

# **AACOMAS**

## **Application Instructions**

**FOR ENTERING CLASS**

# **2015**

**aacom<sup>®</sup>**

AMERICAN ASSOCIATION OF  
COLLEGES OF OSTEOPATHIC MEDICINE

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## About AACOMAS

### AACOMAS: A Centralized Application Service

The American Association of Colleges of Osteopathic Medicine (AACOM) was founded in 1898 to lend support and assistance to the nation's osteopathic medical schools, and to serve as a unifying voice for osteopathic medical education. The association serves the colleges of osteopathic medicine, and their students and applicants, through its application services, medical education, finance, government relations, communications and marketing and research departments.

The AACOM Application Service (AACOMAS) simplifies the process of applying to osteopathic medical school. Complete one application and send it with other information to our centralized service. We verify your application for accuracy, and process and send your materials to those osteopathic medical schools you designate.

AACOMAS will make every effort to process and transmit application materials to the medical colleges designated by the applicant. The association, however, assumes no responsibility for delays in processing application materials caused by the applicant's failure to follow instructions or circumstances beyond AACOM's control. It is the applicant's responsibility to review his/her Applicant Profile and report any discrepancies.

AACOM's policies that govern the AACOMAS are recommended by the association's Council of Osteopathic Medical College Admissions Officers.

### Contact Information

Applicants may visit <https://aacomas.aacom.org/> and check on their application status, updates, and/or additional important information related to their application/s. Applicants may also contact AACOMAS using the information below. Please note that an AACOMAS representative will return messages/e-mails within two (2) business days.

Mail: AACOMAS  
1025 Connecticut Ave NW #1103  
Washington, DC 20036

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

Fax: 301-968-4191

E-mail: [aacomas@aacom.org](mailto:aacomas@aacom.org)

The Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA) accredits AACOM member colleges. For questions about osteopathic medical college accreditation, contact the AOA at:

Mail: AOA  
142 East Ontario Street  
Chicago, IL 60611

### Diversity Statement

Colleges of osteopathic medicine welcome students from diverse backgrounds of age, race/ethnicity, gender, marital status, religion, national origin, or disability.


### Fees

The fees for using AACOMAS are based on a graduated scale that varies according to the number of colleges you designate to receive your application information.

**Payment may be made only by credit card (VISA or MasterCard only) or money order. AACOMAS does not accept personal checks.**

Money orders should be made payable to AACOMAS and include your name, address and AACOMAS ID number. Send money orders to:

AACOMAS  
5550 Friendship Blvd., Suite 310  
Chevy Chase, MD 20815

 **Application materials will not be processed until full payment is received.**

### Fee Schedule

- The charge for the first college application submitted is \$195.
- Each additional college application submitted at the time of original application is \$35.
- If applying to additional colleges after submitting your application (fee is required each time you add a college or colleges):
  - \$50 for the first additional school
  - \$35 for each additional college at the same time.

## Fee Waivers



**Do NOT submit your application to AACOMAS until you have received a determination on your fee waiver request.**

AACOM encourages financially disadvantaged applicants to become DOs. A limited number of fee waivers are available to those who apply early and qualify. As a rough guide, you may wish to apply for a fee waiver if your annual income level is within the U.S. Bureau of Census' low-income threshold for your family's size. The number of fee waivers is limited, however, and financial need does not guarantee a fee waiver.

Fee waiver requests must be received and processed prior to submitting an AACOMAS application. Processing for fee waivers takes approximately 2-4 weeks from the date of receipt; applicants should take this into consideration when planning submission of an AACOMAS application.

**Applicants must take the following steps to apply:**

You must begin your 2015 AACOMAS application to apply for a fee waiver. *Submitting materials prior to the start of an application may subsequently delay the processing of your fee waiver.*

**Follow these steps to send the required fee waiver materials:**

1. Click on "Other Documents" tab and click on the link "Add a Document", select "Yes" for the fee waiver and click on "Save".
2. Click on the "Request Form" link to print the cover sheet and include this with the documents you are mailing for the fee waiver application. The address is printed on this form.
3. Include a copy of your Student Aid Report (SAR) for the current school year (signed and dated) that you received back from the Department of Education if you filed the FAFSA form. Each page must be signed and dated.

If your SAR is not available for the current year or you did not file the FAFSA form, you must instead include a copy of your most recent FEDERAL tax return AND the FEDERAL tax returns of anyone who can claim you as a dependent. No other documents, including W-2s, will be accepted. Please note that if you did not file Federal taxes and no one claimed you as a dependent AACOMAS will need a letter from the Internal Revenue Service for review to confirm this information. This can be located here:

<http://www.irs.gov/pub/irs-pdf/f4506t.pdf>

*If you are submitting an SAR, the copy must include your estimated family contribution (EFC), usually located in the upper right-hand corner of the first page of the SAR. If you were selected for verification (usually noted by an asterisk next to*

*the EFC), also submit a copy of your most recent FEDERAL tax return (and the FEDERAL tax returns of anyone who claimed you as a dependent). Additional verification (including letters from the Internal Revenue Service) may be required.*

To speed processing of your application for a fee waiver, please begin your AACOMAS application before you submit your request for a fee waiver.

**Do not submit your AACOMAS application until you have heard from AACOMAS about whether your fee waiver has been approved. All fee waiver applicants are notified of their status through the AACOMAS application (see the message under the Support link at the top right of the page). Your fee waiver will be applied to your application electronically.**

Send documents to:

AACOMAS  
Fee Waiver Application  
1025 Connecticut Ave NW #1103  
Washington, DC 20036

Be sure to follow the instructions above carefully in order to avoid any delays in processing.

### ***If You Receive a Fee Waiver***

**The AACOMAS application fee waiver is for the AACOMAS fee only.** If you receive an AACOMAS fee waiver, your name is forwarded to the osteopathic medical colleges you designate; they may also grant a waiver of their supplemental application fee (although there is no guarantee that they will do so). **AACOMAS fee waivers are valid for 45 days from the date the applicant is notified. If the fee waiver is not used in the allotted timeframe it will be forfeited. Extension requests will not be granted.**

Applicants who apply for a fee waiver and qualify financially, but apply after all fee waivers have been awarded will have their names forwarded to osteopathic medical colleges requesting such information. Meeting AACOMAS' eligibility criterion for a fee waiver, however, does not guarantee that a waiver will be granted for the supplemental fee.

If you receive a fee waiver, you may apply it to a maximum of three osteopathic college applications. If you wish to apply to more than three colleges, beginning with the fourth designation, you must pay the additional application fee.

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## Refund Policy

- **Once the application is submitted refunds cannot be made.**
- **There is no refund if you miss deadlines; if you miss the deadlines for all of your designated colleges, your application cannot be processed.**
- **You are responsible for knowing the admission requirements of the colleges to which you apply. AACOMAS will not issue refunds to applicants who do not meet admission requirements of the osteopathic medical school/s. These requirements are all posted in the College Information Book available at [www.aacom.org](http://www.aacom.org).**

## Before You Apply

1. **Please have official copies of your transcripts sent to AACOMAS.** Official copies of the transcript are copies sent directly from the registrar's office of the college to AACOMAS and must be issued to AACOMAS. **Copies sent by applicants or others cannot be accepted.**
2. Request additional copies of your transcripts for your own use in completing the Academic Record/Coursework section of the application.
3. **Transcripts must include all completed coursework through at least the Spring Term of the Junior Year (or equivalent). Transcripts that show the Spring Term as in progress will not be verified regardless of academic status. Do not send transcripts that do not meet this requirement; they will not meet verification requirements.**
4. **Processing begins when your application is submitted and payment is received.** It is your responsibility to ensure that application materials and official transcripts meet designated deadlines.

## AACOM Applicant Protocol

Applicants aspiring to become DOs are expected to act professionally in their interactions with AACOMAS, AACOMAS staff members, each college of osteopathic medicine, and college staff members. Responsibility, respect, good judgment, and cooperation are qualities valued by the osteopathic medical profession, and it is expected that applicants will demonstrate these qualities throughout the application process.

- Applicants are responsible for becoming familiar with admission requirements, following application procedures and meeting all deadlines at each school to which they apply.
- Applicants must submit all application materials on or before the primary deadline for each school to which they apply.
- Applicants must follow AACOMAS' instructions and requirements for the application. Failure to comply with these instructions delays the application. Delays in applications because of applicant error or omission will not be grounds for a refund of application fees.
- Applicants are responsible for the collection and timely submission of supplemental applications, letters of evaluation, transcripts and all applicable fees.
- Applicants are responsible for reporting and updating any changes in the initially submitted applications (e.g., address, telephone number, academic status and state of residence).
- Applicants are responsible for responding promptly to all interview invitations and offers of admission, either to accept or to decline.
- Applicants who have made a final decision on the medical school they plan to attend have the obligation to promptly withdraw their applications from all other schools. If your application has already been released, you will need to contact the schools directly.

## AACOMAS User Agreement

The applicant, by submitting an application, agrees to the following certifications and conditions of the application (the actual agreement will appear in the application and must be electronically signed to submit an application):

- I acknowledge and understand the instructions in the AACOMAS application, and agree to comply with all terms and provisions of the AACOMAS application process.
- I understand that I am responsible for monitoring the progress of my application by monitoring e-mail and the status check sections of the application.
- I am responsible for reviewing my application before submission. I am responsible for reviewing my application if notified by AACOMAS of any discrepancies, and for responding to such notice. Should any

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discrepancies or issues with the application arise, I am responsible for contacting AACOMAS to review these discrepancies.

- I understand that I am responsible for knowing and understanding the admission requirements of all colleges to which I am applying. Filing an application to a college for which I do not meet all requirements will not constitute grounds for a refund of the application fee.
- Processing of my application begins as soon as I submit the application and provide application fee payment. I understand that once processing of an application begins, no refunds of the application fee will be made.
- I understand that if payment by credit card is rejected by the bank or credit card company, further processing of my application will be suspended until payment, which will include an additional twenty dollar (\$20) processing fee in addition to the resubmitted application fee, is satisfied, and that the colleges to which I am applying will be notified of the payment rejection.
- I certify that the information submitted as part of my application is accurate and complete and agree that I am responsible for updating AACOMAS with any information that may change subsequent to the filing of my application.
- I understand that should AACOMAS discover false or missing data, AACOMAS will notify me of the discrepancy, with a request for review. AACOMAS will also notify all colleges which I have designated of the discrepancy and my response. AACOMAS may also notify AMCAS or other application services of such discrepancies.
- I understand that if false or missing data are discovered in my application, such discovery may constitute grounds for dismissal from an osteopathic medical college at any time, even after matriculation.
- I agree that AACOMAS may release all application information that has been submitted to AACOMAS to the osteopathic medical schools that I designate.
- I agree that AACOMAS, its member institutions, and related health and education organizations may use this information for educational research purposes (including surveys) aimed at improving osteopathic medical education and admissions programs.

- I agree that AACOMAS may share demographic data and other application data with educational and health sciences organizations for research purposes.
- If I am admitted to an osteopathic medical college, I authorize the college in which I enroll to release my e-mail address(es) to AACOMAS for educational research purposes.



**You must check the “Yes” box to submit your application.**

- Yes, by checking this box, I agree to the Certification statement.**

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## AACOM Admission Guidelines

AACOM encourages each of its member colleges to conduct an application process that is inclusive and professional. The purpose of these guidelines is to allow prospective students to explore their options within the osteopathic medical community and to give the colleges of osteopathic medicine the ability to process, select, and matriculate applicants in a fair and timely manner.

1. Colleges of osteopathic medicine will publish and follow an application schedule.
2. Colleges of osteopathic medicine will publish their respective application procedures and admission requirements.
3. Colleges of osteopathic medicine may begin extending offers of admission at any time after an interview. Applicants will be requested to submit necessary matriculation documents, including a deposit, according to the following schedule:
  - those accepted prior to November 15 will have until December 14;
  - those accepted between November 15 and January 14 will have 30 days;
  - those accepted between January 15 and May 14 will have 14 days;
  - those accepted on or after May 15 may be asked for an immediate deposit.
4. Colleges of osteopathic medicine are encouraged to adhere to reasonable admission fees, policies and schedules.

Each college indicates on its pages of the [College Information Book](#) whether it follows these guidelines or publishes its own. The applicant is responsible for being aware of each college's practices. The College Information Book is available for purchase in print or as a [free digital download](#).

Prospective osteopathic medical students are expected to provide factual, accurate and complete information throughout the admission process. AACOM believes this process requires mutual respect, integrity and honesty among the colleges of osteopathic medicine and with prospective osteopathic medical students.

## Confidentiality: Release of Information

All information submitted in your application is treated as confidential. Information about applicants who enroll in osteopathic colleges will be used to create rosters, to determine enrollment data and to follow the progress of students in education programs. Such use is an inherent part of the admission process and will not disclose individually identifiable information, except for the purpose of creating and maintaining rosters of enrolled students.

Information about applicants who are not admitted to an osteopathic medical college may be used for educational research. Such data are used only in aggregate form and are not individually identifiable.

Information about all applicants may be used for educational research by AACOM and other organizations with which AACOM has data sharing agreements in place. Any data reported will only be in aggregate form and will not be individually identifiable.

## Biographic and Grade/Score Information

Biographic and grade/score information (including Social Security Numbers) about applicants who enroll may be released to the AOA for the purpose stated above, and so that the AOA can provide matriculants with information about the osteopathic profession. These data may also be used by AACOM and related organizations to conduct health policy and education research aimed at improving osteopathic and general medical education and admissions programs.

## Information to Pre-Health Advisors

Checking the yes box for this question will allow AACOMAS to release information to Pre-Health Advisors at institutions that you have attended.

## Discrepancies or Fraudulent Information

AACOMAS will contact you for clarification if a discrepancy, including missing information, is found in your application materials. You will be informed of the steps to be taken, which may result in an AACOMAS Report being circulated to the colleges to which you are applying or to which you may apply in the future.

AACOMAS will investigate any untruthful exclusions, suspected plagiarism, counterfeit transcripts/letters or conflicting information received during the application process. If such an incident is exposed, the applicant will be notified and asked to make available corroborating documentation/evidence.



<b><i>SCHOOLS (in order by AACOMAS deadline)</i></b>	<b><i>PRIMARY</i></b>	<b><i>SUPPLEMENTAL</i></b>
University of North Texas Health Science at Fort Worth Texas College of Osteopathic Medicine (UNTHSC/TCOM)* <small>*Listed for convenience only. UNTHSC/TCOM applicants must use the Texas Medical and Dental School Application Service: <a href="http://www.utsystem.edu/tmdsas/">http://www.utsystem.edu/tmdsas/</a></small>	Oct. 1, 2014	Oct. 15, 2014
Michigan State University College of Osteopathic Medicine (MSUCOM)	Dec. 2, 2014	Feb. 11, 2015
Arizona College of Osteopathic Medicine of Midwestern University (AZCOM)	Jan. 1, 2015	Mar. 1, 2015
Chicago College of Osteopathic Medicine of Midwestern University (CCOM)	Jan. 1, 2015	Mar. 1, 2015
Nova Southeastern University College of Osteopathic Medicine (NSU-COM)	Jan. 15, 2015	Mar. 1, 2015
Kansas City University of Medicine and Biosciences College of Osteopathic Medicine (KCUMB-COM)	Feb. 1, 2015	Feb. 1, 2015
A.T. Still University Kirksville College of Osteopathic Medicine (ATSU/KCOM)	Feb. 1, 2015	Mar. 1, 2015
Des Moines University College of Osteopathic Medicine (DMU-COM)	Feb. 1, 2015	Mar. 1, 2015
Oklahoma State University Center for Health Sciences College of Osteopathic Medicine (OSU-COM)	Feb. 1, 2015	Mar. 1, 2015
University of Pikeville - Kentucky College of Osteopathic Medicine (UP-KYCOM)	Feb. 1, 2015	Mar. 1, 2015
Georgia Campus Philadelphia College of Osteopathic Medicine (GA-PCOM)	Feb. 1, 2015	Mar. 15, 2015
New York Institute of Technology College of Osteopathic Medicine (NYIT-COM)	Feb. 1, 2015	Mar. 15, 2015
Ohio University Heritage College of Osteopathic Medicine (OU-HCOM)	Feb. 1, 2015	Mar. 15, 2015
Philadelphia College of Osteopathic Medicine (PCOM)	Feb. 1, 2015	Mar. 15, 2015
Rowan University School of Osteopathic Medicine (RowanSOM)	Feb. 1, 2015	Mar. 15, 2015
University of New England College of Osteopathic Medicine (UNE-COM)	Feb. 1, 2015	Mar. 15, 2015
Western University of Health Sciences College of Osteopathic Medicine of the Pacific (Western U/COMP) <small>Applicants may submit applications to either or both the California campus and the Oregon teaching site.</small>	Feb. 1, 2015	rolling
Edward Via College of Osteopathic Medicine – Carolinas Campus (VCOM-CC) <small>Applicants may submit an application to only one VCOM campus. See the VCOM listing in the CIB for more information.</small>	Feb. 15, 2015	rolling
Edward Via College of Osteopathic Medicine – Virginia Campus (VCOM-VC) <small>Applicants may submit an application to only one VCOM campus. See the VCOM listing in the CIB for more information.</small>	Feb. 15, 2015	rolling
Pacific Northwest University of Health Sciences College of Osteopathic Medicine (PNWU-COM)	Feb. 15, 2015	Apr. 1, 2015
West Virginia School of Osteopathic Medicine (WVSOM)	Feb. 15, 2015	rolling
A.T. Still University School of Osteopathic Medicine in Arizona (ATSU-SOMA)	Mar. 1, 2015	none
Campbell University School of Osteopathic Medicine (CUSOM)	Mar. 1, 2015	Apr. 1, 2015
Marian University College of Osteopathic Medicine (MU-COM)	Mar. 1, 2015	Apr. 1, 2015
Alabama College of Osteopathic Medicine (ACOM)	Mar. 1, 2015	Apr. 15, 2015
Lincoln Memorial University DeBusk College of Osteopathic Medicine (LMU-DCOM)	Mar. 15, 2015	Apr. 1, 2015
Rocky Vista University College of Osteopathic Medicine (RVUCOM)	Mar. 15, 2015	Apr. 15, 2015
Touro University College of Osteopathic Medicine -- California (TUCOM-CA)	Mar. 15, 2015	Apr. 15, 2015
Touro University Nevada College of Osteopathic Medicine (TUNCOM)	Mar. 15, 2015	Apr. 15, 2015
Edward Via College of Osteopathic Medicine – Auburn Campus (VCOM-Auburn) <small>Applicants may submit an application to only one VCOM campus. See the VCOM listing in the CIB for more information.</small>	Mar. 15, 2015	rolling
William Carey University College of Osteopathic Medicine (WCU COM)	Mar. 15, 2015	Apr. 15, 2015
Lake Erie College of Osteopathic Medicine – Erie/Seton Hill (LECOM-Erie/Seton Hill)	Apr. 1, 2015	Apr. 1, 2015
Lake Erie College of Osteopathic Medicine Bradenton Campus (LECOM Bradenton)	Apr. 1, 2015	Apr. 1, 2015
Liberty University College of Osteopathic Medicine (LUCOM)	Apr. 1, 2015	Apr. 1, 2015
Touro College of Osteopathic Medicine – New York (TouroCOM-NY)	Apr. 1, 2015	Apr. 21, 2015


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## Application Deadlines

### Apply Early!

The application opens May 1 and may be submitted after June 3. **Processing begins in June.**

The colleges make admissions decisions on a rolling basis; they review applications, conduct interviews and make admissions decisions throughout the admissions cycle. Interview slots may be awarded and/or classes may be filled if you apply close to the deadlines. Submitting materials early will ensure timely processing and help avoid delays. Simply meeting the deadlines does not guarantee that interview appointments will be available or that seats will be available in a class.

 **Your AACOMAS application must be submitted and all official transcripts for completed coursework must be postmarked by 11:59 pm U.S. Eastern Time on or before the listed primary dates on the chart on the previous page.**

### Missing an Application Deadline

If you miss the application deadline for one or more of your designated colleges, your application will enter processing, but materials will be sent only to those schools whose deadlines you have met. Once processing begins, refunds cannot be made. If you miss the deadlines for all of your designated colleges, your application cannot be processed; **there is no refund if you miss deadlines.**

### Early Decision Programs

Some colleges offer Early Decision programs. Please contact the college(s) directly if you plan to apply under Early Decision. Please note that the college's Early Decision deadline dates are those by which the college expects to receive your information. **You should apply to AACOMAS at least six weeks prior to that date.**


### Submitting Materials

**You should submit your materials several weeks before the deadlines.** Interview slots and/or classes may be filled before the deadline. Mail is not always postmarked the day it is sent, and waiting until the last minute could cause a late postmark. Holiday and end-of-term schedules can create backlogs in the registrar's office that may delay the mailing of transcripts.

AACOMAS is not responsible for any materials lost in the mail or for delays caused by the registrar's office. Express or certified mail does not result in expedited

processing by AACOMAS, nor does sending transcripts express or certified mail guarantee receipt by AACOMAS. However, if you used express or certified mail and your transcript has not been marked "received" or "logged" in the system, you may e-mail the tracking number to AACOMAS using the "support" link located at the top of your application.

## Preparation Procedures

 **Please note that AACOMAS does not and cannot advise applicants. We recommend that you seek guidance or consult with your pre-health advisors or contact the school/s to which you wish to apply.**

### Prior Applications

If you have previously applied in the cycle immediately prior (cycle 2014) and are reapplying to any of the colleges, follow the instructions on the login page for creating a new application using data from your prior application and pay the proper processing fee. Your browser must allow "pop-ups" to use the prior application to create a 2015 application. If you enter any information into the application prior to using the copy function, you will lose the ability to copy the information.

If you are reapplying and have used the "roll-over" function to carry your prior year application (cycle 2014) forward, and you have neither attempted nor completed additional coursework, you may be able to roll-over the transcripts you have already submitted to AACOMAS. However, if you applied while enrolled and completed the Term, or have attempted or completed additional courses, **you must add any additional courses to your record and submit new transcripts showing that coursework.**

You must go through each section and review the entire application before submitting. Processing procedures may change annually. Some questions on the application may change. Therefore, AACOMAS staff cannot respond to questions regarding applicant profiles from previous processing cycles.

**If you DID NOT apply or begin an application in the 2014 cycle you CANNOT roll over your application!**

### Updating Transcripts from Prior Applications

- **If your application was submitted and verified in the cycle immediately prior to the current cycle, you DO NOT need to send in new transcripts unless you have additional coursework.**

- If your application was **NOT** submitted and verified (this includes “undelivered” applications as well) you **MUST** request that a complete set of official transcripts be forwarded directly to AACOMAS by the registrar of each U.S. institution you have attended. MCAT scores previously submitted within the last three years are kept on file and should transfer to your new application. But please check your application a few days after submission. If the official MCAT scores are not in your record, please resend through the MCAT THx service.
- AACOMAS reserves the right to require new transcripts.

## Transcripts

### U.S. Transcripts

You must request that the registrar of each U.S. institution you have attended submit one complete set of official transcripts directly to AACOMAS if you have not submitted an AACOMAS application in the immediate prior cycle (a 2014 application). Include all institutions in foreign countries and U.S. Territories and Possessions that are operated by U.S. institutions. If an official transcript is unavailable, a letter of explanation from that school is required. **Note:** Some universities issue separate transcripts for undergraduate and graduate coursework.

Student copies of transcripts or copies sent to AACOMAS by the applicant are not acceptable. Transfer credit(s) from U.S. institutions appearing on a transcript cannot be accepted in lieu of an original transcript from the institution where the coursework was taken.

The Colleges and Coursework section of the application includes the option to print transcript request forms. While not required, submitting this form with each transcript will expedite the processing of your application. If you have attended the same institution at different timeframes or received multiple degrees at the same institution, only one transcript is needed as long as it contains all of the coursework taken at the institution. However, you **MUST** notify AACOMAS if this is the case.

Transcripts should be sent to:

Mail: AACOMAS Transcripts  
1025 Connecticut Ave NW #1103  
Washington, DC 20036

AACOMAS also accepts transcripts via email. This option is only available for institutions that provide direct secured delivery of transcripts.

**We will NOT accept faxes or emails with scanned PDF documents of transcripts.**

Institutions may email transcripts to:  
[transcripts@aacom.org](mailto:transcripts@aacom.org)

*\*Please note any additional documents sent to this inbox will be discarded.*

Processing of transcripts can take up to five (5) business days once physically received. Transcripts received will first show “logged” status, which means we have received the document. Transcripts cannot be accessed until the document status changes to “received.”



### PLEASE NOTE:

- If an official transcript is unavailable, a letter of explanation from that institution/school is required and, at its discretion, AACOMAS may or may not grant an exemption/waiver.
- **AACOMAS will not exempt/waive a transcript if an institution/school has placed a financial hold on your account.**
- **Student copies of transcripts or copies sent to AACOMAS by the applicant are not acceptable.**
- Transfer credit(s) appearing on a transcript cannot be accepted in lieu of an original transcript from the institution where the coursework was taken (see Study Abroad Programs section for special situations).
- Transcripts with missing lab coursework cannot be altered by AACOMAS to include anything that is not listed directly on the official transcript. If this type of transcript is not available, an official letter with the documentation of labs will be accepted in its place.
- **Applications will not be processed without an official transcript/letter from the school(s).**
- **If you are currently enrolled in the Spring 2014 Term, you may not submit your transcript(s) until those grades are posted on the transcript.**
- **All applicants must have completed courses at least through or past the Spring Term of their Junior Year (or equivalent). Transcripts that show the Spring Term as “in progress” will not be verified.**
- The Colleges and Coursework section of the application includes the option to print transcript request forms. While not required, **submitting this form with each transcript will expedite the processing of your application.**

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## ***Study Abroad Programs***

If you have attended a study abroad program sponsored by a U.S. institution, and all courses, hours and grades appear on the U.S. transcript, list those courses on your academic under the foreign institution. You must then check the box that states "This is study-abroad coursework and no transcript is expected." This will eliminate the need for a transcript exemption if it meets these criteria. However, if all courses do not appear on the home institution transcript, or if grades are not assigned or any other irregularity exists, see instructions for Other Foreign Transcripts. If your study abroad was done through an outside agency that is affiliated with your home institution you will need to have a transcript sent from that agency (International Studies Abroad, etc). School affiliation must be accounted for on agency website. Additional letters from the U.S. sponsoring institution may be required for review.

## ***Canadian Transcripts***

If the transcript from the Canadian university you attended shows grade conversion to a 4.0 grading scale and credit conversion to the semester system, and is written in English, then the transcript is required. If the transcript does not list grade and/or credit conversion and/or is not written in English, please refer to the instructions for Other Foreign Transcripts below.

## ***Other Foreign Transcripts***

Except as noted above, coursework taken at foreign institutions must be evaluated for U.S. equivalence by one of the evaluation services listed below, and an official copy must be sent from the service directly to AACOMAS. You should also have a copy sent to you for the purpose of completing the AACOMAS application. Request a course-by-course evaluation and list the courses, subject codes, semester hours and grades on the AACOMAS Colleges and Coursework application page, following the instructions.

Your application will not be complete and cannot be verified without an official evaluation by one of the services listed below. **AACOMAS will only accept evaluations from the companies below and will not advise applicants on the selection of a service.** If an agency is not able to complete an evaluation for you, you must attempt another service. If the second service is not able to evaluate your foreign coursework you will need to have both companies send copies of the letters to AACOMAS.

You should contact one of the following:

### **World Education Services**

P.O. Box 5087  
New York, NY 10274-5087  
(212) 966-6311  
<http://www.wes.org>

### **Josef Silny & Associates, Inc.**

International Educational Consultants  
7101 SW 102 Avenue  
Miami, FL 33173  
(305) 273-1616  
<http://www.jsilny.com>

### **Educational Credential Evaluators, Inc.**

P.O. Box 514070  
Milwaukee, WI 53203-3470  
(414) 289-3400  
<http://www.ece.org>

### **International Education Research Foundation, Inc.**

Post Office Box 3665  
Culver City, CA 90231-3665  
Phone: (310) 258-9451  
<http://www.ierf.org>

### **American Association of Collegiate Registrars and Admissions Officers (AACRAO)**

Foreign Education Credential Services  
One Dupont Circle, NW, Suite 520  
Washington, DC 20036-1135  
(202) 296-3359  
<http://ies.aacrao.org>

## ***Unofficial Transcripts***

**Transcripts will not be considered official for any of the following reasons:**

- Photo copies from Third Parties such as
- Interfolio, Inc.
- The transcript is stamped "Issued to Student / Student Copy or Hand Carried By Student."
- The transcript is not sent directly from the "Registrar's Office" but mailed by you, including sealed transcripts.
- The registrar's seal or signature is missing.
- The transcript is faxed to our office.
- Other reasons as determined by AACOMAS.

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### ***Inactive Institutions***

If an institution is inactive, you should be able to obtain a transcript. Every state has its own laws and/or guidelines regarding maintenance of the archived transcripts.

However, we suggest seeking out these primary institutions to begin your search:

- State Department of Education
- State Department of Commerce
- The accrediting organization that accredited the institution.
- Another campus of the university.

**Your application will not be processed without an official transcript or a letter.**


### ***Request for a Waiver of Transcript***

Carefully research the availability of the transcript before requesting a waiver. Waivers may be granted on a case-by-case basis under extenuating circumstances. Many requests, however, are denied. If AACOMAS denies your exception request, you will be required to produce a transcript or letter from your registrar's office. If AACOMAS reviews your request after a

transcript deadline and subsequently denies the request, AACOMAS cannot extend your deadline and will not send your application to the school(s) for which deadlines have passed.

To request a transcript waiver, click the button for Transcript Waiver located in the "Add College or University" section of the Colleges and Coursework tab. Select an option from the list to explain why you believe AACOMAS does not require a transcript. If you are unsure about how to answer this question, you may wish to speak with your pre-health advisor or AACOMAS staff by calling 301-968-4190 or contacting AACOMAS through our application support link.

If you select one of the options on this page, please understand that you are requesting a transcript waiver, and that a submitted request does not guarantee approval. Processing times are approximately two (2) weeks from submission of request.

 **NOTE: Do NOT request an exemption/waiver for "Planned/In Progress" coursework, as the system automatically registers that this transcript is not required and your application will still be processed. All exemption requests for this reason will be denied!**

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## **Step-by-Step through the AACOMAS Application**



### **Important!**

**Once you have submitted your application to AACOMAS, you may not make any substitutions or deletions on your designation list under any circumstance.**

### **Note for All Text Fields in the Application**

This applies to personal statements, experiences and other questions. If you choose to write your personal statement, work experience, volunteer experience, or honors outside of the application and paste them in, please use a text editing program such as WordPad or Notepad; **do not use MS Word**. MS Word adds formatting codes that can change the appearance of your statement.

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### **MCAT Records**

Results from the Medical College Admission Test (MCAT) are required for applicants seeking admission to the colleges of osteopathic medicine. Examinations are given on multiple dates throughout the year, and special accommodations are available for individuals with disabilities or special needs.

All colleges of osteopathic medicine require the current MCAT. Refer to the [College Information Book](#) for specific requirements of each college about how old your MCAT scores may be and whether a college accepts the January MCAT for current year admissions. If you have not already taken the MCAT, AACOMAS will process your application materials without MCAT scores. Your Applicant Profile will be updated upon receipt of official scores.

 **MCAT scores are NOT automatically forwarded to AACOMAS.**

To forward your MCAT scores to AACOMAS:

1. Visit the AAMC's website at <https://services.aamc.org/mcatthx>
2. Log into the MCAT Testing History system and select AACOMAS as a recipient of your scores to ensure that your scores will be transmitted to AACOMAS.
3. Your MCAT is transmitted electronically to AACOMAS and is linked to your AACOMAS record using your full name and the eight-digit MCAT/AAMC number assigned when you register for the MCAT. Be sure that you accurately enter the eight-digit MCAT/AAMC number – providing the wrong number will delay the transmission of your application to the colleges. The number begins with a 1. **Applicants should allow at least five (5) business days from the date AAMC completes their request before contacting AACOMAS to verify its receipt. Please make sure that your name (including character spaces), date of birth and gender match the information on both AACOMAS and MCAT. Any slight discrepancy between this information may cause a delay in matching the scores.**

## Letters of Recommendation and Materials

Letters of recommendation are required as part of the medical school application process. The collection and delivery of letters are not part of the AACOMAS application. Each of the medical schools has its own processes for receiving letters of recommendation. Refer to the AACOM *College Information Book* for specific medical school letter information.


There are three principal methods for you to use to manage and deliver your letters of recommendation.

**Option 1** - You can manage and arrange for the delivery of letters yourself. **Letters of recommendation must be sent directly to your designated colleges** following the processes outlined by each college.

**Option 2** - Many undergraduate colleges offer services for managing and delivering letters of recommendation. Check with your college pre-health advisor or career center for information.

**Option 3** - You can manage your letters of recommendation and other supporting materials with [Interfolio](#), the company that powers the AACOMAS

application. Interfolio can help you collect and deliver all of your letters of recommendation, pre-med committee letters and other documents. [Find out more.](#)

 **NOTE: AACOMAS does not process letters of evaluation or recommendations or forward letters of evaluation to the colleges. All letters of evaluation and other such materials sent to AACOMAS will be destroyed.**

## Biographical Information

This section includes Current Address, Legal Address, Citizenship & Birth, and High School questions.

## Family Information

This section includes Mother, Father, and Guardian questions. Please note that “Education” is a required field for each section. You may select “No Answer” from the drop-down list in order to leave a section blank.

## Personal Information

This section includes Legal Name, Social Security Number, and Demographic questions.

## Personal Statement

The Personal Statement section of the application contains the essay for the application. Every applicant is required to submit a Personal Statement. Personal statements in the AACOMAS application are limited to 4,500 characters, including spaces and punctuation.

If you choose to write your personal statement outside of the application and paste it in, please use a text editing program such as WordPad; **do not use MS Word**. MS Word adds formatting codes that can change the appearance of your statement.

**Please review your personal statement carefully and proofread again.**

## Work Experience

Enter information regarding work or activity experience. Click “Add Another Record” icon, then add your experience. Enter only significant experiences, knowing that medical schools are more interested in quality than quantity. Enter each experience only once. Repeated experiences should also be entered only once.

### Experience Description

This is your opportunity to describe or summarize each experience. The space allotted for this description is 750 characters.

## Extracurricular, Volunteer, Community Service

This is intended to give you the chance to include in your application any extracurricular activities, volunteer work or community service that you would like to be recognized by the osteopathic medical schools to which you are applying.

Repeated experiences should be entered only once.

## Additional Academic, Professional and Personal Profile

This section includes questions on Military Service, Academic History, Legal Actions, Medical background and Other.

### Note the following:

#### Academic History

Osteopathic medical schools require you to answer this question honestly and provide all information. Full disclosure will avoid any delay and/or distressing situation.

You must answer **“Yes”** to applicable questions in the Academic History, even if the action does not appear on or has been deleted from your official transcripts and other records. **This includes, but is not limited to academic warning, suspension, probation, etc.**

The registrar, student affairs officer or another appropriate party at the institution should be consulted for confirmation of your record if you are unsure whether or not you have been the subject of an institutional action. If you become subject to institutional action after submitting your AACOMAS application, you must submit an update to the AACOMAS application noting the action.


If you answer **“Yes”** to any question in the Additional Academic, Professional, and Personal Profile sections, a new box will open for you to provide an explanation. Failure to provide accurate information in answering this question will result in an investigation.

#### Legal Actions

Osteopathic medical schools require you to answer this question honestly and provide all information. Full disclosure will avoid any delay and/or distressing situation.

If you answer yes to the legal action question, a new box will open for you to provide an explanation. All colleges will require criminal background checks for matriculation and progression in your medical education. Failure to provide accurate information in

answering this question will result in an investigation. While an untruthful answer may not be discovered immediately, if it is discovered, it may be grounds for dismissal from medical school even after completion of several years of study.

 **NOTE: AACOMAS employees WILL NOT ADVISE APPLICANTS on what to enter or not to enter in this section.**

### Disadvantaged Status

Please indicate whether you believe you are disadvantaged either medically or economically, or both.

**Medically disadvantaged** means that you believe you grew up in and/or currently live in a community that is underserved by healthcare providers.


**Economically disadvantaged** means that you believe you grew up in a household that was economically disadvantaged or that you are currently in such a situation, generally defined by federal poverty guidelines (however, the claim of economic disadvantage is based on your own circumstances).

### Awards, Honors, Scholarships

This section is intended for the applicant to showcase all of the accolades you have received thus far in your academic and personal life.

Awards, such as Dean’s List should be entered only once in this section. For example, an applicant who makes the Dean’s List each term should enter this only once, AND ALSO note in the Extracurricular, Volunteer, Community Service section that this occurred multiple times. While this is not an extracurricular, volunteer, or community service activity, noting it there will give you the opportunity to enter a date span and an explanation that you received this award numerous times.

### Colleges and Coursework

 **You are strongly encouraged to print this and refer to it while completing this section of your AACOMAS application.**

1. List all colleges and universities attended or currently attending, whether for degree programs or for coursework not leading to a degree. If you have obtained a degree you must enter in the month and year it was granted. Include foreign colleges unless the foreign college was attended as part of a study abroad program and coursework appears on the transcript of the sponsoring

U.S. college or university. Failure to list all colleges and universities may delay processing of your application and may be considered a violation of your Application Certification Agreement.

2. Enter coursework for all colleges by clicking on 'Add/Edit Courses.' Enter the courses as they appear on the transcript from the institution at which you received the initial credit, not as they appear on the transcript from the institution to which the credit was transferred.
3. Use the "Transcript Request Form" (available when you enter college(s) attended in the application) and send AACOMAS a transcript for each college.

### Entering Colleges

Click on the "Add College or University" link, and a new screen will open. Enter a distinctive part of the college or university name (up to four (4) characters), and a list of matching institutions will appear. Select the correct institution and click the "Confirm" button. If there is no match, click on the "Institution Not Found" link and enter the name of the college or university you attended. NOTE: AACOMAS includes more than 7,000 institutions in the list of colleges and universities. It is very likely that the college you attended is in the list.

- Enter the **campus city** of the institution.
- Enter **attendance dates** and **degree information**.  
\*If you have received a degree, you must enter in the month and year it was granted.
- Click "Save" at the bottom right corner of the screen.
- Continue to enter additional colleges and universities attended. Enter each institution ONCE, even if attended on multiple separate occasions for the same degree. You may only enter the institution multiple times if you obtained multiple degrees. Schools will see your entered course breakdown on the coursework page and see the various attendance dates.

**Asterisks (\*) on the list of colleges and universities are for internal AACOMAS use.**

### Requesting Transcripts

From the Transcripts tab, click on "Transcript Request Form" to generate a form that you may send to colleges to request transcripts be sent to AACOMAS. A box will open for you to indicate identifying information.

- *First transcript:* Indicates the first transcript from the institution that you are sending to AACOMAS
- *Updated Transcript:* Indicates another transcript beyond the first transcript sent from the same institution
- *Other:* Indicates a supporting document (official letter, verification enrollment, etc.) from the institution
- *Student ID Number:* The ID number assigned to you by the institution in which you have enrolled

Complete the box and click "**Make Transcript Request.**" Then print or save the PDF and sign, date and mail to the registrar of the college to have a transcript sent directly to AACOMAS. While this form aids in the processing of your official transcripts or documents to your application, **it is not required for AACOMAS to process your transcripts or supporting documents.**

AACOMAS will not accept transcripts that are sent by the student, and a transcript from each institution that you have attended is required.

### Entering Coursework

Enter all coursework – click on "Add/Edit Courses."


The "Term Year" drop-down menu will allow you to create or add a term within the time frame of your attendance at the college. When ready to add a new term, select "Add term" and a box will open to create a new term of attendance. Select the calendar year in which the course was taken, the corresponding term, term type, course level, and whether the term is completed or in progress. For AACOMAS purposes, the sequence of an academic year is: Fall, Winter, Spring, Summer. (For example, Fall 10, Winter 11, Spring 11, Summer 11).

*\*If coursework reads "Coursework Not Complete" after rolling over application, you must click on "Add/Edit Courses" for each institution listed and check the box on the following page that reads "I have entered all planned and completed coursework." Checking this box does not constitute any change to your application and will simply mark the Coursework section as complete. You will not be able to submit your application until this has been completed.*

### Course level – Professional courses

Professional courses include those taken at a university or professional school leading toward a certificate or license or professional certification.




 **Coursework from a regionally accredited institution leading toward an associate, bachelor's, master's or non-professional doctoral degree should NOT be listed as professional.**

If you were enrolled in a professional degree program and were granted an accredited bachelor's degree after part of the program was completed, list courses taken directly toward the bachelor's degree as undergraduate. For example, if you were enrolled in a PharmD program and were granted an accredited bachelor's degree after the second academic year, separate the coursework. Courses taken directly toward the bachelor's degree should be listed as undergraduate, and will be included in your GPA calculations; the remaining courses taken toward the PharmD degree should be listed as professional, and will not be included in your GPA.

**Exception:** If you earned a doctoral degree in Pharmacy but not a baccalaureate degree, do not list the coursework taken toward your Pharmacy degree as professional. If you earned/will earn both a baccalaureate and doctoral degree in Pharmacy, list the baccalaureate courses as undergraduate and list doctoral courses as professional.

Professional school coursework listed will be verified against official transcripts, but will not be included in your GPA calculations.

**Planned/In Progress:** You may designate a term as **"Planned/In Progress"** and enter courses which you are presently taking or courses you plan to take before osteopathic medical school matriculation. You must be enrolled in these courses and they must appear on your official transcript or you may be asked to remove them during verification. If you add/drop any of your planned courses you will need to have an updated official transcript sent to AACOMAS. Credit hours expected may be entered under Semester Hours. It is important to list all courses that you are presently taking or plan to take and not just those courses that have been completed.

 **NOTE: AACOMAS does not review "Planned/In Progress" courses and cannot provide approval or a decision based on incomplete courses. You must seek guidance from your pre-health advisor or the school/s to which you wish to apply.**

## Entering Courses

Enter all information for each course taken. This includes adding the prefixes. Your application will be sent back to you for correction if you do not enter the prefixes. As each course is entered, click on the **"Add"** button. The course will be saved and a new line will be added to enter another course. Enter **both** the Department prefix (BIOL, CHEM, MATH, ENG, etc.) and the course number (100, 200, 300, etc.) Failure to enter both the department prefix and number may result in application processing delays. If you need to edit an entire term to change the year, term, term type, course level or term information status, select **"Edit Term"** from the Term Year drop-down menu and make the necessary changes.

Note: This action will change all of the courses you have entered for the selected Term. If you only need to move a single course from one term to another, click Edit for the specific course.

When you have completed entering all coursework for a college, click on **"Return to College List."**

## Definitions for Completing College and Coursework Academic Status

Freshman	Approximately 0 - 32 semester hours completed
Sophomore	Approximately 31 - 64 semester hours completed
Junior	Approximately 61 - 96 semester hours completed
Senior	Approximately 91 - completion of undergraduate degree
Post Baccalaureate	Courses taken after completion of the bachelor's degree, including those for a subsequent bachelor's degree, but not while enrolled in a graduate degree program
Graduate	Courses taken while enrolled in a graduate degree program

## Subject

Enter one subject for each course. Following are subject codes of specific courses:

<b>Behavioral Science</b>	Pathology	Quantitative Analysis	Ethics	Theater
Anthropology	Physiology	Readings in Chemistry	First Aid	Theology
Community Health	Virology	Research in Chemistry	Foreign Language	Word Processing
Criminal Justice	Zoology	Special Topics in Chemistry	Forestry	<b>Other Science</b>
Educational Psychology	<b>Biochemistry</b>	Structures & Bonds	Geography	Agricultural Science
Ethnic Studies	Biochemistry	<b>Math</b>	Government	Astronomy
Human Sexuality	Physiological Chemistry	Behavioral Statistics	Health/Personal Hygiene	Chiropractic
Marriage/Family	<b>English</b>	Biostatistics	History	Electronics
Personal Health	Bible Literature	Chemical Math	Humanities	Engineering
Physiological Ethics	Composition	Computer Science	Law	Epidemiology
Psychology	English	Mathematics	Logic	Geology
Social Science	Journalism	<b>Organic Chemistry</b>	Medical Terminology	Kinesiology
Social Work/Sociology	Literature	Bio-Organic Chemistry	Military Science	Medical Technology
<b>Bio/Zoology</b>	Poetry	Organic Chemistry	Music	Meteorology
Animal Science	Reading Skills	Readings in Organic Chemistry	Nursing	Nutrition
Anatomy	Rhetoric	Special Topics in Organic Chemistry	Occupational Therapy	Pharmacy
Bacteriology	Theater Literature	<b>Other Non-Science</b>	Philosophy	Physical Anthropology
Biology	<b>Genetics</b>	Acting	Physical Education	Physical Geography
Botany	Human Genetics	Agriculture	Physical Therapy	Physical Science
Cellular & Molecular Biology	Genetics	Archeology	Political Science	Physician Assistant
Cellular Physiology	Medical Genetics	Art	Public Health	Radiology
Ecology	Molecular Genetics	Bioethics	Public Speaking	<b>Physics</b>
Evolution	<b>Inorganic Chemistry</b>	Business	Religion	Electricity & Light
Hematology	Chemistry, General	Communications	Respiratory Therapy	Magnetism
Histology	Medical Chemistry	Cultural Geography	Social Ethics	Mechanical Heat
Immunology	Pharmaceutical Chemistry	Economics	Speech	Physics
Microbiology	Physical Chemistry	Education	Speech Pathology	Thermodynamics
Micro-Organisms	Qualitative Analysis	Emergency Med-Tech	Teaching Science	
Natural Science				
Neurology				
Oceanography				
Parasitology				

**For courses that are not listed, use your judgment – AACOMAS may determine the subject on review.**

## Classification

Select one of the following classifications for any applicable course.

**Advanced Placement:** Advanced credit granted by examination, including the College Level Equivalency Program (CLEP). The subjects and credit hours you received for these courses must appear on your official transcript. If these do not appear on the transcript, an official letter from the registrar is required. Advanced credit appearing on the transcript without subjects or course names will be classified as non-science unless official documentation is received. If a letter grade is shown on the official transcript, the letter grade should be listed in the AACOMAS Grade column and will be included in your GPA calculations. If a grade is not shown on the official transcript or the course is indicated as being passed, then enter the semester hours and, under AACOMAS grade, select “Advanced Placement.”

If the AP credit was a special category, indicate. Advanced Placement courses should be entered in your coursework in the first semester of your Freshman year.

If the following course types appear on your official transcript, they should be indicated as AP on the AACOMAS application, even if they technically are not Advanced Placement.

- ACE/ACT
- CEEB
- Departmental Exam
- Placement Exam
- Special Credit
- Validation Credit
- Bypass Credit
- Credit by Exam
- Equivalency Exam
- Proficiency Exam
- Test Out

**Audit:** Select 'Audit' in the Type column as well as in the AACOMAS Grade column.

**Exempted:** Any course shown on your official transcript as being waived or exempted from taking.

**Deferred:** Courses that extend beyond one semester or term for which a grade is given upon completion. For example, master's thesis or research courses.

**Honors:** Any course taken in an honors program.

**Incomplete:** Any course appearing on the transcript with a grade of Incomplete. A grade of absent is considered an Incomplete.

**Pass/Fail:** Courses in which you were graded on a Pass/Fail system, including Credit/No Credit, Satisfactory/Unsatisfactory, and High Pass/Pass/Fail grading systems. The grade of "P" should be listed for Pass and "N" for Non-pass or Fail in the AACOMAS grade column. However, if the grade of FAIL is either included in the GPA calculations or considered to be equivalent to the letter grade of Fail at your institution, the letter grade of "F" should be listed in the AACOMAS Grade column and included in your GPA calculations.

**Repeat:** Courses repeated for academic improvement or grade change must be listed each time taken. Repeated coursework **MUST** be equivalent to the original course in course content and credit hours to be used as a replacement. Also, course levels must be equivalent. A graduate level course cannot be used to replace an undergraduate course. Courses repeated for additional credit, but not for a better grade, such as physical education or chorus, are not considered a repeat. Applicants should list the original class as a repeat, i.e., "Repeat," and then list the final time the course is taken as "Last Repeat." All repeated courses should be coded in sequence.

Please see the examples below:

FALL 2005 — "INTRO TO BIOLOGY" is labeled "REPEAT 1" (#1 corresponding with the course title), the course is repeated in SUMMER 2006 and is labeled as "LAST REPEAT 1" unless the course is taken still another time. The final attempt should be labeled "LAST REPEAT."

If another course is repeated, for example ENGLISH COMPOSITION is repeated, the first attempt is labeled "REPEAT 2" (#2 corresponding to the course title) and the final attempt as "LAST REPEAT 2."

Continue this process for all repeated courses.

A correctly completed section of the application should resemble the example below:

Fall 2003			
Course	Semester Hours	Grade	Classification
General Bio	3	D-	Repeat 01
Phys Ed	1	P	None
Calc I	4	C-	Repeat 02
Physics I	4	B+	None
Composition I	3	A	None
Spring 2004			
General Bio	3	B+	Last Repeat 01
Calc I	4	D	Repeat 02
Physics II	4	C-	Repeat 03
Composition II	3	A-	None
Intro to Psychology	3	C-	Repeat to be Com
Anatomy	4	C+	Repeat 04
Summer 2004			
Calc I	4	B+	Last Repeat 02
Physics II	4	A	Last Repeat 03
Anatomy	4	B-	Last Repeat 04
Calc II	4	A-	None
Fall 2004 - In Progress/Planned			
General Chem I	4		None
Intro to Psychology	3		Repeat to be Com
Statistics	3		None
Basket Weaving	1		None
Bird Watching	1		None

AACOMAS cannot approve future courses for acceptance as repeats.

**Please contact the AACOMAS office via e-mail through the support link in your application, or by phone (301-968-4190), if you have any questions about repeated courses.**

**Repeat/To Be Completed:** If you are repeating a course but have not yet completed it, select "Repeat to be Completed" in the classification column.

**Withdrawn:** Courses that are dropped without penalty (including Pass/Fail courses).

**Withdraw/Fail:** If the grade of "WF" is granted and is included in the GPA at your institution, the letter grade of "F" will be listed in the AACOMAS Grade column and included in your GPA calculations.

## English Requirement

If you fulfilled your undergraduate institution's English requirement with a course(s) outside of the English Department, list the appropriate course(s), up to six (6) semester hours, as English. **Send a message to AACOMAS using the e-mail support system within the application explaining the course substitution and including a link to the course description in the online college catalog.** Contact the AACOMAS office with any questions or irregularities.

## Semester Hours

Enter the number of semester hours for each course, including failures. All entries must be made in semester hours. If your institution uses a quarter hour system, refer to the following conversion table:

Quarter Hours	Semester Hours
1	0.7
2	1.3
3	2.0
4	2.7
5	3.3
6	4.0
7	4.7
8	5.3
9	6.0
10	6.7

Some institutions grant credits as course units. Please convert these course units into semester hours as defined by your institution. Credit conversions for course units should be documented on the back of the transcript, or check with your registrar.

## Entering Grades

### Grade

Record the grade as it actually appears on your official transcript. This can be a numeric grade or a letter grade, with or without a plus or minus sign.

### Narrative Evaluations

Narrative evaluations are not sent to the colleges. If you have received narrative evaluations for some or all courses:

- Include this institution in your list of colleges attended.
- If the narrative evaluation is Pass/Fair, select Pass/Fail as the Course Type.

- If some other evaluation is made, select the response that most closely describes the evaluation.
- Indicate all required course data.
- Indicate either Pass or Fail as the Course Grade.

## AACOMAS Grade

The AACOMAS grading system standardizes the way grades will be reported to your designated medical schools. AACOMAS Grades include: A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F. The AACOMAS Grade is assigned a numeric value to calculate your grade point average. These values are:

A	4
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

As you enter grades, the AACOMAS system will attempt to convert and create an AACOMAS Grade. If an AACOMAS Grade is automatically created, you should generally accept the conversion. If your institution uses a different grading scale, choose the appropriate grade from the Letter Grade column.

**If the institution values +/- grades differently**, please enter the value in the AACOMAS Grade column. Enter the numeric grade for plus grades (e.g., 3.5, 2.5, or 1.5). Enter letter grades for all other grades. This difference must be documented on the reverse of the transcript.

If your institution lists numeric grades 0.0 to 4.0 instead of letter grades, enter the numeric grade listed on your transcript in the AACOMAS Grade field as well as the actual grade field.

All Pass/Fail courses should have the Semester Hours and AACOMAS Grade columns completed. Use Pass and Non-pass in the AACOMAS Grade column. If, at your institution, the Fail grade is equivalent to the letter grade for failure, then list "F" in the AACOMAS Grade column. If credit hours are awarded for AP or CLEP credits, but no grade is awarded, use "Advanced Placement" for the AACOMAS Grade.

**GPA & Credit Hour Computations After Processing**  
AACOMAS will calculate your GPA and credit hours according to the following rules: GPAs and credit hours will be calculated for Science, Non-Science and All Coursework. Science GPAs include Biology/Zoology, Biochemistry, Genetics, Inorganic Chemistry, Organic Chemistry, Other Science, and Physics. Non-science GPAs include Behavioral Science, English, Math, and Other Non-science.

Courses with AACOMAS Grades of Pass, Non-pass, and Advanced Placement are not included in GPA calculations. Only the last instance of a repeated course is included in the GPA calculation.


### Prerequisites

AACOMAS only verifies grades of C (not C-) or better to meet prerequisites. Some colleges will accept C-grades to meet prerequisites – please check with the individual college.

## Medical Schools

Check the box of each school to which you wish to apply. Evaluate your osteopathic medical school designations carefully:

1. Review the [College Information Book](#) (available for purchase or for free download online).
2. Visit each school's website.
3. View each prospective school's processes and guidelines.

 **Once you have submitted your application to AACOMAS, you may not make any substitutions or deletions on your designation list under any circumstance.**

**You are responsible for knowing the admission requirements of the colleges to which you apply. AACOMAS will not issue refunds to applicants who do not meet admission requirements of the osteopathic medical school/s.**

## Exit AACOMAS

You should save your application before logging out of the AACOMAS system and closing the web browser. The application portal will automatically log you out of the application after approximately 15 minutes of inactivity in the application.

## Once You've Applied

### Your Applicant Profile

After all application information is processed, the AACOMAS computer system constructs an Applicant Profile for the schools you designated, which serves as one of the central elements in the consideration of your application materials at the medical schools.

This Profile includes the information that you entered in your AACOMAS application. You can review the Applicant Profile as prepared for each college to which you are applying by logging into AACOMAS and selecting the 'view' icon at the end of the line for each college. This document is made available from one to eight days after your application has been verified – AACOMAS makes these available to the colleges on a weekly basis, and these documents are available to applicants a few days after they are released to the colleges.

When you view your applicant information online, check the information carefully for any discrepancies and report any discrepancies to AACOMAS.

### Updating Your Applicant Profile

While AACOMAS processing is generally completed once your materials reach your designated colleges, you may want to update your Applicant Profile information with MCAT scores or new course information.

You may update your application at any time prior to the ending of the cycle. All updates other than coursework are to be completed by the applicant via the application. **All updates must be submitted on or before April 1, 2015, to be sent to the colleges.**

To update your Academic Record with new coursework, contact the registrar at the institution you are currently attending to request that an official transcript, showing the addition of the updated coursework, be forwarded to AACOMAS. **All updated transcripts must be postmarked by April 1, 2015, to be included in final processing.**

Once you have reviewed your updated information online, please report any discrepancies to AACOMAS via the Support tool in the application portal.

**The original release date of application will remain the same even after updates/edits are made.**

## Professional Expectations

Applicants aspiring to be osteopathic physicians (DOs) are expected to behave professionally in all of their dealings with AACOMAS and the colleges of osteopathic medicine, and are expected to follow instructions and meet deadlines. Responsibility, respect, good judgment and cooperation are qualities valued by the osteopathic medical profession; applicants are expected to demonstrate these qualities beginning with the centralized application process. Unprofessional behavior, including unprofessional written or oral interactions with AACOMAS staff members or admissions staff members at any of the colleges, may be reported to the colleges to which you are applying.

## Financial Holds

Applications will not be processed until financial holds are resolved, which may result in missed deadlines. Reasons for financial hold include but are not limited to:

- Payment amount insufficient for the number of designated schools.
- Credit card refused or rejected.
- Split payments/both credit card information and money order included; only one payment method may be used.
- Money order not made out to AACOMAS.
- Payment not drawn on U.S. bank and/or not in U.S. dollars.
- Denied/declined or unauthorized credit cards – should an applicant refuse a previously authorized credit card payment, and the application has already been sent to the colleges, AACOMAS will withdraw the application until the financial hold is resolved.

It is the applicant's responsibility to ensure that all required fees have been received by AACOMAS.

## Withdrawals/Changes

After you have submitted your materials, to stop the processing BEFORE your application has been released to your designated schools, you must click the **"Withdraw Application"** link on the home page of the application. Please note this will withdraw your application from all selected schools.

If your application has already been verified, you will need to notify each school you have designated directly. **All information other than coursework can be changed by the applicant at any time during the cycle.**

 **Refunds will not be made once the application is submitted to AACOMAS.**

## Applying to Additional Colleges

If you wish to apply to additional colleges after your initial application submission, simply log into your online application, select your additional colleges of choice on the Designation page, and e-submit again using your preferred payment method.

The following fees are required each time you add a college or colleges after submitting your application:

- \$50 for the first additional school
- \$35 for each additional college selected at the same time.

## Monitor Application Status

AACOMAS will make every attempt to process your application in a timely manner. Applicants are responsible for regularly checking the status of their application from the time they submit their application to AACOMAS through the date their application is received by their designated schools. Also, check your AACOMAS mailbox located under the "Support" link found at the top of the application page.

It is important to verify that AACOMAS has received your application, official transcripts, and documentation. It is your responsibility to notify AACOMAS if your designated medical schools have not received application material within two to four weeks after AACOMAS has completed processing. Until AACOMAS has completed processing, do not assume AACOMAS has received all required application information and transcripts.

View the application status section on the right side of the homepage of your application to review your AACOMAS status. Check this page often. It is available 24 hours a day, seven (7) days a week, with the exception of any scheduled maintenance periods.

AACOMAS cannot discuss applications with parents, family members or friends.

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## What Happens Next

### Processing

Processing begins as soon as the application is submitted and payment is received.

- **No refunds are made once the application is submitted.**
- Preliminary information from the College Designation section is processed electronically.

### Verification

AACOMAS verifies that all required transcripts have been received. Once all official transcripts are received, AACOMAS will review the Colleges and Coursework section of your application and verify it against transcripts.

- AACOMAS, at its discretion, will correct minor errors.
- When significant course discrepancies or omissions are discovered, materials may be returned to you for correction and/or explanation.
- AACOMAS will contact you about problems using the e-mail message system within the application.
- Applicants are responsible for logging into the application and checking for messages.

### Incorrect or Missing Application Information

If AACOMAS discovers incorrect information, missing information, coursework that has not been included in the application or other discrepancies, two things may happen:

1. The application may be “undelivered” to the applicant so that corrections can be made. **“Undelivering”** your application likely will cause a delay in completion of verification of your application and delivery to your designated medical colleges.
2. AACOMAS may notify the colleges to which the applicant is applying of the discrepancies and may ask the applicant to provide an explanation of the discrepancies.

Applicants are responsible for logging in regularly to check the status of their applications. AACOMAS is not responsible for delays if applicants do not check the status of their applications and do not respond to AACOMAS requests for more information in a timely manner.

### Missing Transcripts

Processing cannot be completed until all required official transcripts have been received. AACOMAS will determine if all official transcripts have been received.

If an official transcript is unavailable, a letter of explanation from that school is required. Based on the explanation provided, AACOMAS will determine whether an exemption/waiver will be granted.

**(AACOMAS will not exempt/waive a transcript if an institution/school has placed a financial hold on your account.)**

Official transcripts must be sent directly from the registrar’s office to AACOMAS, and **must be postmarked on or before the deadline date of your designated college(s)**. It is your responsibility to make sure AACOMAS receives all official transcripts by the designated deadlines. Do not assume that transcripts received by AACOMAS are official until your application has been processed. Please have official transcripts sent to:

Mail: AACOMAS Transcripts  
1025 Connecticut Ave NW #1103  
Washington, DC 20036

Transcript request forms can be printed from the

Transcripts tab of the application, and submitting a transcript request form with your transcript may expedite the matching of your transcript with your AACOMAS application.

Processing of transcripts can take up to 5 business days once physically received. Transcripts received will first show “logged” status which means we have received the document but it cannot be accessed until the status changes to “received.”

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## GPA & Credit Hour Computations

AACOMAS will calculate your GPA and credit hours according to the following rules: GPAs and credit hours will be calculated for Science, Non-Science and All Coursework. Science GPAs include Biology/Zoology, Biochemistry, Genetics, Inorganic Chemistry, Organic Chemistry, Other Science, and Physics. Non-science GPAs include Behavioral Science, English, Math, and Other Non-science.

Courses with AACOMAS grades of Pass, Non-pass, and Advanced Placement are not included in GPA calculations. Only the last instance of a repeated course is included in the GPA calculation.

## Computer Processing


After coursework verification, academic information is entered into our computer system and the Applicant Profile is created. A copy of your verified Application and the Applicant Profile is released to your designated colleges.

### ***When will my GPA be Calculated***

After released, a release date followed by a “View” link will appear next to all schools applied to. Click the “View” link in order to see the pdf version of the application. Please note, the original release date will always remain the same, even if your application is updated. Once an application has been processed, applicants may continue to view their applications online.

## Time Frame

Although the time frame varies, AACOMAS normally processes applications in three to six weeks from the completion date (the latter of the date submitted and paid, or when all transcripts are received). Missing transcripts and/or receipt of large volumes of materials in the AACOMAS Office can affect this time frame. You can review the status of your application online by logging into the AACOMAS website.

 **You should allow four weeks after submitting and completing your application for processing before contacting AACOMAS regarding the status of your application.**

## Frequently Asked Questions (FAQs)

**Q: Can I choose to apply directly to an osteopathic medical school that participates in AACOMAS, rather than apply through AACOMAS?**

**A:** No. Schools do not process your applications directly, unless you are in a special program, and were given specific instructions. Many schools do require secondary application materials, which you should send directly to the school. The school will send you instructions. UNTHSC applicants must apply through the TMD SAS Application Service.

**Q: How can I find out the status of my application?**

**A:** You can find the status through the AACOMAS online application status check. Log into your account and click on the Application tab. AACOMAS normally processes an application in three to six weeks from the time the application is complete. Your application is “complete” when AACOMAS has received all required transcripts and your application. Once your application has been verified and released, you will be able to view your calculated GPA through the status check link available after logging onto the application service. The release date is the date the application is made available for your chosen schools to download your application. Some schools take a few days to download files from AACOMAS.

**Q: I applied last year and am reapplying. May I use my application and/or transcripts from last year?**

**A:** Your application for the prior year will roll over as well as your transcript IF you submitted an application in the 2014 cycle. If you have not submitted an AACOMAS application in the immediate prior cycle (a 2014 application) you must request that the registrar of each U.S. institution you have attended submit one complete set of official transcripts directly to AACOMAS. Also, if you need to add any additional coursework you will not be able to utilize the prior cycle’s transcripts. You will need to pay the appropriate processing fee and have transcripts sent from each institution you have attended.

**Q: How do I apply for a fee waiver?**

**A:** A limited number of fee waivers are available to those who apply early and qualify. See page 5 for more details on fee waivers. Specific instructions for applying for a fee waiver can be found at: <http://www.aacom.org/infofor/applicants/pages/FeeWaiver.aspx>.



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**Q: My login and password don't work any longer. What should I do?**

**A:** Click on the "Lost Password" link on the home page of the application. You will need to enter your username or e-mail address as it appeared on your application.

**Q: I am having trouble trying to figure out how to fill out the online application.**

**A:** We would be happy to help. If your question is not answered in the instructions, please contact AACOMAS using the Support link in your application. Indicate the nature of your question in the subject line of your message.

**Q: I plan to enter medical school next Fall. When should I apply and what are the deadlines?**

**A:** You should apply approximately one year in advance. For the entering class of Fall of a given year, you may begin your application in May of the year before; applications may be submitted on or after June 1 of the year before you plan to begin medical school. Each of the colleges has its own deadlines for receipt of applications by AACOMAS. The earliest AACOMAS college deadline is December 1, 2014, for admission to the Fall 2015 entering class. The colleges' latest deadline typically is April 1. AACOMAS recommends that you apply early, at least six weeks prior to the college's deadlines. Most of the colleges make admissions decisions on a rolling basis, meaning they review applications, conduct interviews and make admissions decisions throughout the admissions cycle. Interview slots and even classes may be filled if you apply too close to the deadline. Depending on the number of applications received and the time of year, it may take AACOMAS up to six weeks to process applications.

**Q: I'm having my transcripts sent to your office. Do I really need to list each of my courses on my application?**

**A:** Yes. For each course, you will provide some of the same information as is listed on your transcript. You also will list additional information that classifies the course by subject area. AACOMAS will check the information against your transcripts, and a copy of this course record will be forwarded as part of your application to your designated colleges. Failure to fully complete the course record will result in your application being returned to you and will delay the processing of your application.

**Q: I have sent additional documents to AACOMAS as requested. Shouldn't they be accepted automatically?**

**A:** All documents sent to AACOMAS are reviewed and receipt of the documents does not assure that requirements have been met/satisfied. An AACOMAS representative will contact you if any additional materials are needed.

**Q: How long will it take for my application to be processed and sent to my designated schools?**

**A:** Although the time frame varies, AACOMAS normally completes processing of applications in three to six weeks. Missing transcripts and/or receipt of large volumes of materials in the AACOMAS office can affect this time frame. If you do not see transcripts posted to your account two weeks after they were sent, please contact AACOMAS to make sure that your materials have been received. You should allow four weeks after submitting your application and all transcripts for processing before contacting AACOMAS regarding the status of your application. Also, once your application status reflects that your materials have been processed and released to your designated schools, please allow at least 10 working days for your materials to reach and be processed by the schools.

**Q: I am having difficulty entering my personal statement—any suggestions?**

**A:** You may want to create your personal statement in a separate text editing program (MS Wordpad or Notepad; you should not use MS Word because it adds formatting codes to your text), then copy and paste the statement into your application.

**Q: When can I submit my application? Can I submit it before you have received my transcripts and/or official MCAT scores?**

**A:** You can submit your application at any time after June 3 and up until the deadline for the schools to which you want to apply. You need not wait until your official transcripts and/or MCAT scores are received to submit your application to AACOMAS. However, you are encouraged to apply as early as possible once the application cycle begins.

**Q: Can I get a refund if I miss a school's deadline?**

**A:** No. Once an application is submitted, processing of the application begins. No refunds of the application fee will be made.

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**Q: Do I have recommendation letters sent to you?**

**A:** No. Recommendation letters should be sent directly to the schools to which you are applying or through one of the recommendation services such as VirtualEval or Interfolio or you may send them yourself.

**Q: How do I send my official MCAT scores to AACOMAS?**

**A:** MCAT scores must be sent electronically from MCAT in order to be considered official. You can log into your MCAT account via the MCAT Testing History (THx) System and have your scores released to AACOMAS.

AACOMAS matches MCAT scores to applicants using the 8 digit MCAT/AAMC number (generally begins with 1) and name. You must enter the MCAT/AAMC number on the MCAT page of your AACOMAS application. Please make sure that your name (including character spaces), date of birth and gender match the information on both AACOMAS and MCAT. Any slight discrepancy between this information may cause a delay in matching the scores.

**Q: When will my GPA be calculated?**

**A:** Your GPA will be calculated as part of the verification process. This will become available to you after your application has been released to the schools. It will be located on the first page of the application pdf. Click the “View” link to see the application pdf (after your application has been released).

## Admissions Process and Interviews

**Q: How do I compare and choose the osteopathic medical colleges I want to apply to?**

**A:** Please review the individual college descriptions in the [College Information Book](#) available for purchase from [www.aacom.org](http://www.aacom.org) (or for free download) and on the respective college websites to find out more about each of the colleges.

**Q: What GPA and MCAT scores will make me competitive enough to be accepted to an osteopathic medical school?**

**A:** True to the profession’s holistic philosophy, osteopathic colleges tend to make admission decisions by looking at the whole applicant, rather than focusing solely on GPA and MCAT scores. Some applicants have a lower than average MCAT score, but will still be admitted because of a well-demonstrated passion for helping patients through clinical service. Each osteopathic

medical school will evaluate your application based on program-specific criteria. AACOMAS is not involved in setting these criteria or in weighing your credentials. Contact your designated osteopathic medical school(s) directly if you have any questions. Most candidates to an osteopathic medical school have a BS, with a health or life science focus. Equivalent experiences will also be considered for admission. While many applicants are attending medical school as recent college graduates, about 25 percent of the student body is considered nontraditional. These students include many people with previous careers, international healthcare experience and other diverse backgrounds.

**Q: When and how will I be notified about interviews?**

**A:** AACOMAS does not notify applicants of interviews. If you are selected for an interview by an osteopathic medical school, the school will contact you directly. This contact will happen sometime after your application has been submitted to schools. Please ensure that you can be reached using the information you provided. (This includes making sure your e-mail system is not blocking school responses.)

**Q: Can I apply to both DO and MD schools?**

**A:** Yes, you can apply to both osteopathic (DO) and allopathic (MD) schools at the same time. The application processes are similar, but independent. Please review the AACOMAS instructions carefully and make sure that you have completed each step. Don’t forget to include the reasons that you want to study osteopathic medicine in your personal statement, and during your interview. If you are applying early decision to either DO or MD schools, please be aware of the rules for ED applications.

**Q: I am a health professional who is certified or educated in the United States or abroad. How can I become a DO or certified to practice osteopathic medicine?**

**A:** The American model of the Doctor of Osteopathic Medicine (DO) degree differs from the diplomat of osteopathy degree offered in other countries. American DOs are trained as fully licensed physicians. Because of the rigor and uniqueness of the American model of osteopathic medical education, anyone wishing to practice medicine in the United States as a licensed osteopathic physician must graduate from a U.S. osteopathic medical school that is accredited by the Commission on Osteopathic College Accreditation (COCA).

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## International Students

### Q: What if I'm not a U.S. citizen?

**A:** Please select the most appropriate response from the citizenship drop-down box in the Biographical section of the AACOMAS application. Use your best judgment as you will have to choose one of the selections from the drop-down box.

### Q: Do osteopathic colleges accept international students?

**A:** The school(s) in which you are interested may accept international students, but as policies vary from school to school, see the individual college's website, or AACOM's [College Information Book](#).

## Transcripts

### Q: Where should I have transcripts sent, and are there forms that must accompany the transcripts?

**A:** A transcript request form is not required to be submitted with the transcript, but the form helps to ensure accurate and timely recording of receipt of your transcript. The form is available for you to download from your

AACOMAS application. Submit the form to the registrar to be mailed with your transcripts. Transcripts must be sent directly from the registrar's office. Transcripts from any other source are not accepted. Please have the registrar's office mail an official transcript to:

Mail: AACOMAS  
1025 Connecticut Ave., NW #1103  
Washington, DC 20036

AACOMAS also accepts transcripts via email. This option is only available for institutions that directly provide secured delivery of transcripts. **We will NOT accept faxes or emails with scanned PDF documents of transcripts.**

Institutions may email the transcripts to:  
[transcripts@aacom.org](mailto:transcripts@aacom.org)

*\*Please note any additional documents sent to this inbox will be discarded.*

Processing of transcripts can take up to five (5) business days once physically received. Transcripts received will first show "logged" status which means we have received the document but it cannot be accessed until the status changes to "received."

### Q: Are foreign transcripts required?

**A:** If you have attended a study abroad program sponsored by a U.S. institution, and all courses, hours and grades appear on the U.S. transcript, list those courses on your academic record under the foreign institution. You must then check the box that states "This is study-abroad coursework and no transcript is expected." This will eliminate the need for a transcript exemption if it meets these criteria. However, if all courses do not appear on the home institution transcript, or if grades are not assigned or any other irregularity exists, see instructions for Other Foreign Transcripts. If your study abroad was done through an outside agency that is affiliated with your home institution you will need to have a transcript sent from that agency (International Studies Abroad, etc). School affiliation must be accounted for on agency website. Additional letters from the U.S. sponsoring institution may be required for review.

**Canadian Transcripts:** If the transcript from the Canadian university you attended shows grade conversion to a 4.0 grading scale and credit conversion to the semester system, and is written in English, then the transcript is required. If the transcript does not list grade and/or credit conversion and/or is not written in English, please refer to the instructions for Other Foreign Transcripts below. Grade 13 and Canadian college-level coursework normally is not included in GPA calculations, but if the transcript is provided, it will be copied and forwarded to your designated colleges. All institutions attended must be listed in the "Colleges and Coursework" section.

**Other Foreign Transcripts:** Coursework taken at other foreign institutions must be evaluated for U.S. equivalence by one of the following evaluation services, and an official copy must be sent from the service directly to AACOMAS. You should also have a copy sent to you for completing the AACOMAS application. Request a course-by-course evaluation and list the courses, subject codes, semester hours, and grades on the AACOMAS Academic Record or Professional School Academic Record as per the instructions. Transfer credit appearing on U.S. institution transcripts, student copies of an evaluation or other foreign evaluations will not be accepted.

Your application will not be complete and cannot be verified without an official evaluation by one of the services listed below. **AACOMAS will only accept evaluations from the companies below and will not advise applicants on the selection of a service.** If an agency is not able to complete an evaluation for you, you must attempt another service. If the second service is not able to evaluate your foreign coursework you will need to have both companies send copies of the letters to AACOMAS.

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You should contact one of the following:

World Education Services, Inc  
Bowling Green Station  
P.O. Box 5087  
New York, NY 10274-5087  
(212) 966-6311  
<http://www.wes.org>

American Association of Collegiate Registrars and  
Admissions Officers (AACRAO)  
Foreign Education Credential Services  
One Dupont Circle, NW, Suite 520  
Washington, DC 20036-1135  
(202) 296-3359  
<http://ies.aacrao.org>

Educational Credential Evaluators, Inc  
P.O. Box 514070  
Milwaukee, WI 53203-3470  
(414) 289-3400  
<http://www.ece.org>

International Education Research Foundation, Inc.  
Post Office Box 3665  
Culver City, CA 90231-3665  
Phone: (310) 258-9451  
<http://www.ierf.org>

Josef Silny & Associates, Inc  
International Educational Consultants  
7101 SW 102 Avenue  
Miami, FL 33171  
(305) 273-1616  
<http://www.jsilny.com>

All institutions attended (including foreign institutions) must be listed on the application whether or not a degree was awarded. International medical coursework must be entered on the application. If there are extenuating circumstances preventing this evaluation, you may request a waiver of the requirement of this evaluation. The letter must state the reason why you are requesting a waiver of the evaluation and must include your signature and social security number. Be sure the reason is extenuating. Also note that transfer credit awarded at U.S. institutions for foreign courses will not be added to your Applicant Profile. Failure to submit a foreign evaluation or letter requesting a waiver (which is duplicated to your schools) will result in your file being incomplete. Questions should be directed to AACOMAS.