

**AACOMAS: A Centralized Application Service**

The American Association of Colleges of Osteopathic Medicine 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, process and send your materials to those osteopathic medical schools you designate.

Deadlines for Applying

**Apply Early!** Processing begins June 1. Many colleges make admissions decisions on a rolling basis, so 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. **Your AACOMAS application must be submitted and official transcripts must be postmarked on or before the following dates:**

<b>COM</b>	<b>AACOMAS</b>
UNTHSC-TCOM	October 15, 2006
MSU COM	December 1, 2006
CCOM/MWU	January 1, 2007
AZCOM	January 1, 2007
NSU COM	January 15, 2007
NSU-COM	January 15, 2007
PCOM	February 1, 2007
GA Campus-PCOM	February 1, 2007
OSU-CHS	February 1, 2007
PCSOM	February 1, 2007
VCOM	February 1, 2007
DMUCOM	February 1, 2007
UNECOM	February 1, 2007
OU-COM	February 1, 2007
UMDNJ-SOM	February 1, 2007
ATSU/KCOM	February 1, 2007
NYCOM	February 1, 2007
KCUMB-COM	February 14, 2007
WVSOM	February 15, 2007
LECOM-FL	March 1, 2007
LECOM	March 1, 2007
TUCOM-CA	April 1, 2007
Western U	April 15, 2007
TUCOM - Nevada	April 15, 2007
Touro University College of Osteopathic Medicine, New York	June 1, 2007

Processing begins when your application materials and payment are received. It is your responsibility to ensure application materials and official transcripts meet designated deadlines. Please note: If you miss the application deadline for one or more, but not all, of your designated colleges, your application will enter processing, but materials will be sent only to those schools whose deadlines you have met. **Once materials enter processing, refunds cannot be made.**

You should submit your materials 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 obtain expedient processing nor does sending transcripts express or certified guarantee receipt by AACOMAS.

Some colleges offer Early Decision programs. Please contact the college(s) directly if you plan to apply under Early Decision. Please note that the colleges 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.

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### Application Fee

The fee for using AACOMAS is based on a graduated scale that varies according to the number of colleges you designate to receive your application information. **Payment may be made by credit card or money order only.** Money orders should be made payable to AACOMAS and sent to:

#### AACOMAS

5550 Friendship Blvd., Suite 310  
Chevy Chase, MD 20815  
301-968-4190  
[aacomas@aacom.org](mailto:aacomas@aacom.org)

Application materials will not be processed until payment is received.

1 - \$155	6 - \$310	11 - \$455	16 - \$580	21 - \$705
2 - \$190	7 - \$340	12 - \$480	17 - \$605	22 - \$730
3 - \$220	8 - \$370	13 - \$505	18 - \$630	23 - \$755
4 - \$250	9 - \$400	14 - \$530	19 - \$655	24 - \$780
5 - \$280	10 - \$430	15 - \$555	20 - \$680	25 - \$805

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### Application Fee Waiver

A limited number of application fee waivers are available to those who qualify and apply early. 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.

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

For directions and more information about requesting a fee waiver, Visit the [AACOMAS Fee Waiver Information and Directions Page](#)

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### Before You Apply

Before you submit your application materials for processing, you must be certain AACOMAS will receive copies of your transcripts. Request additional copies of your transcripts for your use in completing the Academic Record.

If you have already taken the MCAT, be certain AACOMAS will receive your scores. If official scores are not provided to AACOMAS prior to processing your Applicant Profile (as may be the case if you are sitting for the fall administration), your Applicant Profile will be produced and updated later, if scores are received. (See sections on MCAT Records and Receiving and updating your Applicant Profile.)

All institutions you have attended should be notified of any Social Security Number or name change since your attendance (i.e. married name). Contact AACOMAS prior to applying if your transcripts and/or MCAT records are listed under a different Social Security Number than that on your application.

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### College Designation Form

Check the box of each school you wish to apply to.

#### Additional College Designations

If you want to apply to additional colleges after your initial application has entered AACOMAS processing, you may simply log into your online application, select your colleges of choice in the Designation section, and e-submit again using your preferred payment method.

The fee for applying to additional colleges is:

- **\$50.00 for the first additional school**
- **\$90.00 for two additional schools**
- **\$125.00 for three additional schools**
- **\$150.00 for four additional schools**
- **\$175.00 for five additional schools**
- **\$200.00 for six additional schools**
- **And \$30.00 for each subsequent school beyond six.**

If you were granted an AACOMAS Fee Waiver, you must pay the amount on the Fee Schedule listed on the College Designation Form (CDF) beginning with your fourth designation.

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**U.S. Transcripts:** You must request the registrar of each U.S. institution you have attended submit one complete set of official transcripts directly to AACOMAS. 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. **Student copies of transcripts or copies sent to AACOMAS by the applicant are not acceptable.** Requests should be made to the registrar of each U.S. institution you have attended. Transfer credit(s) appearing on a transcript cannot be accepted in lieu of an original transcript from the institution where the course work was taken. Transcripts should be mailed to:

#### AACOMAS

5550 Friendship Blvd., Suite 310  
Chevy Chase, MD 20815  
301-968-4190  
[aacomas@aacom.org](mailto:aacomas@aacom.org)

**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 as others on your academic record. If all courses do not appear on your home institution transcript, are listed as transfer credit, if grades are not assigned, or if any other irregularity exists, contact the AACOMAS Office.

**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, then the transcript is required; the grades and credits will be reflected on your Applicant Profile. If the transcript key does not show grade and/or credit conversion, then refer to the instructions for foreign course work evaluation. Grade 13 and Canadian college level course work is not included on your Applicant Profile, 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 Attended" section.

**Other Foreign Transcripts:** Course work taken at 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. Your application will not be complete without an official evaluation. Transfer credit appearing on U.S. institution transcripts, student copies of an evaluation, or other foreign evaluations will not be accepted. You should contact one of the following:

**World Education Services, Inc**  
P.O. Box 745 Old Chelsea Station  
New York, NY 10113-0745  
(212) 966-6311  
<http://www.wes.org>

**Josef Silny & Associates, Inc**  
International Educational Consultants  
P.O. Box 248233  
Coral Gables, FL 33124  
(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://www.aacrao.org/credential/individual.htm>

All institutions attended (including foreign institutions) must be listed on the Application Form. If there are extenuating circumstances inhibiting 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 SSN. 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.

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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 at established test centers twice a year, and special accommodations are available for handicapped or disabled individuals. To have your MCAT scores sent to AACOMAS, you can indicate by utilizing MCAT's new online THx system. MCAT no longer uses code numbers. To register for the MCAT, please visit:

<http://www.aamc.org/students/mcat>

MCAT scores are NOT automatically forwarded to AACOMAS. Please visit the AAMC's web site at the above web address, log into their MCAT Testing History system, select AACOMAS as a recipient of your scores and your scores will be transmitted to AACOMAS.

All colleges of osteopathic medicine require the current MCAT (April 1991 or later). Refer to the [Colleges](#) section of the AACOM website or contact your designated colleges regarding additional requirements. If you have not already taken the MCAT, AACOMAS will process your application materials without MCAT scores. Your Applicant Profile will be updated later, upon receipt of official scores. Contact AACOMAS prior to applying if your transcripts and/or MCATs are listed under a different Social Security Number than that on your application.

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### **Withdrawals/Changes**

After you have submitted your materials, if you wish to make a change in your application or stop the processing, you must notify AACOMAS in writing. Mail correspondence to:

#### **AACOMAS**

5550 Friendship Blvd., Suite 310  
Chevy Chase, MD 20815  
301-968-4190  
[aacomas@aacom.org](mailto:aacomas@aacom.org)

**Refunds cannot be made once the application is submitted.**

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### **Prior Applications**

If you have previously applied and are reapplying to any of the colleges, you must complete a new application, pay the proper processing fee, and request that a complete set of official transcripts be forwarded directly to AACOMAS by the registrar of each U.S. institution you have attended. Transcripts and applications submitted in a previous year can not be reactivated. MCAT scores previously submitted within the last three years are, however, kept on file and you do not need to request these scores again.

Processing procedures may change annually. Therefore, AACOMAS staff can not respond to questions regarding applicant profiles from previous processing cycles.

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### **Letters & Materials**

Letters of evaluation (recommendation) must be sent directly to your designated colleges. All letters of evaluation sent to AACOMAS will be returned to the author and all other extraneous materials will be returned to the applicant.

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### Your Responsibilities/Expectations

Applicant Protocol of the  
American Association of Colleges of Osteopathic Medicine

Applicants aspiring to become osteopathic physicians (D.O.) are expected to act professionally in their interactions with the American Association of Colleges of Osteopathic Medicine Application Service (AACOMAS) and with each college of osteopathic medicine. 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.

1. Applicants are responsible for becoming familiar with admission requirements, following application procedures and meeting all deadlines at each school to which they apply.

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2. Applicants are responsible for the collection and timely submission of supplemental applications, letters of evaluation, transcripts and all applicable fees.

3. 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).

4. Applicants are responsible for responding promptly, either to accept or to decline all interview invitations and offers of admission.

5. 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.

Admission Guidelines of the  
American Association of Colleges of Osteopathic Medicine

The American Association of Colleges of Osteopathic Medicine (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 an 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 June 14 will have 14 days;**
- **those accepted on or after June 15 may be asked for an immediate deposit.**

4. Colleges of osteopathic medicine are encouraged to adhere to reasonable admission fees, policies and schedules.

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.

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## **What Happens Next**

### **Extraneous Materials**

All extraneous materials will be returned. Letters of evaluation (recommendation) must be sent directly to your designated colleges. AACOMAS does not forward letters of evaluation to the colleges, but rather returns them directly to the author.

### **Processing**

No refunds are made after processing begins. Preliminary information from the College Designation section is computer processed and forwarded to your designated colleges. AACOMAS verifies if all required transcripts have been received. This information is subject to further verification.

### **Missing Transcripts**

Processing cannot be completed until all official transcripts have been received. If an official transcript is unavailable, a letter of explanation from that school is required. 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. Please have official transcripts sent to:

#### **AACOMAS**

5550 Friendship Blvd., Suite 310  
Chevy Chase, MD 20815  
301-968-4190  
[aacomas@aacom.org](mailto:aacomas@aacom.org)

### **Verification**

When all official transcripts are received, a course-by-course verification is performed, matching courses on your official transcripts with courses listed on the Academic Record portion of your AACOMAS Application. When significant course discrepancies or omissions are discovered, materials may be returned to you for correction and explanation.

### **Computer Processing**

After course work 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 are sent to your designated colleges. 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 four to six weeks. Applications submitted via AACOMAS On-Line may be processed slightly faster than paper applications. Missing transcripts and/or receipt of large volumes of materials in the AACOMAS Office can affect this time frame. If you cannot view your Applicant Profile, contact AACOMAS to make sure that your materials have been received. You should allow four weeks after submitting your application for processing before contacting AACOMAS regarding the status of your application.

### **Confidentiality; Release of Information**

All information submitted in your application is treated as confidential and some will be released.

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.

Biographic and grade/score information (including Social Security Numbers) about applicants who enroll is released to the American Osteopathic Association (AOA) for the purpose stated above, and so the AOA can provide matriculants with information about the osteopathic profession. This data may also be used by AACOM and related health studies aimed at improving osteopathic medical education and admissions programs.

Checking the check-box for question #14 will allow AACOMAS to release information to Pre-Health Advisors, as stated previously in the Release Statement instructions.

### **Discrepancies or Fraudulent Information**

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

This information is made available to and similar reports are obtained from the Association of American Medical Colleges (AAMC) which also administers the Medical College Admission Test (MCAT). Information received from the AAMC is distributed to your designated colleges with your completed application materials. A roster of names and Social Security Numbers of recipients of AACOMAS Reports is forwarded to member colleges and the AAMC.

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### **The End Result**

#### **Your Applicant Profile**

After all application information is processed, the AACOMAS computer system constructs an Applicant Profile, which serves as one of the central elements in the consideration of your application materials at the medical schools. This Profile includes the following items:

- Colleges You Designated (Applicant copy only)
- Name and Social Security Number
- Sex and Date of Birth
- Preferred Mailing Address
- Permanent and/or Legal Residence (County/State)
- Citizenship and (if applicable) Visa Type (blank if U.S.)
- Disadvantaged Response
- Self-Description
- Year of Most Recent Application to a D.O. Institution (Year of Most Recent Application to this College is individual college specified)
- Misdemeanor or Felony Conviction
- Family Member a D.O. or M.D.
- Advisor Release Statement
- How you first learned of osteopathic medicine
- Degree, Date, Major, and Institution
- GPA and Hours by Year (Academic Status)
- Course Record GPA and Hours by Subject
- Deficiencies in required course hours based on the specific requirements of each college
- Hours less than a grade of 2.0 or C
- Date to take or retake the MCAT
- Number of times the MCAT was taken
- MCAT scores (up to three sets)
- Quality Points: Science, Non Science, and Total

Date Applicant Profile was printed

### **Receiving Your Applicant Profile**

When you view your Applicant Profile, check the information carefully for any discrepancies. Examine the Applicant Profile and report any discrepancies to AACOMAS. After you have checked your Applicant Profile, any inquiries about the status of your application should be made directly to your designated colleges.

### **Updating Your Applicant Profile**

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

AACOMAS should be informed in writing of any change in biographic information reported on the Applicant Profile. When informing AACOMAS of a change in legal residence, provide both the county and the state.

To update your Academic Record with new course work, contact the registrar at the institution you are currently attending to request an official transcript, showing the addition of the updated course work, be forwarded to AACOMAS. Transcripts should be postmarked by February 15 to be included in final processing.

Once you view your updated profile, examine it and report any discrepancies to AACOMAS.

### **AACOMAS**

5550 Friendship Blvd., Suite 310  
Chevy Chase, MD 20815  
301-968-4190  
[aacomas@aacom.org](mailto:aacomas@aacom.org)

### **Professional Expectations**

Applicants aspiring to be Doctors of Osteopathic Medicine (D.O.s) are expected to act 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.

### **AACOM Policies**

The policies of the American Association of Colleges of Osteopathic Medicine (AACOM), which govern the Application Service (AACOMAS), are recommended by the AACOMAS Advisory Committee, an official committee of the Association. 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.

The American Association of Colleges of Osteopathic Medicine does not discriminate on the basis of sex, race, color, creed, religion, national origin, marital status, age, or handicap. Such information on the application forms is requested only for the purpose of gathering and reporting applicant flow data, or to confirm information used to process the application.

The Bureau of Professional Education of the American Osteopathic Association accredits AACOM's member colleges. Contact the AOA at:

### **AOA**

142 East Ontario Street  
Chicago, IL 60611

The American Association of Colleges of Osteopathic Medicine (AACOM) is dedicated to the advancement and enrichment of osteopathic medicine. The association serves the colleges of osteopathic medicine, their students, and applicants through its application services, finance, government relations, communications and member services, and research departments.

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