# AACOMAS Quick Start Guide and FAQs

## What is AACOMAS?

The American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) simplifies the process of applying to osteopathic medicine programs. You start by selecting the programs you wish to apply to, then you submit one application that includes all necessary materials. Once received by AACOMAS, your application and materials go through a verification process before being transmitted to all of your selected programs. Click here to start your application.

## How long does the application process take?

It's important you apply as early as possible since completing your application can be a lengthy process, and since application processing times vary throughout the cycle. Below is a suggested timeline that includes key actions to keep the application process on track. This timeline may need to be adjusted based on your programs' deadlines and requirements.

<table>
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<th>Timeline</th>
<th>Key Actions</th>
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<td>Prior to the Start of the Application Process</td>
<td>1. Research programs you wish to apply to. Pay special attention to:</td>
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<td>◦ Cycle dates and deadline requirements.</td>
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<td>◦ Application fees.</td>
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<td>◦ Evaluator requirements.</td>
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<td>◦ Minimum requirements, including prerequisites, standardized test scores,</td>
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<td>supplemental applications, foreign evaluations, etc.</td>
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<td></td>
<td>2. Ask your schools to send you the official transcripts you'll need to enter your coursework.</td>
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<td></td>
<td>3. Begin contacting potential evaluators to confirm their participation.</td>
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<td>4. Begin drafting your personal statement.</td>
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<td></td>
<td>5. Review the instructions in this Help Center.</td>
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<tr>
<td>At Least 3 Months Prior to Deadline</td>
<td>1. Create your account.</td>
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<tr>
<td></td>
<td>2. Complete the Colleges Attended section.</td>
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<tr>
<td></td>
<td>3. Complete the Evaluations section.</td>
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At Least 10-12 Weeks Prior to Deadline

1. Ask your schools to send official transcripts directly to AACOMAS. If there are any holds on your account at a school, resolve them now to avoid delays in sending transcripts.
2. Begin entering coursework into your application.
3. If you want to use the Professional Transcript Entry (PTE) service, sign up and submit your payment.
4. Check in with your evaluators to confirm that they received the evaluation request via email.

At Least 6-8 Weeks Prior to Deadline

1. Complete and submit your application.
2. Review the Verification process.
3. If you paid for PTE, monitor your emails for information on the review process and be sure to approve your coursework in a timely manner.
4. Monitor your application for receipt of transcripts and letters of evaluation and follow up on any missing items.

At Least 4-6 Weeks Prior to Deadline

Continue monitoring your application until your status is Verified.

After Deadline

Download a copy of your application for your records.

Frequently Asked Questions (FAQs)

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<th>Programs and Statuses</th>
<th>Fees and Payments</th>
<th>COVID-19 Guidelines</th>
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<td>Do I need to send transcripts?</td>
<td>How do I remove a program?</td>
<td>Is there any other way to pay other than by credit card?</td>
<td>How is AACOMAS responding to the COVID-19 pandemic?</td>
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<tr>
<td>Yes, you must submit official transcripts to AACOMAS. See Sending Official Transcripts for more guidelines on each type of transcript.</td>
<td>Your application must always have at least one program selected. To remove a program, first navigate to the Add Programs tab and select the desired program(s). Then navigate to the Submit tab.</td>
<td>We currently only accept payments by credit card: Visa, Mastercard, American Express, and Discover.</td>
<td>AACOMAS continues to operate as expected and you can contact the AACOMAS Customer Service team with any questions. For additional questions...</td>
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</table>
Where do I find the Transcript ID Form?

The Transcript ID Form is found in the Colleges Attended section, after you submit a college or university entry.

Should I send my high school transcripts?

No.

My transfer credits are listed on my primary transcript. Do I still need to send all transcripts?

You must report all colleges and universities attended and submit official transcripts, even if your transfer credits are listed on your primary transcript. See Sending Official Transcripts for more guidelines.

How do I know what my primary institution is?

Your primary institution is the college or university where you earned or will earn your first undergraduate college degree.

Do I really have to enter all coursework?

Yes, you must enter all US Application tab and remove the undesired program(s).

Can I apply to more programs after I submit my application?

Yes, if the program's deadline date has not yet passed and the application cycle is open.

Should I submit my application if I'm still waiting on transcripts, evaluations, and/or official test scores?

Yes. You can submit your application before your transcripts, evaluations, and/or official test scores are received by ACOMAS.

I submitted my application to the wrong program. What do I do?

If you would like your application to be considered for a different program, contact the school to determine if they can change your program.

Why don't I see the option for a fee waiver?

AACOMAS has a limited amount of fee waivers to award over a cycle. If you do not see the option to apply for a fee waiver, then all fee waivers have been

Application fees

Refund policy

Fee waivers

COVID-19 Application Updates for Students page.

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and English Canadian coursework into the Transcript Entry section of
the application. You can also opt to pay for Professional Transcript Entry (PTE).

How do I list my repeated courses?

AACOMAS considers a course to be repeated if you enrolled in the same course
(with the same course title and prefix) again at the same college or university.

Report all attempts of repeated coursework (including those that are
currently in-progress or planned) and be sure to mark them as repeated
during Transcript Review. Enter the number of credit hours attempted for each
course, regardless of how many credits were actually earned.

If you update a grade for a repeated course during the Academic Update period,
your GPA will be updated to reflect the new grade, in addition to the grade for the
initial course attempt.

Your application status for each program is listed in the Check Status section of the
application. AACOMAS will notify you when official transcripts and
evaluations are received, and when your application is verified.

When will I learn about admissions decisions?

You must reach out to your program(s) to learn about a school's admissions decisions.
Should I include foreign coursework in the Transcript Entry section?

No.

Why is my ACOMAS GPA different from the GPA on my transcripts?

The ACOMAS GPAs factor in all coursework taken, regardless of the college or university and any academic forgiveness policies. See Calculating Your ACOMAS GPAs for more information.

I don’t agree with the GPA. How do I change it?

The ACOMAS GPAs factor in all coursework taken, regardless of the college or university and any academic forgiveness policies. If after reviewing your calculated coursework you find an error with your GPA, review Disputing and Correcting ACOMAS Course Subjects and GPAs.