize why you have selected this experience as one of your most meaningful. In your remarks, you might consider the transformative nature of the experience: the impact you made while engaging in the experience and the personal growth you experienced as a result of your participation.

1325 characters left of 1325

# Work/Activity Section Tips

- Consider AMCAS and the secondary application as one long application.
- Your activity category **must be consistent** between AMCAS and the secondary application.
- Make sure to **list all the hours** you spend at each organization. If necessary, explain the difference in the description.
- If you held multiple roles in an experience, try to briefly mention them in the description.

# Work/Activity Section Tips

- 700 characters (*including spaces*)
- Limit # of “I statements” in each description.
- *Must* include **lessons learned** from challenges you faced in each experience.
  - What you did
  - What was challenging
  - What you learned
- *One day* volunteer experience can be listed in the *secondary* applications.

# 15 Activities (source: AMCAS)

## Experience Type \*

Select Experience Type

Artistic Endeavors

Community Service/Volunteer - Medical/Clinical

Community Service/Volunteer - Not Medical/Clinical

Conferences Attended

Extracurricular Activities

Hobbies

## Experience Type \*

Select Experience Type

Honors/Awards/Recognitions

Intercollegiate Athletics

Leadership - Not Listed Elsewhere

Military Service

Other

Paid Employment - Medical/Clinical

## Experience Type \*

Select Experience Type

Paid Employment - Medical/Clinical

Paid Employment - Not Medical/Clinical

Physician Shadowing/Clinical Observation

Presentations/Posters

Publications

Research/Lab

Teaching/Tutoring/Teaching Assistant



# Example (most meaningful)

<b>Experience Type:</b>	Leadership - Not Listed Elsewhere	<b>Most Meaningful Experience:</b> Yes
<b>Experience Name:</b>	Girls Leadership Forum Student Director	<b>Dates:</b> 08/2014 - 05/2018 <b>Total Hours:</b> 400
<b>Contact Name &amp; Title:</b>	[REDACTED], Director, Women & Girls Leadership	<b>Contact Phone:</b> [REDACTED]
<b>Contact Email:</b>	[REDACTED]	
<b>Organization Name:</b>	Dixon Girls Leadership Forum	
<b>City / State / Country:</b>	Salt Lake City / UT / United States	
<b>Experience Description:</b>	Dixon Girls Leadership Forums encourage leadership forums, teaching lessons included creating the curriculum, planning, managing volunteers, and mentoring the girls. We conduct communication, group dynamics, and problem solving. My responsibilities included creating the curriculum, planning, managing volunteers, and mentoring the girls.	
<b>Most Meaningful Experience Remarks:</b>	I was a participant in this program for high school. It has been one of the most influential programs that shaped me into the leader I am today. The strong mentors I met through this program pushed me to dream big and pursue my goals in engineering, despite being a female minority. After graduating high school, I wanted to stay involved and give back to the organization that opened so many doors for me. For the first year I was a mentor, leading forums at various schools. I became Co-Chair my sophomore year and was involved with developing the curriculum. After the director retired, I helped facilitate the transition process and served as an advisor my junior year, teaching the new directors how to effectively run the forum. Throughout this, I continued to volunteer. During my senior year, I established a partnership with the Pennion Volunteer Center at the University of Utah to expand the program and recruit more volunteers. Collaborating with local	

Average hours/week or months can be listed here to save space in description.

If an activity is chosen as “most meaningful experience”, you can use the first 700 characters as “description of experience,” and the next 1325 characters to describe what “lessons learned” based off of challenges you faced through the activity.

# Entering Shadowing Experiences

## Example 1

- If you have multiple shadowing experiences, you can divide them into two different entries
  - One physician who gave you the most impact, then list the rest.
  - Primary care physicians vs. Non-Primary care physicians.

## Example 2

- List all shadowing experiences as one entry, and choose this as one of the most meaningful experiences.

# Physician Shadowing Example 1

Experience Type:	Physician Shadowing/Clinical Observation	Most Meaningful Experience:	No		
Experience Name:	Physician Shadowing	Dates:	10/2011 - 08/2014	Total Hours:	38
Contact Name & Title:	[REDACTED] Pediatrician	<b>Pick one doctor you want to separate from others.</b>			
Contact Email:	[REDACTED]	Contact Phone:	[REDACTED]		
Organization Name:	[REDACTED]	<b>Make sure to add organization and contact info here.</b>			
City / State / Country:	/ UT / United States of America				
Experience Description:	Over the past couple of years I have shadowed physicians in various specialties in order to get a feel for the career I plan to pursue. They provided me with invaluable insights into the demands of a physician as well as their reactions towards the newest changes in our healthcare system. These opportunities showed me how different the roles can be between a specialist and a primary care provider. It also highlighted the benefits and trade offs between owning a private practice and working for a healthcare organization. These shadowing experiences ultimately allowed me to reaffirm my desire to go into a challenging but rewarding career in medicine.				

Experience Type:	Physician Shadowing/Clinical Observation	Most Meaningful Experience:	No		
Experience Name:	Physician Shadowing in Hospital/Acute Care and Clinics	Dates:	09/2011 - 08/2014	Total Hours:	48
Contact Name & Title:	[REDACTED] MD, Family Medicine	<b>Pick one doctor whom you can trust as contact.</b>			
Contact Email:	[REDACTED]	Contact Phone:	[REDACTED]		
Organization Name:	Various physicians	<b>List the organization where your contact person works.</b>			
City / State / Country:	Salt Lake City / UT / United States of America				
Experience Description:	I have shadowed 10 physicians specializing in Family Medicine, Emergency Medicine, Internal Medicine, Hospice Care, Radiation Oncology and Neurology for a total of 48 hours, with plans to do many more hours prior this year with additional physicians, such as Dr. [REDACTED] at the Alta Clinic. Within hospital/acute care settings, I have observed the decision-making process to admit or transfer a patient and how physicians work within a team to care for a diverse group of patients and complaints. My shadowing experience in clinical environments has exposed me to a wide range of care: oncology head/neck Tumor Board meetings, Hospice home visits, and chronic disease management.				

# Physician Shadowing Example 2

Experience Type: Physician Shadowing/Clinical Observation

Experience Name: Shadowing physicians

Contact Name & Title: [Redacted], Pediatrician

Contact Email: [Redacted]

Organization Name: [Redacted]

City / State / Country: Salt Lake City / / United States of America

Experience Description: I have shadowed doctors including Dr. [Redacted] (family medicine), Dr. [Redacted] (oncology), Dr. [Redacted] (general pediatrics), and Dr. [Redacted] (pediatric inpatient medicine). I spent at least a day with all of them, but I shadowed Dr. [Redacted] longest. By spending time with these physicians, I reaffirmed my drive to become one. I got to see how physicians directly improve their patients' lives. It was also important for me to see the realities of every-day life as a doctor. Amidst preparing for medical school and jumping through endless hoops, it helps to remind myself of the remarkably rewarding final part of the process.

Most Meaningful Experience Remarks: Shadowing Dr. [Redacted] impacted me the most because of how much I can relate with her. She is very down-to-earth. She loves her job, and that love shows in everything she does for her patients. One day, I hope to be like her.

I got to watch her as she took care of her regular patients in the clinic. She is as kind and considerate as possible to everyone she works with-- her patients, their parents, her assistant, and her fellow physicians. I watched her as she educated an ignorant parent about the importance of vaccines for her baby. I cried with her as we learned the tragic story of one patient. I sat by her side as she directly delivered possibly the worst news about another patient to his parents. I listened carefully as she delicately handled a discussion about healthy eating habits with a teenage girl. Every day, she makes a huge positive impact in each of her patients' lives.

This experience (as well as the other shadowing experiences) really helped me because it made me even more sure that this is what I want to do with my life. It helped reassure me that despite the years of grueling training, it is possible to be a very kind and compassionate physician. Dr. [Redacted] also helped me realize that it is possible to successfully balance the roles of good mother and good physician.

Most Meaningful Experience: Yes

Dates: 01/2012 - 01/2012  
05/2012 - 05/2012  
10/2012 - 01/2013  
06/2013 - 06/2013

Total Hours: 5  
Total Hours: 9  
Total Hours: 35  
Total Hours: 5

Pick one doctor you want to separate from others.

Contact Phone:

Since you have shadowed multiple doctors multiple times, you can list this as a repeated activity if you want.

If an activity is chosen as "most meaningful experience", you can list all of the hours with specialty field under the first 700 characters. Then pick a specific experience through these shadowing experiences in the next 1325 characters. Here, a student list names of physicians, but you don't need to do that. If med schools want to know, they will contact you. You can pick just one person among many and discuss your experience, or briefly talk about all of your shadowing experiences in the most meaningful section.

# Personal Statement (5300 characters)

**REMEMBER!**

The audience is smarter, has more medical knowledge, and knows what is like to be a physician.

# Personal Statement (Primary)

## Address WHY YOU WANT TO BE A PHYSICIAN!!!

- This is *different* from how you were inspired to be a physician

## **Back up your argument with a specific example from your experience**

- To do this effectively, you can choose and elaborate 1-2 of your experiences listed on the 15 activities list.

## **Limit # of “I statements”**

## **Share your background if it’s appropriate**

## **Use 5 senses to describe your story**

# Personal Statement (Primary)

## DON'Ts

- DO NOT summarize what you listed on the 15 activity list.
- DO NOT repeat what you wrote on the 15 activity list.
- DO NOT talk too much about other people (family member, mentor, patient, etc). *TALK ABOUT YOURSELF!*
- DO NOT use words you don't know/ or how to use.
- DO NOT overuse medical terminology or abbreviations.
- DO NOT show off your knowledge about medicine.
- DO NOT assume everyone knows what you know.
- Try not to make jokes.

# Personal Statement Tips

- Start writing 15 activities
- Select top four most meaningful experiences
  - One for personal statement, up to three for your activities
- Personal Statement: 5300 characters
  - Activity list: 700 characters **plus** 1325 characters for most meaningful
  - Activity list: 700 characters **plus** 1325 characters for most meaningful
  - Activity list: 700 characters **plus** 1325 characters for most meaningful



# SECONDARY PERSONAL STATEMENTS

**Again, REMEMBER:**

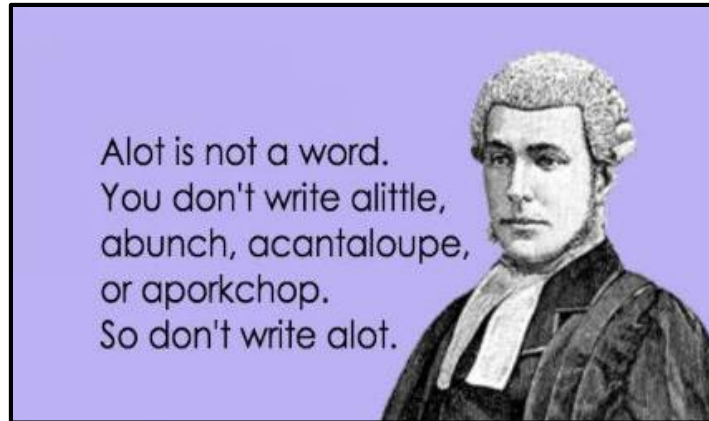
The audience is smarter, has more medical knowledge, and knows what is like to be a physician.

# Secondary Personal Statement

- **Research the school you are writing for.**
- **Understand the topic/questions well.**
- **DO NOT summarize what you wrote in the 15 activities list**
- **DO NOT repeat what you wrote in the primary personal statement**

# Pay Attention to Details!!!

- **Composition**
- **Grammar**
- **Spelling**
- **Punctuation**



## Get Feedback

Have some people you can trust (professor, doctor, medical student, parent, advisor, Writing Center tutor, etc.) read your essay and offer feedback. Do not ask too many people to read.

# Recommendation Letters

# Letter Services Types

## AMCAS:

- MD schools ONLY

## AACOMAS:

- DO schools ONLY

## INTERFOLIO:

- More than one application service
  - (MD & DO, DO & TMDSAS (Texas), MD & Texas, etc)
- Outside the US, e.g., the Caribbean

# Types of letters you need

Usually need to submit at least 3 letters.

1. Academic Professor (usually science)
  2. Any Professor
  3. Mentoring Letter (any supervisor or mentor of your choice)
- You can upload up to 10 different letters on AMCAS application.
  - You can send more than what is required, but most likely, medical schools will not read extra letters.

# AMCAS Letter Service

- Visit the [AMCAS website](#) to learn more about the entire process of AMCAS Letter Service.
- Choose “Individual Letters” if you are applying for only MD schools.
  - If you are applying for both MD and DO, choose *Letter Packet*.
  - If you are applying for only DO, choose *Letter Packet*
- **Print out/save Letter Matching Form** with letter ID# and give it to each letter writer.

**\* PPA office does NOT offer a committee letter.**  
You need to substitute your committee letter with individual letters. Refer to each school’s website for more information.

# How to request LOR

- **Contact your professors and supervisors**
- **Provide as much information as possible**
- **Give at least 4 weeks notice**
- **Get their business card**
- **Input their information as soon as you have access to Application Services (AMCAS, TMDSAS, AACOMAS)**

***FOLLOW UP!!!***



# Application advice from PPA Office

- PPA advisors review your AMCAS and Secondary Applications. **Send your drafts to your advisor!**
- **PPA advisors do mock interviews for both MMI & traditional.** (We may not be able to accommodate for both for each student due to limited resources and time.)
- See your advisor **more frequently** than before, during the application cycle.
- **DO NOT STOP** extracurricular activities after you submit your applications!!!

**Questions?**  
**ppa@advising.utah.edu**