Top Ten Tips for Successful Completion of the AMCAS® Application

1. **Read the AMCAS Instruction Manual and use the Help section of the online application.**
   This is the best source of advice to ensure successful completion of the AMCAS application. The instruction manual contains guidance for every possible situation and will clarify the nuances of each section of the application for you. If you ever have questions while you are in the application, clicking the Help button in the upper right-hand corner will automatically bring you information that corresponds to the section that you are working on.

2. **Begin your application as early as possible.**
   The 2013 AMCAS application will open in May 1, 2012, and you will be able to submit it beginning June 5, 2012. Rushing to complete the application leads to errors and missed deadlines.

3. **Know the admissions requirements and restrictions for your medical schools.**
   If you are unsure of the admissions requirements for a particular medical school, contact the admissions office, or refer to the Medical Schools Admission Requirements (MSAR®) guide.

4. **Request official transcripts for every institution from which you have attended.**
   Use the Transcript Request Form in the Schools Attended section to ensure AMCAS receives a copy of your official transcript(s). We will use them to verify the coursework you enter into the application. Even if your home institution accepted credit from another institution, AMCAS requires the transcript from the institution where the credit originated. AMCAS also requires all military transcripts.

5. **Use a copy of your official transcript when completing the Course Work section.**
   AMCAS needs to know about every course that you have ever taken – including courses you withdrew from, failed, or repeated (even if your school has a forgiveness policy). Many times, unofficial transcripts do not reflect this information. Request a copy of your official transcript for yourself and use it to enter your course work into the AMCAS application. Enter each course under the school where you originally took it and do not forget to include your grade and any special course types, if applicable.

6. **Proofread, Proofread, Proofread! Especially in the Essay(s) section.**
   The AMCAS application does not have a spell checker. Once you have submitted your application, the essays and activities cannot be edited, added to, or removed. If you submit with errors and typos, medical schools WILL see them. Use the Print Application feature to double-check all of the data that you have entered into your application. If you are applying to more than one medical school, this essay should NOT be school-specific.

7. **Very few updates/edits/changes are permitted once you have submitted your application.**
   - Basic contact information can be updated.
   - Letters of Evaluation (LOE) information can be entered, but cannot be edited or deleted.
   - You may indicate your next MCAT date.
   - Medical schools can be added if their application deadline dates have not passed.
   - You may allow your pre-health advisor to have access to your application.

8. **Resubmit your application in order to save any post-submission changes.**
   If you make changes and do not hit the Submit Application button, you will lose any additions since your last submission and your changes will not be saved. Resubmitting the application will not delay processing or cause you to be charged additional fees (unless you added medical schools). Watch the Post-submission Tutorial for more help.

9. **Monitor your application's progress and read your e-mails.**
   AMCAS will keep you up-to-date on the progress of your application (including receipt status of your letters and transcripts) via e-mail and within the application itself. After submitting, log back in your application periodically to monitor its status. This is crucial information to be aware of; ignoring notifications or not responding quickly enough can lead to missed deadlines. If you are unsure about what a notification that you received from AMCAS means, contact us, and we will be happy to provide guidance.

10. **Make sure the contact information that AMCAS has for you is correct and current.**
    AMCAS's primary contact with an applicant is via e-mail. If there are any changes to your contact information, please update your application immediately to ensure that you do not miss any communication. If you've already submitted your application, be sure to save your updated information by resubmitting your application – it won't cause any processing delays.