

The 75 page AMCAS Instructions guide ([www.aamc.org/students/amcas/2011amcasinstructions.pdf](http://www.aamc.org/students/amcas/2011amcasinstructions.pdf)) and the “Help” button at the top of every webpage of the AMCAS application, provide detailed, step-by-step instructions for completing your AMCAS application. You should always refer to these sources to answer questions you may have about filling out your application. You can also contact an AMCAS representative if you have further questions, or technical issues with the application ([www.aamc.org/students/amcas/contactus.htm](http://www.aamc.org/students/amcas/contactus.htm)). Please attempt to find the answer on your own before contacting AMCAS or the Career Services Center.

However, because there are a few commonly asked questions that have UCSD-specific answers, we have created the following FAQ to help you complete the application:

## 1. Why do I have to submit a transcript from each school I attended if I transferred credit to UCSD?

The medical schools need to know ALL of the college level coursework you have attempted, so you MUST provide an original transcript from each school in which you enrolled. Although your TritonLink Academic History page and your Degree Audit might list the coursework you transferred in, that same coursework is NOT listed on your official transcript. AMCAS needs the official transcripts to verify that you took the courses, earned the grades, and that you aren't hiding other courses that you didn't transfer.

Your official transcript looks different from your Degree Audit and your TritonLink Academic History. You may want to get a copy of your transcript from each school you attended to see for yourself what AMCAS will receive.

## 2. How do I enter my AP or IB credits into AMCAS?

Your official UCSD transcript only lists the total number of AP or IB credits you earned and does not break it down by subject like your TritonLink history does. You must list it by subject on AMCAS, though. Make sure that the total number of AP or IB units you enter into AMCAS matches the total listed on your official transcript.

So if your TritonLink history looks like this example, your transcript would read “Advanced Placement Units: 24”

Subject	Course	Course Title Transferred From	Units	Grade	Term	Level UCSD Approx
AP	CH5	Chem Sc5 Advanced Placement Credit	8.00	P	SP06	LD CHEM 6A CHEM 6B CHEM 6C
AP	AH5	Hist Amer Sc5 Advanced Placement Credit	8.00	P	SP06	LD HILD APA HILD APB
AP	MB5	Math:CalcBC-Sc5 Advanced Placement Credit	4.00	P	SP06	LD
AP	MC5	Math:CalcAB-Sc5 Subscore Advanced Placement Credit	4.00	P	SP06	LD MATH 20A

In AMCAS, you will enter all of these units under the first quarter of your first year at UCSD (that's when UCSD assigned you the credit) as follows:

<b>Academic Term *</b>	1st Quarter (Fall)
<b>Year in School *</b>	Freshman
<b>Course Number</b>	CHEM AP
<b>Course Name *</b>	AP Credit: Chemistry (Score 5)
<b>Course Classification *</b>	Chemistry
<b>Transcript Grade</b>	P
<b>Credit Hours</b>	8.00

- Create a course name and number to clearly identify the test and credit you earned
- Classify the credit according to the appropriate subject
- List the grade as “P”
- List the number of units UCSD gave you for that AP score under credit hours (NOT the number of units you were exempted from)
- Check the box under special course type for “Advanced Placement” or “International Baccalaureate (IB)”
- Repeat these steps to add a new AMCAS course for each AP test for which you earned UCSD credit (in this example, 4 tests) to match the total number of AP units listed on your transcript (here 24).

## 3. How should I classify interdisciplinary courses (e.g., biochemistry, human development, bioengineering)?

You should classify courses based on the primary content of the course. The coursework classification section under the “Help” button at the top of each AMCAS webpage lists common courses and their suggested classifications. However, in special circumstances you can deviate from this based on the specific content of your course. If, for example, you feel that the primary content of a bioengineering course was biological, you can

classify it as “biology.” You need to do this in good faith and consistently (don’t indiscriminately call all of your interdisciplinary “A” grades “biology” to pad your science GPA) – make sure you could back up your choice with the syllabus or course description if challenged. AMCAS has the right to change clearly incorrect classifications.

#### **4. How do I enter my coursework from study abroad?**

AMCAS does not accept foreign transcripts, so to get credit for the classes you took abroad, follow below:

If you participated in EAP, the courses you took abroad are listed on your UCSD transcript. You will list both UCSD and the foreign school you attended under “Schools Attended.” Follow the instructions as you enter the foreign school to request a transcript exception for the foreign school and indicate that the courses you took there will appear on your UCSD transcript. List the study abroad course work under the foreign college as it appears on your UCSD transcript. Do NOT also list the courses under UCSD.

If you participated in OAP sponsored by a U.S. or Canadian university (not UCSD), the courses you took abroad are listed with grades on the transcript of the sponsoring university. The courses, without grades are also listed on your UCSD transcript. On AMCAS, you will list the sponsoring institution and the foreign school and UCSD under “Schools Attended.” Follow the instructions as you enter the foreign school to request a transcript exception for the foreign school and indicate that the courses you took there will appear on the sponsoring institution’s transcript. List the study abroad courses you took under the foreign college as they appear on the sponsoring institution’s transcript. You will need to have a transcript sent to AMCAS from the sponsoring U.S. or Canadian institution. You will not list any of the study abroad courses taken under the name of the sponsoring institution or UCSD.

If you participated in OAP that was NOT sponsored by a U.S. or Canadian university, the credits are listed on your UCSD transcript, but the grades you earned there are not. List the foreign school under schools attended. Follow the instructions as you enter the foreign school to request a transcript exception for the foreign school and indicate that the courses you took there will appear on your UCSD transcript. List the study abroad course work under the foreign college as it appears on your UCSD transcript. Leave the transcript grade blank as there are no grades listed on your transcript for these courses. Do NOT also list the courses under UCSD.

Check the AMCAS instructions and Help feature for more detailed instructions.

#### **5. In what order should I list my work/experience?**

It does not matter. The medical schools will ask AMCAS to provide this information to them in any order they choose (chronologically, reverse chronologically, by experience type, etc.) Because of this, the order in which you enter them is irrelevant.

#### **6. What should I include in my work/experiences descriptions? Do I need to use all 15 spots?**

Each activity description should focus on what you did in that role. It should list with detail and specificity your duties, responsibilities and actions and incorporate the context of the activity (e.g., size of the organization, scope/goal of the project, etc.). Where applicable, include a quick mention of why you chose to do the activity (“To learn about the practice of medicine, I volunteered in the hospital...”) and briefly – explicitly or implicitly through description & word choice – what you got out of it.

You do not need to use all 15 spots or all 1325 characters to describe each activity. The medical schools are more interested in the *quality* of the experiences listed, not the *quantity* of experiences. You may combine similar activities (e.g., multiple shadowing opportunities together, Provost Honors and other UCSD academic awards in one description, etc.) as your specific situation allows. Don’t short change yourself by not fully describing something or condensing too many things together, but be concise where you can. Remember that the schools read thousands of applications – don’t make them read unnecessary verbiage.

#### **7. Can I list future activities into the work/experience section?**

AMCAS will not let you list experiences with start dates that are in the future. You can include significant future plans in your personal statement or in a similar/related activity description on AMCAS (e.g., “To continue my exploration of medicine I will be starting a new hospital volunteer position this August...”). Or you can wait to inform the schools of your future plans in your secondary applications or interviews.

#### **8. How do I fill out the AMCAS Letters section?**

Separate directions for sending your letters to medical schools and filling out AMCAS Section 6 about letters are available on the Career Services Center website’s Medicine page (<http://career.ucsd.edu/L3/sa/PMedicine.shtml>). Please follow these directions carefully to avoid delays and unnecessary fees.