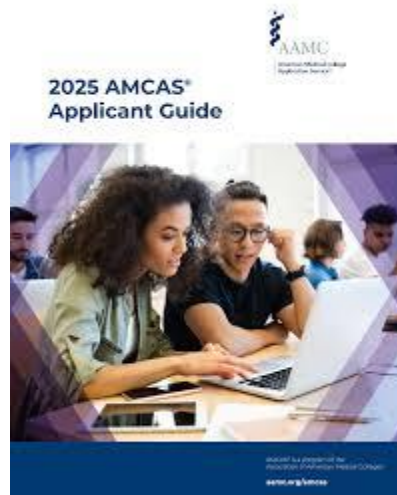


Professional School Application Information Meeting May 20th, 2025 6:00pm





Goals of Today's Meeting

- To understand the steps involved in the application process including those required to have a committee letter submitted on your behalf
- To distinguish between your responsibilities and what the Health Professions Office will do in support of your application
- To learn about resources (i.e. sample applications)

Disclaimer: We have not been through the application process, so please read directions carefully and use each application services' resources (webinars, tutorials, help line etc..)

Our Job vs. Your Job



HEALTH PROFESSIONS OFFICE:

Prepare committee letter and send committee packet (including individual letters) to designated application service (i.e. ACOMAS, AADSAS, AMCAS etc...).

Offer guidance regarding timeline, school lists etc..

Your Job



1. Wait to see test scores (MCAT/DAT/OAT/PCAT etc..) before applying
2. Complete application carefully (we do not proof read but writing center could be useful: <https://union.mywconline.com/>). Be aware of unique requirements (i.e. [AAMC PREview exam](#))
3. Research schools-AMCAS serves 155 schools with different requirements/policies -see [MSAR](#); AACOMAS serves 42 schools [AACOMAS](#); AADSAS serves 69 dental schools-see [AADSAS](#)
4. Request registrars office send your official transcript(s) to application services
5. Maintain tracking system for managing primary and secondary applications, payments, application status
6. Provide our office (health_pro@union.edu) with:
 1. Pdf of your final, submitted application
 2. Update letter (only if committee review occurred prior to this year)

Note: Please provide everything in one email and have last name in filename

Reviewed Last Year? Update Letter Format



- Formal
- Typed
- 1 page limit
- Dated
- Addressed "Dear Health Professions Advisory Committee"
- Signed
- Send electronically as pdf to:
 - Health_pro@union.edu

Note: Update letters are only for students who were reviewed in a prior cycle. The update letter will be sent directly to schools along with the committee letter that was previously written on your behalf.

May 20, 2025

Dear Health Professions Advisory Committee:

I am writing to update you regarding my progress with my medical school application. I was reviewed by the committee in the spring of 2024, the year I graduated from Union. Since this time...

Sincerely,

A handwritten signature in black ink, appearing to read "P. Smith", written over a light gray rectangular background.

Parker Smith '24



Timing Matters

- Submissions to AMCAS can begin May 27th; AADSAS June 3rd ; AACOMAS is already open for submissions
- We will work on committee letters in the order with which we receive copies of submitted applications
- Early is good - error free is better
- You should complete secondary applications within 2 weeks of receiving access (preferably early summer)

Note: our timeline for submitting your letter is different than your timeline for submitting materials!

Most common reasons for delays:

1. Courses listed on application don't match official transcript
2. Missing coursework/incomplete transcript
3. Transcript missing (from every school attended even if course transferred)
4. Unofficial vs. official transcript



Keep in mind when submitting application...

- Turn off spam-or check spam folder regularly
- Use professional sounding e-mail-check it regularly
- Verification of transcripts take 6-8 weeks
- Be aware of costs

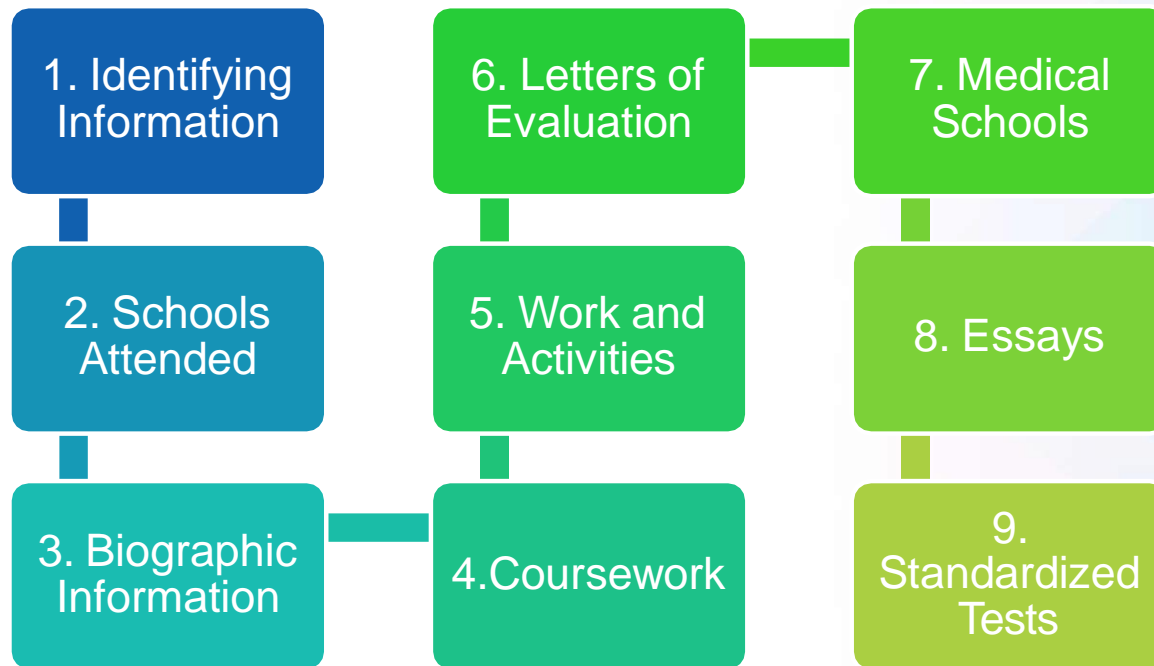
For example, 2025 AMCAS fees:

\$175 processing fee (includes one school designation)

\$47 for each additional school



The AMCAS Application



Schools Attended

Please
answer “yes”
here so that
we can better
assist you!

Add College

Country *

Select Country

Program Type *

Select Program Type

Start Date *

MM/YYYY

End Date *

MM/YYYY

Other Options

☐ Summer School Only

☐ Study Abroad Program

Advisor Release

1

The school-designated advisor(s) have met AMCAS-established requirements and are bound by confidentiality. Information transferred includes your personal/demographic information, work/activity information, credit hours, MCAT scores, GPAs, the names and types of your recommenders, the names of any other schools you have attended, the medical schools to which you have applied and what action those schools have taken, and the status of your application with AMCAS. Additionally, if you applied for fee assistance through the AAMC Fee Assistance Program, and in your fee assistance application agreed to release award information to your health professions advisor this information will be made available along with your application information.

Do you authorize AMCAS to release your application information to the school-designated advisor(s) at this institution? *

☐ Yes


☐ No

Transcript Request

Note: One official transcript is required from each U.S., U.S. Territorial, or Canadian post-secondary institution at which you have attempted course work, regardless of whether credit was earned.

CANCEL

SAVE

The logo for the Association of American Medical Colleges (AAMC), featuring a stylized blue caduceus symbol above the letters "AAMC" in a serif font.

© Association of American
Medical Colleges

Schools Attended

Transcript Request

Note: One official transcript is required from each U.S., U.S. Territorial, or Canadian post-secondary institution at which you have attempted course work, regardless of whether credit was earned.



If you click Yes, you must have an official transcript sent to AMCAS by the Registrar's Office of the institution.

If you click No, this means that you are submitting a Transcript Exception Request and does not preclude you from transcript requirements. AMCAS will review your request and notify you if your Transcript Exception is not granted. This may result in delays for processing your application.

Does AMCAS require an official transcript from this school? Generally, a transcript is required. [Please review this additional information](#) if you need assistance in determining if a transcript is required.*

☐ Yes

☐ No

Note: AMCAS will not verify your application until all transcripts are received.

Coursework



Applicants should use an official transcript to complete this section.

Note: While AMCAS wants you to enter credits exactly as they appear; AACOMAS and AADSAS would like you to enter 3.33 (non-lab)/4.33 (lab) conversion on the application

Add Course

Please be sure to enter all course(s) in the correct academic year, academic term, and year in school to avoid delays in application processing time.



Reminder: The AMCAS year begins with summer and ends with spring. Courses taken in the summer should be entered with the next academic year, even if your institution considers them in the previous academic year. For example, if you took a course in the first summer session of 2016, you should enter it as the 2016–2017 academic year, even if your school considers it in the 2015–2016 academic year.

Academic Year *

Select Year

Academic Term *

Select Academic Term

Year in School *

Select Year in School

Course Number

Please enter any letters or numbers. Example BIO 101

Please enter course number

Course Name *

Please enter course name

For example: If your course was taken in the summer of 2023 it goes in AY 2023-2024 in the AMCAS application.

Work/Activities

Add Work/Activities

Experience Type *
Select Experience Type

Experience Name *

Indicate the total number of hours that you spent completing (or expect to complete) this work experience or activity during the date range that you indicate. If this is a repeated experience, enter the total number of hours for each date range you provide.

Start Date *
Select Month

End Date *
Select Month

Total Hours *

Select Years

Select Years

Repeated *

☐ Yes

☐ No

Organization Name

CANCEL

SAVE & ADD ANOTHER

SAVE

- Maximum of 15 entries
 - Applicants can enter 3 additional date ranges for repeated activities
 - Applicants can enter anticipated hours
- Maximum of 3 “Most Meaningful”

Most Meaningful Experience Summary*

This is your opportunity to summarize why you have selected this experience as one of your most meaningful. In your remarks, you might consider the transformative nature of the experience: the impact you made while engaging in the experience and the personal growth you experienced as a result of your participation.

1325 characters left of 1325

CANCEL

SAVE & ADD ANOTHER

SAVE

When writing your response for your “Most Meaningful”, you might want to consider the transformative nature of the experience, the impact you made while engaging in the activity, and the personal growth you experienced as a result of your participation.

Institutional Action



"Were you ever the recipient of any institutional action by any college or medical school for unacceptable academic performance or conduct violation even though such action may not have interrupted your enrollment or required you to withdraw?"

"You must answer 'Yes' even if the action does not appear on or has been deleted from your official transcripts due to institutional policy or personal petition."

Institutional Action



An institutional action at Union College includes sanctions for Honor Code violations issued after either hearings or Chair-Dean Reviews as well as policy violation, including a violation of the code of student conduct or Title IX.

Schools may request that you obtain a letter from the College regarding institutional actions. The Director of Student Conduct and Conflict Resolution handles conduct violations and the Dean of Studies handles Honor Code Violations.

If you have an institutional action AFTER submitting your AMCAS, it must be reported to AMCAS within 10 days.

The Essay: Consider writing this first (before experiences)

A narrative that conveys:

Why you have selected the field of medicine. It should describe specific experiences and details and convey these through brief stories (show, don't tell)

You may also wish to include information on special hardships, challenges, or obstacles

Be careful about using the essay as a platform to reveal your deepest, most personal thoughts/opinions.

You may need to verify that you **have not used an artificial intelligence (AI) essay generator (e.g., ChatGPT) or other online sources** for the content.

Refer back to your self-assessment:
[Anatomy of an Applicant Tool](#)

The Writing Center is hosting online appointments through video conferencing in lieu of face-to-face consultation by visiting :
<https://union.mywconline.com/>

Note: pay attention if spaces are included in character count!

The Essay: Quick Tips

- Proofread your essay.
- Check for spelling errors.
- Read it BACKWARDS.
- Read it “Out Loud.”
- Have mentors and loved ones review it.
- Make sure that it’s your statement – though others might have suggestions, the final document is yours and must reflect your reason(s) for pursuing medicine.

Committee letter includes all reference letters

You do not need to request any individual letters*



*Note: Many DO schools require that you submit a letter from a DO-we do not handle these

Letters of Evaluation



Applicants can submit their application **before** AMCAS receives their letters.

*Indicates required field

Letters of Evaluation/Recommendation *

Your letter authors must send your letters through the AMCAS Program if you are applying to one or more schools participating in the AMCAS Letters Service. Most medical schools participate. [See the list of participating schools](#). You must contact schools that do not participate to determine their letter of evaluation requirements. The AMCAS Program will not forward your letters to these schools. Please review [additional information about letters of evaluation](#).

Deadlines:

Letter deadlines for authors are established individually by each medical school, so check school websites for deadline dates. **Y submit your application before entering letters. You may submit your application before AMCAS receives your letters.**

New letter entries may be added and assigned to medical schools after you have submitted your application. However, once you submitted, existing letter entries cannot be edited or deleted; they can only be marked "No Longer Being Sent."

Letter Release Policy and Author Guidelines:

- Letters sent to the AMCAS Program cannot be released to applicants or letter authors under any circumstances, and are provided only to medical schools that are participating in the AMCAS Letter Service.
- Re-applicants should note that letters received by the AMCAS Program do not rollover to later application years, so advise letter authors to keep a copy of their letter.
- The AAMC publishes a [list of guidelines](#) for letter of evaluation authors. A link to the guidelines is on the letter request you provide to your letter authors.

A maximum of ten (10) letter entries may be created on this page. Letters may be associated to medical schools on the Medical Schools page. For help, watch ["How to Add Letter of Evaluation Entries & Assign them to Medical Schools" Tutorial](#).

* Please create one letter entry for each Committee Letter, Individual Letter, or Letter Packet being sent to the AMCAS Program.

+ ADD LETTER REQUEST

Manage Letter Requests

SHOW MEDICAL SCHOOL ASSIGNMENTS

Letter Request Saved!

Ready to email this letter request to Letter Author?

AMCAS will email your letter author, who will be able to upload a letter through the AMCAS Letter Author Portal or Interfolio. You will be notified via email when your author fulfills your request. If you select "Send Later", you can return to this request at any time to send via email or print [your letter request PDF form](#).

To: letter@example.com

From: amcas@aamc.org

Subject: AMCAS Letter of Evaluation Request Jordan Smith (AAMC ID 21567835)



Letter of Evaluation Request for 2026 AMCAS® Applications Only

Dear Letter Author,

I hereby request that you submit my letter of evaluation to the AAMC's American Medical College Application Service® (AMCAS®). The AMCAS program is responsible for collecting letters on behalf of medical schools that participate in their Letters Service. This service also allows letter writers to submit their letters directly to the AMCAS program, rather than sending them to each medical school, provided those schools participate in the AMCAS Letter Service. Please see the options below for submitting your letters to the AMCAS Program.

Applicant Information:

First name:	Jordan	AAMC ID:	21567835
Last name:	Smith	Request ID:	8FNH-G9XN5-DMVCF
Email:		Letter:	

☐ *I acknowledge that an email will be sent and it is my responsibility to follow up and confirm receipt.

⚠ Please check the required acknowledgement

SEND LATER

SEND

Note: Letters are not required for verification of AMCAS

AMCAS

AMCAS: Instructions entering information regarding committee letter submission:

Click “Add a letter of evaluation/recommendation”

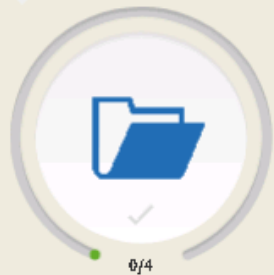
Click “committee letter” and continue

What school is providing this letter (pull down menu will list all schools you’ve entered where you have taken classes, so click on Union College)

Primary Contact/Author’s first name:	Carol
Primary Contact/Author’s middle name:	
Primary Contact/Author’s last name:	Weisse
Primary Contact/Author’s suffix:	
Primary Contact/Author’s title:	Director of Health Professions
Primary Contact/Author’s e-mail:	Health_pro@union.edu
Primary Contact/Author’s phone:	518-388-6300
Organization name:	Union College
Address:	Health Professions Olin 110
Address2:	807 Union Street
Country:	United States
State:	New York
City:	Schenectady
Postal Code:	12308



AACOMAS

[My Application](#)[Add Program](#)[Submit Application](#) 0

Sections Completed

Evaluations

Experiences

Achievements

Personal Statement

Evaluations

Select "Create Evaluation Request"

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

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

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

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

[I Am Not Adding Any Evaluations](#)

Create Evaluation Request

[+ Create Evaluation Request](#)



You will select Create Evaluation Request

Evaluations



Sections Completed

Evaluations

Experiences

Achievements

Personal Statement

Create Evaluation Request



* Indicates required field.

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

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

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

Evaluator's Information

* Are you requesting a committee evaluation ☐ Yes ☐ No

* First Name

* Last Name

* Email Address

* Due Date

 MM/DD/YYYY

* Personal Message to Your Evaluator



Waiver of Evaluation

* I waive my right of access to this evaluation. ☐ Yes ☐ No

* Permission to Contact Reference

☐

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

* Permission for Schools to Contact Reference

☐

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



Save This Evaluation Request

Complete the following steps to have your committee letter sent to AACOMAS through the Health Professions Office.

Evaluator's Information

1. Select "Yes" you are requesting a committee evaluation.
2. First Name- Carol
3. Last Name – Weisse
4. Email address- **health_pro@union.edu**
5. Due Date- **08/31/25**
6. Personal Message/Notes:
"Please submit the Committee Letter written on my behalf."

Waiver of Evaluation

1. Select the answer that matches your Waiver Form on file with Health Professions Office.
2. Check both boxes.
3. Click the Blue "Save This Evaluation Request" box.

AADSAS Letter Request Instructions

NOTE: e-mail address is not
my direct e-mail

AADSAS

Application Evaluators Section Instructions for Union College Applicants

Reference Type: Electronic

Letter Type: Committee Letter

Title/Contact Info: Carol S. Weisse, Ph.D.
Director of Health Professions Program Olin 110-
Union College Schenectady, NY 12308
518-388-6300

Email: Health_pro@union.edu

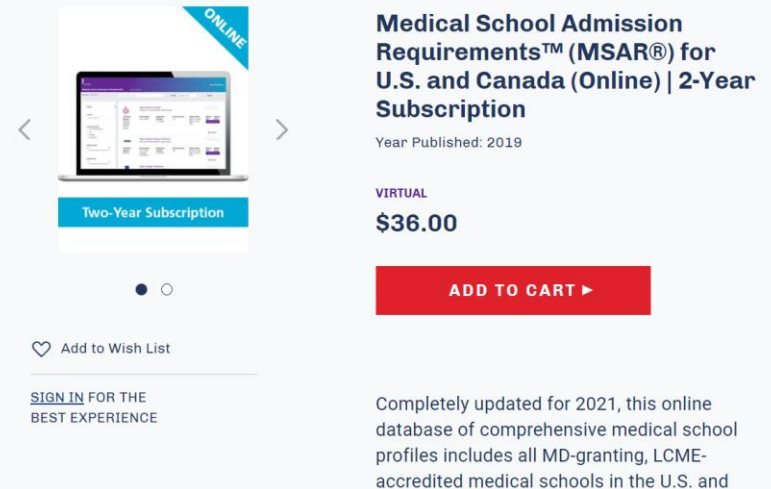


Notes:

Do not provide AADSAS with the individual names of your letter writers. Only enter the above information. Our committee letter will include all individual letters written on your behalf. It is very important that you follow these instructions to ensure that your packet is received in their system.

School lists: look beyond average GPA and test scores

- State schools are funded to educate state residents
- Research schools (secondary applications will ask you to articulate specific reasons you have applied)



The screenshot shows the MSAR website interface. On the left, a laptop displays the website, with a blue banner above it that says 'ONLINE'. Below the laptop, a blue button reads 'Two-Year Subscription'. To the right of the laptop, the text reads 'Medical School Admission Requirements™ (MSAR®) for U.S. and Canada (Online) | 2-Year Subscription'. Below this, it says 'Year Published: 2019'. Further down, the price is listed as 'VIRTUAL \$36.00'. A red button with white text says 'ADD TO CART ►'. Below the button, there is a heart icon and the text 'Add to Wish List'. At the bottom left, there is a link that says 'SIGN IN FOR THE BEST EXPERIENCE'. On the right side of the screenshot, there is a paragraph of text: 'Completely updated for 2021, this online database of comprehensive medical school profiles includes all MD-granting, LCME-accredited medical schools in the U.S. and'.

Medical School Admission Requirements™ (MSAR®) for U.S. and Canada (Online) | 2-Year Subscription

Year Published: 2019

VIRTUAL
\$36.00

ADD TO CART ►

Completely updated for 2021, this online database of comprehensive medical school profiles includes all MD-granting, LCME-accredited medical schools in the U.S. and

[Dental acceptance data](#)

[DO acceptance data](#)

[MD acceptance data](#)

AAMC PREview® Exam

- The AAMC PREview® professional readiness exam is a standardized exam that presents a series of hypothetical scenarios students may encounter in medical school and asks examinees to evaluate the effectiveness of a series of behavioral responses to each scenario.
- Several U.S. medical schools will accept AAMC PREview professional readiness exam scores for the 2026 cycle.



"...take the PREview as early as possible in the cycle, as we do not consider an application as "complete" and ready for review for interview consideration until the score has been released. Scores take about 4 weeks to release, and our office considers applications on a rolling basis."

aamc.org/preview



Recommended Timeline

June - submit application once spring term grades are received; provide our office with copy of application via email to health_pro@union.edu

July/August – submit secondary applications

September - monitor application status at schools on-line

Oct-January (or later) - interviews/notifications-acceptances, rejections, waitlists

May - update our office/reapplication necessary? (note: most waitlist movement occurs during this month)

Please let our office know of
interviews, acceptances/
rejections/waitlists etc...



Health_pro@union.edu

If you are not applying this cycle:

- Contact our office in January the year before you hope to begin school.
- Provide us with a 1-page formal update letter when you are ready to apply.



Please Ask Any Questions Now



To schedule an appointment, please do so through:

[Make an appt with Professor Weisse](#)

The appt confirmation will include the Zoom link, which is the same link in my email signature