



Pre-Health Professions
Career Development Center

American Medical College Application Service (AMCAS) for the 2019 Entering Class General Overview April 2018

- I. Applicants are responsible for their applications. Completing the AMCAS application, while tedious, is a very reasonable challenge. Use the resources provided by the AAMC to help complete a correct and sound application. **The 2019 American Medical College Application Service has not yet been launched by the date of this workshop—please keep up to date with AMCAS/AACOMAS and the requirements of all the medical schools to which you are applying for the most accurate and up-to-date information for the 2019 application process.** The information we share here is far less than a comprehensive treatment of applying to medical school, and while correct to the best of our knowledge, it is subject to error and no substitute for the official resources from AMCAS and AACOMAS. Despite these limitations, we hope that this information is helpful to you.

- II. **American Medical College Application Service (AMCAS) for the entering Class of 2019.**
 - a. You are an applicant for the **2019** entering class.
 - b. The application will become available online approximately **May 2, 2018**.
 - c. Applicants will be able to submit their application approximately **May 31, 2018**.
 - d. First transmission of processed 2019 AMCAS applications: June 29
 - e. 2019 Fees: \$160 includes one medical school designation; additional schools: \$38 each; Updated information should be available sometime in late April.
 - f. Read all AMCAS application instructions thoroughly!

- III. **When to Apply?**
 - a. Generally speaking, rolling admissions means the earlier the better, but do not let early submission take precedence over the quality of your application and overall preparation.
 - b. AMCAS may offer the best advice on this issue: **"EARLY IS GOOD, BUT ERROR-FREE IS BETTER. FOCUS ON COMPLETENESS AND ACCURACY OVER EARLY SUBMISSION."**
 - c. The general guidelines for the timing of submitting one's AMCAS application is:
 1. **June – Ideal "Let your primary fly by the 4th of July"**
 2. **July – OK (some problems due to timing can be expected for some schools)**
 3. **August 1 and Later – Likelihood and Severity of Problems Increase Substantially**
 - d. AMCAS indicates that over the past two application cycles, their processing of applications slowed in early July and continued at this slower pace through September due to the large number of applications received during this period.
 - e. Issues related to timing of application will often play out differently depending on the schools to which one applies.
 - f. Use good judgment on decision to apply: (1) First application is generally one's best

chance for admission; (2) once AMCAS application is processed, one is considered a re-applicant system wide in future cycle even if one doesn't complete secondary applications.

IV. Essential Application Resources

- a. The Pre-Health Professions Office does not have any more information on AMCAS than what is made available by the American Association of Medical Colleges (AAMC). Refer to the following resources for information when completing your AMCAS Application and contact AMCAS (contact information below) when you have questions.
- b. **American Association of Medical Colleges:** www.aamc.org
Please Note: AMCAS and the resources listed below (and others) can be accessed by the www.aamc.org address and following appropriate links.
- c. **General AMCAS applicant information:**
<https://www.aamc.org/students/applying/amcas/>
- d. **AMCAS Tools and Tutorials:**
<https://students-residents.aamc.org/applying-medical-school/applying-medical-school-process/applying-medical-school-amcas/amcas-tools-and-tutorials/>
- e. **The Instruction Book for AMCAS 2019. THIS PUBLICATION IS INVALUABLE!**
The 2018 version (2019 should be available late April) is available at:
https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/33/f0/33f0bd3f-9721-43cb-82a2-99332bbda78e/2018_amcas_applicant_guide_web-tags.pdf
- f. **Your E-mail Address:** Keep your preferred e-mail address up-to-date at all times. E-mail is the primary mode of communication used by AMCAS, so change your e-mail address as often as necessary.
- g. **Connect with AMCAS for Answers to Questions and Further Support**

Phone | 202-828-0600

Applicant Relations Specialists in the AAMC Services Contact Center are available Monday – Friday from 9 a.m. to 7 p.m. ET. Have your AAMC ID available when you call.

Email | amcas@aamc.org

To ensure a quick response, please include the subject of your inquiry in the subject line and your AAMC ID number in the body of your message.

Social Media | Twitter and YouTube

Follow @AMCASinfo on Twitter for updates and announcements from AMCAS. And watch AMCAS video tutorials on YouTube for help filling out your application.

Online | aamc.org/amcas

Answers to most questions are available on our website: www.aamc.org/amcas. There you will find FAQs, guides, and video tutorials that provide additional instruction.

- h. **Websites** for every school to which you apply
It is essential that you thoroughly and regularly check the websites of medical schools to which you apply. Medical schools typically communicate information about applying through their websites. Each applicant is ultimately responsible for the quality of his or her application (e.g., filling out his or her AMCAS application properly, filling out his or her supplemental application properly, knowing and meeting the requirements of each medical school to which he or she applies, etc.). Carefully reading websites of the medical schools to which you apply, and regularly perusing these websites for updates,

can be an important contribution to the quality of your application.

V. Transcripts

- a. **AMCAS will ONLY accept transcripts that are sent directly from the Registrar's Office.**
- b. **AMCAS states that "Problems with transcripts are the number one cause of processing delays and missed application deadlines." AMCAS recommends that the Transcript Section of the Instruction Book for AMCAS 2019 be reviewed carefully.**
- c. AMCAS provides the following information about the importance of the AMCAS Transcript Request Form:

While AMCAS cannot accept transcripts that are not accompanied by a Transcript Request Form, AMCAS is not responsible for transcripts that cannot be matched to your application because of a missing form. Therefore, AMCAS strongly encourages you to use the Transcript Request Form. When you request an official, paper transcript for AMCAS, you need to inform the relevant registrar that the Transcript Request Form must be attached to the transcript when it is sent.
- e. **Electronic Transcripts** - AMCAS only accepts PDF eTranscripts from approved senders, who may only submit transcripts to AMCAS by means of a secure file transfer (SFTP). AMCAS will not accept PDF eTranscripts by email or any other way. At this time, Loyola University Chicago is an AMCAS-approved sender and the electronic transcripts can be requested on LOCUS. For information on this option:
https://locus.luc.edu/pa91prd/locus_help/Requesting_Official_Transcript_Electronic.pdf
- f. **Note: AACOMAS Does Not Accept** Electronic Transcripts from Loyola.
- g. Both AMCAS and AACOMAS accept paper transcripts from Loyola released through use of the Loyola Transcript Request Form described below.
- h. You should submit your transcripts to AMCAS **before** you actually submit your AMCAS application; you can even submit them in early May (provided your spring 2018 grades are posted). An AMCAS transcript request form must be submitted to the LUC registrar's office or to the Student Services HUB. The AMCAS form can be delivered in person to the HUB or sent via email or fax to the Registrar's office. **To include your AP selections, be sure to check the AP credit box on the Loyola Transcript Request Form.**
- i. Please note any questions regarding transcript requests should be directed to LUC's Registrar's office or to the HUB. The Pre-Health Professions Office does not accept or process transcript request to be sent to the application services for medical or dental programs.
- j. Complete a Loyola Transcript Request Form and submit this form AND the AMCAS Request Form to the Office of Registration and Records.
 1. Registration and Record's Home Page: <http://www.luc.edu/regrec/>
 2. Registration and Records Transcript Information:
<https://transcriptrequest.luc.edu/alumni/pages/jsp/>
 3. Written Request Form:
http://www.luc.edu/media/lucedu/registrationrecords/pdfs/transcript_request.pdf

VI. Releasing your Committee Letter to AMCAS (via AMCAS Letter Service) and AACOMAS (via AACOMAS Letter Service)

- a. Review AMCAS section on AMCAS Letters of Evaluation/Recommendation Service for additional information.
- b. We will begin accepting requests to release your committee letter on or around May 31,

- 2018, which is the first date that applicants can submit their completed AMCAS application.
- c. **We require that applicants fill out a "Release of Letters" form to release their Committee letters.** With this form you will include documents verifying you have submitted your application to AMCAS and/or AACOMAS. It is only when you have uploaded a PDF of your complete Release of Letter form and all necessary additional documents to your PHAD application under "Supplemental Files" and you have notified us at PHAdvising@luc.edu that these completed documents are available in your profile that we will begin the process of sending your letters of evaluation (i.e., Release of Letters Form, copy of submitted AMCAS and/or AACOMAS application, copy of AAMC Letter Request Form if applying through AMCAS). The "Release of Letters" form will be available on the Pre-Health Professions website at www.luc.edu/prehealth; this form will not be available until the day that our office will begin accepting it. There is no fee for this service as your request will be submitted directly to the AMCAS and/or AACOMAS letter service(s).
 - d. The Pre-Health Office will Not Accept your "Release of Letters to Schools" form until you have **submitted your completed AMCAS and/or AACOMAS application, by uploading them under "Supplemental Files" on your PHAD application.** You must provide evidence of having submitted AMCAS and/or AACOMAS before your request will begin to be processed. Copies of these applications are also of assistance to us in writing your Committee letter.
 - e. Your AAMC ID Number (and AACOMAS ID Number) and AAMC Letter ID Number are extremely important. We need to include your AAMC ID Number (AACOMAS ID Number) and AAMC Letter ID Number with your letters of evaluation, or medical schools will not accept your letters of evaluation. The Pre-Health Office will Not Accept your "Release Letters to Schools" form until you have **submitted your AMCAS Letter Request Form (it will have a barcode near the top right corner), by uploading it under "Supplemental Files" on your PHAD application.**
 - f. Please refer to the Release of Letters form or the Pre-Health Professions website to ensure you include all necessary documents prior to submitting your release (Falsifying this information may have a negative impact on the Committee's appraisal of an applicant's candidacy). Partial or incomplete submissions will not be accepted.
 - g. **Load these documents to the Supplemental Files section of your PHAD profile and email PHAdvising@luc.edu after you have done so.** Within five (5) working days, you will receive either: (1) confirmation of receipt of all these materials and an estimated date for when your Committee letter will be loaded; or (2) notice that the materials submitted were not complete, notice that your request to release your Committee letter cannot proceed at this time, and what additional information is needed.
 - h. We recommend that you submit your "Release of Letters" form (and all other necessary materials) to the Pre-Health Office on the same day or as soon as possible after you have submitted your AMCAS and/or AACOMAS application.
 - i. All required and additional documents are to be uploaded with the appropriate label as PDFs under "Supplemental Files" in your PHAD application. Uploading these documents in any other format will slow down the processing of your letter release request.
 - j. It will take approximately **four weeks (about one month)** from the Friday of the week that the Pre-Health Office receives a **"Release Letters to Schools"** form and all other required information (outlined above) from you for processing Committee letters. All requests to release letters received after the last Friday in August will require substantially longer than the four week minimum to process. Similarly, since we are not able to begin

writing letters until late May, requests to release letters in June might result in a processing time that is slightly longer than the four week minimum depending on the amount of requests received in early June. Please feel free to contact the Pre-Health Office four weeks after your submission of your "Release Letters to Schools" form and all other required materials (all must be received to begin processing) to check that all is going to plan. You may also check in weekly after this point if you have not received notice that your letters have been loaded, etc. We appreciate such correspondence as errors can occur and your polite follow through is welcome and appropriate.

- k. We expect that the majority if not all complete requests for processing letters received on or before July 27, 2018 will be completed by August 31, 2018.
- l. While we encourage you to check in with the Pre-Health Professions Office to make sure all is going to plan with your letter (as indicated above), requests to accelerate these timelines, incessant communications, and the like will not be appreciated. We recommend that applicants who find these timelines unacceptable withdraw from the Committee process, apply on their own, and consider using a letter coordination service such as Interfolio: <http://www.interfolio.com/>

m. **AMCAS Letters of Evaluation/Recommendation Service**

- 1. Refer to Section Six (6): Letters of Evaluation/Recommendation in the 2019 AMCAS Instruction Manual (2019 version is expected in late April, 2018 version linked here): https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/33/f0/33f0bd3f-9721-43cb-82a2-99332bbda78e/2018_amcas_applicant_guide_web-tags.pdf

- 2. Some Select Information from this Source

- a. Definitions of Types of Letters:

- 1. Committee Letter:** A letter authored by a pre-health committee or pre-health advisor and intended to represent your institution's evaluation of you. A committee letter may or may not include additional letters written in support of your application. This is sometimes called a Composite Letter. **If you are applying through Loyola's Pre-Health Professions Advisory Committee, you are submitting a Committee Letter.**
- 2. Letter Packet:** A packet or set of letters assembled and distributed by your institution, often by the institution's career center. A Letter Packet may include a cover sheet from your pre-health committee or advisor; however, in contrast to a Committee Letter, a Letter Packet does not include an evaluative letter from your pre-health committee or advisor.
- 3. Individual Letter:** An individual letter refers to a letter written by, and representing, a single letter writer. If you have already included an individual letter within either a Committee Letter or a Letter Packet, you should **not** add a separate entry for the individual letter.

- b. **Primary Author/Contact Information:**

- 1.** Dr. Johnson does not write all Committee letters, however, he signs letters on behalf of the Committee. Thus, **the "Primary Author" is James M. Johnson, Ph.D.** Additionally, Dr. Johnson's "Contact Information" is as follows: **Address: Pre-Health Professions, 1032 West Sheridan Road, Chicago, IL. 60660/Phone: 773.508.3636/Email: PHadvising@luc.edu**
- 2.** While your committee advisor will contribute substantial information towards your committee letter, you should not list them as the primary contact. Students applying through the Pre-Health Professions Advisory Committee should list the

letter writer as listed directly above. Listing anyone else, or an alternate e-mail address can cause confusion and a delay in uploading your letter.

n. **AACOMAS Letter Service**

1. Refer to Application Section: "Supporting Information" in the 2019 AACOMAS Application Instructions for information:
<http://help.unicas.com:8888/aacomahelpPages/instructions/>
2. The AACOMAS Letter Service does not have a designation for "Committee Letter." AACOM states, "When the colleges of osteopathic medicine process the application and the letters, they will see that the letter is a committee letter, and all other variations of letters, etc." However, applicants may write "Committee Letter" in the "Applicants Comments" section (optional).

o. **If not applying through the Committee:** If you are not applying through the Committee (e.g., you have withdrawn from the Committee process, the Committee has declined to write a letter on your behalf, etc.), you will likely be using a Letter Packet. If you have entered a Letter Packet you will be prompted to enter additional authors included in the packet in the space provided, this is optional.

p. **Osteopathic Schools and Physician Letter:** When applying to osteopathic schools, most schools require a letter from a physician. Typically an allopathic or osteopathic doctor will meet this requirement, but letters from an osteopathic physician are often recommended, and sometimes required; be sure to refer to each school's specific requirements. You may ask a physician who is willing to write a letter of evaluation on your behalf to send this letter to osteopathic medical schools independent of the PHPAC process if you have not included a physician as one of your five letters submitted to the PHPAC committee.

VII. Secondary Applications

- a. After medical schools receive your transcripts and AMCAS application, they will decide whether or not to send you a secondary application. Some medical schools will not send secondary applications until they have seen an applicant's AMCAS application, and MCAT scores. Most medical schools, however, send secondary applications regardless of whether they have seen an applicant's MCAT scores. The majority of medical schools send secondary applications to all applicants.
- b. Secondary applications should be completed as quickly as possible without sacrificing quality. Be sure to follow all the instructions on the secondary application.

IIX. a. We will use the email functionality of PHAD to communicate any updates regarding the Pre-Health Professions Advisory Committee Process.

IX. Some Selected Tips for Filling out AMCAS

- a. **Advanced Placement Credit** The 2019 AMCAS Instruction Book includes the following instructions on Advanced Placement (AP) Courses:

To claim AP credit, the credit hours must be listed on your transcript. AP courses should be entered under the term in which the college credit was initially granted. If no term is designated, include these credits with freshman coursework (FR). Include AP credit courses only once (by selecting *Advanced Placement* as the Special Course Type), even though AP credit for the same subject may have been awarded by more than one institution. AP courses can be assigned under the institution awarding the most credit. If

AP credits appear in one block on the transcript, distribute the credit appropriately among the AP exams taken.

For example, the University of Southern California awarded 9 credits for 3 AP exams. On the official transcript, this credit appears as 9 credits for AP exams, with no indication of what each exam was. On your AMCAS application, enter each exam as an individual course and distribute the credits appropriately, do not exceed the total amount of credits earned.

If the transcript from the college awarding AP credit does not list actual course names, enter the subject area for which credit has been earned (e.g., AP Credit: English) as the Course Name.

If the following course types appear on your official transcript, they should be indicated as AP on the AMCAS application even if they are not technically Advanced Placement: ACE/ACT; Experimental Learning; Retroactive Credit; Bypass Credit; French Baccalaureate; Special Credit; CEEB; Life Experience; Test Out; Credit by Exam; Placement Exam; Validation Credit; Departmental Exam; Prior Learning; Lebanese Baccalaureate; Equivalency Exam; Proficiency Exam

As an alternative, you can request that the Office of Registration and Records provide a letter that identifies courses you have been awarded through AP credit at Loyola. An Advanced Placement Verification Letter can now be requested through Loyola's transcript Written Request Form and the electronic transcript request by selecting the AP credit button in the request on LOCUS

http://www.luc.edu/media/lucedu/registrationrecords/pdfs/transcript_request.pdf.

Contact the office of Registration and records for more information:

<http://www.luc.edu/regrec/>

- **Note: Requesting an Advanced Placement Verification Letter is essential when applying to AACOMAS (Osteopathic Medical School) as AACOMAS has historically not counted AP coursework toward required courses (e.g., Chemistry, Biology, Physics, etc.) unless such AP credit is specifically identified. Again this request should be made before releasing transcripts to AACOMAS.**

b. Personal Statement:

Review Section Eight (8) carefully in the 2019 AMCAS Instruction Manual for details on the "Personal Comments" essay and other essays that may be part of your application. In addition, the "Personal Comments" should be composed with attention to the content in the Work and Activities (Section 5) of the 2019 AMCAS Instruction Manual. Finally, you may want to refer to the Personal Statement Workshop slides available on the Pre-Health Professions website:

<http://luc.edu/media/lucedu/prehealth/pdfs/Personal%20Statement%20Workshop%20PH%20PAC%202017.pdf>

c. MCAT and AMCAS

The 2019 AMCAS Instruction Manual Shares the following general information regarding the MCAT:

Your MCAT scores are automatically released to AMCAS. Ensure that all the MCAT exams you have taken are listed in this section. Do not include exams that you voided at the time of the exam.

It is important to include all of the MCAT exams you are scheduled to take on your AMCAS application, and keep this information up to date after you submit your application. Medical schools have no other way of knowing that they should expect additional MCAT scores from you.

Most medical schools require that MCAT scores are no more than three (3) years old. Consult the schools to which you are applying or the [Medical School Admission Requirements website](#) to ensure that you meet their requirements. MCAT scores earned in 2003 and later will be automatically released to AMCAS unless you voided your scores at the time of the exam. Once you release your scores, you cannot “unrelease” them; they will be included in all of your future AMCAS applications.

You may either submit your AMCAS application before or after the release of your MCAT scores—AMCAS does not need your scores to verify your application.

Medical schools need to know if they should expect future MCAT scores in support of your application—keep this information up to date.

- See Section Nine (9) of the 2018 AMCAS Instruction Manual for more information on AMCAS and the MCAT

- Scores can be sent to other centralized application services (AACOMAS, CASPA, SOPHAS, etc.) electronically through the Score Reporting System:

The MCAT Score Reporting System is used to view your test scores, and can also be used to release your scores to institutions not participating in the AMCAS service.

Through this system, you have the ability to print official score reports and send them to whomever you wish. Recipients can verify official score reports online, and there is no additional charge to examinees for use of this system. For more information see:

https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/a1/c7/a1c79076-783c-4652-936c-7795deec9a26/essentials_2018_final.pdf

Starting with the April 2003 test, the AAMC follows a full disclosure policy. This means all tests taken from April 2003 and beyond will be included in score reports or will be made available through your AMCAS application.

- Much more Information about the MCAT is available at: <https://students-residents.aamc.org/applying-medical-school/taking-mcat-exam/>

d. **What classes to include in the BCPM?**

All classes that are **primarily** biology, chemistry, physics, and math in content; Refer to the Course Classification Guide in Section Four of the AMCAS 2019 Instruction Manual for more information.

e. **Own the Application Process**

You are responsible for your application to medical school from start to finish. Make use of the resources made available by AAMC and AACOM. Keep a record of all the steps you take throughout the application process and make a practice of following up on these steps.

AMCAS provides adequate instructions, which allows applicants to accurately complete the application. While completing the AMCAS application is tedious and a test of your organizational skills, it is far less difficult than many of the challenges you have faced as a pre-medical student (or that you will face as a medical student). If you do have questions while completing AMCAS, first please refer to the 2019 AMCAS Instruction Manual, and if questions persist, please contact AMCAS (See IV "Essential Application Resources" in this handout).

The Pre-Health Professions Program's duties change dramatically over the summer and our availability is more limited than during the school year. We focus primarily on composing Committee Letters through the summer. We hope you understand this shift of focus as it is in your best interest. We are grateful for your understanding.

The Pre-Health Professions Office will send Committee Letters and accompanying letters of evaluation **only** as part of the Committee Letter and only to medical schools for those participating in the Pre-Health Professions Advisory Committee. If you wish to use the individual letters of evaluation for any other purposes (applying to graduate school as a plan B, applying for a scholarship, etc.), **you must contact the authors of the individual letters for such requests.**

Allopathic medical school and osteopathic **medical school admission requirements** for the entering class of fall 2019 are expected to be made available on or before May 1, 2018. These are **Absolutely Necessary Resources**.

○ Allopathic:

- To learn more about/purchase the Medical School Admission Requirements (MSAR): <https://students-residents.aamc.org/applying-medical-school/applying-medical-school-process/deciding-where-apply/medical-school-admission-requirements/>

○ Osteopathic:

- The 2019 Osteopathic Medical College Information Book (CIB) will be available online, we expect the week of May 1. The 2018 CIB is available here: http://www.aacom.org/news-and-events/publications/2018-2019_cib

○ **Make sure you buy the materials for the 2019 entering class!**

Be polite and professional in all interactions with the medical schools to which you apply, and with all others associated with your application to medical school. The nature of these interactions, whether verbal or written, can become part of your candidacy. Put your best foot forward through the entire process.

Involvement of relatives at this stage of the application process can be harmful to your candidacy.

The last day to withdraw from this cycle of the Pre-Health Advisory Committee is the last Friday in August (Friday, August 25, 2018). Once you have requested your committee letter, you cannot withdraw from this cycle of the advisory committee. As a reminder, those who do withdraw from the committee still need to submit an on-time application to register for a subsequent committee cycle. Please refer to the Pre-Health Website (e.g., Green Light, Yellow Light, Red Light Rubrics for GPA and MCAT, etc.) and other resources, such as the AAMC Facts' Applicants and Matriculants

Data, Table 17, Table 19 (focus on matriculant data), Table 24, and Table 25 located at: <https://www.aamc.org/data/facts/applicantmatriculant/> in deciding whether to apply to medical school through the Pre-Health Professions Advisory Committee for the 2019 application cycle.

Association of American Colleges of Osteopathic Medicine Applications Service (AACOMAS 2019) Addendum

See sections V and VI in the main section of this document detailing Letter Release information through AMCAS and AACOMAS Letter Services as well as other information of relevance.

- I. AACOMAS is the centralized application for osteopathic medical schools and is a separate application process from AMCAS
- II. Much of the information in the attached AMCAS General Overview is applicable to AACOMAS, and contains some specific information pertaining to AACOMAS or applying to medical school in general. This entire document, not just this addendum, must be carefully reviewed.
- III. Information on the 2019 AACOMAS application is not available at the time of this workshop. Please be sure to stay up to date with resources made available by the American Association of Colleges of Osteopathic Medicine (AACOM) about AACOMAS for the 2018 application cycle.
- IV. AACOMAS is scheduled to become available and open for submissions May 3, 2018; osteopathic schools will begin receiving and processing 2018-2019 cycle applications on approximately June 15, 2018.
- V. AACOMAS can be obtained by going to <http://www.aacom.org> and then clicking on the AACOMAS link or by going to the following link: <https://aacomas.liaisoncas.com/>
- VI. Some Selected Information for AACOMAS:
 - a. Math is not considered in the BCP (science GPA)
 - b. If you are including a course that you believe is a science (i.e., BCP) course, but it not listed as under Biology, Chemistry, or Physics (see list of BCP courses), then include link to message system. AACOMAS "support center" is area through which applicants can send such a message.
 - c. Repeated coursework should not be used as a grade enhancer. Within AACOMAS, if you have repeated a course, both grades are calculated in AACOMAS GPA calculations.
 - d. **AACOMAS 2019 Instruction Manual:**
<http://help.unicas.com:8888/aacomashelpPages/instructions/>
- VII. Transcripts
 - a. Use Loyola's Transcript Written Request Form when releasing transcripts to AACOMAS:
http://www.luc.edu/media/lucedu/registrationrecords/pdfs/transcript_request.pdf.
 - b. AACOMAS and AP Credit
You can request that the Office of Registration and Records provide a letter that identifies courses you have been awarded through AP credit at Loyola by contacting the Office of Registration and Records: <http://www.luc.edu/regrec/> An advanced placement letter can now also be made through Loyola's transcript Written Request Form:
http://www.luc.edu/media/lucedu/registrationrecords/pdfs/transcript_request.pdf
Contact the Office of Registration and Records for more information:
<http://www.luc.edu/regrec/>
Requesting an Advanced Placement Verification Letter can be essential when applying to AACOMAS (Osteopathic Medical School) as AACOMAS has

historically not counted AP coursework toward required courses (e.g., Chemistry, Biology, Physics, etc.) unless such AP credit is specifically identified through an Advanced Placement Verification Letter.

VIII. AACOMAS Contact Information:

Applicants may visit <https://aacomas.liaisoncas.com/> and check on their application status, updates, and/or additional important information related to their application(s).

Applicants may also contact AACOMAS using the information below. Please note that an AACOMAS representative will return messages/e-mails within two (2) business days.

Mail:

AACOMAS
1025 Connecticut Ave NW #1103
Washington, DC 20036

Phone: 301-968-4190 (9 am – 4 pm, Eastern Standard Time)

Fax: 301-968-4191

E-mail: aacomas@aacom.org

IX. **Selected AACOMAS 2019 Resources:**

- a. AACOMAS Application Instructions for Entering Class of 2019:
<http://help.unicas.com:8888/aacomashelpPages/instructions/index.html>
- b. Applying to Osteopathic Medical School
<http://www.aacom.org/become-a-doctor/applying>
- c. General Admission Requirements (College Information Book for 2019 entering class)
http://www.aacom.org/news-and-events/publications/2018-2019_cib
The College Information Book for the 2019 entering class is scheduled to become available week of May 1, 2018.