

2023 Work and Activities Guide for Applicants

This guide reviews changes in the Work and Activities section of the AMCAS® application for the 2023 cycle and provides instructions for entering “Completed” and “Anticipated” experience hours. Information for first-time applicants and reapplicants, as well as examples, are included.

Overview

The Work and Activities section is designed to give applicants the opportunity to include any work or extracurricular activities that they would like to bring to the attention of the medical schools to which they are applying. Applicants can add up to fifteen (15) entries and will be prompted to summarize each experience in 700 characters.

Applicants are asked to identify up to three (3) experiences that they consider the “most meaningful.” If applicants have two or more entries, they will be required to identify at least one as the most meaningful. When considering which experiences are the most meaningful, applicants might consider the transformative nature of the experience: the impact they made while engaging in the activity, what they learned, and the personal growth they experienced as a result of their participation.

As a new feature, applicants may also separately list experiences that they have not completed yet and indicate the number of hours they anticipate spending on these activities.

Changes to Work and Activities for the 2023 Application Cycle

AMCAS has updated the Work and Activities section of the AMCAS application to enable both “Completed” and “Anticipated” experiences and related hours to be recorded separately. This change will allow these experiences to be individually distinguished by applicants and medical schools. Now, applicants will have the ability to indicate whether experiences are finished, ongoing, or upcoming experiences they have planned that are either continuation of a previous experience or planned for the future.

Within the Work and Activities section of the AMCAS application, applicants will now see separate data entry sections for Completed Hours and Anticipated Hours.

Guidance for Work & Activities Entry:

- You can add up to 15 entries
- You will need to enter the start and end date for each experience
- You will need to enter the total hours for each experience
- You will be asked to identify up to 3 entries as most meaningful
- If you have two or more entries, you are required to designate at least one as the “most meaningful”
- You can enter 3 additional date ranges for repeated activities

Completed vs. Anticipated Work/Activities

- For continuing experiences, hours can be divided within the same experience entry to indicate which have been completed and which are anticipated future hours
- Applicants *cannot* input anticipated hours for the following experience types (they are not options for these experience types):
 - Honors/Awards, Conference, Publications, Presentation

- Programs require experience end dates to coincide with the start of medical school, so the latest end date for Anticipated experiences is August of the following year (August 2023)

***Note: “Current month” in the instructions below is defined as of the month/year that you complete and submit your application**

Completed Experiences

- Date ranges cannot have future dates
- Start date must be the current month* or earlier
- End date cannot go beyond the month and year the information is entered
- Enter the total hours completed during the date range(s) entered

Anticipated Experiences

- Anticipated activity date ranges cannot have past dates (prior to current month*)
- Enter the date range for which you plan to be involved
- Start date must be the current month* and year or later
- End date must be no later than August of the following year (August 2023)
- For existing experiences for which you plan to complete additional hours in the future (i.e., continuation of a current or completed experience):
 - Enter existing date ranges and completed hours under the Completed Experience
 - Then enter future hours and date ranges under Anticipated Experience
- For experiences not yet started (i.e., a planned new activity that is not a continuation of an existing activity):
 - Enter May 2022 as the start *and* end date in the Completed section
 - Enter 0 (zero) in the Completed Hours field
 - Enter May 2022 as the start date in the Anticipated section
 - Enter the month/year you plan to finish the experience (current month* or future month/year) in the Anticipated date range
 - Enter the total future hours of the work/activity you expect to fulfill in the Anticipated Hours field

Reapplicants

- Reapplicants will find that their work/activities have rolled over into the Completed section
- Review and edit the rolled over work/activities entries to separate Completed and Anticipated date ranges and hours as needed (to reflect changes since your previous AMCAS application)

Scenarios

How do I enter a planned experience I have not yet started?

- AMCAS will not allow you to access the Anticipated section without first entering a date range and hours under the Completed section
- First enter the Completed experience as follows:
 - Enter current month* as the start *and* end date in the Completed section
 - Enter 0 (zero) in the Completed Hours field

- By filling out the Completed section this way, you are communicating that the experience will begin after the current month*
- Then, the Anticipated section will be available to fill out as follows:
 - Enter May 2022 as the start date in the Anticipated section
 - Enter the month/year you plan to stop the experience (current month* or future month/year) in the Anticipated date range
 - Enter the total future hours of the work/activity you expect to complete in the Anticipated Hours field

Completed Hours

i This section focuses on what you have completed. Please enter the date range and hours completed for this experience. If you participated in this activity on multiple occasions, please select "Yes" to repeated and enter the applicable date ranges and hours. Note: the start date must be the current month and year or earlier, the latest end date you can select is the current month and year. **If you have not started this experience, please enter May 2022 as the Start and End Dates and enter zero (0) in the Completed Hours field.**

Start Date * End Date * Completed Hours *

x ▾
 x ▾

x ▾
 x ▾

How do I indicate an upcoming experience that is a continuation of completed experience vs. a new future experience?

- Enter existing date ranges and completed hours under the Completed Experience
- Then, enter future hours and date ranges under Anticipated Experience. The latest end date is August of the following year (August 2023)

Anticipated Hours

i This section enables you to let schools know if you anticipate completing any additional hours for this experience. If you will complete additional hours, please select "Yes" and enter the date range and number of hours you expect to complete. Note: the start date must be the current month and year or later, and the latest end date you can select is the August 2023.

Do you anticipate completing any hours for this experience in the future? *

- Yes
 No

Anticipated Start Date* Anticipated End Date * Anticipated Hours *

x ▾
 x ▾

x ▾
 x ▾

What do I do if I'm a reapplicant?

- Work/Activities entries will rollover from the previous application cycle
- Reapplicants should review all Work/Activities entries to ensure they are categorized correctly
- Entries requiring correction will have an orange icon indicator as shown in the screenshot below

- Click on the Edit icon to review and update the entries for each Work/Activity
- Update the date ranges in the Completed Hours section
- Select “Yes” or “No” for the new Anticipated Hours prompt
- Complete the Anticipated section per instructions above

Starting with the 2023 Application, experiences are separated by completed and anticipated hours. Please click edit for the relevant records below to review your experiences, and indicate whether any of the hours are anticipated hours that have not yet been completed

Work/Activities

The Work and Activities section is designed to give you the opportunity to include in your application any work or extracurricular activities that you would like to bring to the attention of the medical schools to which you are applying. You can add up to 15 entries. You will be prompted to summarize each experience.

As part of this process, you will be asked to identify up to three experiences that you consider the most meaningful. If you have two or more entries you will be required to identify at least one as the most meaningful. When considering which experiences are the most meaningful, you might 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.

Please add your work/activity entries (up to 15 entries).

ADD WORK/ACTIVITY

Status	Work/Activity	Most Meaningful	Actions
	Awards - Top Student Researcher		
	Shadowing		
	Book Publications		
	Clinical Volunteering		
	Lincoln County Hospital Research Assistant		

Reference the [2023 AMCAS Applicant Guide](#) (pages 47-48) for additional information.