ADDITIONAL AMCAS INFORMATION-2016

While this document provides a guide to completing the AMCAS application, many points also apply to applications for osteopathic medical schools (AACOMAS). Relevant exceptions are noted.

Make sure your application is complete before you submit it as there are very few things you can change thereafter. The following changes can be made:

- Contact information can be entered/edited
- Letters of Evaluation: information can be entered, but cannot be edited or deleted
- Future MCAT dates can be entered
- Additional medical schools can be entered

INSTITUTIONAL ACTION

- You must answer YES and provide an explanation if you ever been subject to Institutional Action – this could be either an academic or conduct violation.
- You must still answer YES and provide an explanation even if the violation has been deleted from your college record.

TRANSCRIPTS and COURSE LISTING

- Verification of your AMCAS application will not be complete until your transcripts are received and grades are verified.
- There is no need to send HS transcripts with AP credit
  - When requesting a BU transcript for AMCAS, request it by mail or in person with a transcript request form (AMCAS required form). The fee is $5 and you can either mail it or submit it in person to the main BU Registrar’s office on the Charles River Campus.
    - Mailing Address: 881 Commonwealth Ave, Boston, MA 02215
    - How to order transcripts http://www.bu.edu/reg/grades/ordergrades.html
- Use the AMCAS Transcript Request Form when ordering transcripts for MD applications. Consult AACOMAS for instructions on sending transcripts.
- Official transcripts are required from ALL institutions you attended even if you received transfer credit. AMCAS does not require transcripts from foreign (other than Canadian) institutions.
- When entering course work, you must include information and corresponding grades for every course in which you were enrolled at any U.S. or Canadian post-secondary institution, even if you did not receive credit.
- If a course number does not fit in the space provided, include the last eight digits. Write the number exactly as it appears on transcript.
- Current/Future designation is used for courses you are taking now or in the future and for which you do not have a grade (for example, if you plan to take a course in the fall). These entries are not binding.
• You should list **most classes in the MAMS program under Biology/Chemistry**. These courses include Medical Pharmacology, CI courses, Immunology, Physiology, COT, Biochemistry, Pathology and Introduction to Biomedical Information since they are considered biomedical. Some of the mental health courses should be listed elsewhere under EDUC or HEAL.

• Thesis credits should be written as Rel Med Sci (GMS MS 971 and 972 as stated on your transcript) with “Thesis Research” added following the course title.
  - Future thesis credits should be listed as current/future
  - Thesis credits from a past semester in which you have a J grade should be designated as “deferred grade”

• Biostatistics is considered a Math course (part of BCPM)
• GMS MS 985/6 Certified FT Study should be listed as 0.0 credits, no grade and placed under special course type.
• Do not submit your AMCAS application if you have an Incomplete on your transcript or if you have a failing grade that you plan to remediate.
• **Withdrawal and Repeated Courses**
  - If you have taken a course more than once, you must add an entry for each completed attempt.
  - If you officially withdrew from a course you must list it with a "W".