

# HPP AMCAS Overview



**Contact us:**  
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**[Health.Professions.Program@Dartmouth.edu](mailto:Health.Professions.Program@Dartmouth.edu)**

**Or schedule a meeting on**  
**Calendly, links found on the HPP**  
**website:**  
**<https://www.dartmouth.edu/prehealth/>**

# Agenda

- AMCAS Application
- Verification
- After Submission
- AMCAS Letter Service
- The Advisor Information System (AIS)
  - Access and Reports
- The AAMC Advisor Hub
- Resources
- Q&A

# How does AMCAS work?



## Application Submitted

- Applicant completes & submits AMCAS application online
- Applicant pays submission fees (or uses valid Fee Assistance Program benefits)



## Application Processed

- Applicant arranges for all required official transcripts to be sent to AMCAS
- AMCAS performs verification of coursework and calculates AMCAS GPAs



## Application Delivered

- AMCAS distributes verified application to designated med schools
- AMCAS delivers letters to designated med schools as they are received

# 2021 Application Dates

## Application Deadlines

- Application must be submitted by 11:59 p.m. ET of the deadline date
- Transcript deadlines must be received by AMCAS within 14 calendar days of the application deadline date
- Must be received by August 1 for early decision applicants
- Visit [www.aamc.org/amcasdeadlines](http://www.aamc.org/amcasdeadlines)

Date*	Event
April 3	2021 AMCAS resources available
May 4	AMCAS application opens
May 28	AMCAS application submission begins
<del>June 26</del> JULY 10	Initial transmission of application data to medical schools
August 1	Early Decision Program deadline
Sept.-Dec.	Application deadlines

**Application dates are currently under evaluation.**

\*Dates subject to change



# 2021 AMCAS Participation

Tentative 2021 Participation	
Application	153 Schools/Programs All MD granting schools in the United States with the exception of MD programs at Texas public schools
AMCAS Letters	153 Schools/Programs
Criminal Background Checks	128 Schools/Programs

## 2021 AMCAS Application Fees:

- \$170 processing fee (includes one school designation)
- \$41 for each additional school

[aamc.org/amcas](https://aamc.org/amcas)



# 2021 Fee Assistance Program

Awardees can use benefits for up to two calendar years

If application is approved:	Benefits expire:
Jan. 1 – Dec. 31, 2019	December 31, 2020
Jan. 1 – Dec. 31, 2020	December 31, 2021

Fee Assistance program benefits are not retroactive!

# Accessing the Application

## Sign In

  
  
[Forgot your username?](#) | [Forgot your password?](#)

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## Create AAMC Account

Register for an AAMC account to begin accessing products and services.

[Need help?](#)

# AAMC Registration

Create Account

1 2

1 Personal Information  
Please complete the fields below.

**Email**

Enter Email

**Confirm Email**

Re-Enter Email Address

**Prefix (optional)**

Select Prefix

**First Name**

Enter First Name

**Middle (optional)**

Applicants should only complete registration if they do not have an AAMC ID



# AMCAS Main Menu

The screenshot displays the AMCAS Main Menu interface. At the top left is the AAMC logo. The main header contains the text "American Medical College Application Service® 2020 Application" and navigation links for "Back to Dashboard", "My AAMC Profile", "My Application", and "Help". On the right side of the header are buttons for "Withdraw Application" and "Submit Application".

The main content area is divided into two columns. The left column shows the user's profile information:

AAMC ID	Sex
	Female
Date of Birth	Country of Birth
	USA
Email	Birth State
	CA
	Birth City
	Santa Ana

Below the profile information is a blue informational box: "Some information is centrally managed by AAMC and cannot be edited on this page. To edit your legal name, preferred name, birth, and sex, go to My AAMC Profile". At the bottom of this column is an orange button labeled "Edit My Profile".

The right column is titled "Application - Not Submitted to AMCAS" and lists various application sections, each with an "Incomplete" status:

- Identifying Information - Incomplete
- Schools Attended - Incomplete
- Biographic Information - Incomplete
- Course Work - Incomplete
- Work/Activities - Incomplete
- Letters of Evaluation - Incomplete
- Medical Schools - Incomplete
- Essays - Incomplete
- Standardized Tests - Incomplete

To the right of this list are three buttons: "Print Transcript Request Forms", "Print Letter Request Forms", and "Print Application". A large red arrow points to the "Print Application" button. At the bottom of this column is a purple button labeled "View Application Status History".

At the bottom of the page are two sections: "Quick Links" on the left and "My Document Statuses" on the right.

# AMCAS Main Menu (1/2)

The screenshot displays the AMCAS Main Menu for a user named Cruz. The header includes the AAMC logo and navigation links: "American Medical College Application Service® 2020 Application", "Back to Dashboard", "My AAMC Profile", "My Application", and "Help". Below the header, there are buttons for "Withdraw Application" and "Submit Application".

The user profile section on the left shows the following information:

- Name: Cruz
- AAMC ID: [Redacted]
- Sex: Female
- Date of Birth: [Redacted]
- Country of Birth: USA
- Email: dejanira@gmail.com
- Birth State: CA
- Birth City: Santa Ana

A note below the profile states: "Some information is centrally managed by AAMC and cannot be edited on this page. To edit your legal name, preferred name, birth, and sex, go to My AAMC Profile".

The application status section on the right is titled "Application - Not Submitted to AMCAS" and lists the following categories, all marked as "Incomplete":

- Identifying Information
- Schools Attended
- Biographic Information
- Course Work
- Work/Activities
- Letters of Evaluation
- Medical Schools
- Essays
- Standardized Tests

Buttons for "Print Transcript Request Forms", "Print Letter Request Forms", and "Print Application" are visible. At the bottom, there are two buttons: "Edit My Profile" and "View Application Status History", with the latter highlighted by a red box.

The screenshot shows a window titled "APPLICATION STATUS DEFINITIONS" with a close button (X) in the top right corner. The window displays the "CURRENT APPLICATION STATUS" for the user.

Status	Status Change Date	Definition
Not Submitted to AMCAS	04-22-2019	You have initiated your AMCAS application but your application has not been certified and submitted to AMCAS.

A "Close Window" button is located at the bottom right of the window.




# The AMCAS Application

- Identifying Information
- Schools Attended
- Biographic Information
- Course Work/Study Abroad
- Work/Activities
- Letters of Evaluation
- Medical Schools
- Essay(s)
- Standardized Tests

- HPP FAQ's:  
<https://tinyurl.com/yb8m5zhc>
- AMCAS Tutorials:  
<https://tinyurl.com/y87dhr1w>
- 2021 AMCAS Applicant Guide:  
<https://tinyurl.com/yaeyxkoo>

# Identifying Information

 **AAMC**

American Medical College Application Service® 2020 Application My AAMC Profile Main Menu My Application ▾ Help

Identifying Information  Schools Attended  Biographic Information  Course Work  Work/Activities  Letters of Evaluation  Medical Schools  Essays  Standardized Tests

- ✓ Legal Name\*
- ✓ Preferred Name\*
- Alternate Names
- ID Numbers
- ✓ Birth & Sex\*

**Legal Name**

**Salutation**  
 Medical schools will send you correspondence, and often prefer salutation and properly cased name (e.g. Mr. John Smith)

**First Name\***   
**Middle Name**

**Last Name\***  **Suffix**

To edit your Legal Name, go to My AAMC Profile

**Preferred Name**

**Salutation**

# Schools Attended



## Add College ✕

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**Country \***  
Select Country ▼

**Program Type \***  
Select Program Type ▼

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**Start Date \***   **End Date \***  

**Other Options**

Summer School Only

Study Abroad Program

**Advisor Release**

 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

# Standardized Tests

✓ MCAT® Scores  
MCAT® Exam Date \*  
Other Tests \*

## MCAT® Scores

Note: Your MCAT scores have not been loaded yet.

## MCAT® Exam Date

Medical schools need to know if they should expect future MCAT scores in support of your application. Do you want to include upcoming or recently taken MCAT exam dates? \*

Yes  
 No

Applicants should indicate any future MCAT testing dates.

[aamc.org/mcat](https://aamc.org/mcat)

# Certification Statements

## Application Submission Process

PRE-SUBMISSION CHECKS **CERTIFICATION** PASSWORD CBC PAYMENT

SUBMISSION COMPLETE

### CERTIFICATION STATEMENTS

**i** In order to complete and submit your application, you must certify the following statements by checking each box and clicking the Agree button.

I certify that the information in this application and associated materials is current, complete, and accurate to the best of my knowledge. \*

I certify that all written passages, such as the personal statement, essays required from M.D.-Ph.D. applicants and descriptions of work/activities, are my own and have not been written, in part or whole, by a third party. Quotations are permitted if the source is cited. \*

I have read, understand, and agree to comply with the AMCAS Applicant Guide, including the provisions noting that I am responsible for monitoring and ensuring the progress of my application process, by checking the Main Menu of my application.\*

I understand that I am responsible for reviewing my application after AMCAS processing is complete. I am responsible for notifying AMCAS of any discrepancies resulting from the verification process by using the Academic Change Request process located in the Quick Links section of the Main Menu.\*



I have read, understand, and agree to comply with the Application and Acceptance Protocols for Applicants, which set forth guidelines for ethical conduct during the application process, and define important application cycle dates. \*

AAMC investigates and may report to legitimately interested parties discrepancies in information, attempts to subvert the admission process, and any other irregular matter that occurs in connection with application activities. I understand and agree that the sole and exclusive remedy available to me to appeal or otherwise challenge the AAMC's decision to send an investigation report to legitimately interested parties shall be confidential, binding arbitration through written submissions only to the Washington, D.C. office of the American Arbitration Association under the expedited procedures for commercial matters. I understand that my failure to request in writing arbitration within 30 calendar days of receipt of an investigation report that has been approved by the AAMC for transmittal to interested parties will constitute an absolute bar and waiver of this exclusive remedy. I further understand that the sole issue for arbitration shall be whether the AAMC acted reasonably and in good faith in making its decision. \*

I understand that I am responsible for learning the admissions requirements, application policies, and due dates for each school to which I am applying, and that I am not eligible for a refund of AMCAS fees if I do not meet the admissions requirements of the medical schools to which I apply. \*

Last step of application: certify data is accurate, submit, and pay processing fee.

# Certiphi

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## COMPLIANCE SIMPLIFIED

*A global leader in applicant screening, Certiphi Screening provides specialized services tailored to the healthcare industry. Our cutting-edge processes and tools help simplify compliance for our clients, transforming risk into opportunity.*

## SINGLE SOURCE PROVIDER

Certiphi Screening provides solutions for all of your organization's talent acquisition and management roles.



# AAMC Pre-Med Navigator

Monthly e-newsletter for applicants and helpful web content.

Applying to Medical School with AMCAS:

<http://tiny.cc/kjr1mz>

AMCAS Guides and Tutorials: <http://tiny.cc/iir1mz>

2021 AMCAS Applicant Guide: <http://tiny.cc/cgr1mz>

# Contact Us

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Or schedule a meeting on Calendly, links found on the HPP website: <https://www.dartmouth.edu/prehealth/>