MEDICAL SCHOOL APPLICATION INFORMATION
AND PROCEDURES - 2010 APPLICATION CYCLE

Steps to Follow When Filing an Application

1. For allopathic medical schools, go to the AAMC website www.aamc.org and click on “AMCAS.” After May 5, 2009 you can initiate a 2010 application but you will not be able to transmit it to AMCAS until June 2, 2009 at the earliest. Note that you may use the same user name and password to access the application that you created for your MCAT registration. You will have the same AAMC ID number for your application as you do for your MCAT. This AAMC number will stay with you throughout the process and into medical school and residency.

2. For osteopathic medical schools, go to the AACOM website at www.aacom.org and click on “applicants” from the left side menu, then “apply online.” This will bring you to the 2010 AACOMAS application which will open the first week of May. As soon as it opens you may complete it and also transmit it.

3. Sending your transcripts to the application services:
   - Print out an unofficial copy of your transcript from the SJU web for your own use in completing the application process. Check for any errors in grades (such as NP in Bio seminar) or omitted courses. Take the necessary steps to correct any errors that may exist before sending your transcript officially.
   - Complete the first 2 sections of your AMCAS application (identifying info and schools attended) which will then allow you to print out a “Transcript Request Form.” Note that you do not have to complete the entire application to access this form, only some initial data. You will need to print one form for each college/university attended, even if the course appears on your SJU transcript. Note that osteopathic schools do not use a transcript matching form in their process but you will still need to send a transcript to the osteopathic application service after your spring grades are posted and you have initiated an application.
   - Take the transcript request/matching form to the SJU Student Service Center, complete the SJU transcript form, pay the $5.00 fee, and then request that your transcript be sent to the appropriate application service AFTER YOUR SPRING 2009 GRADES ARE POSTED. Stress to the SSC that the Matching Form must be stapled to your transcript before it is mailed. Do this early as it can take the Student Service Center up to 3 weeks to process transcript requests after commencement (because all graduates are allowed to request one free transcript and most do this immediately!)
   - You can have your transcript sent to the application services BEFORE your application is completed and transmitted. It is better to do this so it is waiting there when your application arrives. You can track the receipt of your transcripts on the websites of the application services.

4. Technical Requirements
• Make sure that the computer you use to complete the application has the proper system and browser requirements stated by the application service so that you can complete the application without technical difficulties.

• You will need to turn off any email filters that may cause you not to receive group emails from AAMC or AACOMAS. Many mail programs use filters for SPAM but such filters may also block messages from these large central application services which may then cause you to miss an important message. I recommend that you get a Gmail or Yahoo account to use for your application because your SJU account will have many SPAM filters on it that you cannot remove. It may be easier to have an exclusive account that you can check for all of your application emails.

• You must also disengage any pop-up blockers as parts of the application will require the use of pop-up screens.

5. Begin working on the online application as EARLY as possible. It will take several sittings to get through all of the screens of questions so don’t expect to do it all at once. Check the PDF instruction manual or the online “Help” screen if you have specific questions about how to complete any section of the application. Print it out BEFORE you submit it and proofread it for accuracy. Once you “certify” your application, it is the same as signing your signature for legal purposes. When you are sure that it is error-free, submit the application. You cannot change most parts after you submit it – only contact information and MCAT test date info may be updated after submission. Note that you will be expected to pay the application fees online either by e-check or credit card (MC or VISA only) so you need to have financial resources in place before you can submit your application. Be sure to print out a receipt of your online payment. APPLY EARLY!!!!

6. After submitting your application, check your status online. AMCAS offers a “Dynamic Welcome Page” that shows the up-to-date status of your processing including whether or not your transcripts have been received. Once your application is received, you will get an email verifying receipt. You should get another email when your application is transmitted to the medical schools. Don’t assume that everything is OK – if you don’t get an email, check the website for your status and call if you suspect a problem. Normal AMCAS processing is 4-6 weeks but can be longer during peak application times. AACOMAS tends to take a bit longer (6-8 weeks) to process during peak times.

7. Once your primary application is transmitted, you then can expect to receive emails from the medical schools to which you have applied giving you instructions on how to complete their secondary applications. Most secondary apps are online, electronic applications and not paper applications and you typically are sent the link to the secondary in an email. Note that you can get an email about a secondary app before your primary application is officially transmitted to the medical schools or after. Often schools note how long it takes you to return your secondary app and consider that as a gauge of how interested you are in their school so be prompt. All schools will ask for a secondary application fee which can range from $50-$125 or more.

8. Requesting Letters of Recommendation –
Once your primary application (AMCAS/AACOMAS) is submitted, submit your “pink sheet” requesting that your letters of evaluation be sent to the schools or posted on Virtual Evals which is the electronic advisor letter system that I use. You can fax this form to me at 610-660-1982 or mail it to me at the following address: Mrs. Connie O’Hara, Health Professions Advisor, Saint Joseph’s University, 5600 City Avenue, Philadelphia. PA 19131.

On the Letter Request Form (pink sheet), please list the AMCAS Letter ID that was assigned to your Committee Letter as I must include this number on your letter and in the Virtual Evals system.

Include with your request form a copy of your AMCAS and/or AACOMAS application.

I will write letters throughout the summer and upload them to the online letter service (Virtual Evals) when they are completed. This service will email you directly once the letters have been sent to the appropriate schools. Note that not all allopathic and osteopathic medical schools are participating in this service so I will send all other professional school letters directly to the individual schools on your list. Virtual Evals is compatible with the AMCAS Letter system so when I post a letter on VE, it is automatically sent to the AMCAS system too.

9. If you are applying to osteopathic schools, most require or strongly recommend a letter from a DO. These letters must be sent directly to each school by the physician. Supply any outside evaluators with a complete list of names and addresses for the schools to which you have applied.

10. Keep a log of all dates when you receive/send applications, transcripts, and letters. Make a copy of everything before you send it. Also note the names and phone numbers of anyone you talk with at an application service about any problems. You may want to invest in a portfolio file folder where you can keep all of your correspondence/application information filed by school. This process is laden with paperwork so the more organized you are the less stressed you will feel.