

Choose Your Medical School Tool Guide for Applicants

This guide provides AMCAS® applicants with step-by-step instructions to accessing, using, and editing the Choose Your Medical School (CYMS) tool.

Where can I access the CYMS tool?

The CYMS tool is available in the AMCAS web application once you receive an acceptance. Follow the steps below to access the CYMS tool:

Step 1: Log in to the AMCAS web application.

- Go to the AMCAS web application (apps.aamc.org/amcas), and log in with your credentials.
- Once logged in, you will land on the Application Year Selection page (refer to Figure 1).

Step 2: Access the relevant application year.

- Select the relevant application year from the Application Year Selection page (refer to Figure 1).

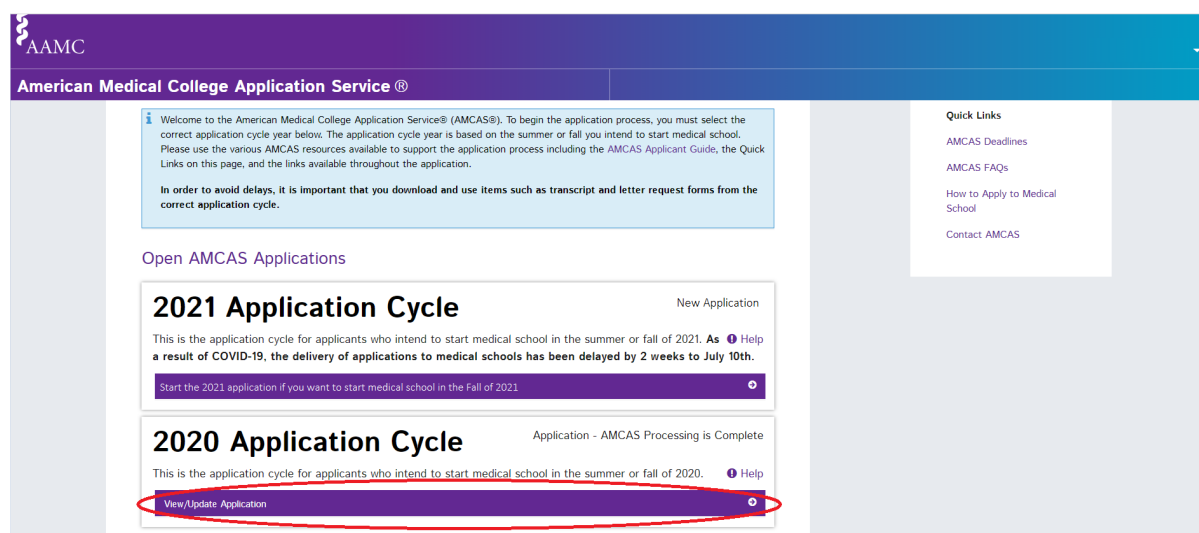


Figure 1. Application Year Selection page.

Step 3: Access the Choose Your Medical School Tool

- On the main menu page (refer to figure 2), the CYMS tool can be accessed in two ways:
 - Banner at the top of the page.
 - Button in the quick links section.
- Select the link in either the banner or button to access the CYMS tool.

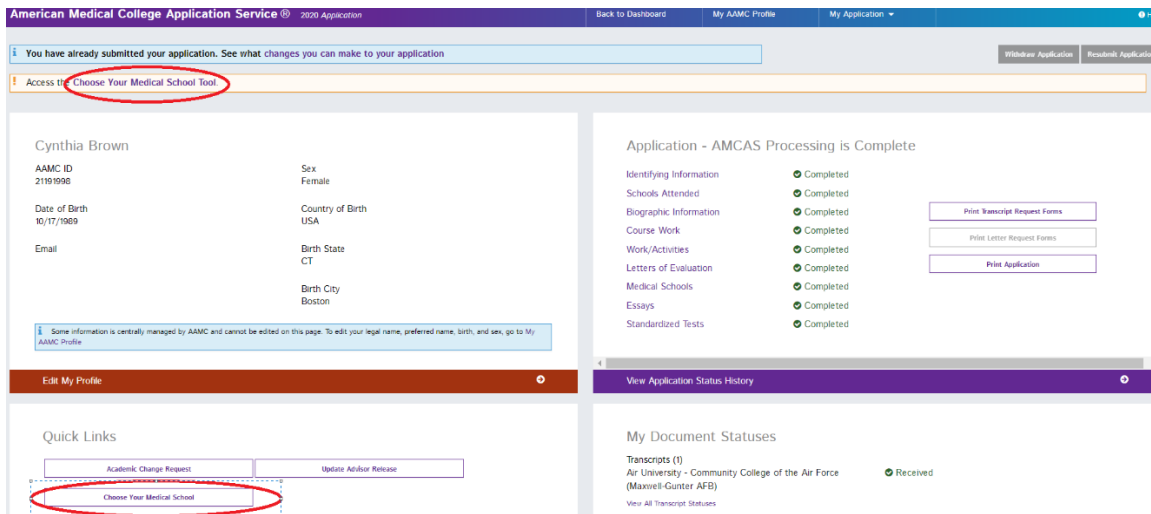


Figure 2. Main menu.

Step 4: Make your CYMS selection.

- From Feb. 19 to April 29, you will be able to select **only** “Plan to Enroll” from the CYMS tool (refer to Figure 3).
- On or after April 30, you will be able to select “Plan to Enroll” or “Commit to Enroll.”

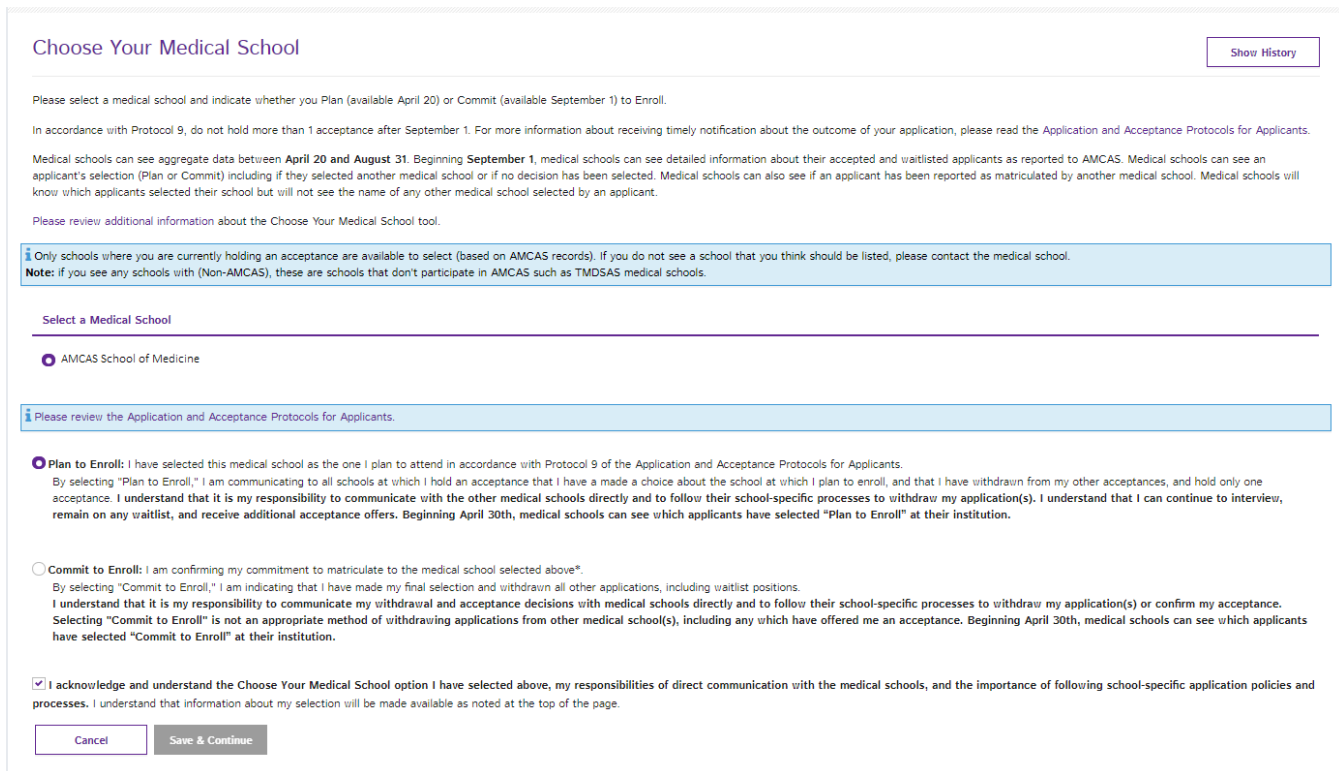


Figure 3. CYMS selection page.

Step 5: Submit your CYMS selection.

- On the confirmation page (refer to Figure 4), select the “Submit” button to submit your CYMS selection.

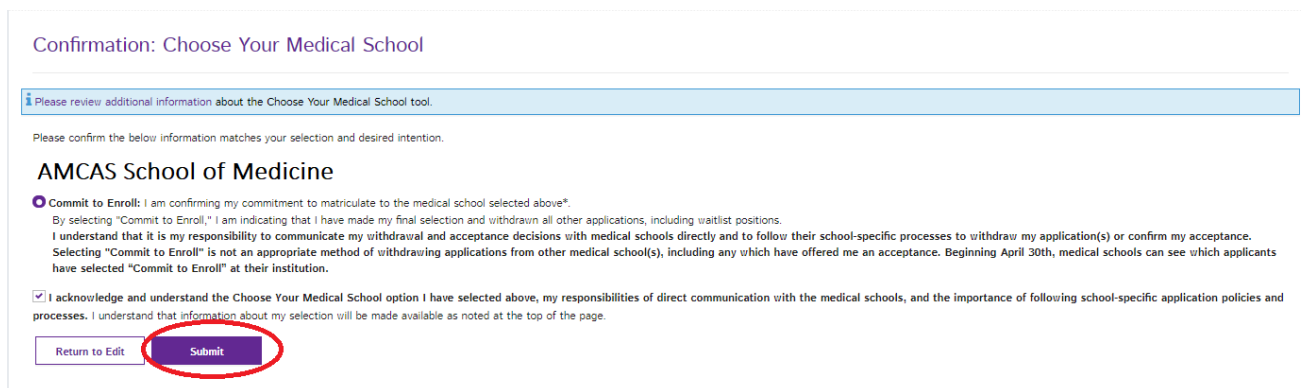


Figure 4. CYMS confirmation page.

Please note:

- You cannot select “Plan to Enroll” or “Commit to Enroll” to multiple medical schools. You must also acknowledge you understand the option you selected, your responsibilities to communicate, and the importance of following school-specific policies before your selection can be submitted.
- Selecting “Commit to Enroll” does not automatically withdraw applications from other medical schools. Applicants must communicate their final decisions directly with all schools according to each school’s specific policy.

How can I edit my CYMS selection?

- Access the CYMS tool from the AMCAS web application main menu.
- You will be directed to the Current Selection page (refer to Figure 5).
- To edit your selection, use the “**Edit Selection**” button.

Choose Your Medical School: Current Selection

Show History

The information about your current Choose Your Medical School selection is included below. You can view the history of your selection (*Show History*), make a change to your current selection or view additional medical schools where you are holding an acceptance (*Edit Selection*), or clear your current selection (*Reset Selection*).

AMCAS School of Medicine

Plan to Enroll: I have selected this medical school as the one I plan to attend in accordance with Protocol 9 of the Application and Acceptance Protocols for Applicants.

By selecting “Plan to Enroll,” I am communicating to all schools at which I hold an acceptance that I have made a choice about the school at which I plan to enroll, and that I have withdrawn from my other acceptances, and hold only one acceptance. I understand that it is my responsibility to communicate with the other medical schools directly and to follow their school-specific processes to withdraw my application(s). I understand that I can continue to interview, remain on any waitlist, and receive additional acceptance offers. Beginning April 30th, medical schools can see which applicants have selected “Plan to Enroll” at their institution.

Your selection was made on: May 05, 2020 at 4:12 PM

I acknowledge and understand the Choose Your Medical School option I have selected above, my responsibilities of direct communication with the medical schools, and the importance of following school-specific application policies and processes. I understand that information about my selection will be made available as noted at the top of the page.

Reset Selection

Edit Selection

Return to Main Menu

Figure 5. CYMS Current Selection page.



How can I learn more about the CYMS tool?

Applicants can find several resources on the [Choose Your Medical School Tool website](#) to learn more about the CYMS tool.

Important Reminders

- **Follow school-specific policies and procedures.**
 - You should use the tool at the direction of the schools to which you have applied. The CYMS tool is not the primary method of communication between you and medical schools. It is important to review and follow each school's application instructions, policies, deadlines, and requirements. We recommend visiting each school's admissions website, checking the [Medical School Admission Requirements™ website](#), and directly communicating with the schools to which you are applying to make sure you understand and follow their specific instructions.
- **Review the Application and Acceptance Protocols for Applicants.**
 - The guiding principles for professional behavior during the application cycle are set forth in the [Application and Acceptance Protocols for Applicants](#). *These guidelines are not intended to supersede the policies, timelines, or discretion of individual schools or programs.* However, they do provide you with a sense of the professionalism medical schools expect from applicants.

Frequently Asked Questions

- **Why don't I see the links to access the CYMS tool even though I have received an acceptance?**
 - If the medical school has not communicated your acceptance to AMCAS, the acceptance will not be reflected in the web application for you to access the CYMS tool. Please contact the medical school directly to ensure it has submitted the relevant action to AMCAS.
- **What information can schools see starting April 30?**
 - Starting April 30, the CYMS tool will identify the applicants making either a "Plan to Enroll" or "Commit to Enroll" selection. This applicant-specific information will be visible only to schools where the applicant has a current acceptance or alternate-list position. If an applicant selects "Commit to Enroll" to a school, all other schools where the applicant also holds an acceptance or alternate-list offer will be notified but will not know the name of the school selected.