

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, and process and send your materials to those osteopathic medical schools you designate.

Deadlines for Applying

Apply Early! Processing begins in **May**. The 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. Simply meeting the deadlines does not guarantee that appointments will be available. **Your AACOMAS application must be submitted and all official transcripts for completed coursework must be postmarked on or before the following dates:**

School (in order by AACOMAS deadline)	Primary	Supplemental
University of North Texas Health Science Center at Fort Worth Texas College of Osteopathic Medicine (UNTHSC/TCOM) * * Listed for convenience only. UNTHSC/TCOM applicants must use the Texas Medical and Dental school Application Service: http://www.utsystem.edu/tmdsas/	Oct. 1, 2009	Oct. 15, 2009
Michigan State University College of Osteopathic Medicine (MSUCOM)	Dec. 1, 2009	Feb. 9, 2010
Arizona College of Osteopathic Medicine of Midwestern University (AZCOM)	Jan. 1, 2010	Mar. 15, 2010
Chicago College of Osteopathic Medicine of Midwestern University (CCOM)	Jan. 1, 2010	Mar. 1, 2010
Nova Southeastern University College of Osteopathic Medicine (NSU-COM)	Feb. 1, 2010	Mar. 1, 2010
A.T. Still University Kirksville College of Osteopathic Medicine (ATSU/KCOM)	Feb. 1, 2010	Mar. 1, 2010
Des Moines University College of Osteopathic Medicine (DMU-COM)	Feb. 1, 2010	Mar. 1, 2010
Kansas City University of Medicine and Biosciences College of Osteopathic Medicine (KCUMB-COM)	Feb. 1, 2010	Apr. 1, 2010
Ohio University College of Osteopathic Medicine (OU-COM)	Feb. 1, 2010	Mar. 15, 2010
Oklahoma State University Center for Health Sciences College of Osteopathic Medicine (OSU-COM)	Feb. 1, 2010	Mar. 1, 2010
Philadelphia College of Osteopathic Medicine (PCOM)	Feb. 1, 2010	Mar. 1, 2010
Georgia Campus Philadelphia College of Osteopathic Medicine (GA-PCOM)	Feb. 1, 2010	Mar. 1, 2010
Pikeville College School of Osteopathic Medicine (PCSOM)	Feb. 1, 2010	Mar. 1, 2010
University of Medicine and Dentistry of New Jersey School of Osteopathic Medicine (UMDNJ-SOM)	Feb. 1, 2010	Mar. 15, 2010
University of New England College of Osteopathic Medicine (UNECOM)	Feb. 1, 2010	Mar. 15, 2010
Edward Via Virginia College of Osteopathic Medicine (VCOM)	Feb. 1, 2010	Mar. 15, 2010

New York College of Osteopathic Medicine Of The New York Institute of Technology (NYCOM/NYIT)	Feb. 1, 2010	Mar. 15, 2010
West Virginia School of Osteopathic Medicine (WVSOM)	Feb. 15, 2010	rolling
A.T. Still University School of Osteopathic Medicine in Arizona (ATSU-SOMA)	Mar. 1, 2010	none
Pacific Northwest University of Health Sciences College of Osteopathic Medicine (PNWU-COM)	Mar. 5, 2010	Apr. 2, 2010
Lincoln Memorial University DeBusk College of Osteopathic Medicine (LMU-DCOM)	Mar. 15, 2010	Apr. 1, 2010
Rocky Vista University College of Osteopathic Medicine (RVUCOM)	Mar. 15, 2010	Apr. 15, 2010
Touro University - California Touro University College of Osteopathic Medicine (TUCOM-CA)	Mar. 15, 2010	Apr. 15, 2010
Touro University - Nevada Touro University College of Osteopathic Medicine (TUCOM-NV)	Mar. 15, 2010	Apr. 1, 2010
Lake Erie College of Osteopathic Medicine Bradenton Campus (LECOM-Bradenton)	Apr. 1, 2010	Apr. 1, 2010
Lake Erie College of Osteopathic Medicine - Erie/Seton Hill (LECOM-Erie/Seton Hill)	Apr. 1, 2010	Apr. 1, 2010
Touro College of Osteopathic Medicine - New York (TOUROCOM)	Apr. 1, 2010	May 3, 2010
Western University of Health Sciences College of Osteopathic Medicine of the Pacific (Western U/COMP)	Apr. 3, 2010	rolling

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. 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 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 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 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.

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

If paying by money order, be sure that your name, address and AACOMAS ID number are on your money order.

Application materials will not be processed until payment is received.

Application fees per number of schools to which you are applying:

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
				26 - \$830

* If and when new colleges are added to the application cycle, please add an additional \$25 for each college over 26 designations.

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 fees for applying to additional colleges for each time you add a college or colleges:

- \$50 for the first additional school
- \$90 for two additional schools
- \$125 for three additional schools
- \$150 for four additional schools
- \$175 for five additional schools
- \$200 for six additional schools
- And \$30 for each subsequent school beyond six.

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](#)

Before You Apply

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. **Copies sent by applicants or others cannot be accepted.**

Request additional copies of your transcripts for your own use in completing the Academic Record.

College Designation Form

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

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**. 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.** Transfer credit(s) 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.

Transcripts should be mailed to:

AACOMAS

5550 Friendship Blvd., Suite 310
Chevy Chase, MD 20815
301-968-4190

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 record for the school that is awarding academic credit. If all courses do not appear on the home institution transcript, are listed as transfer credit, or if grades are not assigned or 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 coursework evaluation. All institutions attended must be listed in the "Colleges Attended" section.

Other Foreign Transcripts: Coursework 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 Colleges and Coursework application page, following the instructions. Your application will not be complete and cannot be verified 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

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://www.aacrao.org/credential/individual.htm>

All institutions attended (including foreign institutions) **and all coursework** must be listed on the Colleges and Coursework page of the application form. If there are extenuating circumstances prohibiting 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 AACOMAS ID number. 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.

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.

MCAT scores are NOT automatically forwarded to AACOMAS. Please visit the AAMC's web site at <http://www.aamc.org/students/mcat>, 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. 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.**

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 if 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 later, upon receipt of official scores.

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

Refunds will not be made once the application is submitted.

Prior Applications

If you have previously applied 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, 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 submitted in a previous year cannot be reactivated. MCAT scores previously submitted within the last three years are, however, 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.

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.

Letters and Materials

Letters of evaluation (recommendation) must be sent directly to your designated colleges following the processes outlined by each college. All letters of evaluation and other such materials sent to AACOMAS will be discarded.

Your Responsibilities/Expectations

Applicant Protocol of the American Association of Colleges of Osteopathic Medicine

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

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

What Happens Next

Extraneous Materials

All extraneous materials will be discarded. Letters of evaluation (recommendation) must be sent to your designated colleges either directly by you or by using one of the letters services such as Interfolio or VirtualEvals. Your college may have procedures in place for using one of the letters services. AACOMAS does not forward letters of evaluation to the colleges, and will destroy any that are received by AACOMAS.

Processing

Processing begins as soon as the application is submitted and payment is received. **No refunds are made after processing begins.** Preliminary information from the College Designation section is computer processed and made available to your designated colleges. AACOMAS verifies that all required transcripts have been received. Once all transcripts are received, AACOMAS will review the Colleges and Coursework section of your application and verify it against transcripts. If AACOMAS discovers incorrect information, missing information, coursework that has not been included in the application or other discrepancies, 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. Applicants are responsible for logging in to regularly check the status of their applications.

AACOMAS is not responsible for delays if applicants do not check the status of their applications and respond to AACOMAS requests for more information.

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

Transcript request forms can be printed from the Colleges and Coursework page of the application, and submitting a transcript request form with your transcript may expedite the matching of your transcript with your AACOMAS application.

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 Colleges and Coursework portion of your AACOMAS application. 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 message system within the application; applicants are responsible for logging in to the application and checking for messages.

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 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 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 in to the AACOMAS web site. **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.

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 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.

Checking the check-box for question #14 will allow AACOMAS to release information to Pre-Health Advisors at institutions that you have attended, 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.

The End Result

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 in to AACOMAS and selecting the 'view' button 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 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 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 should be postmarked by March 1, 2010 to be included in final processing.**

Once you view your updated information online, please report any discrepancies to AACOMAS.

AACOMAS

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301-968-4190

Professional Expectations

Applicants aspiring to be Doctors of Osteopathic Medicine (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.

AACOM Policies

The policies of the American Association of Colleges of Osteopathic Medicine (AACOM), which govern the Application Service (AACOMAS), are recommended by the Council of Osteopathic Medical College Admissions Officers, a council 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 disability. 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 Commission on Osteopathic College Accreditation of the American Osteopathic Association accredits AACOM member colleges. Contact the AOA at:

AOA

142 East Ontario Street
Chicago, IL 60611

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, their students, and applicants through its application services, medical education, finance, government relations, communications and marketing and research departments.