

Submitting Actions via AAUU (AMCAS & Non-AMCAS Schools)

Schools may submit admission actions via text file through the AAUU tab of the AP web interface. This utility enables the school user to process a local text action file.

Row eligibility for AMCAS schools:

Actions may be submitted only for applications that have completed AMCAS processing AND have met your specified AMCAS deadlines:

- AP Search – ‘Verified/Processed Applications’
- Local db - (APPLICANT_PERSON.appl_status_cd = 'P' AND DESIGNATED_SCHOOL.designated_status_cd = 'A')
- TAMF/DADF – existing applicant rows

Format Rules:

- No BLANK lines should be included.
- All entries should be for the same entering class year.
- Each field within a segment must be separated by a pipe (|) delimiter, regardless of whether the field is populated.
- The file should contain only new submission or updates to ones previously submitted – thus the file should only include admission action decisions that have occurred since the last reporting date. Each update action assigned to an applicant must have a later **TIMESTAMP** than the previously submitted action.
- Only one (1) ADM segment (Detail Row) per medical school/application
- (MED_INST_ID/AAMC_ID) combo is permitted in a file.
- Actions must meet the dependency rules:

ADMISSION ACTION CODE RULES			
Action Code	Action Description	Preceded By Action Code	Final (Y/N)
HO	HOLD FOR INFORMATION	NA, DR, AL, OT	N
PR	PRELIMINARY REJECTION	NA, DR, HO, AL, OT	Y
RJ	REJECTED	NA, DR, HO, AL, OT	Y
DR	DEFER TO REGULAR POOL	NA, HO, AL, OT	N
AC	ACCEPTED	NA, DR, HO, AL, OT	N

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DF	DEFERRED TO FUTURE CLASS	AC, OT, EM	Y
MA	MATRICULATED	AC, OT, EM	Y
AL	ALTERNATE LIST	NA, DR, HO, OT	N
NA	NO ACTION	None - Initial default action only.	N
WB	WITHDRAWN BEFORE ACCEPTED	NA, DR, HO, AL, OT	Y
WA	WITHDRAWN AFTER ACCEPTANCE	AC, OT, EM	Y
PW	PASSIVE WITHDRAWAL	NA, DR, HO, AL, OT	Y
OT*	OTHER* –custom school action	NA, DR, HO, AL, AC, OT	N
RA	RESCINDED ACCEPTANCE	AC, EM	Y
EM	EARLY MATRICULATION	AC	N
IN	Interview	NA,, OT, HO, DR, RS	N
RS	Request Secondary	NA, OT, HO, DR, IN	N

*Currently, flat file admission action submission method supports only 1 custom school action ('OT') code. Action submission for multiple custom school actions is fully supported via the School Tools - AP web client.

Correction of previously loaded admission actions

Sometimes it is necessary to correct an error. Should there be a need to delete/correct a previously loaded action row, we require the use of the 'DelRow' column # 16. For action deletions, please submit an action row IDENTICAL to the one previously loaded in error, but with a 'D' character in the 'DelRow' column # 16.

Please use the above procedure to correct previous actions sent in error or utilize the School Tools – AP transaction history functionality.

ADM Segment (Detail Rows)

The following depicts the detail-row:

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- DETAIL ROW -				
COLUMN	SIZE	SPECIFICS	AMCAS Schools Required Field	NON-AMCAS Schools Required Field
ADM/NAA	Char(03)	Constant	* ADM	* NAA
AAMC_ID	Numeric(10)	AAMC ID number of applicant; no leading zeros.	*	
Application Year	Date	Entering Class Year - format(YYYY)	*	*
School Code	Char(03)	Three-digit numeric medical school code	*	*
Social Security Number	Char(09)	AMCAS and Non-AMCAS Schools: Leave NULL SSN Removed for AY14 and Beyond	NULL	NULL
Last Name	Varchar(55)	Legal Last Name	*	*
First Name	Varchar(55)	Legal First Name	*	*
Middle Name	Varchar(55)	Middle Name		
Action Code	Char(02)	Required for Both: AMCAS established AA Codes (case sensitive) <ul style="list-style-type: none"> • HO - HOLD FOR INFORMATION • PR - PRELIMINARY REJECTION • RJ - REJECTED • DR - DEFER TO REGULAR POOL • AC - ACCEPTED • DF - DEFERRED TO FUTURE CLASS • MA - MATRICULATED • AL - ALTERNATE LIST • NA - NO ACTION • WB - WITHDRAWN BEFORE ACCEPTED • WA - WITHDRAWN AFTER ACCEPTANCE • PW - PASSIVE WITHDRAWAL • OT (O1 – OZ) – OTHER • RA - RESCINDED ACCEPTANCE • EM - EARLY MATRICULATION • IN - Interview • RS – Request Secondary 	*	*

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Action Application Type Code	Char(01)	Required for AMCAS schools – ONLY if Action Code = ‘MA’ (Matriculated). Required for ‘AC’ (Accepted). NOTE: Should not be entered for all other Admission action codes. Program code to which applicant has been accepted or will matriculate – provided by the medical school (based on REF_APPLICATION_TYPE and REF_MED_PROG_INFO).	* Conditional <- Please note specifics	
Campus Code	Numeric(02)	Required for AMCAS schools. ONLY if Action Code = ‘MA’ (Matriculated). OPTIONAL for ‘AC’ (Accepted). NOTE: <i>Should not be entered for all other admission action codes</i> . Campus to which applicant has been accepted or will matriculate – provided by the medical school (based on REF_MED_INST_CAMPUS).	* Conditional <- Please note specifics	
Matriculation Date	Date	Required ONLY if Action Code = ‘MA’ (Matriculated). OPTIONAL for ‘AC’ (Accepted). NOTE: Should not be entered for all other admission action codes. Provided by medical school - Format (MM/YYYY).	* Conditional <- Please note specifics	* Conditional <- Please note specifics
Projected Graduation Date	Date	Required ONLY if Action Code = ‘MA’ (Matriculated). OPTIONAL for ‘AC’ (Accepted). NOTE: Should not be entered for all other admission action codes. Provided by the medical school Format (MM/YYYY). Must be greater than Matriculation Date.	* Conditional <- Please note specifics	* Conditional <- Please note specifics

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Timestamp (<i>aka:</i> Action Date)	Date	Format (MMDDYYYY HHMMSS – 24hr clock – Note: There is a space between Date and Time); The action effective date	*	*
User ID	Char(14)	The user name/Id associated with the action; can be a default value established by the medical school.	*	*
DelRow	Char(01)	'D' if the desire is to remove a previously submitted admission action row; otherwise, can be left <i>NULL</i>		
DOB	Date	Format (MMDDYY) AMCAS Schools: Leave NULL	NULL	*
Gender	Char(01)	Optional: M=Male, F=Female, and Z=No Response AMCAS Schools: Leave NULL	NULL	
MCAT Test Date	Date	Format (mm/dd/yyyy) Test date of the highest scoring MCAT taken - leave null if applicant has not taken MCAT AMCAS Schools: Leave NULL	NULL	
State of Legal Residence (SLR)	Char(02)	Required if MCAT Test Date is null; Two- Character Alpha State abbreviation AMCAS Schools: Leave NULL	NULL	* Conditional <- Please note specifics
Suffix	Char(4)	Legal Name suffix. Valid values: I,II,III,IV,V,VI,VII,VIII,JR,SR	These fields apply to only NON AMCAS schools. For	
Citizenship	Char(1)	US Citizenship. Y or N or null		
VisaCd	Char (2)	Required if US citizenship is N. Valid codes: PR, F1, J1, RA, OT, NO		*

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			AMCAS schools, the last field should be SLR	Conditional <- Please note specifics
GPA	Numeric(3)	Cumulative undergraduate total (where 'total' means all undergraduate coursework). Range 0-400		
Primary Undergraduate Inst (PUG)	Numeric(6)	FICE code of Primary Undergraduate Institution		
EthnicityHispInd	Char(1)	Y if applicant actively selects Hispanic, N if applicant actively selects NOT Hispanic, else null		
RaceAsianInd	Char(1)	Y if applicant actively selects Asian, else null		
RaceBlackInd	Char(1)	Y if applicant actively selects Black / African American, else null		
RaceNativeAmerInd	Char(1)	Y if applicant actively selects Native American, else null		
RacePacIslInd	Char(1)	Y if applicant actively selects Pacific islander, else null		
RaceWhiteInd	Char(1)	Y if applicant actively selects White, else null		
Email	Char(100)	Applicant Email Address		*

Fields: Campus Code, Action Application Type Code, Matriculation Date & Projected Graduation Date

These fields are REQUIRED for MA action rows. Only the Application Type code is required for AC action rows, with the other fields being optional. These fields must be collectively NULL for all other action rows.

Projected Graduation Date must be greater than Matriculation date.
Campus Code is numeric data from table: REF_MED_INST_CAMPUS.

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Sample file contents from fictitious Montana AMCAS Med School:
 FILENAME 'AA-MT999-09052015.txt'

```
HDR|3
ADM|92345670|2017|999||SMITH|JOHN|JOSEPH|WA|||||09012017 000001|AMCAS_MED_SCHL_USER||||
ADM|92345671|2017|999||SMITHSON|JANE|JANET|MA|4|1|09/2017|06/2021|09012004
000005|AMCAS_MED_SCHL_USER||||
ADM|92345674|2017|999||SCHMIDT|TERRY|CHRIS|RJ|||||03252016 000001|AMCAS_MED_SCHL_USER|D||||
END|3
```

Sample file contents from fictitious Montana NON-AMCAS Med School:
 FILENAME 'AA-MT998-09052015.txt'

```
HDR|3
NAA|92345670|2017|998||SMITH|JOHN|JOSEPH|WA|||||09012016 000001|NON-AMCAS_MED_SCHL_USER|
|091080|M|03/03/2008||Y||300|5678|N|Y||||xyz@lm.com
NAA||2017|998||SMITHSON|JANE|JANET|MA|||09/2017|06/2021|09012016 000005|NON-
AMCAS_MED_SCHL_USER||081181|F|05/01/2016||Y||250||N|Y||||abc@lm.com
NAA||2017|998||SCHMIDT|TERRY|CHRIS|RJ|||||03252016 000001|NON-
AMCAS_MED_SCHL_USER|D|102579|Z||AK|Y||250||N|Y||||abc@my.com
END|3
```