

AACOMAS

APPLICATION WALKTHROUGH

2023-2024



UNIVERSITY OF
GEORGIA

DO YOUR OWN RESEARCH

- This presentation is meant to serve as a resource during this application cycle.
 - It does **NOT** cover all aspects of the application, so you must do your own research!
 - Review the [AACOMAS](#) for more detailed information.
 - You can also **contact AACOMAS for further assistance (please read FAQ first)**:
 - **Phone:** 617-612-2889 (applicant inquiries only)
 - **Email:** aacomasinfo@liaisoncas.com
 - **Hours of operation:** Monday – Friday (9:00 am – 5:00 pm Eastern Time)
- AACOMAS verification process may take up to four weeks after your application, transcripts, and payment are received. **Submit Early!**

COVID-19 FAQs

- There is currently no information regarding impacts of COVID-19 on applicants.
- **How has the timeline changed for the application cycle?**
 - The AACOMAS application cycle is moving forward as planned.
 - The first day medical schools will receive any applications will be **June 15, 2023**.
- **What do I do if several of my experiences were cut short due to the pandemic?**
 - Medical schools understand that these experiences were cut short or cancelled due to the virus, so they will take that into consideration. Schools may focus on your involvements in previous semesters as a basis.
 - Also, they will look at what you did during this time as well. If you were able to do some volunteering, remote research, or work during the pandemic, this will also be taken into consideration.
 - There *may be* a set of questions under Personal Information that will ask about how COVID-19 has impacted your application process. In your work and activities section you can mention how the experiences you have been planning for have been cut short. If you were continuing the same activity or type of activity over the summer, you can mention its cancellation in the work and activities section as well.

AACOMAS Opening Checklist

- **AACOMAS Opens: May 4, 2023**
 - AACOMAS can be submitted starting on May 4, 2023.
 - You do not have to submit on this day, but you are highly encouraged to submit as soon as possible.
 - Do not submit a rushed application but do submit early.
- **Before this date, you should have:**
 - Completed all pre-med prerequisite courses listed on the [Pre-MedQuick Facts Sheet](#) and have a plan to complete the rest of the required prerequisite courses for all medical schools that you wish to apply.
 - Taken or scheduled the MCAT
 - Generated an [AAMC PIN](#):
 - Through AMCAS when you create an account for the MCAT. Needed to send MCAT scores to AACOMAS
 - Asked your evaluators to write letters of recommendation and discussed the letter submission process with them.
 - Completed your personal statement (5300 characters max)
 - Compiled your resume to help with filling out Experiences section.
 - Read the [Applicant Checklist](#) for AACOMAS
 - AACOMAS recommends you use the most up-to-date versions of Firefox or GoogleChrome

Why does early submission matter?

- **Verification:** The verification process can take 4-6 weeks, so you want to submit as soon as possible to get this started.
 - Verification is about transcripts and GPA calculation. In order to start verification, you must submit your application with the payment and have your transcripts in.
 - You do not have to wait for your MCAT score to be in to submit.
 - You do not have to have all of your letters of evaluation in to submit.
- **Rolling Admissions:** Most medical schools have rolling admissions which basically means first-come, first-served.
 - If you apply early, schools can review your application sooner and before seats have started to fill up which is advantageous. If you are applying later, then you will be competing against more applicants for fewer seats.

“Apply early” does not mean apply through the Early Decision Program (EDP). It means submit your application as soon as you can.

Submission FAQ

- **How much does it cost to submit the AACOMAS application?**
 - The 2022-2023 AACOMAS application costs \$198 and includes the first medical school designation. Each additional designation is \$55.
 - **Please note:** This is for the primary application only. Schools have secondary applications as well which come with their own fees.
 - The AACOM has a Fee Assistance Program which aids with the initial application fee of \$198. **FAP is not retroactive and** must be in place prior to a student submitting their application if they are hoping for a fee waiver. They will not reimburse for any money already spent. Learn more about the Fee Assistance Program [here](#).
- **“I don’t know my MCAT score yet, and I don’t want to waste money...”**
 - If you know you are applying this cycle, then still submit in early June to start verification, but only submit for one school or maybe a few that you feel comfortable with. You can add more schools once you see your score and then your verified application can be sent to them right away.

Submission FAQ

- **What date is too late to take the MCAT if I still want to be early?**
 - Ideally, you want to have taken the MCAT by mid-June, but late-June is still okay especially if it means a higher score. Remember that MCAT scores come out a month after the test date, so late-June test scores come out late July.
 - The first transmission date for applications to osteopathic medical schools is on **June 15, 2023**. This is the first time they'll start looking at applications. You want to take the MCAT fairly close to that date if not before.
 - **Please note:** You should not rush the MCAT. There is no benefit to forcing an early MCAT date if you cannot get a good score.
- **I'm doing X, Y, Z in May. Is it too late to get a letter from that person?**
 - No, but it's cutting it close. Ideally, you want all of your letters of recommendation in by early June. However, in practice, they should all be in by around mid-July. Remember that medical schools use these when evaluating who they will interview, and interviews start in August/September.
 - You can submit your application without all your letters being in.

Submission FAQ

- **What can I change after submission?**
 - Contact Information
 - Profile Information (username, password, security question, etc.)
 - Add programs to apply to whose deadlines have not yet passed.
 - Edit or delete a reference whose status remains INCOMPLETE
 - Add new test scores, experiences, achievements, and/or certifications (Cannot edit or delete scores, experiences, achievements, or certificates).
 - Program materials for programs you have not yet submitted to (programs you have already submitted information to will be locked).
 - If you have updates that need to be made to other sections of your application, you must submit these updates directly to your programs.

You must re-certify and officially update your application after making a change. This will not cause any processing delays, and you will not be charged unless you have added more medical school designations.

REAPPLYING TO AACOMAS FAQ

- **I applied to AACOMAS last year and would like to reapply. What information can be carried over to my current application?**
 - All applicants who have created a log in will be able to carry forward the information that they have previously entered. Applicants are able to log in with the same username and password used previously, and will be able to select the information to be carried forward.
 - **Please note:** References will not be carried forward for any applicants. Transcripts submitted to AACOMAS will only be carried forward for applicants who were previously VERIFIED.
 - Letters of Evaluation, essays, payments, and program specific information will not be copied over into the new application.
- **I am no longer in touch with my evaluators. Can AACOMAS carry over my letters of evaluation?**
 - No. Under NO circumstances can AACOMAS carry over any of your letters of evaluation from a previous application. These must be resubmitted for the new cycle.
- **Do I need to resend transcripts I had sent last year?**
 - If your application was not verified in the previous cycle, you will be required to submit transcripts from each institution that you have attended.

CREATING AN ACCOUNT

- Click [here](#) to create an AACOMAS account.
 - Scroll to the bottom of the page and click on the “Login to the 2021-2022 AACOMAS Application.” It will take you to the application login where you will create your account.
 - Do not create multiple accounts as this may result in duplicate accounts being deleted, along with any documents associated.

Welcome to AACOMAS

Welcome!

AACOMAS simplifies the process of applying to osteopathic medical school.

Complete one application and send it with required information to our centralized service. We verify your application for accuracy, process it and send it with your materials to those osteopathic medical schools you designate.

Because osteopathic medical education has seen tremendous growth, we strongly encourage you to begin your application as early as possible in the application cycle in

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

Sign In

Create an Account

[Forgot your username or password?](#)

[Reapplying to AACOMAS?](#)

Reapplying to AACOMAS?

If you applied to AACOMAS in the 2015-2016 or 2016-17 cycle, you can copy data from your previous application. Just log in to AACOMAS with the same username and password from the 2015-2016 or 2016-17 cycle and you will be walked through the reapplicant process. If you create a new account using a new email address, you will not be prompted to copy data from the past application

Return to Sign In

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

* Indicates required field.

Your Name

Title

* First or Given Name

Middle Name

* Last or Family Name

Suffix

Display Name

Contact Information

* Email Address School

* Confirm Email Address

* Preferred Phone Number Mobile

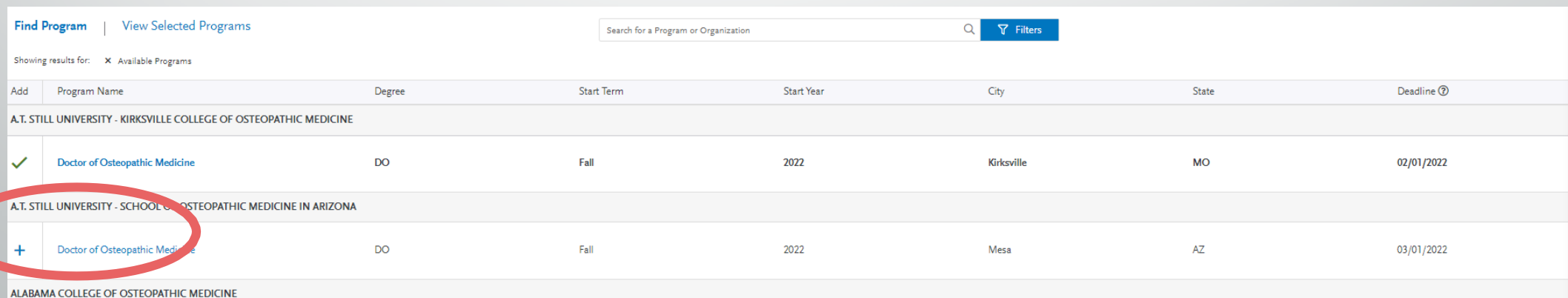
Alternate Phone Number Mobile

Text Notifications

I agree to the Terms of Service and authorize text messages to my mobile number above.

PROGRAM SELECTION

- Once you have created an account, you must select at least **one** osteopathic medicine school or college to which you will be applying.
 - **It is best to add all programs you are applying to at this point.** You can always add more programs later on, or remove a program prior to submission of the application if you opt not to apply to this program. Once you have added one or more programs to which you are applying, you will need to review the list of designations schools and colleges, and then advance to the application.



Find Program | View Selected Programs

Search for a Program or Organization

Showing results for: Available Programs

Add	Program Name	Degree	Start Term	Start Year	City	State	Deadline [Ⓜ]
A.T. STILL UNIVERSITY - KIRKSVILLE COLLEGE OF OSTEOPATHIC MEDICINE							
<input checked="" type="checkbox"/>	Doctor of Osteopathic Medicine	DO	Fall	2022	Kirksville	MO	02/01/2022
A.T. STILL UNIVERSITY - SCHOOL OF OSTEOPATHIC MEDICINE IN ARIZONA							
<input type="checkbox"/>	Doctor of Osteopathic Medicine	DO	Fall	2022	Mesa	AZ	03/01/2022
ALABAMA COLLEGE OF OSTEOPATHIC MEDICINE							

PROGRAM SELECTION

- 1 school: \$198
 - Each additional school: \$55
- Average applicant applies to 8 schools
- **APPLY EARLY!**
 - Since medical school acceptance is done on a **rolling basis**, applicants who submit early are more successful in being invited to interviews and are considered for scholarships first. Please note that there are exceptions.
 - Once your application becomes complete (application submitted and all official transcripts received) it can take 4 – 6 business weeks for your application to be verified.

AACOMAS has 4 Sections

1. Personal Information

2. Academic History

- Transcript Process
- Coursework
- Standardized Tests

3. Supporting Information

- Experiences
- Letters of Evaluation
 - Interfolio
- Essays

4. Program Materials

1. PERSONAL INFORMATION SECTION

- This section includes:
 - **ReleaseStatement**
 - **Biographic Information**
 - **Contact Information**
 - **Citizenship Information**
 - **Family Information**
 - **Race & Ethnicity**
 - **Influences**
 - Family members that are a MD or DO
 - Previous careers.
 - **Other Information.**
 - COVID-19 Impact
- Proofread your application for accuracy and grammar errors.

The screenshot displays the 'My Application' dashboard. At the top, it says 'Getting Started? Speed up your application by entering your colleges attended first.' with a button 'Enter My Colleges'. Below this, there are four progress indicators in a 2x2 grid:

- Personal Information:** 0/8 Sections Completed. This indicator is circled in red.
- Academic History:** 0/5 Sections Completed.
- Supporting Information:** 0/4 Sections Completed.
- Program Materials:** 0/1 Sections Completed.

On the left side of the dashboard, there is a 'Latest Notifications' section with a notification: 'AACOMAS application - Welcome!' dated 'Today', with a 'View My Notifications' button below it.

1. PERSONAL INFORMATION SECTION

- OTHER INFORMATION:
 - Language Proficiency
 - Military status
 - Any felony and misdemeanor convictions*
 - Any academic and license infractions*
 - Any education interruption
 - Background Information
 - Previous attendance in a Health Profession Program

You will receive 500 characters to describe the situation and reflect on its impact in your life.

Other Information

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

* Indicates required field.

Language Proficiency

* What is your Native Language?

[+ Add Another Language](#)

Military Status

Indicate your anticipated United States Military status at the time you enroll.

Please specify branch of the United States Armed Forces.

Service Began

Are you still serving?
 Yes No

Service Ended

Military Discharge

* Were you honorably discharged from the military?
 Yes No I did not serve

Misdemeanor

* Have you ever been convicted of a Misdemeanor?
 Yes No

Felony

* Have you ever been convicted of a Felony?
 Yes No

Academic Infraction

* Have you ever been disciplined for academic performance (e.g. academic probation, dismissal, suspension, disqualification, etc.) by any college or school?
 Yes No

* Have you ever been disciplined for student conduct violations (e.g. academic probation, dismissal, suspension, disqualification, etc.) by any college or school?
 Yes No

1. PERSONAL INFORMATION SECTION

- COVID-19 Impact:
 - You will have 2500 characters to discuss the Academic, Professional, and Personal impact on you due to COVID-19.

COVID-19 Impacts

Did your school move to offering only online curriculum during the COVID-19 crisis?

Yes No N/A

Did you have an opportunity to receive a letter grade for any of your courses taken during the COVID-19 crisis?

Yes No N/A

Please describe how COVID-19 has impacted your pathway to medical school. Items to consider incorporating into your response may include but are not limited to:

Academic: Were you able to interact with your professors? Did you have to leave an academic program stateside or abroad? Did your school require you to move to pass/fail grading systems? Did your MCAT exam get cancelled, delayed? Other academic barriers?

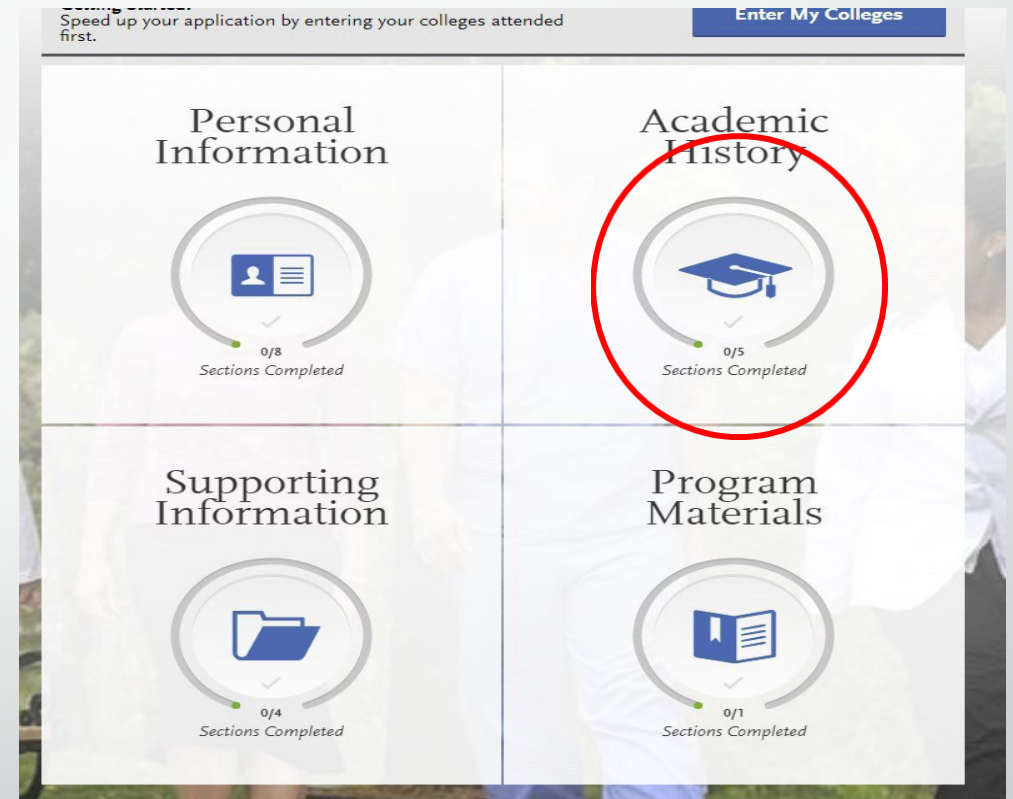
Professional: Did you hold a job? Did you have to go out and seek new job opportunities? Did you lose a job? Other financial or professional barriers that you faced?

Personal: Did you have to move out of a house or dorm? Did you have to cancel travel plans? Did you modify your planned experiences related to healthcare or volunteer opportunities? Did you seek out volunteer opportunities that arose from the crisis? Did you assist any family or community members that were affected?

0 word 0/2500

2. ACADEMIC HISTORY SECTION

- This section includes:
 - High Schools Attended
 - Colleges Attended
 - Transcript Entry (Coursework)
 - Continuing Education Courses
 - Standardized Test (MCAT)



2. ACADEMIC HISTORY SECTION

- You must enter the high school from which you graduated.
- You must enter any college at which you have ever taken a course **regardless of whether the credits were transferred, no credit was earned, you withdrew from the course, or you just don't like the grade you earned.** This includes, but is not limited to:
 - Your primary institution: UGA
 - Your dual-enrollment institution
 - The school from which you transferred
 - Any school at which you took transient summer courses
 - Your post-bacc or Master's institutions(s)
 - Your study abroad school/program
- Input each school only ONCE regardless of number of degrees earned or gaps in attendance

Note: If you have ever taken a post-secondary course anywhere other than at your home institution, taken foreign coursework including a study abroad course or taken any military course work, you must add these schools to our application. This includes college courses taken while in high school and courses taken at another institution even if credit was transferred.

2. ACADEMIC HISTORY SECTION

- In this section, choose **COLLEGES ATTENDED**
 - **ADDACOLLEGE** for UGA and any other schools you have attended.
 - Only enter each school **ONCE**, regardless of gaps in attendance or multiple degrees.

Colleges Attended

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to,
- Whether the coursework completed there was transferred to another institution, and
- Their regional accreditation.

Report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. Visit the [Applicant Help Center](#) for more information.

Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

[Add a College or University](#)

Add a College or University

Report all institutions attended. Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

What college or university did you attend?
UNIVERSITY OF GEORGIA

Did you obtain or are you planning to obtain a degree from this college or university?
 Yes No

*** Degree Info**

Degree Awarded Degree In Progress

*** What type of degree are you planning to earn?**
Bachelor of Science

*** When will you earn that degree?**
May 2022

*** What is your major?**
Biology

What is your minor?
Chemistry

Check if you were a double major

[+ Add another Degree](#)

What type of term system does this college or university use?
 Quarter Semester Trimester

Are you still attending this college or university?
 Yes No

When did you attend this college or university?
Select the first and last terms you attended this institution, regardless of gaps in attendance.

*** First Semester**
Fall August 2018

STUDY ABROAD TRANSCRIPTS

- There are three categories for study abroad coursework
 - Study Abroad Via Overseas U.S. Institution
 - Study Abroad Via Another U.S. Institution
 - Study Abroad Via a Study Abroad Company (directly through your undergrad or any other method)

STUDY ABROAD: OVERSEAS AND OTHER U.S. INSTITUTIONS

- Study Abroad Via Overseas U.S. Institution
 - If you studied at any of the schools listed [here](#) on the Overseas U.S. Institution list, you will list that institution in the “Colleges Attended” section.
 - List any course work taken there under that institution and mark them as “Study Abroad” during the Transcript review process.
 - A transcript from the overseas institution must be sent directly to AACOMAS
- Study Abroad Via Another U.S. Institution
 - This is when you use another U.S. school's study abroad program (Example: University of Virginia Semester at Sea).
 - Report the U.S. school whose program you used under the “Colleges Attended” section.
 - List any course work taken there under that institution and mark them as “Study Abroad” during the Transcript review process.
 - A transcript from the U.S. school must be sent directly to AACOMAS

STUDY ABROAD VIA A STUDY ABROAD COMPANY

- Did you study abroad through Cortana, Costa Rica, Medical Maymester to Peru, UGA at Oxford, etc.?
- If the **FULL credits & Grades** for these courses show up on your UGA (or undergraduate) transcript, then list them with your UGA courses.
 - No additional documentation is required.
- If the **Credits and/or Grades** are not listed on your UGA (or undergraduate transcript) you should **NOT** report that you attended a foreign institution.
 - **DO NOT** list any coursework under that institution (AACOMAS does not allow for foreign coursework to be recorded).
 - **DO NOT** send any transcripts or documents from these foreign institutions to AACOMAS.
 - **DO** programs will determine if they will need these documents for evaluation.

Schools Attended Section: Dual-Enrollment & Transfer

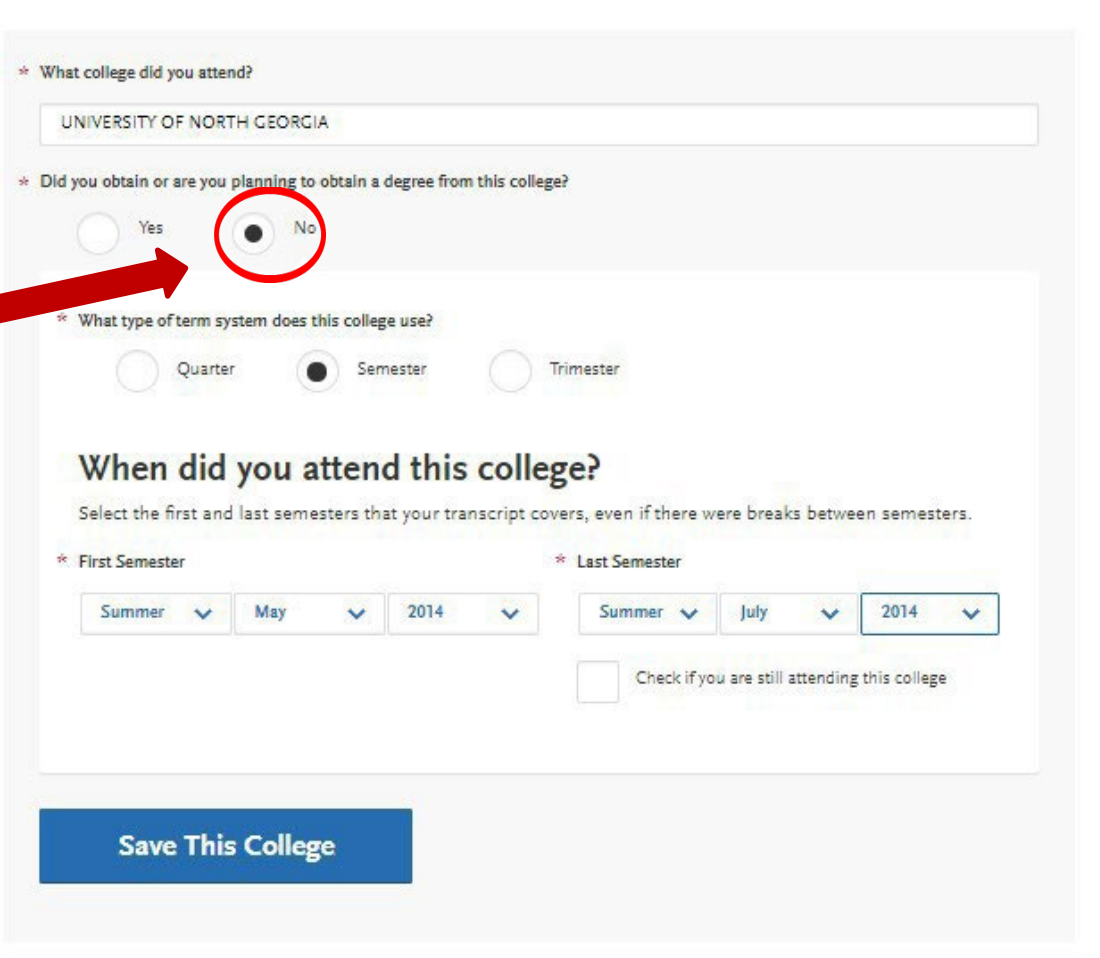
- Enter your dual-enrollment institution.
 - In the section asking if you have obtained or planning to obtain a degree?-select “No”
 - **YES**, you need to provide a transcript for the institution at which you took summer courses.

The screenshot shows a web form for entering a college. The first question is "What college did you attend?" with a text input field containing "UNIVERSITY OF NORTH GEORGIA". The second question is "Did you obtain or are you planning to obtain a degree from this college?" with radio buttons for "Yes" and "No", where "No" is selected. The third question is "What type of term system does this college use?" with radio buttons for "Quarter", "Semester", and "Trimester", where "Semester" is selected. Below this is a section titled "When did you attend this college?" with a sub-instruction: "Select the first and last semesters that your transcript covers, even if there were breaks between semesters." There are two rows of dropdown menus for "First Semester" and "Last Semester". The "First Semester" row has dropdowns for "Summer", "May", and "2014". The "Last Semester" row has dropdowns for "Summer", "July", and "2014". At the bottom right of this section is a checkbox labeled "Check if you are still attending this college". A blue button labeled "Save This College" is at the bottom of the form.

- If you transferred into UGA, your transfer school will be listed the same way as a dual-enrollment school.
 - In the section asking if you have obtained or planning to obtain a degree?-select “No”
 - **YES**, you need to provide a transcript for the institution at which you took summer courses.

2. ACADEMIC HISTORY SECTION: TRANSIENT SUMMER COURSES

- Enter the institution at which you took summer courses.
 - In the section asking if you have obtained or planning to obtain a degree?-select "No"
 - **YES**, you need to provide a transcript for the institution at which you took summer courses.



* What college did you attend?
UNIVERSITY OF NORTH GEORGIA

* Did you obtain or are you planning to obtain a degree from this college?
 Yes No

* What type of term system does this college use?
 Quarter Semester Trimester

When did you attend this college?
Select the first and last semesters that your transcript covers, even if there were breaks between semesters.

* First Semester
Summer May 2014

* Last Semester
Summer July 2014

Check if you are still attending this college

Save This College

Schools Attended Section: Double Dawg, Post-Bacc, and Master's

- **DoubleDawgs:**
 - Add a Degree to your UGA entry.
 - Enter Degree, Major, etc.
- **Post-Bacc or Master's**
 - Add another school entry and fill in appropriate information
 - It will initially say you need a transcript for this institution, but once you enter the corresponding coursework, this notification will go away.

Undergraduate and Graduate Degree will be listed together for Double Dawgs or additional coursework at UGA.

Colleges and Universities Attended

UNIVERSITY OF GEORGIA

August 2018 - Still Attending | Semester System | Bachelor of Science Degree Earned: May 2021
Master of Public Health Degree Earned: May 2022

Required Transcript Types

Official Transcript ⓘ Not Yet Received [Order](#)

MERCER UNIVERSITY - MACON

June 2021 - Still Attending | Semester System | Master of Science Degree Earned: May 2022

Required Transcript Types

Official Transcript ⓘ Not Yet Received [Order](#)

TRANSCRIPT PROCESS

- Transcript verification can take **four weeks**, so make submitting transcripts your **FIRST** priority upon creating an account.
 - Take note of when spring grades are due for UGA. DO NOT request your UGA transcripts until you see that your spring grades have been reported in ATHENA.
 - List your schools attended in the "Colleges Attended" section before requesting transcripts. This ensures colleges are names/listed correctly and are matched properly in the verification process.
- Electronic transcripts are available (and encouraged) for AACOMAS.
 - Click "Order" for each of the schools from which you need a transcript
 - AACOMAS will open a pop-up window where you can select electronic or mailed transcript.
 - Under "Order an Electronic Transcript" you will see three transcript delivery services (you can search each system to see if your institution uses it - **UGA uses Parchment**).
 - Click "Parchment" then copy the Transcript ID number (sometimes referred to as Transcript Request Form Barcode number)

Required Transcript Types		
Official Transcript ⓘ	Not Yet Received	Order

Can check to see if transcript has been received from this page as well

Order Your Official Transcript
University Of Georgia

Select how you want to order your official transcript.

Option 1: Order an Electronic Transcript | Option 2: Order a Mailed Paper Transcript

First, confirm with your school that they participate in one of the following e-transcript services. Then select their preferred service to order your transcript. If you cannot find your school in these services, please use Option 2 to order a paper transcript.

Credentials Solutions

National Student Clearinghouse

parchment

Step 1: Search for University Of Georgia to see if your school participates.

Step 2: Select AACOMAS - American Assoc. Colleges of Osteopathic Medicine as the recipient.

Step 3: Include your Transcript ID number: [3681715716-7817850-X] Copy

Visit Parchment Now

I Will Do This Later | I Ordered My Transcript

TRANSCRIPT PROCESS

- To request a transcript from UGA Registrar's Office, please follow the instructions at reg.uga.edu/transcripts. Transcripts are requested electronically. Athena -> Student Records -> Request Official Transcript -> This will take you to Parchment.
- AACOMAS: Search for "AACOMAS." Select the only result. When you hit "continue," you will be prompted to enter your AACOMAS Transcript Request Form Barcode and Date of Birth. eTranscripts accepted and encouraged.
 - This barcode will be unique to you and will be in the AACOMAS system when you click order transcripts under the Schools Attended tab.
- AACOMAS only accepts transcripts sent electronically from Credential Solutions and Parchment.
- All transcripts MUST be sent to AACOMAS for each school you have attended (even dual enrollment). Only original, **official transcripts** will be accepted. The application cannot be processed without official transcripts sent directly to:

AACOMAS Transcript Processing Center
P.O. Box 9137
Watertown, MA 02471

Order Your Official Transcript
University Of Georgia

Select how you want to order your official transcript.

Option 1: Order an Electronic Transcript | Option 2: Order a Mailed Paper Transcript

First, confirm with your school that they participate in one of the following e-transcript services. Then select their preferred service to order your transcript. If you cannot find your school in these services, please use Option 2 to order a paper transcript.

Credentials Solutions

National Student Clearinghouse

parchment

Step 1: Search for University Of Georgia to see if your school participates.

Step 2: Select AACOMAS - American Assoc. Colleges of Osteopathic Medicine as the recipient.

Step 3: Include your Transcript ID number: [3681715716-7817850-X] Copy

Visit Parchment Now

I Will Do This Later | I Ordered My Transcript

Additional Information Needed

Date of Birth: -- -- , ---

AACOMAS - American Assoc. Colleges of Osteopathic Medicine requires additional information to accept your eTranscript

Transcript Request Form Barcode *

Confirm

TRANSCRIPT PROCESS

- Three things to ensure you successfully match your transcript to your application:

1. List the institution in the **Colleges Attended** section.
2. Make sure you download the **Transcript Request** form for each institution.
3. Request **ALL** transcripts the moment the application opens.

NOTE: Please list any alternate names used such as nickname, maiden name, or name variance in the **Alternate Name** field under the **Biographic** section of the application.

- It is your responsibility to monitor you application for transcript receipt.

- AACOMAS will **NOT** notify applicants concerning missing transcripts.
- If it has been longer than 10 business days since the transcript was mailed and it has not been posted—resubmit. The status of all transcripts can be viewed in the **CHECK STATUS** tab.

The screenshot shows the AACOMAS application interface. At the top, there are three tabs: 'Add Program', 'Submit Application', and 'Check Status'. The 'Check Status' tab is highlighted with a red oval. Below the tabs, the 'Overall Status' section is visible. Underneath, there is a dropdown menu labeled 'Transcripts' with a downward arrow. To the right of this dropdown, it says 'Arrived 0 of 2'. Below this, there is a table with two rows of transcript information. The first row is for 'UNIVERSITY OF GEORGIA' (August 2017 - Still Attending) and the second row is for 'WINTHROP UNIVERSITY' (August 2011 - May 2015). Both rows have 'Not Arrived' written in red text to their right. The 'Not Arrived' text for the University of Georgia row is circled in red.

Transcript Status	
UNIVERSITY OF GEORGIA August 2017 - Still Attending	Not Arrived
WINTHROP UNIVERSITY August 2011 - May 2015	Not Arrived

TRANSCRIPT FAQ

- **Can I print one transcript request form and send it to all the colleges I attended?**
 - No. Each institution attended has a unique transcript matching form created specifically for that institution.
- **If I have attended multiple institutions, do I need to send a transcript from each school?**
 - Yes. All applicants are required to send ONE transcript from each institution attended regardless of the number of courses taken.
 - If you are planning on enrolling at another institution post graduation (post-bacc or graduate school) and have not complete courses at this institution, then you do not need a transcript.
- **I have transfer credits that appear on my primary transcript. Do I still have to send a transcript from the transferring institution?**
 - Yes. AACOMAS requires an official transcript from every institution attended.
- **What should I do if my transcript(s) are not received by AACOMAS?**
 - If it has been longer than 10 business days since the transcript was mailed and it has not been posted—resubmit. The status of all transcripts can be viewed in the **CHECK STATUS** tab.

COURSEWORK (TRANSCRIPT) ENTRY STEP-BY-STEP

- Obtain an official transcript for each college-level institution you have attended. Use the transcript and the [UGA Bulletin](#) to complete this section.
 - AACOMAS suggest using official transcripts for this portion. Unofficial transcripts may vary from what the official transcript states and can cause a delay in the verification process.
- [Click here](#) for a video walkthrough of the transcript entry process.

Refer To Your Official Transcripts

Request your own copy of your transcripts from EACH school you have entered to assist you in entering your coursework properly. **Do NOT rely on computer printouts or only request your primary college's transcript and rely on transfer information to report your work**, as this often differs from the official transcripts AACOMAS receives and will cause your application to be returned to you for correction.


- Pre-Requisites information from programs you have already selected can be seen from the Transcript Entry page as well. **Hover over the icons to see details**


Prerequisites Information:


Some programs to which you are applying have prerequisites. Please enter coursework that fulfills these prerequisites.


A.T. Still University - Kirksville College of Osteopathic
Medicine


Doctor of Osteopathic Medicine

Biology 

English 

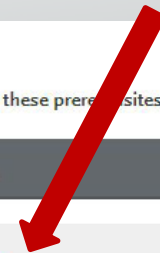
General Chemistry 

Physics 

Organic 


Alabama College of Osteopathic Medicine

Doctor of Osteopathic Medicine



COURSEWORK ENTRY STEP-BY-STEP

- Complete the “Colleges Attended” section.
- Entering Coursework:
 - Add a term for the first institution. Term choices are Fall, Winter, Spring, Summer (1,2, or full) or International. Academic Choices are Freshman, Sophomore, Junior, Senior, Graduate and Post baccalaureate (In general, four- year students list one year per designation and five-year students list their last two years as senior).




- Add all courses for the new term. Use a recent copy of the transcript to enter the course code, course title, subject, credits and grade. See example below:



COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
		Select Subject			
Examples: BIO 101	Introduction to Biology	Biology	3.25	85 or B	85 or B

EXAMPLE OF COURSEWORK

My Application Add Program


 2/4
Sections Completed

Colleges Attended

Transcript Entry

Standardized Tests

Professional Transcript Entry

 Need help with Transcript Entry? Watch this video.

UNIVERSITY OF GEORGIA Transcript

Fall August 2014 - null Still Attending System

Fall 2016 Junior

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
VPHY	Elements of Phy	Physiology	3.00	95	A
CHEM 1211	Freshman Chen	Chemistry	3.00	92	A
MATH 1113	Precalculus	Mathematics	3.00	89	B
BIOL 1107	Principles of Bic	Biology	3.00	91	A
BIOL 1107L	Principles of Bic	Biology	1.00	93	A
CHEM 1211L	Freshman Chen	Chemistry	1.00	95	A

Spring 2017 Junior is in progress

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
CHEM 1212	Freshman Chen	Chemistry	3.00		
CHEM 1212L	Freshman Chen	Chemistry	1.00		
BIOL 1108	Principles of Bic	Biology	3.00		
BIOL 1108L	Principles of Bic	Biology	1.00		
PSYC 1101	Elementary Psy	Psychology	3.00		
ARST 1080	Three-Dimensio	Art	3.00		

- You will enter all of your courses each semester as it is designated on your transcript.
- **DO NOT** rush through this section as you will need to select the courses you have entered for later sections.

COURSEWORK ENTRY FAQ

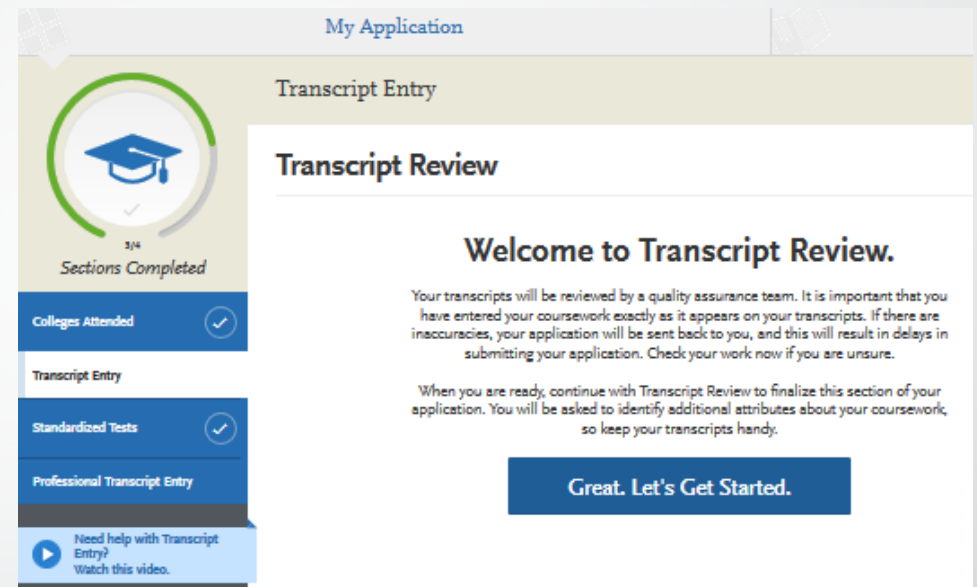
- **Do I need to include all of my courses on my AACOMAS application?**
 - Yes. All previous coursework must be listed (including repeated, failed and withdrawn courses). You must include the course title, department prefix and course number exactly as it appears on your official transcript. AACOMAS must receive an official transcript directly from the Registrar at each institution attended. Applications that do not include all courses listed on their transcripts will be put on hold until the discrepancy is resolved.
- **How do I enter the course credits?**
 - Use your transcript to determine the TermType (semester, quarter, or trimester).
 - If all your credits are listed as 1.0 or 5.0, then your transcript is listing credit units. In this case, a credit conversion may be necessary (e.g. 1.00 credit = 4 semester hours).
 - If the conversion factor is not listed on your transcript, contact the registrar office at that institution to determine conversion ratio. Please be sure to make any credit conversions before you submit your application. **DO NOT** convert quarter to semester hours, the AACOMAS system will do that automatically.
- **How do I enter repeated courses?**
 - If you repeated a course at the same institution, enter both courses into the coursework section (i.e. retook the course for a higher grade). Enter the grade received for each course. All attempts will be used in the GPA calculation. Designate initial attempts of the course as "Repeated" during the transcript review process.
- **How do I report Advanced Placement (AP) credits?**
 - Please enter your AP credits under the first semester attended at the post-secondary institution where the AP credit was awarded. You will enter the test name and subject in the course title and prefix fields and the grade will be CR for credit. Please be sure to add the correct number of credit hours for the AP exam. AACOMAS does not require a copy of the AP test score report.

COURSEWORK ENTRY FAQ

- **I have taken courses outside the U.S. as part of a study abroad program. How do I list it in my application**
 - Study abroad coursework should be listed under the U.S. institution that sponsored the program. All courses must be designated as “study abroad” during the transcript review process. DO NOT list study abroad coursework under a “Not Listed US/Canadian (foreign) Institution” or under the name of the foreign institution where you took the courses. A foreign evaluation is not needed for study abroad coursework.
- **How is my GPA Calculated by AACOMAS?**
 - You must enter your grades exactly as it appears on your transcript. AACOMAS will standardize grades across institutions to make sure there is a fair comparison between all applicants. If you received a +/- grade, they will stay a part of your GPA calculation. Check the [AACOMAS Grade Conversion Chart](#) for reference. AACOMAS will also calculate your science GPA (Biology, Chemistry, and Physics-BCP) using the courses listed in their [Course Subjects Guide](#).
- **Where do I input transfer/transient courses?**
 - Coursework should be reported under the school the course was actually taken at. In some cases, you may have to identify the specific campus of the college.
- **Can I update my coursework after I e-submit my application?**
 - No. Once you have e-submitted your application to AACOMAS, no changes to coursework can be made. If you e-submit your AACOMAS application before your Summer/Fall 2021 grades are available, there will be an Academic Update (AU) period, which will allow you to update your coursework. Arrange for your updated Summer/Fall transcript to be sent to AACOMAS as soon as they are available. You can only update your coursework once during the Academic Update period. An email will be sent to applicants when the Academic Update period opens.

COURSEWORK ENTRY STEP-BY-STEP

- Once all courses have been entered, you will click **Review and Finalize MyTranscripts**.
- In Transcript Review, you will be asked to identify additional attributes about your coursework including **Primary College** and courses that are **Lab, Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad**.
- AACOMAS allows each medical school to request applicants to identify prerequisite coursework. Once the **Colleges Attended** and **Transcript Entry** sections are complete, go to **Program Materials** to identify prerequisite coursework for each medical school.



TRANSCRIPT REVIEW: REPEATED COURSES

- If you repeated a course at the same or different institution, enter both courses into the coursework section.
 - Withdrawn course or courses taken multiple times for new credit are not repeat courses (i.e. seminar courses or PE courses)
- Full credit value must be entered for all attempts of a course
- Enter the grade received for each course. Designate all attempts of the course as "Repeated" during the transcript review process.

Transcript Review

Did you repeat any classes?

If you had to repeat any of the courses you entered in your transcripts, then you should select "Yes" below.

Yes No

[Continue](#)

Transcript Review

Select Your Repeated Courses Below

If you repeated a course, mark the first attempt and each additional attempt at the same or a different institution as "Repeated". Do not mark withdrawn attempts as a repeated course. You must enter the full credit value for all attempts of the repeated courses.

Note: Withdrawn courses and courses taken multiple times for new credit (such as physical education courses) are not considered repeated.

0 COURSES
SELECTED

[I am Done, Continue](#)

WINTHROP UNIVERSITY
Transcript 0

UNIVERSITY OF
GEORGIA Transcript 0

[I Am Not Adding Any Repeated Courses](#)

Fall 2017

	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	BIOL 1107	Introductory I	Biology	3.00	A
+	BIOL 1107L	Introductory I	Biology	1.00	A
+	CHEM 2211	Organic Chen	Chemistry	3.00	B+

TRANSCRIPT REVIEW: AP COURSES

Transcript Entry

Transcript Review

Did you receive credit for any Advanced Placement exams?

If you have any course credits fulfilled by Advanced Placement exams and clearly marked as Advanced Placement on your transcript, then you should select "Yes" below.

Yes No

[Continue](#)

My Application [Add Program](#)

Transcript Entry

Sections Completed 2/3

- Colleges Attended
- Transcript Entry
- Standardized Tests

[Need help with Transcript Entry? Watch this video.](#)

0 COURSES SELECTED [I Am Done, Continue](#)

UNIVERSITY OF GEORGIA Transcript

OHIO STATE UNIVERSITY Transcript

[I Am Not Adding Any Advanced Placement Courses](#)

Fall 2016

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
<input type="checkbox"/>	VPHY Elements of	Physiology	3.00	95
<input type="checkbox"/>	CHEM 1211 Freshman CI	Chemistry	3.00	92
<input type="checkbox"/>	MATH 1113 Precalculus	Mathematics	3.00	89
<input type="checkbox"/>	BIOL 1107 Principles of	Biology	3.00	91
<input type="checkbox"/>	BIOL 1107L Principles of	Biology	1.00	93
<input type="checkbox"/>	CHEM 1211I Freshman CI	Chemistry	1.00	95

Spring 2017

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
<input type="checkbox"/>	CHEM 1212 Freshman CI	Chemistry	3.00	
<input type="checkbox"/>	CHEM 1212I Freshman CI	Chemistry	1.00	
<input type="checkbox"/>	BIOL 1108 Principles of	Biology	3.00	
<input type="checkbox"/>	BIOL 1108L Principles of	Biology	1.00	
<input type="checkbox"/>	PSYC 1101 Elementary P	Psychology	3.00	
<input type="checkbox"/>	ARST 1080 Three-Dimen	Art	3.00	

TRANSCRIPT REVIEW: ADDITIONAL TESTS

Transcript Entry

Transcript Review

Did you receive credit for any additional tests other than Advanced Placement exams?

If you have course credits fulfilled by tests other than Advanced Placement exams (such as CLER, Department Exam, Institutional Exam, International Baccalaureate, and the Regents Exam) and clearly marked as a test credit on your transcript, then you should select "Yes" below.

Yes
 No

Continue

Transcript Entry

Transcript Review

Select Course Credits Fulfilled by Other Tests Below

Identify course credits fulfilled by tests other than Advanced Placement exams. Common test types include: CLER, Department Exam, Institutional Exam, International Baccalaureate, and the Regents Exam. Please select courses only if they are identified on your transcript as a test credit.

1 COURSES SELECTED I am Done, Continue

UNIVERSITY OF GEORGIA Transcript

1

Review Adding New Course Tests

Fall 2016

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
✓ VPHY	Elements of	Physiology	3.00	95 ✕
+ CHEM 1211	Freshman Cl	Chemistry	3.00	92
+ MATH 1113	Procalculus	Mathematics	3.00	89
+ BIOL 1107	Principles of	Biology	3.00	91
+ BIOL 1107L	Principles of	Biology	1.00	93
+ CHEM 1211i	Freshman Cl	Chemistry	1.00	95

Spring 2017

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ CHEM 1212	Freshman Cl	Chemistry	3.00	
+ CHEM 1212i	Freshman Cl	Chemistry	1.00	
+ BIOL 1108	Principles of	Biology	3.00	
+ BIOL 1108L	Principles of	Biology	1.00	
+ PSYC 1101	Elementary P	Psychology	3.00	
+ ARST 1080	Throc-Dimer	Art	3.00	

TRANSCRIPT REVIEW: HONORS COURSES

Transcript Entry

Transcript Review

Did you take any Honors Courses?

If you had any honors courses you entered in your transcripts, then you should select "Yes" below.

Yes No

[Continue](#)

Transcript Entry

Transcript Review

Select Your Honors Courses Below

Identify honors courses from each college you attended.

To move between colleges, select the college name from the list on the left.

2 COURSES
SELECTED

I am Done, Continue

UNIVERSITY OF
GEORGIA Transcript

2

I am Not Adding Any Honors Courses

Fall 2016

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input type="checkbox"/>	VPHY	Elements of	Physiology	3.00	95
<input type="checkbox"/>	CHEM 1211	Freshman Cl	Chemistry	3.00	92
<input checked="" type="checkbox"/>	MATH 1113	Precalculus	Mathematics	3.00	89
<input type="checkbox"/>	BIOL 1107	Principles of	Biology	3.00	91
<input checked="" type="checkbox"/>	BIOL 1107L	Principles of	Biology	1.00	93
<input type="checkbox"/>	CHEM 1211	Freshman Cl	Chemistry	1.00	95

Spring 2017

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input type="checkbox"/>	CHEM 1212	Freshman Cl	Chemistry	3.00	
<input type="checkbox"/>	CHEM 1212	Freshman Cl	Chemistry	1.00	
<input type="checkbox"/>	BIOL 1108	Principles of	Biology	3.00	
<input type="checkbox"/>	BIOL 1108L	Principles of	Biology	1.00	
<input type="checkbox"/>	PSYC 1101	Elementary F	Psychology	3.00	
<input type="checkbox"/>	ARST 1080	Three-Dimer	Art	3.00	

TRANSCRIPT REVIEW: STUDY ABROAD

Transcript Entry

Did you take any courses while studying abroad?

If any of the courses you entered in your transcripts are studied abroad, then you should select "Yes" below.

Yes No

Continue

PLEASE NOTE: study abroad work listed in any way other than as a foreign school WILL factor into your GPA.

Transcript Entry

Select Your Study Abroad Courses Below

Identify courses you studied abroad from each college you attended.
To move between colleges, select the college name from the list on the left.

2 COURSES SELECTED [I am Done, Continue](#)

UNIVERSITY OF GEORGIA Transcript 2

A list that includes any Study Abroad Courses

Fall 2016					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ VPHY	Elements of	Physiology	3.00	95	
+ CHEM 1211	Freshman Cl	Chemistry	3.00	92	
+ MATH 1113	Pre-calculus	Mathematics	3.00	89	
+ BIOL 1107	Principles of	Biology	3.00	91	
+ BIOL 1107L	Principles of	Biology	1.00	93	
+ CHEM 1211I	Freshman Cl	Chemistry	1.00	95	

Spring 2017					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ CHEM 1212	Freshman Cl	Chemistry	3.00		
+ CHEM 1212I	Freshman Cl	Chemistry	1.00		
+ BIOL 1108	Principles of	Biology	3.00		
+ BIOL 1108L	Principles of	Biology	1.00		
✓ PSYC 1101	Elementary I	Psychology	3.00		✗
✓ ARST 1080	Three-Dimen	Art	3.00		✗

TRANSCRIPT REVIEW: STUDY ABROAD

Transcript Entry

Did you take any courses while studying abroad?

If any of the courses you entered in your transcripts are studied abroad, then you should select "Yes" below.

Yes No

Continue

PLEASE NOTE: study abroad work listed in any way other than as a foreign school WILL factor into your GPA.

Transcript Entry

Select Your Study Abroad Courses Below

Identify courses you studied abroad from each college you attended.
To move between colleges, select the college name from the list on the left.

2 COURSES SELECTED [I am Done, Continue](#)

UNIVERSITY OF GEORGIA Transcript 2

A list that includes any Study Abroad Courses

Fall 2016					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ VPHY	Elements of	Physiology	3.00	95	
+ CHEM 1211	Freshman Cl	Chemistry	3.00	92	
+ MATH 1113	Pre-calculus	Mathematics	3.00	89	
+ BIOL 1107	Principles of	Biology	3.00	91	
+ BIOL 1107L	Principles of	Biology	1.00	93	
+ CHEM 1211I	Freshman Cl	Chemistry	1.00	95	

Spring 2017					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ CHEM 1212	Freshman Cl	Chemistry	3.00		
+ CHEM 1212I	Freshman Cl	Chemistry	1.00		
+ BIOL 1108	Principles of	Biology	3.00		
+ BIOL 1108L	Principles of	Biology	1.00		
✓ PSYC 1101	Elementary I	Psychology	3.00		✗
✓ ARST 1080	Three-Dimen	Art	3.00		✗

PROFESSIONAL TRANSCRIPT ENTRY

- This is an optional service and costs \$75 for up to 3 transcripts, \$100 for 4-6 transcripts and \$150 For 7 or more transcripts.
- Please note that these fees are for coursework entry only and are in addition to AACOMAS's regular application fees.
- For further details about this service, [click here](#).
- There will be a link to the professional service within the application.

Would you like to use Professional Transcript Entry?

Yes, I'd like to have my transcripts entered No thanks, I'll handle it myself

[Continue](#)

Professional Transcript Entry

What is this?



Save time completing your application by having us enter coursework on your behalf.

How long does it take?



Professional Transcript Entry will begin as soon as you submit your application **and** we receive all of your official transcripts.

After you submit your application and we receive all of your official transcripts, please allow up to ten business days for us to complete your order.

Why should I use it?



Entering coursework from multiple institutions can be a time-consuming and error-prone task.



Professional Transcript Entry frees you to focus on more strategic tasks, like writing your essay or gathering letters of recommendation.



Professional Transcript Entry also improves the accuracy of coursework entry, so you can avoid any processing delays.



And don't worry, you'll be able to approve all entries before they're finalized.

How much does it cost?



It's just \$65 for up to 3 transcripts, \$90 for 4-6 transcripts, or \$140 for 7 or more transcripts.

STANDARDIZED TEST SECTION

- The MCAT is required by all medical schools
- You must release your scores to AACOMAS [electronically through the MCAT Score Reporting System](#)
- AACOMAS allows you to self-report your MCAT score along with AAMC ID#
 - It take 10-12 days to process official MCAT scores once they are released to AACOMAS
- Your name, date of birth, and AAMC ID# must match the information on your MCAT. (If name or date of birth appear differently in AACOMAS than your MCAT, your scores will **NOT** post automatically).
- Provide the date(s) of all taken or planned MCAT
- REMEMBER you can still apply without having your MCAT scores.

Standardized Tests

MCAT ✕

* Indicates required field.

* Have you taken the test?
 Yes No

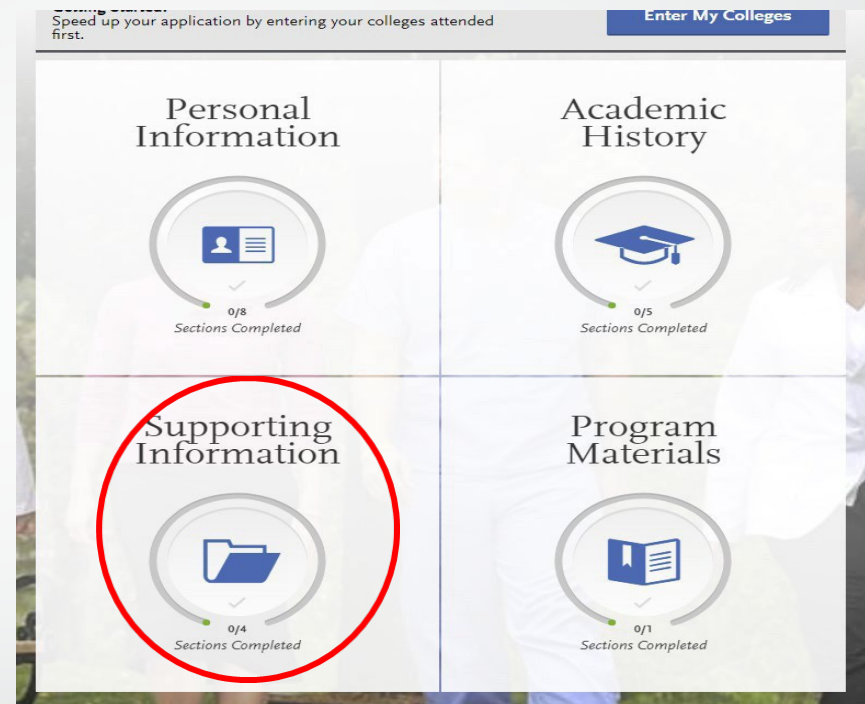
* When do you plan to take this test?
 MM/DD/YYYY

* AAMC ID

IMPORTANT: Once your MCAT scores are attached to your application, they can NOT be removed should you decide you no longer want your schools to view them. If you choose to re-apply using a re-applicant account, your MCAT scores will remain attached to your application. Please research DO admission guides and determine whether you would like your MCAT scores to be a part of your AACOMAS application BEFORE requesting them to be attached.

3. SUPPORTING INFORMATION SECTION

- This section includes:
 - Letters of Evaluation
 - Experiences
 - Achievements
 - Personal Statement



LETTERS OF EVALUATION

- Contact each letter-writer to confirm they will author an evaluation and to obtain their preferred email address.
- For each letter, include:
 - Name
 - Contact information
 - Due date
 - Personal message/notes.
- It is NOT necessary to wait until your evaluators have uploaded a letter to submit your application.

Create Evaluation Request



* Indicates required field.

You are asked to submit a requested due date for your evaluation letters. This date should correspond to the evaluation development guidelines that are set by your designated pre-health advisor. You should consult with your evaluators/reviewers before submitting the proposed date to ensure that they will have ample time to respond to your request.

It is important to note that the applications are processed and verified once all transcripts are received and you have paid the application fee. Your application will not be held up for receipt of evaluations/letters. Your evaluation letters will be forwarded to your designated colleges of osteopathic medicine.

An automatic notification will be sent to you when your evaluations are submitted to AACOMAS.

Evaluator's Information

* Are you requesting a committee evaluation

Yes

No

* First Name

* Last Name

* Email Address

* Due Date

* Personal Message to Your Evaluator

0/500

Waiver of Evaluation

* I waive my right of access to this evaluation.

Yes

No

* Permission to Contact Reference

I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline.

* Permission for Schools to Contact Reference

I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.



Save This Evaluation Request

SIX LETTERS OF EVALUATION

- You must have a minimum of **1 requested evaluation** in order to submit your application. You may enter a maximum of 6.
 - All letters of evaluation are sent to every program you are applying to. You cannot customize letters to specific schools
- If the evaluation has been sent, a **green** STATUS box appears under the Evaluator's name.
- If the letter of recommendation has yet to be sent a **orange** STATUS box will appear.
- Make sure to check the evaluation requirements for the different schools because there also may be some slight variations between schools on how many recommendations they want from specific individuals.

Evaluations

Once you have saved an electronic evaluation, an email request will automatically be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

You are requested to insert a suggested evaluation submission date to each of your chosen evaluators. This date should correspond to the evaluation guidelines that are set by your designated Pre-Health advisor, Career Center, or other source of your evaluations. You should consult with your evaluator before submitting the suggested submission date to ensure that they will have ample time to respond to your request.

It is important to note that your application will be processed and sent to your designated colleges of osteopathic medicine when all transcripts are received and you have paid the application fee. Your application will not be held up for the receipt of evaluation letters.

Your evaluation letters will be forwarded to all designated colleges of osteopathic medicine. An automatic notification will be sent to you when your evaluations are received by AACOMAS. Please ensure your email address is current and accurate.

Robinson, Jabari



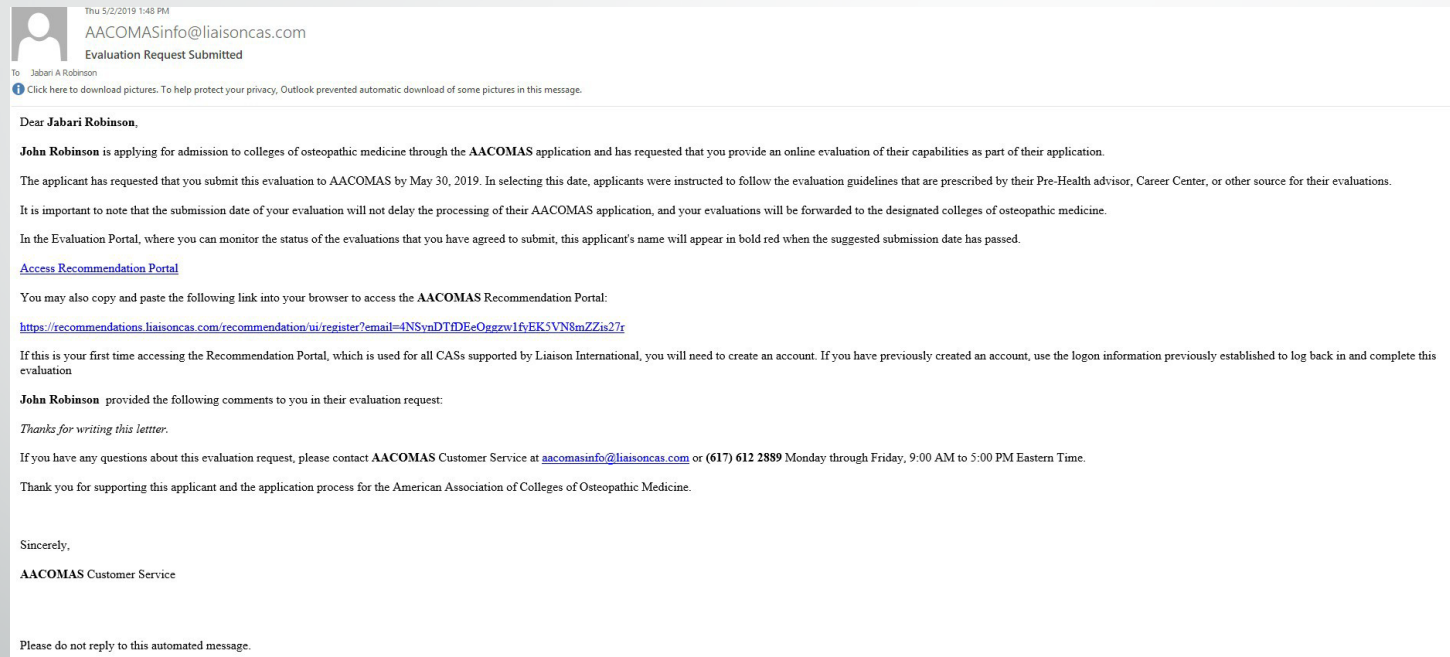
Evaluation Request: Individual **Status** Requested Submitted: 02/20/2018

Create Evaluation Request

+ Create Evaluation Request

LETTERS OF EVALUATION

- When an applicant saves an evaluation request, the evaluator will receive an email request to complete the evaluation.
- The email will include a link to an online portal where the evaluator can upload a letter.



- Letters should be on letterhead and include a signature.

What your write sees...

LETTERS[™]
by LIAISON^{LLC}

Create an account

Please use the email that the recommendation request was sent to in order to create your account. After creating your account, you will be returned to the Login page to login using your credentials.

Account Information

* Email

* Password

* Confirm Password

* Terms of Use I agree to the Terms of Use

Basic Information

Title

* First Name

* Last Name

Suffix

Professional Information

LETTERS[™]
by LIAISON^{LLC}

Welcome

Log in to view a list of all your recommendation requests:

* Email/Username

* Password

[Log In](#)

[Forgot your Password?](#) [Need Help?](#)

OR

Create an account:
If this is your first time using this service, please create an account to access your recommendation requests

[Create Account](#)

Requests

View: Expanded Collapsed

Sort By: Requested On

Ascending Descending

Show: Accepted (0) Requested (1) Completed (0) Declined (1) Expired (0) [Clear All](#)

> John Robinson - Requested Decline Start		
Applicant Email: robinsonj32@winthrop.edu	Type: Individual	Requested On: May 02, 2019
Applying to: AACOMAS	Access: Waived	Requested By: May 30, 2019
> Programs: PCOM South Georgia - Doctor of Osteopathic Medicine (+ 1 more)		

Interfolio & AACOMAS

- Interfolio is a paid service that will store your letters indefinitely and allow you to upload them to AACOMAS (or AMCAS).
- As soon as you create an account, you can enter letter writer information and they will receive an e-mail from Interfolio with a link to the upload page.
- Interfolio has a step-by-step guide on [their website](#) for how to upload letters to AACOMAS. (You will need the individual letter IDs as well as your own AACOM ID.)

Letters

[+ Request a Letter](#)[My Letters of Recommendation](#)[Letters to Write](#)

You have not requested any letters of recommendation yet.

[Request a letter of recommendation](#)

How do I request a letter of recommendation?

Dossier makes it easy to manage your letters of recommendation.

- Start by filling out the [request form](#)
- Dossier sends an email to your recommender
- Your recommender gets a link and uploads the letter

Once the letter is uploaded, you'll be able to use Dossier to deliver it to any opportunity.

Your requested letters will appear in this section, and you will be able to see the status of each request.



REQUESTING LETTERS THROUGH INTERFOLIO

New Recommendation Request

from UGA Premedical Events

General Information

Please include the name and email address of your recommender so we can verify the document when it is received.

Recommender Title

Recommender First Name *

Recommender Last Name *

Recommender Email Address *

Document Title *

Confidentiality

This request is for a confidential letter or evaluation.


Request Method

Email Print Request Form

Information For Your Recommender

The information you provide below will be available to your recommender when viewing and submitting the request. Please provide a due date for your recommendation. You can also attach your C.V. and an additional document you wish to include with your letter request. Make sure to specify the purpose of your recommendation, and include either a link or text description of the opportunity you are pursuing, such as a fellowship, award, or faculty position.

Due Date

CV

Additional Document


Recommendation Type

General Recommendation Specific Recommendation or Opportunity

Description

Website Text Description

Message To Recommender



I am using [Interfolio](#) to request and manage my letters of recommendation. Select the Upload Letter option to see my entire request including any additional details. Please don't hesitate to contact me at ugapremedevents@gmail.com if you have any questions about my request for a recommendation, the opportunity to which I am applying, or for any other reason.


Best,
[UGA](#) Premedical Events

Preview

 Send Request

Cancel

WHAT YOUR WRITER SEE...



interfolio

UGA Premedical Events (ugapremedeevents@gmail.com) has requested a Confidential Letter of Recommendation or Evaluation.

[UPLOAD LETTER](#)

Dear Mr. no no,

I am using Interfolio to request and manage my letters of recommendation. Select the Upload Letter option to see my entire request including any additional details. Please don't hesitate to contact me at ugapremedeevents@gmail.com if you have any questions about my request for a recommendation, the opportunity to which I am applying, or for any other reason.

Best,
UGA Premedical Events

Your document ID for this request is **9556FC2064**.

Questions? Check out our [Help Center](#).


Get in Touch help@interfolio.com | (877) 997-8807 | interfolio.com

Letters to write > Confidential Letter of Recommendation or Evaluation for:

UGA Premedical Events

Request Details

Recommendation Type:	General Letter of Recommendation
Message from UGA Premedical Events:	Dear Mr. no no, I am using Interfolio to request and manage my letters of recommendation. Select the Upload Letter option to see my entire request including any additional details. Please don't hesitate to contact me at ugapremedeevents@gmail.com if you have any questions about my request for a recommendation, the opportunity to which I am applying, or for any other reason. Best, UGA Premedical Events



I accept, I will submit a recommendation.
I've changed my mind and decline to submit a recommendation.

Evaluation

[Select File for Upload](#)

[Read about our accepted file types.](#)

NOW YOU HAVE A LETTER!



We have received your Confidential Letter of Recommendation or Evaluation titled "Recommendation from n. no."

SIGN IN

Your document is now stored in your Interfolio Dossier account. You can find it via your "Materials" page.

Need to deliver this document somewhere else? [Get Dossier Deliver.](#)

Questions? Check out our [Help Center](#).

Get in Touch

help@interfolio.com | (877) 997-8807 | interfolio.com

Letters

[Request a Letter](#)

[My Letters of Recommendation](#)

Letters to Write

These are letters of recommendation that you have asked others to write.

Status

All



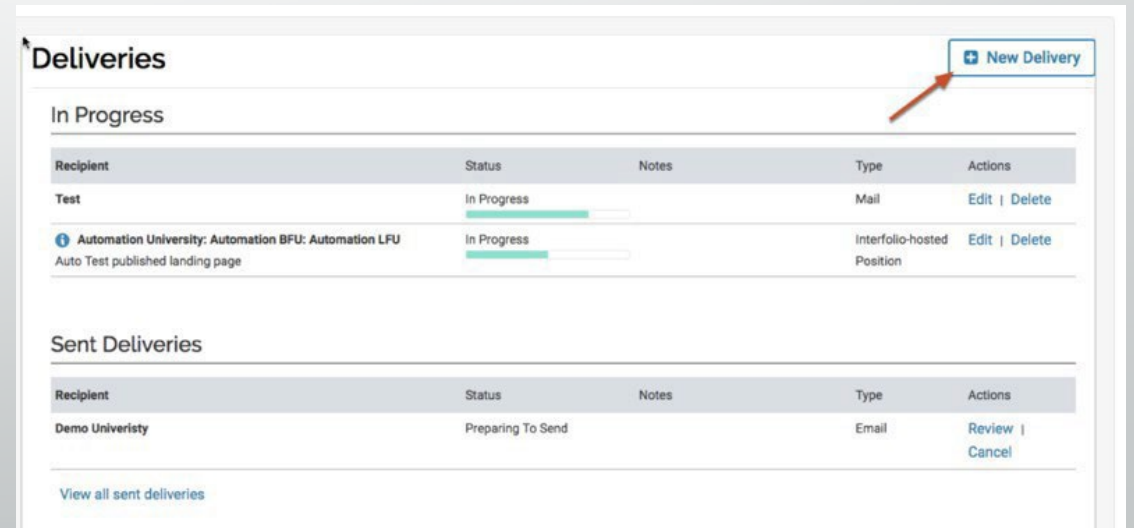
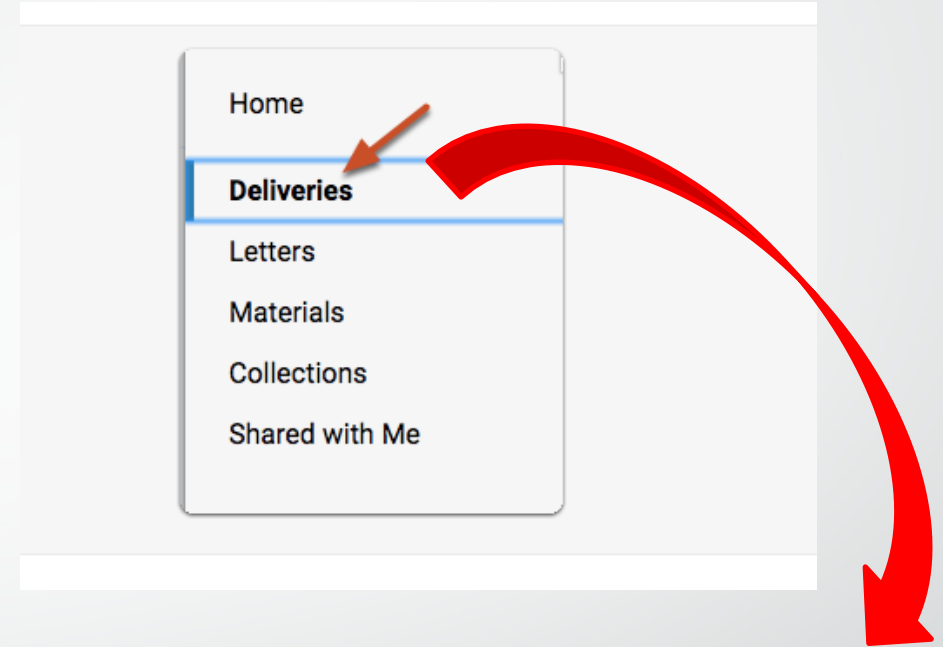
Letter Title

Enter keywords

Letter Title	Status	Type	Actions
Recommendation from n. no	Completed Feb 1, 2018 at 3:19 PM	Confidential Letter of Recommendation or Evaluation	View Details ID: 9556FC2064

HOW DO I GET IT INTO AACOMAS?

- Once you've have received a letter of [evaluation, follow Interfolio's step-by-step guide.](#)
- **Please note: You can only upload letters to AACOMAS that have already been submitted**
- Go to your "Deliveries" page and click on "New Delivery"

A screenshot of the 'Deliveries' page. At the top right, there is a button labeled 'New Delivery' with a plus icon. Below this, the page is divided into two sections: 'In Progress' and 'Sent Deliveries'. The 'In Progress' section contains a table with columns for Recipient, Status, Notes, Type, and Actions. The 'Sent Deliveries' section contains a similar table. A red arrow points to the 'New Delivery' button.

Recipient	Status	Notes	Type	Actions
Test	In Progress		Mail	Edit Delete
Automation University: Automation BFU: Automation LFU Auto Test published landing page	In Progress		Interfolio-hosted Position	Edit Delete

Recipient	Status	Notes	Type	Actions
Demo Univeristy	Preparing To Send		Email	Review Cancel

[View all sent deliveries](#)

HOW DO I GET IT INTO AACOMAS?-Continued

- Click on **“Confidential Letter Upload”** to send the letter to start the upload process to AACOMAS.
 - Select **“Enter recommenders’ email address”** (this is the first option)
 - Click **“Next”**



ⓘ Remember, you can only upload letters that have already been added to your Dossier.

The screenshot shows the 'Confidential Letter Upload' form with the following content:

Select the method that your online application uses to request and receive letters of recommendation.

You enter your recommenders' email addresses
The online application you're using asks you to enter the email addresses of the people who will write your letters of recommendation.

You provide a link to your recommenders
The online application you're using gives you a link to a website (URL) where the authors of your letters of recommendation can upload your letters.

Note: For external online applications, Interfolio delivers only letters of recommendation.

Next >

HOW DO I GET IT INTO AACOMAS?-Continued

- Select the letter (s) you would like to upload and click “continue”
 - This takes you to the send request page.
- At this point, open another tab and log into the AACOMAS application
 - Go to “Evaluations” under the “Supporting Information” and add a evaluator.

Deliveries > New Delivery >

Select Letters

Select the recommendation letters you would like to send.

Only letters of recommendation that have been received in your Dossier can be used in a delivery. If you don't see a letter, check that it has been received [here](#).

Confidential Letter Upload Steps

- 1 Select Letters
- 2 Send Requests
- 3 Summary

Title	Confidential?	Received
<input checked="" type="checkbox"/> Recommendation from D. Ansel	Y	Jul 13, 2017
<input checked="" type="checkbox"/> Recommendation from F. Doolittle	Y	Jun 18, 2017
<input type="checkbox"/> Recommendation from V. Roel	Y	Feb 2, 2017
<input type="checkbox"/> Recommendation from B. Aiko	Y	Jan 7, 2017

[Continue >](#) [Cancel](#)

Deliveries > New Delivery >

Send Requests

Now, log into the online application system. For each letter, use the email address provided below instead of the recommender's email address. [Show me an example](#).

Interfolio will receive the automated request email sent by the online application system, and will upload the corresponding letter using the link provided in the automated email.

Note: each letter sent to an online application counts as a delivery, even if they are delivered to the same application. This is because our staff must manually check and upload each letter individually.

Confidential Letter Upload Steps

- 1 Select Letters
- 2 Send Requests
- 3 Summary

Title	Confidential?	Email Address	
Recommendation from D. Ansel	Y	send.Ansel.0687C74553@interfolio.com	Copy
Recommendation from F. Doolittle	Y	send.Doolittle.90614733C5@interfolio.com	Copy

[<](#) [Continue >](#) [Cancel](#)

HOW DO I GET IT INTO AACOMAS?-Continued

- In Interfolio next to each letter you are sending creates a specific link. **Do this step one letter at a time:** click “Copy” on the right hand side of the letter you want to upload
 - Insert that link into the recommenders’ email section in AACOMAS

Note: each letter sent to an online application counts as a delivery, even if they are delivered to the same application. This is because our staff must manually check and upload each letter individually.

Title	Confidential?	Email Address	
Recommendation from D. Ansel	Y	send.AnseLO687C74553@interfolio.com	Copy
Recommendation from F. Doolittle	Y	send.Doolittle.9D614733C5@interfolio.com	Copy

< Continue >

Add Reference & Specify Reference Contact Information

After adding the reference, you will need to send a request for them to upload their letter

* Name
Francis Doolittle

* Email
send.Doolittle.9D614733C5@interfolio.com

Request for reference letters will be emailed to this address

HOW DO I GET IT INTO AACOMAS?-Continued

- In AACOMAS, double check the information. If everything is correct, click "Save this Evaluation Request".
- In Interfolio, on the "Send Request" page, click "Continue".
 - This completes the upload process.

Deliveries > New Delivery >


Send Requests

Now, log into the online application system. For each letter, use the email address of the recommender's email address. [Show me an example.](#)

Interfolio will receive the automated request email sent by the online application system. You will need to log into the corresponding letter using the link provided in the automated email.

Note: each letter sent to an online application counts as a delivery, even if they are not accepted. You must manually check and upload each letter individually.

Title	Confidential?	Email Address
Recommendation from D. Ansel	Y	send.Ansel
Recommendation from F. Doolittle	Y	send.Doolittle



< Continue >

LETTERS OF EVALUATION FAQ

■ What is an Electronic Letter of Evaluation?

- Evaluations are required to be completed electronically by your evaluators. An email request from AACOMAS will be sent to the individual evaluator within instructions.
- There are three status notifications:
 - **Requested** –The email request has been sent to the Evaluator.
 - **Accepted** – Evaluator has logged onto the online Portal but has not submitted the evaluation.
 - **Completed** – Evaluator has completed the evaluation and has submitted it to AACOMAS.

■ Can I have different evaluations sent to individual programs?

- No. Each evaluation will be sent to all programs for which you are applying.

■ How can I select a different person as an evaluator than those I initially selected?

- If the status is still “Requested” or “Accepted,” you may delete that individual and add the new source. If the status is “Complete,” changes cannot be made.

LETTERS OF EVALUATION FAQ

- **What does it mean to waive my right to access the evaluation?**
 - You relinquish your access to the provided letter. If you do not waive that right, the evaluator will know that you have access to read it. **ALWAYS** waive your right to access.
- **How can I view my evaluations?**
 - AACOMAS cannot allow you access to your evaluations, nor can applicants view their evaluations during the AACOMAS process. If you have not waived your right to access your evaluations, once you have matriculated to a school or college of medical, you may be able to then review your letters at that time and at the discretion of the institution.
- **Can I change my waiver to view my recommendation?**
 - No. Once an evaluation has been received by AACOMAS, the waiver cannot be changed.
- **Must I wait for my evaluations to be complete before submitting my application?**
 - It is not necessary, nor is it suggested, to wait until your evaluators have responded to submit your application.

EXPERIENCES

- Applicants use the **Experiences** section to provide detailed information about:
 - **Healthcare Experience:** All paid and unpaid clinical experiences, including all paid and unpaid shadowing/observation and volunteering experiences should be listed with this experience type.
 - **Non-Healthcare Employment:** All paid work done outside of the health care field; for example: a retail or restaurant job. Please list in chronological order from most recent to least recent and include a brief description of your responsibilities.
 - **Extracurricular Activities:** Research, clubs and organizations, sports, etc.
 - **Non-Healthcare Volunteer:** All volunteer experiences should be listed with this experience type. One time experiences should be noted in the job description section.
- Include the name and address of each organization and supervisor, dates associated with the experience, title held by the applicant, average weekly hours, and a description of key responsibilities (600 characters).
- Applicants should only record experiences obtained during college.

EXPERIENCES

- Click **ADDANEXPERIENCE**.
- Use the drop down box to designate type of experience.
- You will also have a description box that allows 600 characters to list your duties regarding your experience.
- Make sure you have your resume completed to while completing this section of the application.

Experiences

You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences. Please refer to the Checklist on the program materials section of the application to determine if this section is required for your program application.

+ Add an Experience

I Am Not Adding Any Experiences

My Application

Add Program

Experiences



Sections Completed

Evaluations

Experiences

Achievements

Add Your Experiences

Update your experiences any time prior to submission. After submission, you can add more experiences. However, you cannot update or delete completed experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application.

Experience Type

What type of experience do you want to add?

Type

Organization

Name

Address

Address 2

City

Country

Zip Code

State

Supervisor

First Name

Last Name

Title

Contact Phone

Contact Email

Experience Dates

Start Date

Current Experience

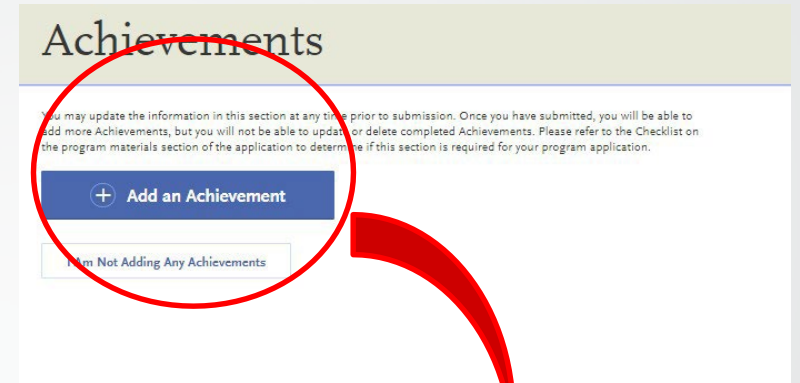
End Date

Status

Experience Details

ACHIEVEMENTS

- Provide information about relevant academic awards, honors, and scholarship achieved.
- When adding achievements, detail the name of the presenting organization, issue date and a brief description (600 characters max).
- For honors, awards or scholarships received in multiple years or semesters, either enter them as multiple entries with the same name, or, if the honor or award was received consecutively, as one entry spanning multiple years.



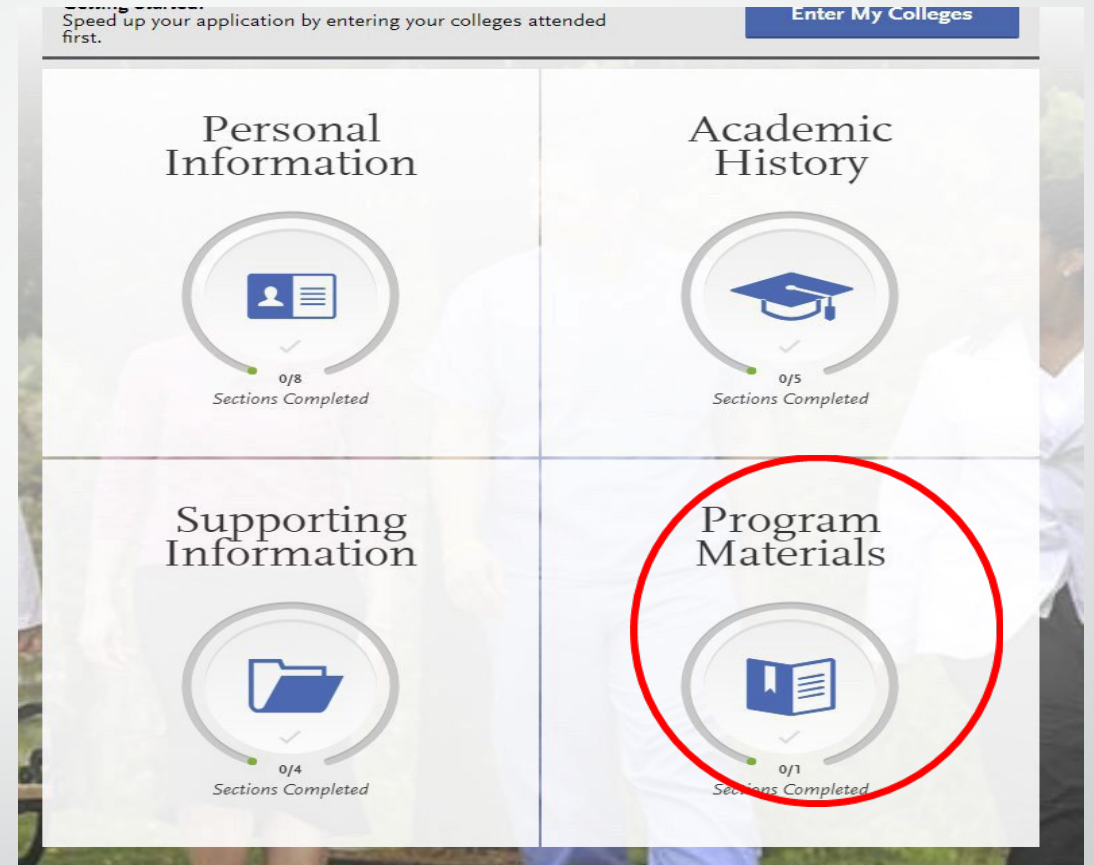
PERSONAL STATEMENT

- 1 page; 5,300 characters including spaces
- Describe what inspires your decision for becoming a physician, including your preparation for training in this profession, your aptitude and motivation, the basis for your interest in medicine, and your future career goals.
- Traits to express: motivation, academic preparedness, articulate, socially conscious, and knowledgeable about medicine.
- Write about your experiences and any qualities that will make you stand out.

The screenshot shows a web interface for submitting a personal statement. At the top, the title "Personal Statement" is displayed in a serif font against a light green background. Below the title, a warning message states: "You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited." To the right of this message is a small asterisk icon with the text "Indicates required field." Below the warning is a horizontal line. Underneath, the section is titled "Personal Statement" in a bold, sans-serif font. A note with an asterisk icon reads: "The colleges will see your personal statement exactly as you enter it in the box below. You are advised to check your spelling, syntax, and grammar before submitting your personal statement." Below this note is a large, empty text input box with a small cursor icon in the bottom right corner. In the bottom right corner of the input box, the text "0/4500" is visible. At the bottom of the form, there is a button with a checkmark icon and the text "Save and Continue".

4. PROGRAM MATERIALS SECTION

- This section includes:
 - Adding/Removing Programs
 - Pre-Requisite Coursework
 - Application Fees



PROGRAM MATERIALS SECTION

- This section includes profiles created by each medical school with information about their program and includes tips on how to be a successful applicant.
- To view a school's profile in **Program Materials**, an applicant must first select the school in the "Add Programs" section of the application.
- **Applicants should carefully review each school's requirements.**



0/7

Program Materials
0/7 Sections Completed

- Doctor of Osteopathic Medicine
A.T. Still University - School of Osteopathic Medicine in Arizona
- Doctor of Osteopathic Medicine
Edward Via College of Osteopathic Medicine - Carolinas Campus
- Doctor of Osteopathic Medicine
Edward Via College of Osteopathic Medicine - Auburn
- Doctor of Osteopathic Medicine
Lake Erie College of Osteopathic Medicine
- Doctor of Osteopathic Medicine
Lake Erie College of Osteopathic Medicine Bradenton Campus
- Doctor of Osteopathic Medicine
William Carey University College of Osteopathic Medicine
- Doctor of Osteopathic Medicine
Burrell College of Osteopathic Medicine at New Mexico State University

PROGRAM MATERIALS

- There are two sections:
 - **Home:**
 - Basic information about the selected medical school
 - **Prerequisites:**
 - Applicants will be given a list of the school's prerequisite course requirements and asked to designate which courses have been taken or are planned which fulfill the requirements.
 - ***Applicants must first complete the Transcript Entry section before courses can be selected as prerequisites.*** (This does not mean you have met the school's prerequisite requirements; they are asking you to self-identify for review).
- **Additional Information/Questions:**
 - This section is where some schools will place their secondary information or any additional admissions requirements.



The screenshot displays the ACOM application interface. At the top left, a circular progress indicator shows '0/3 Sections Completed'. Below this, three program options are listed: 'Doctor of Osteopathic Medicine PCOM South Georgia', 'Doctor of Osteopathic Medicine PCOM Georgia', and 'Doctor of Osteopathic Medicine Alabama College of Osteopathic Medicine'. The main content area features the ACOM logo and a banner image of medical students in a lab, with a 'Deadline: 03/01/2020' notice. A navigation bar includes 'Home', 'Prerequisites', and 'Questions' tabs. A text block explains that ACOM considers all competitive applicants with an emphasis on rural and medically underserved areas, and that verified AACOMAS applications are screened and qualified applicants are invited to submit a secondary application within two weeks. A 'CLICK HERE' link is provided for more information.

DEADLINES

■ Who determines deadlines?

- Deadlines are determined by the individual programs, NOT BY AACOMAS. **It is the applicant's responsibility to research each program's deadline requirements before submitting their application.**

■ Am I able to request a deadline extension?

- The AACOMAS application will not allow you to apply to a program once its application deadline has passed. If the deadline has passed and you are not able to apply, you should contact the school directly to request a deadline extension. If your request is approved, the designated school will notify AACOMAS to allow you to submit your application after the deadline.

■ What will happen if my transcripts arrive after the program deadline date? Will AACOMAS process my application?

- AACOMAS will continue to process your application even if the transcripts are received after the deadline. However, you will need to check with individual schools to see if they require all materials by the deadline date or will accept some materials after the deadline date.

■ Will schools have the same deadline?

- No, each school has its own deadlines. You can find these deadlines in the My Programs section of AACOMAS.

SUBMIT APPLICATION

- Once all of the sections are complete, an applicant can pay and submit their application.
- An application can be submitted before the receipt of official transcripts and MCAT scores; however, it will not be officially verified until these documents are received.
- Once an application is complete (submitted and all transcripts are received), it begins the verification process (i.e., standardized GPAs are calculated and transcripts are reviewed for errors).
- All applicants are encouraged to submit the application well in advance of posted deadline dates as medical schools **admit students on a rolling basis**.
- So you know how many elements are completed and to gauge your progress, AACOMAS provides an icon entitled “Sections Completed” for each category. While this is helpful, you are advised to communicate with your designated programs after submitting your application to verify that your application is in fact considered complete by their program.

MANAGE YOUR APPLICATION

- Once the application is Submitted and Paid, the application is locked and most sections cannot be updated for the remainder of the application cycle.
- The only sections that can be updated are:
 - Contact Information
 - Profile Information (username, password, security question, etc.)
 - Add programs to apply to whose deadlines have not yet passed.
 - Edit or delete a reference whose status remains INCOMPLETE
 - Add new test scores (Cannot edit or delete scores, experiences, achievements, or certificates).
 - If you have updates that need to be made to other sections of your application, you must submit these updates directly to your programs.

ACADEMIC UPDATE

■ What is Academic Update?

- Academic Update is a window of time that allows you to update grades on any coursework completed since you originally e-submitted your application. You may only submit ONE Academic Update. When the Academic Update window is opened, you can only add grades for courses taken during the summer and fall 2023 terms or in-progress courses for winter or spring 2024. You can **NOT** add courses taken in previous years.

■ When does the Academic Update window open?

- There are three periods in the 2023-2024 cycle for Academic Updates. Time periods are:
 - September 1, 2023- October 13, 2023
 - December 15, 2023 - February 16, 2024
 - March 15, 2024 – April 10, 2024

■ Who can take advantage of Academic Update?

- You can begin the Academic Update only after AACOMAS has verified your completed application. The following steps must be completed before you can begin the Academic Update,
 - You must re-submit your original application
 - You must pay the AACOMAS fees in full.
 - AACOMAS has verified your initial application for your designated medical schools. Once your application is verified, AACOMAS will notify you by email that you are ready to begin the Academic Update.

ACADEMIC UPDATE

■ How do I use AcademicUpdate?

- If you are eligible for Academic Update, navigate to the “Transcript Entry” section. Change any Planned/In Progress terms that now have grades to a Completed Session, then enter the grade for each course. At this time, you may also enter any new Planned courses for the winter, spring, or summer 2023/2024 terms. Once you are finished adding all of your new courses, you must “Review and Finalize Transcripts” again, and answer the Academic Update option at the end of this process. Remember to arrange for official fall transcripts to be sent directly to AACOMAS as soon as possible.
- Once your application is updated and your fall transcripts are received, AACOMAS will verify and send your revised course history and GPA to your designated medical schools.

■ Can I use Academic Update more than once?

- No. You can only submit your Academic Update coursework once. Make sure you have the complete results for your fall classes and carefully review before submitting your academic update. If you do not click the “Update” button through the “Review and Finalize Transcripts”, your GPA will not be updated.



GOOD LUCK!