

**2022 Entry Year**  
**Instructions and Overview of the Request for**  
**the Committee Letter of Recommendation on**  
**behalf of the Wesleyan Health Professions**  
**Panel and the**  
**Timeline for All Applicants to Medical, Dental,**  
**and Veterinary Medicine Programs**

## INSTRUCTIONS and OVERVIEW SIGNATURE PAGE

### Instructions and Overview of the Request for the Committee Letter of Recommendation on behalf of the Wesleyan Health Professions Panel and the Timeline for All Applicants to Medical, Dental, and Veterinary Medicine Programs

I certify that I have **read this entire document, understand the content herein, and make myself responsible** for following all instructions and deadlines. I understand that if I miss any deadline for the committee letter request, I have the option of requesting a Letter Packet by 30 May 2021.

**DATE:** \_\_\_\_\_

**PRINTED FULL NAME:**

\_\_\_\_\_

First	Middle	Last
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**SIGNATURE:**

\_\_\_\_\_

**Print and complete this page and return to Rosalind Adgers for your Credential Service File by 17 March 2021.**

**You may also scan the signed copy of this page and send by email, please include in the email SUBJECT LINE: Instruction/ Overview Signature Page.**

**Email to [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu)**

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**IMPORTANT STEPS FOR ALL APPLICANTS  
REQUESTING A HEALTH PROFESSIONS COMMITTEE LETTER**

~~~~~ **September 2020—August 2021** ~~~~~

**DEADLINE: 17 March 2021, if any of the required documents listed below are not received by the deadline, the applicant will receive a letter packet instead of a committee letter. Requests for a committee letter will be accepted starting 15 September 2020.**

**APPLICANTS: Undergraduate and alumni** applicants for medical, dental and veterinary medicine programs for the **2022 Entry Year** are eligible to receive a Committee Letter of recommendation. Applicants for other health professions can be provided a “Letter Packet” (see **page 9**). *Please note that alumni must request the committee letter within five years after graduation i.e anyone that graduated in 2014 would not be eligible for a committee letter but will be able to request a letter packet.*

**ATTEND the Health Professions Essential Meeting**, this is **highly** recommended for applicants planning to apply to medical, dental, or veterinary school for entrance in **fall 2022**. This virtual meeting will be held **Monday, 12 October 2020, from 6:00-8:00 PM via Zoom, please go to Handshake to find this event and register.**

**READ** this entire **36-PAGE Handout** including the “**Timeline for ALL Applicants**,” on pages 9-11 and take a look at the relevant portions of the “Health Professions” webpage on the Gordon Career Center (GCC) website at: <http://www.wesleyan.edu/careercenter/students/health/index.html>

Fill out the Instruction Overview Signature Page (**page 2**), Sign and return to Rosalind Adgers.

**OPEN a CREDENTIAL SERVICE FILE** through the **Gordon Career Center\***. **Complete the Credential Service Registration Form** and make an appointment to see Rosalind Adgers, the Health Professions Administrative Assistant/Credential Service Coordinator (HPAA). **All appointments will be via Zoom and can be scheduled on Handshake** at

<https://www.wesleyan.edu/careercenter/students/schedule-an-appointment.html> . **Complete the Credential Service Registration Form** in preparation for your appointment with the HPAA and also complete these forms: “**Request for Preparation of a Committee Letter on behalf of the Wesleyan Health Professions Panel**,” “**Request for a Letter of Clearance**,” “**Document Transmittal**,” “**Request for a veCollect Account**”, and the “**Request for the Wesleyan Transcript**.” These **documents MUST be received at the time of your appt with Rosalind Adgers**. To access all forms online go to: <http://www.wesleyan.edu/careercenter/students/health/credential-service.html>

**OPEN a veCOLLECT ACCOUNT** after meeting with the HPAA to begin collecting individual letters of recommendation (LORs), see page 11 for instructions. We attach these LORs to the **committee letter file**

when we are ready to upload the committee letter file to the **primary centralized application (AMCAS, AACOMAS, AADSAS, VMCAS, TMDSAS)**. We forward this committee letter file to allopathic medical, osteopathic medical, dental, or veterinary medicine schools (30 July - 14 August 2021). To open a veCollect account, complete the veCollect Account Request Form. You may receive an additional three letters for a total of six letters of recommendation in veCollect. These additional letters must be received **no later than the 1<sup>st</sup> of May 2020**. **Please note that** you will also need to **upload to veCollect your supporting documents**: personal statement, committee letter resume, and the activity/experience/ extracurricular worksheet (see page 13).

**REQUEST INDIVIDUAL LETTERS of RECOMMENDATION, complete the** "Request for Individual Letters of Recommendation Form" and return to Rosalind after your first meeting with her. Ask individuals who know you well and have taught you or supervised your work, to write on your behalf. Give them sufficient time to complete the letters before the deadline on **17 March 2021**. At least **one letter MUST be from a Wesleyan University FACULTY OR STAFF** and it is advisable to have one letter from a science faculty member (some medical and dental schools **may require two science LORs**). See **page 20** of this handout and visit the Health Professions website at <http://www.wesleyan.edu/careercenter/students/health/panel-letters.html>. Click on "Writing Guidelines for Individual Letters of Recommendation" for handouts to provide to your letter writers and see the AAMC Letters of Evaluation Guidelines Brochure at: <https://www.aamc.org/initiatives/admissionsinitiative/letters/>.

**REQUEST** official transcripts from **all colleges and universities** where you have taken courses and have them sent to **Rosalind Adgers**, for your Credential Service file, these can be sent anytime between **16 SEPTEMBER 2020 – 17 MARCH 2021** (see page **23**). For the Wesleyan transcript, you will need to **complete the Request for the Wesleyan Transcript Form** and return to **Rosalind Adgers**, for your Credential Service file by **17 MARCH 2021** (see page **23**). These transcripts are for our **internal use ONLY** and will be uploaded to your veCollect file for the Health Professions Panel review of the committee letter file between June and August of 2021 (see page 13).

**COMPOSE** your committee letter resume from your **COMPLETED** "Activity/Detail worksheet" describing each of your activities and experiences (pages 28-29). For each experience or activity include: (1) the name of activity or organization, (2) title or role, (3) number of hours per week, (4) dates of involvement, (5) a short description of specific duties, tasks, responsibilities, or accomplishments, and (6) name of your supervisor(s). **A word doc version of the "Activity/Detail worksheet" may be downloaded to your computer and MUST be TYPED. This document must be uploaded to veCollect as a word document.** To access this template go to: <http://www.wesleyan.edu/careercenter/students/health/credential-service.html>

**WRITE and SUBMIT** a 2-3 page **PERSONAL STATEMENT**. (See the “Personal Statement” section at <http://www.wesleyan.edu/careercenter/students/health/panel-letters.html> and other GCC library resources in Olson Commons for guidance.) There will be a **Personal Statement Writing Workshop on Monday, 26 October 2020, from 6:00-7:00 PM via Zoom, please go to Handshake to find this event and register.**

**SUBMIT** your personal statement, resume and accompanying detail/activity summary forms (via veCollect), and official transcript(s), completed "Request for Preparation of a Wesleyan Health Professions Committee Letter" form, “Request for Letter of Clearance” form and signed “Document Transmittal”, “Request for a veCollect Account”, and the “Request for the Wesleyan Transcript” form via email to **Rosalind Adgers** at [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu) between **20 SEPTEMBER 2020 – 1 MARCH 2021** and make an appointment with her on Handshake at <https://www.wesleyan.edu/careercenter/students/schedule-an-appointment.html>.

**SCHEDULE** a two-hour **Committee Letter INTERVIEW** with Mildred Rodríguez PhD, Health Professions Advisor. Contact **Rosalind Adgers** to schedule your appointment. **Interviews will begin on 7 OCTOBER 2020.** For the interview, we will need a **rough draft of a personal statement** [2-3 paragraphs detailing your motivation for and experiences in the health profession of your interest], **a general resume and an unofficial transcript**. All of these will be needed **72 hours before the interview**. Send these by email to [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu), the SUBJECT LINE of this email message should include your “**Name and HP Interview Documents.**”

**ATTEND the HEALTH PROFESSIONS MOCK MEDICAL INTERVIEW WORKSHOP.** This virtual meeting will be held **Thursday, 12 November 2020, from 6:00-8:00 PM via Zoom, please go to Handshake to find this event and register.**

**SIGNED REQUEST:** Your committee letter file will only be sent out after you have submitted a written request containing your signature, your centralized application ID number(s), and your preferred email address. You may include a tentative list of the medical, osteopathic, dental, veterinary medicine schools to which you are planning to apply. **Send this request to Mildred Rodríguez, PhD, Health Professions Advisor**, by email and to **Rosalind Adgers, Health Professions Administrative/Credential Service Coordinator** by postal mail, scan and send by email or FAX to (860) 685-2181. Because your **SIGNATURE is required**, NO PHONE OR unsigned E-MAIL requests will be accepted (see TEMPLATE on page 16). **Due by 17 June 2021.**

**CERTAIN CONDITIONS APPLY: Your Committee Letter will be ready by 21 August 2021 if:**

- **All necessary documents are submitted by 17 MARCH 2021\*;**
  - **Official transcripts from all Universities attended are submitted for the veCollect file**
- **At least three (3) letters of recommendation (LORs) are received by 17 March 2021;**
- **Your committee letter interview takes place no later than 1 May 2021 (the deadline)**
- **You are planning on taking the MCAT by the last test date in July 2021. Those who take the MCAT after this date for the first time will receive a Letter Packet consisting of a standard cover letter that will accompany their individual letters of recommendation. If there are extreme circumstances that warrant an exception to this requirement, you may request an exemption. Supporting documents will be required and a supporting letter for the exemption will be required.** It is highly recommended that you take your MCAT with enough time to have your scores available when choosing the medical schools you will be adding to your application list and to determine if you feel your application will be competitive. If you decide you to take the MCAT again, consult with your health professions advisor.
- **You have filed the centralized application (AMCAS, AACOMAS, TMDSAS, AADSAS, VMCAS) to medical/dental/veterinary school by 17 July 2021.** It can take 4-6 weeks to process, verify and transmit your centralized application to the schools. The medical schools, in turn will send out their own applications (the “secondaries”). Ideally, all application materials should be in the hands of the medical schools by the end of August. (this includes the centralized application, secondaries, and the committee letter or letter packet).
- **Please note our timeline to upload the committee letter files to AMCAS/AADSAS/AACOMAS is 30 July through the second Friday of August 2021 You may need to for ask medical/dental schools time extensions, regarding the arrival of our committee letter file.**

**THE CREDENTIAL SERVICE**  
**Telephone: (860) 685-3376 | FAX: (860) 685-2181**

**Credential Service Hours:** Monday - Friday 9:30 AM to 1:30 PM

**Health Professions Assistant/Credential Service Coordinator (HPAA):** Rosalind Adgers

**Email:** [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu)

**"REQUIRED DOCUMENTS"**

All OFFICIAL transcripts (including Request for Wesleyan Official Transcript Form)

A completed Credential Service Registration Form

A completed "Request for Preparation..." of the Committee Letter (consent) form

Completed "Request for Individual Letter of Recommendation with signed waiver" Forms for each letter writer (minimum of three letters required and a maximum of six letters permitted)

A completed "Request for Letter of Clearance" form

A completed "Document Transmittal" form

A completed "veCollect Wesleyan Account Request" Form

A "Request for a Fee Waiver" Form (if applicable)

A signed copy of the "Instructions and Overview Signature" page

List of Recommenders from whom you have requested individual Letters of Recommendation

All FORMS are available on the Career Center's website under Health Professions:

<http://www.wesleyan.edu/careercenter/students/health/credential-service.html>

**Credential Service Registration Fee for Medical /Dental** school applicants is \$50.00

**Credential Service Registration Fee for Veterinary Medicine** applicants will need to pay a fee of \$35.

This fee may be charged to your student account until early April, otherwise please write a **check payable to Wesleyan University** and submit payment to Rosalind Adgers, Health Professions Assistant and Credential Service Coordinator, at the Gordon Career Center (GCC).

**Credential Service Fee Waiver:** Applicants with extreme financial need may be eligible to receive a Credential Service Fee Waiver and may apply by completing a "Credential Service Fee Waiver" Form.

**Monitor** the receipt of your letters of recommendation on veCollect and **if there are any changes to your list of recommenders**, inform Rosalind Adgers at 860-685-3376 or by email at

[health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu). A health professions committee letter cannot be written for you without a minimum of three letters of recommendation on file by **17 March 2021**.

**NO health professions committee letter interviews will be conducted after the 31st of May 2021.**

If you missed this Committee Letter request deadline or are taking the MCAT after the July deadline, we will provide a Letter Packet (see info below).



**The Committee Letter File** will include the Committee Letter, the Committee Letter Resume, the individual Letters of Recommendation along with a general cover letter that describes the Health Professions Panel review process and some information on the Wesleyan science courses.

**A Letter Packet** includes a general cover letter and the individual Letters of Recommendation on file with the Credential Service or in your veCollect account, the deadline to request a Letter Packet is 31 May 2021.

### HEALTH PROFESSIONS CHECKLIST

Use this checklist as your own record of your health professions credential file contents. All deadlines for the receipt of materials are firm and must be met in order to ensure that your committee letter on behalf of the Health Professions Panel will be prepared and uploaded by **13 August 2021**. To set up your veCollect Account, read the instructions on pages 12-17 of this handout carefully. If you still have any questions about setting up your veCollect account, set up an appointment with Rosalind Adgers by phone, on Handshake or by email at **health.professions.credential.service@wesleyan.edu**. Rosalind Adgers, HPAA, (860) 685-3376, has office hours Monday - Friday, 9:30 AM - 1:30 PM.

### TIMELINE FOR MEDICAL, DENTAL, and VETERINARY APPLICANTS ALUMNI and UNDERGRADUATES

All meetings/workshops will be presented via Zoom, go to Handshake to find the event and register.

#### OCTOBER- DECEMBER

- Read the relevant portion of the "Health Professions" section found on the Health Professions website at: <http://www.wesleyan.edu/careercenter/students/health/index.html> \_\_\_\_\_ ✓
- Open a Credential Service file by completing the registration form  
See <http://www.wesleyan.edu/careercenter/students/health/credential-service.html> \_\_\_\_\_
- Request individual Letters of Recommendation (LORs) and have them uploaded to veCollect \_\_\_\_\_
- Schedule the Committee Letter Interview through Rosalind Adgers  
Note that Interviews will be held October 2020 - 1 May 2021 \_\_\_\_\_
- **Attend Health Professions Essential Meeting**, 12 October 2020, \_\_\_\_\_
- **Attend Health Professions Personal Statement Workshop**, 26 October 2020 \_\_\_\_\_
- **Attend MCAT Overview**, 19 October 2020, **DAT Overview**, 21 October \_\_\_\_\_
- **Attend Health Professions Mock Medical Interview Workshop**, 12 November 2020 \_\_\_\_\_

#### JANUARY

- Contact alumni or friends attending the medical schools that may interest you and ask them about their experience, the school's student support services, curriculum, etc. \_\_\_\_\_
- Request **official** transcripts from **all colleges and universities attended (including Wesleyan)** and have them sent to Rosalind Adgers at the Gordon Career Center in Boger Hall \_\_\_\_\_
- Update resume and complete Activity Detail Form; draft and revise your personal statement. \_\_\_\_\_

## FEBRUARY

- Remind your individual letters of recommendation writers of the **17 March 2021** deadline. \_\_\_\_\_
- **Register early for the MCAT/DAT.** You must take the exam before **the last test date in July** to present a timely application. \_\_\_\_\_
- **Re-Applicants**, schedule your Committer Letter Interview appointment by **1 May 2021** \_\_\_\_\_
- Attend the “After Wes” Med Student Panel scheduled provisionally for **February 2021**. \_\_\_\_\_

## MARCH

- Upload to veCollect your **final** draft of the personal statement, HP resume, Activity Detail form. Submit all forms, documents and official transcripts by **17 March 2021** \_\_\_\_\_
- Return the Instruction and Overview **Signature Page** \_\_\_\_\_
- **Three Letters of recommendation are DUE 17 March 2021, to be uploaded to veCollect.** \_\_\_\_\_
- **NO REQUESTS FOR A HEALTH PROFESSIONS COMMITTEE LETTER WILL BE ACCEPTED AFTER THURSDAY, 17 March 2021, 1:30 PM.** \_\_\_\_\_

## APRIL

- Attend the **AMCAS Application Overview, April 2021, 6:00-7:30 PM (date TBD)** \_\_\_\_\_
- Attend the **AADSAS Application Overview, April 2021, 6:00-7:30 PM (date TBD)** \_\_\_\_\_
- Begin researching medical schools using the Association of American Medical Colleges (AAMC) current *Medical School Admission Requirements* (MSAR) and individual schools’ web pages \_\_\_\_\_
- **Schedule COMMITTEE LETTER Interview BEFORE THE 1 May 2021 DEADLINE** \_\_\_\_\_  
**Discuss instances of institutional action** (your Letter of Academic and Disciplinary Clearance) with your Health Professions Advisor, given that these need to be discussed on your centralized application (page 31) \_\_\_\_\_

## MAY

- **Last day for the Committee Letter Interviews - 1 May 2021** \_\_\_\_\_
- **Last day to request a Letter Packet - 31 May 2021** \_\_\_\_\_
- It is advisable, for many reasons, to have your MCAT, DAT, or GRE scores in hand prior to filing your centralized (primary) application. However, it is essential that you take this important exam only when you feel **confidently** prepared. \_\_\_\_\_
- Access and initiate work on the primary application for your health profession in May (e.g. AMCAS) \_\_\_\_\_

## MAY

- **Discuss instances of institutional action** with your Health Professions Advisor \_\_\_\_\_

## JUNE-JULY

- **To have your committee letter uploaded, you must submit the AMCAS/AACOMAS/AADSAS by July 2021.** \_\_\_\_\_
- Request official copies of all transcripts sent to the AMCAS, AACOMAS, AADSAS, VMCAS application service(s) as soon as they will accept them (contact the registrar, page 25) \_\_\_\_\_
- **Notify Rosalind Adgers of your AAMC, AMCAS, AACOMAS, AADSAS, VMCAS or TMSAS ID#** \_\_\_\_\_
- Complete AMCAS/AACOMAS/AADSAS application and **preferably file by the end of June-mid July.** \_\_\_\_\_

- Complete applications for any schools that do not use the common application for your health profession \_\_\_\_\_
- Complete secondary applications promptly as they come in (7-21 days turnaround). \_\_\_\_\_
- Mail, scan or fax to Rosalind Adgers your **SIGNATURE page including**, ID numbers, and your preferred email address. Your **SIGNATURE** is REQUIRED, phone requests are NOT accepted.

See **page 18** of this handout for a Template, **Due by 17 June 2021** \_\_\_\_\_

- **You may need to ask medical/dental schools for time extensions, regarding the arrival of our committee letter file.**

## AUGUST

- Committee Letter File uploaded to to **AMCAS—AACOMAS—AADSAS—VMCAS—TMDSAS** \_\_\_\_\_

## AUGUST-SEPTEMBER-OCTOBER-NOVEMBER

- Prepare for your Health Professional program interviews, schedule a mock medical interview through Handshake. Register for free with [www.wesleyan.biginterview.com](http://www.wesleyan.biginterview.com) and videotape your interview practices (use your Wesleyan email address to register for free). \_\_\_\_\_

## veCollect Instructions

**Read** this entire set of instructions. Access to veCollect will only be given to applicants pursuing applications to health professions schools. veCollect is used internally as part of our committee letter process, the health professions programs you are applying to will only have access to what we upload to the primary application as part of the committee letter file or a letter packet (**page 9**).

All applicants to Medical, Dental, and Veterinary Medicine requesting a Committee Letter on behalf of the Health Professions Panel must utilize this service to collect the individual letters of recommendation which will be included as part of the committee letter file or letter packet. veCollect is also utilized to have the applicants upload their health professions resume (**page 28**), transcripts, personal statement and extracurricular detail worksheet. **All of these documents along with a draft of the committee letter are reviewed from June thru August by the Health Professions Panel in finalizing the draft of the committee letter\*\*** to be uploaded to your primary application (see Quivers on **page 16**).

Applicants requesting a Letter Packet for application to other health professions such as, Optometry, Physician Assistant, Pharmacy, Nursing, Podiatry, Physical Therapy and Occupational Therapy will also have access to veCollect. For letter packets, applicants will only need to have the individual letters of recommendation uploaded and the cover letter [See The Letter Packet Instructions Handout].

### Request a veCollect Account:

Upon opening a credential service file, submit a veCollect Account Request Form along with the Request for a Committee Letter [the form is available on the credential service webpage].

You will receive an **Authorization Code** from the HPAA, Rosalind Adgers. Go to <https://collect.virtualevals.net> and click on "Register for Access" in the upper right-hand corner of the screen. Follow the instructions, note that Wesleyan is one of two schools under Connecticut. Once you create your account, Bookmark the Website. Along with these detailed instructions, please review the **veCollect Overview** at <https://www.wesleyan.edu/careercenter/students/health/committee-letter-request.html> This document provides screen shots of the step-by-step process to set-up your account. Please use this resource as you follow these detailed instructions.

You will receive a notification by email from veCollect when your account is activated and may then begin to use veCollect. If you forget your log-in information click on the "*Having Trouble Logging In?*" prompt and follow the instructions to regain access.

Below are some general instructions to help you begin setting up your account. veCollect has a number of short instructional videos that you may access as a resource. You must complete all of the steps to set-up your veCollect account by the **1 May (including setting up your 'Quivers')** in preparation for the committee letter file reviews. It is very important that you follow all of these instructions very carefully given that the Health Professions Panel will not be able to review your committee letter file if any of your documents are missing or your Quivers have not been set-up (see **page 16**). Note, letter packet files **do not** undergo review by the Health Professions Faculty Panel.

### The "My Evaluators" Tab:

**Step One:**

Students need to create both an Evaluator AND Letter Record for each person that will be submitting a letter on their behalf, INCLUDING one for the **Committee Letter** or for a Letter Packet:

- Click on “Add New Evaluator” to set up records for each letter-writer. Enter the contact information for each evaluator, including their accurate email address. Then click Create Evaluator Record. Set up a “send letter request email for each evaluator
- Set up an evaluator record for the Committee Letter, using the following information:

Title: Dr.

First Name: Mildred

Last Name: Rodríguez

Address: Boger Hall, 41 Wyllys Avenue

City: Middletown

State: CT

Postal Code: 06459

Email: [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu)

Phone: 860-685-2180

Applicants should not send a letter request email for the Committee Letter, the committee letter files will be uploaded from 30 July through 13 August 2021 directly to the centralized application service.

**For those of you applying to both MD, DO schools, and TMDSAS (or any combination of these)**, we create three separate copies of the committee letter, one has your AAMC ID # (and AMCAS Letter ID #), another copy has your AACOMAS ID # and a third copy of the committee letter will have the TMDSAS ID #. You will need to create a **separate** Evaluator Record on veCollect for the copy of the committee letter with the AACOMAS ID # and the TMDSAS ID #. This will allow us to distinguish which letter to upload for the DO School Quiver and TMDSAS Quiver (see Create a Quiver on **page 13**)

- Set up an evaluator record for the Committee Letter for **AACOMAS/TMDSAS** using the following information:

Title: Dr.

First Name: Mildred

Last Name: Rodríguez AACOM or Rodríguez TMDSAS (for the TMDSAS Quiver)

Address: Boger Hall, 41 Wyllys Avenue

City: Middletown

State: CT

Postal Code: 06459

Email: [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu)

Phone: 860-685-2180

- For those requesting a letter packet, set up an evaluator record for the **Letter Packet cover letter** using the following information and everything else stays the same (address, email and phone same as above):

Title: Dr.

First Name: Mildred

Last Name: Rodríguez LettPacket

**The "My Evaluators" Tab—The Letter Record:**

**Step One:**

Students need to create both an Evaluator AND Letter Record for each person that will be submitting a letter on their behalf, INCLUDING one for the **Committee Letter** or for a Letter Packet:

- Click on “Add New Evaluator” to set up records for each letter-writer. Enter the contact information for each evaluator, including their accurate email address. Then click Create Evaluator Record. Set up a “send letter request email for each evaluator

**Step Two:**

• Under the name of the evaluator you just created, click Create New Letter Record. Select the type of school you are applying to (i.e. Medical, Dental, etc.). Students applying to Medical School, whether allopathic MD programs, osteopathic DO programs, MD/PhD programs, or any combination, should select MEDICAL SCHOOLS as the Letter Type.

- On this page, you **must** provide a response and signature regarding the FERPA statement [type your name in the box]. Then click Create Letter Record. In **waiving** your right to see the individual letters of recommendation (LORs), the admissions panel at the health professional school you are applying to will consider the LORs to be an accurate and more transparent review of your competitiveness as an applicant.


When you click on “Create New Letter Record”, choose the program type, and sign the FERPA request. The letter writers will see the FERPA notice. You will NOT be able to see any of the documents uploaded to veCollect.

- For the **Committee Letter Process or the Letter Packet Request**, you will ALSO need to complete a “Request for Individual Letters of Recommendation Form” for each individual letter writer waiving your rights to see the LORs and return those forms to Rosalind Adgers. The admissions panel at the health professional school you are applying to, may give an LOR less credence when applicants have not waived their right to see these letters. [This form is available on the Health Professions webpage in the Committee Letter Request link and the completed forms must be returned by 17 March 2021.]

**Step Three:**

Notifying your Evaluators on VeCollect:

When looking at the My Evaluators page, you will see a clickable “envelope icon” next to the letter records:

- When you are ready to notify an evaluator to submit their letter, click on the  envelope icon to send an email to them. The email will contain all the instructions they need to submit their letter to veCollect. Inform the evaluator to look out for an email from veCollect, it may go to their junk mail. **The email sender will look like this: collect+3d2a24..coob13d5ffe11@virtualevals.org** Which is basically the word 'Collect+' with a series of random letters and numbers that will be specific to your veCollect ID which is generated by Virtual Evals to collect your letters.

- When an evaluator has submitted their letter, a red Adobe Acrobat (PDF) symbol will appear within the evaluator record. Please note: It takes 1-3 business days from the time a letter is submitted for the letter to be matched to your account using your veCollect account number. If you hover over the symbol with your mouse, it will tell you the date the letter was received.

If possible, applicants should request the letter in person before sending the email request to their letter writers. See the “Requesting Letters of Recommendation” section in the “Instructions and

Overview of the Request for the Committee Letter of Recommendation” handout (page 18) and recommendations on our website, for who, how, and when to ask for an individual Letter of Recommendation (LOR). ALL LORs **must have the letter writer’s signature**.

#### **Step Four:**

##### **This is not required for the Letter Packet\*\***

For the committee letter process, create an Evaluator entry for YOURSELF and a separate Letter Record in order to upload each of your supporting documents separately, for example:

First Name: *YOUR FIRST NAME*

Last Name: *YOUR LAST NAME*

Address: 45 Wyllys Avenue, BOX 34521

City: Middletown

State: CT

Postal Code: 06459

Email: [XYZZYX@wesleyan.edu](mailto:XYZZYX@wesleyan.edu)

Phone: (111) 222-3333

Letter Record 1: *YOUR LAST NAME* Resume (Jane Doe Smith Resume)

Letter Record 2: *YOUR LAST NAME* Personal Statement

Letter Record 3: *YOUR LAST NAME* Worksheet ( for the Experiences/Extracurricular Detail Worksheet)

Complete a “send email request” for each document to yourself to receive the request to upload each of your documents separately to veCollect.

When you receive the three emails from veCollect you will upload your Committee Letter Resume, the Health Professions Activity/Experience/Extracurricular Detail Worksheet, and your finalized Personal Statement. Do not send multiple documents to the same email request, because the document will overwrite the document you uploaded first.

#### **Step Five:**

Create an Evaluator entry so that we can upload your Transcript(s) for the Health Professions Panel’s perusal. You will designate this as “Other” for the Letter Record in order to upload that document (this step is NOT required for the Letter Packet requests). Rosalind Adgers will upload your transcript, she **will not upload these by the March deadline**. She will upload the transcripts by mid- May and with plenty of time so that the panel members can view these when they begin the review process. Include Transcript as part of Rosalind Adgers last name (see below).

First Name: Rosalind

Last Name: Adgers TRANSCRIPT

Address: Boger Hall, 41 Wyllys Avenue

City: Middletown

State: CT

Postal Code: 06459

Email: [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu)

Phone: (860) 685-3376

Letter Record: “*Other*” from Rosalind Adgers

#### **Re-Applicants:**



You do NOT need to set up a new evaluator or letter record in veCollect for the Committee Letter. Your new Committee Letter will replace the previous letter within that same record. You will need to create a new Quiver [designating it with the new Entry Year e.g. MD Quiver 2022EY to distinguish it from the previous MD Quiver]. The new Committee Letter will be an update, including your most recent activities, experiences, achievements, etc. This updated Committee Letter will contain the new AMCAS Letter ID # [which is generated every year]. The previous Committee Letter will become an extension of this updated letter so that it is all in one file.

If you are asking a previous “Evaluator” that submitted an individual letter of recommendation to update their letter, you do not need to create a new evaluator or letter record, but rather the updated letter [with a more recent date] when submitted will replace the previous letter within that same record. First, always request that your letter be updated by speaking with your recommender. Once the evaluator agrees to update and re-submit their letter, you can simply click the envelope icon within their evaluator record to send the veCollect email request. Remember to advise the evaluator to look out for an email from veCollect (the email may go to their junk mail).

### The “My Institutions” Tab

Applicants **must NOT** enter their selected medical, dental, veterinary medical schools into this section. The HPAAs will be creating a file using a “Load and Merge” function on veCollect and will then upload the committee letter file to AMCAS, AACOMAS, AADSAS, TMDSAS and the VMCAS (vet school). If you are applying to a school that does not participate in AMCAS, AACOMAS, AADSAS, VMCAS, TMDSAS; you will need to provide a complete postal address for that school and we will mail your committee letter file to that specific school.

### The “My Quiver” Tab

In preparation for the receipt of individual letters of recommendation:

- Create a Quiver by clicking on “Create New Quiver”
- In the description, refer to the program type, i.e. MD Quiver, DO Quiver, Dental Quiver, TMDSAS
- Select all of the letters to be included in the committee letter file or Letter Packet File, INCLUDING the Committee Letter (even if it has not been uploaded yet) or Letter Packet Cover Letter. You may collect more letters in your account than you end up adding to your Quiver. Your Quiver is limited to 7 letters plus the Committee Letter or letter Packet Cover Letter.

### If an applicant is **applying to MD, DO programs** or to **Texas schools—the TMDSAS:**

You will need to create three Quivers (one for each program type). Students will assign the appropriate letters to each Quiver. For example, there may be a letter from a D.O. that you might prefer to be included only in the DO Quiver or in the DO Letter Packet Quiver.

- **Create a Quiver** for the documents you have uploaded. This Quiver will be referenced by your full name/supporting documents, e.g. **Mary Smith Supporting Documents**

A Supporting Documents Quiver is **not** required for the **Letter Packet Request**.

- The **MD, DO, TMDSAS, Dental, or Veterinary Medicine School Quiver** that you create **should include the committee letter from Mildred Rodríguez** (AACOM version for the DO Quiver, TMDSAS version for that Quiver), the individual Letters of Recommendation (LORs) that you would like us to include as part of the committee letter file, and the HP Resume ( e.g. Jane Doe Smith Resume) you prepared as per the attached **TEMPLATE (page 27)**

- The **“Applicant” Supporting Documents Quiver** will include your committee letter resume, personal statement, transcript- from Rosalind Adgers, activity detail worksheet (which for most of you appears as “Other”), and the committee letter from Mildred Rodríguez. This quiver is for the HP Panel Members Review of your file. The HP Panel members need to see all of your documents in one



place. Your file will **NOT** be reviewed if this quiver has not been created. This will delay the upload of your committee letter file to the primary application (AMCAS, AACOMAS, AADSAS, TMDSAS)

- The **MD, DO School, Dental, Letter Packet Quiver** that you create should include the cover letter from Mildred Rodríguez (AACOM version for the DO Letter Packet Quiver) and the individual Letters of Recommendation (LORs) that you would like us to include as part of the letter packet. You **do not** need a Supporting Documents Quiver.
- **Do not “Process & Lock” any of the Quivers at any time.** This is very important since these documents will be made available to the Health Professions Panel members. The Panel will review the supporting documents and the committee letter as part of the review process before we finalize the draft of the committee letter.
- **Please note that when you “Lock” a Quiver** you are not able to add or remove documents from that Quiver, you will need to have free access to your veCollect Quivers at all times.
- **Re-Applicants:** You will need to create a NEW Quiver for the current cycle. Please title the Quiver using the application cycle year (**e.g. Medical School 2020 EY Cycle Quiver**). Re-applicants do not need a new Supporting Documents Quiver.

### Ready for Upload

When the committee letter is done, the PDF symbol will appear in the box for the committee letter record. The Official Timeline for Committee Letter uploads is between 31 July-13 August 2021. Once you have set up your Quiver(s), confirm that all of the expected letters of recommendation have been received by your veCollect account, including the Committee Letter or Letter Packet Cover Letter. Each Quiver that you have created needs to be checked so that it contains ALL the letters you would like Wesleyan to upload on your behalf to the health professional schools to which you have sent applications. Once you have completed your veCollect Set-Up, please contact Rosalind Adgers so that she can confirm that everything has been done correctly. At this point you must also prepare to submit your Signed Request for your Committee Letter Upload by 18 June 2021. No letters will be sent out without this request. **You may ask medical/dental schools for a time extension, regarding the arrival of our committee letter file.** Address your questions regarding veCollect to Rosalind Adgers, HPAA, (860) 685-3376 or by e email at [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu)

**TEMPLATE Signed Request for your Committee Letter Upload****DUE DATE: 17 June 2021****FULL NAME:****I am writing to formally request that my Committee Letter be uploaded/sent to AMCAS, AACOMAS, TMDSAS, AADSAS, or VMCAS on my behalf [ provide all relevant ID #s].****My preferred email is [XXYYZZ@wesleyan.edu](mailto:XXYYZZ@wesleyan.edu)****AAMC ID #****AMCAS Letter ID #****AACOMAS ID #****TMDSAS ID #****AADSAS ID #****VMCAS ID #**I am enclosing an ***optional tentative list*** of schools:

Albert Einstein College of Medicine

Boston University School of Medicine

Geisel School of Medicine at Dartmouth

George Washington University School of Med &amp; Health Science

Hofstra Northwell School of Medicine at Hofstra University

Jacobs School of Medicine and Biomedical Sciences at the University at Buffalo

Lewis Katz School of Medicine at Temple University

Loyola University Chicago Stritch School of Medicine

New York Medical College

The Pennsylvania State University College of Medicine

Best regards,

*Your Signature*

## The Committee Letter Designation on the Centralized Application

If you have requested a Committee Letter from Wesleyan, and have met the deadlines, you will indicate committee letter when completing your primary application. In the AMCAS application for example, this entry generates a unique AMCAS Letter ID # for the Wesleyan committee letter. The Committee Letter file from Wesleyan consists of a cover page that describes the committee letter file review process, the Committee Letter, the Committee Letter Resume, and the individual Letters of Recommendation on behalf of the applicant that have been uploaded to veCollect.

Shown below is a screenshot of the “Add a Letter of Evaluation/Recommendation” page of the AMCAS Instruction Handbook. There are three types of letters, the applicant must select a type of letter and enter the evaluator information. You may add an “individual letter writer” even after submitting the AMCAS.

### Types of Letters

Each letter type, regardless of the actual number of letters it contains, is only one letter entry.

- **Committee Letter:** A letter authored by a pre-health committee or pre-health advisor and intended to represent your institution’s evaluation of you. A Committee Letter may or may not include additional letters written in support of your application. This is sometimes called a Composite Letter.
- **Letter Packet:** A packet or set of letters assembled and distributed by your institution, often by the institution’s career center. A Letter Packet may include a cover sheet from your pre-health committee or advisor; however, in contrast to a Committee Letter, a Letter Packet does not include an evaluative letter from your pre-health committee or advisor.
- **Individual Letter:** A letter written by, and representing, a single letter author. If you have already included an Individual Letter within either a Committee Letter or a Letter Packet, you should **not** add a separate entry for that letter.

If a Committee Letter or Letter Packet is sent to AMCAS, the **entire** Committee Letter or Letter Packet will be sent to the schools you've designated to receive this letter entry. **AMCAS will not split packets or remove a letter from your packet** once it has been received. Therefore, if you wish to send a letter specifically to one medical school, you should enter this as an Individual Letter and have it sent separately from the packet.

Taken from AAMC.org; see the entire AMCAS Applicant Guide at: <https://students-residents.aamc.org/applying-medical-school/applying-medical-school-process/applying-medical-school-amcas/>

For instructions for the AADSAS go to [http://www.adea.org/GoDental/The\\_application\\_to\\_dental\\_school\\_\\_ADEA\\_AADSAS.aspx](http://www.adea.org/GoDental/The_application_to_dental_school__ADEA_AADSAS.aspx)

Scroll down to “Highlights and Important Notes” and click on “Instructions”

## Selecting Letter Writers and Requesting Individual Letters of Recommendation

Medical/Dental schools are interested in seeing letters of recommendation from your professors (at least one in the sciences), employers, and others who have supervised you and can provide comments based on their observation of your performance. Consider individuals that know you well, that are able to write a supportive letter while discussing your skills, personal attributes, intellectual ability and potential as a health professional. The diversity of your letter writers will provide the admissions board a well-rounded perspective of you as an applicant.

At least one letter **MUST** be from a Wesleyan University **FACULTY OR STAFF** and it is advisable to have one letter from a faculty member from your chosen major and/or the sciences (some schools require two letters from science professors, check for this information on the school's website)

**Provide letter writers with a packet** consisting of a cover page that includes: name, major, graduation year, GPA, a resume, and a brief statement regarding your interest in the health profession you are pursuing. If possible, schedule an appointment to talk to your letter writers about your background and your aspirations for a career in medicine.

The ideal number of recommendations varies from applicant to applicant. For some applicants, three letters will suffice; others may want to solicit up to six. If you are unsure about whom to ask for a recommendation, or how many letters you should request, talk with the Health Professions Advisor.

Give individuals you have asked to write on your behalf plenty of time to write your letter of recommendation, typically 6-8 weeks in advance. It may take several weeks or more to get your letter written.

## Instructions for Letter Writers

### Letters of Recommendation for Medical/Dental/Veterinary Schools

Please be sure your letter is dated, includes your full name and title, is printed on **letterhead stationary** and has your **SIGNATURE**. Your letter should be single-spaced and in 12-point type for readability. Because the letter you submit via veCollect will be used for all of the programs the applicant is applying to, letters should not be addressed to any specific school or program. A salutation is not required, but you may address your letters **generically to “To Whom It May Concern or “Dear Admissions Committee Members.”**

If you have been asked to write a letter of recommendation on behalf of a Wesleyan student/alum, it is most helpful if your letter is candid and specific. Please be sure to state in what capacity you know the applicant and how well you know the applicant. Even if you do feel that you know the applicant reasonably well, it is still appropriate to ask for a resume with additional information about her/his/their academic preparation, employment, community service, research experience, and extracurricular activities. Hopefully, you will be able to spend some time speaking with the applicant about her/his/their interest in the field and practice of healthcare.

The admissions committees at the various health professional schools will have access to transcripts and standardized test scores, but it is from letters of recommendation that they can learn more about the applicant as a person. Based on your experience with and knowledge of the applicant, you may want to address some of the following:

communication skills (oral, written, and listening);  
 observational abilities, comprehensive vision, and attention to detail;  
 qualities of mind, such as the ability to grasp, analyze, and synthesize information and ideas;  
 intellectual curiosity;  
 aptitude for sustained hard work and commitment;  
 cross-disciplinary fluency;  
 organizational and problem-solving skills;  
 interpersonal skills, such as tact and thoughtfulness;

integrity and responsibility;  
 personal qualities, such as maturity, warmth, and emotional balance;  
 resilience and adaptability when confronting challenges;  
 contributions to, and concern for, the wellbeing of others;  
 cultural sensitivity;  
 initiative, flexibility, capacity to engage in productive teamwork  
 capacity for improvement and personal growth;  
 reflective capacities, knowledge of limits, and willingness to ask for help.

In assessing an application, admissions committees also consider what is sometimes termed *distance traveled*. If you are aware that the applicant has overcome significant obstacles, weathered trying circumstances, learned from some perhaps regrettable mistakes, or persevered in the face of difficulties out of a sense of responsibility, this may be brought to the attention of admissions committees.

Most importantly, consider what qualities and abilities you value in a health care professional and whether you believe this individual has the capacity to become a skilled health practitioner. Because there are many individuals who are very capable and well suited for other professions, but not necessarily for clinical practice, make sure that you specify at some point in your letter that you are recommending this person for the specific health profession of their interest.

To see the AAMC Guidelines for Letter Writers for Applicants to Medical School as a reference, go to: [https://aamc-orange.global.ssl.fastly.net/production/media/filer\\_public/5c/c7/5cc78d20-3c02-493b-bd0d-37a5f366f07c/lettersguidelinesbrochure.pdf](https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/5c/c7/5cc78d20-3c02-493b-bd0d-37a5f366f07c/lettersguidelinesbrochure.pdf)

You will submit your letter of recommendation by uploading your document to veCollect. Once the applicant invites you to write a letter as an “evaluator,” you will receive an email from veCollect to complete the uploading process. Letters must be received by the deadline provided by the applicant. Please note that the applicant will either waive or not waive his/her right to see your letter and you will be able to see this on the link you receive. **veCollect is unable to accept unsigned letters or letters that are not on letterhead.** If you have any questions about the letter process please contact Rosalind Adgers, Health Professions Assistant and Credential Service Coordinator, at [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu). Our office is located in the Gordon Career Center, Boger Hall, 41 Wyllys Avenue, Wesleyan University, Middletown, CT 06459. However, this fall semester we are only having Zoom appointments if you would like to speak with her you may request a meeting with her via email.

**Your signature on the letter certifies that it was written in its entirety by you on behalf of the applicant.** Portions of your letter (including your name and professional affiliation) will be used verbatim in the development of the **committee letter on behalf of the Wesleyan Health Professions Panel**. Moreover, your letter in its entirety will accompany the committee letter and other individual letters of recommendation as a “Committee Letter File” and will be distributed to the schools to which the applicant has chosen to apply.

Should you have any questions about the Committee Letter File, you may direct them to the Health Professions Assistant/Credential Service Coordinator, Rosalind Adgers, (860) 685-3376 or [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu).



## General Writing Guidelines Letters of Recommendation for Health Professional Schools

If you have been asked to write a letter of recommendation on behalf of a Wesleyan student/graduate, it is most helpful if your letter is candid and specific. Please be sure to state in what capacity you know the applicant and how well you know the applicant. Even if you do feel that you know the applicant reasonably well, it is still appropriate to ask for a résumé with additional information about her/his academic preparation, employment, community service, research experience, and extracurricular activities. Hopefully, you will be able to spend some time speaking with the applicant about her/his interest in the field and practice of healthcare.

It is from letters of recommendation that the admissions committees can learn more about the applicant as a person. Based on your experience with the applicant, please address some of the following:

communication skills (oral, written, and listening);  
 observational abilities, comprehensive vision, and attention to detail;  
 qualities of mind, such as the ability to grasp, analyze, and synthesize information and ideas;  
 intellectual curiosity;  
 aptitude for sustained hard work and commitment;  
 cross-disciplinary fluency;  
 organizational and problem-solving skills;  
 interpersonal skills, such as tact and thoughtfulness;

integrity and responsibility;  
 personal qualities, such as maturity, warmth, and emotional balance;  
 resilience and adaptability when confronting challenges;  
 contributions to, and concern for, the wellbeing of others;  
 cultural sensitivity;  
 initiative, flexibility, capacity to engage in productive teamwork  
 capacity for improvement and personal growth;  
 reflective capacities, knowledge of limits, and willingness to ask for help.

In assessing an application, admissions committees also consider what is sometimes termed *distance traveled*. If you are aware that the applicant has overcome significant obstacles and trying circumstances, learned from some perhaps regrettable mistakes, or persevered in the face of difficulties out of a sense of responsibility, this may be brought to the attention of the admissions committee.

Most importantly, consider what qualities and abilities you value in a health care professional and whether you believe this individual has the capacity to become a skilled health practitioner. Make sure that you specify at some point in your letter that you are recommending this person for the specific health profession of their interest.

**Please be sure your letter is dated, includes your full name and title, and is printed on letterhead stationary. Your letter should be single-spaced and in 12-point type for readability.** Because the letter you submit to veCollect will be used for all the applicant's health professional schools, letters should not be addressed to any specific school or program. A salutation is not required, but you may address your letters generically as "Dear Admissions Committee Members."

You will submit your letter electronically to veCollect. The applicant that has requested your letter

will create an “Evaluator” file for you on veCollect and you will receive an email with instructions on how to upload your document. The staff at veCollect reviews the letters and is **unable to accept any unsigned letters**. The applicant should have provided you with a signed Reference/Waiver form from the Credential Service that also provided you with some basic guidelines. **Your signature on the letter certifies that it was written in its entirety by you on behalf of the applicant.**

We appreciate the great care and thoughtfulness that characterize the letters of recommendation written for our applicants to health professional programs. Thank you for your efforts on their behalf. Should you have any questions regarding the letter packet, veCollect and/or the Credential Service, these may be directed to the Health Professions Assistant and Credential Service Coordinator, Rosalind Adgers, 860/685-3376, at [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu), Boger Hall, Gordon Career Center, 41 Wyllys Avenue, Wesleyan University, Middletown, CT 06459.



## Submitting Official Transcripts and Your Wesleyan Credits

### In Support of Your Committee Letter

To request that an official copy of your Wesleyan transcript be sent to Rosalind Adgers, complete the “Request for Official Wesleyan Transcript Form” available on the credential service webpage on the GCC website.

By completing the form, the registrar will send us a copy of your official transcript without charging you the \$5.00 processing fee. The credential service does not provide AMCAS or any other centralized application service with our copy of the applicant’s transcript. This copy of the transcript will be used for the Health Professions Panel’s review of your committee letter file on veCollect. You will need to submit official transcripts to the centralized applications as per the directions below.

### For Centralized Applications (AMCAS, AACOMAS, AADSAS, VMCAS, TMDSAS)

Our office does not send transcripts for the centralized applications.

You will be required to submit an official transcript for every college/university attended. You will request these through the registrar’s office. This may be done in person or electronically. To request the Wesleyan Official Transcript go to the registrar’s website to begin:

[http://www.wesleyan.edu/registrar/general\\_information/transcripts.html](http://www.wesleyan.edu/registrar/general_information/transcripts.html)

Here are the step-by-step instructions for when you request a transcript electronically for **AMCAS**:

1. Select ‘Educational Organization, Application Service and Scholarships (other than a school)’.
2. Select AACOMAS - American Medical College Application Service’.
3. Enter 10 digit AACOMAS Account Number (CAS Transcript ID #)
4. Select ‘Electronic Exchange’—this is the only option. Yes, we are an approved school for Electronic Transcript Exchange with AMCAS.
5. Check box.
6. Select ‘1’ copy = \$5.00—this is the only option.
7. Do NOT click ‘Upload Documents’. AMCAS students do NOT need to upload or send the AMCAS Transcript Request Form that gets generated by AMCAS but you will need the Transcript ID Number.

Here are the step-by-step instructions for when you request a transcript electronically for **AACOMAS**:

1. Select ‘Educational Organization, Application Service and Scholarships (other than a school)’.
2. Select ‘AACOMAS—American Association of Colleges of Osteopathic Medicine.
3. Enter CAS Transcript ID 10-digit AACOMAS Account Number.
4. Select ‘Electronic Exchange’—this is the only option. Yes, we are an approved school for Electronic Transcript Exchange with AACOMAS.
5. Check box.
6. Select ‘1’ copy = \$5.00—this is the only option.
7. Yes, a \$2.50 processing fee will be added at the end.
8. Do NOT click ‘Upload Documents’.

Here are the step-by-step instructions for when you request a transcript electronically for the **ADEA AADSAS** (Associated American Dental Schools Application Service):

1. Select 'Educational Organization, [Application Service and Scholarships](#) (other than a school)'.
2. Select '**ADEA AADSAS – American Dental Association**'.
3. Enter CAS Transcript ID.
4. Select 'Electronic Exchange'—this is the only option. Yes, we are an approved school for Electronic Transcript Exchange with AADSAS.
5. Check box.
6. Select '1' copy = \$5.00—this is the only option.
7. A \$2.50 processing fee will be added at the end
8. Do NOT click 'Upload Documents,' you will not need to upload documents.

For **VMCAS** or Veterinary Medical College Application Service, you will need to request that a paper copy of your transcript be sent along with the “**Transcript Request Form**” that is generated when you complete that section of the VMCAS application (this form will be uploaded to the Wesleyan Registrar’s website when you request the transcript). The registrar will need to send the official transcript to:

VMCAS Transcript Processing Department  
 P.O. Box 9126  
 Watertown, MA 02471

For the **TMDSAS** or Texas Medical and Dental Schools Application Service, you will need to request that a paper copy of your transcript be sent along with the “**Transcript Request Form**” that is generated when you complete that section of the TMDSAS application (this form will be uploaded to the Wesleyan Registrar’s website when you request the transcript). The registrar will need to send the official transcript to:

TMDSAS  
 P.O. Box 2175  
 Austin, TX 78768

## **Wesleyan Credits**

When you complete your centralized application (AMCAS, AACOMAS, AADSAS, VMCAS, TMDSAS, etc.) you will find a section on the application where you are entering all of your completed courses. As part of this section you must enter the number of credits exactly as they appear on your official transcript.

The centralized application staff will convert those credits to an equivalent for a four-credit scale to normalize all applicants’ academic records.

FYI: Currently, a one credit course at Wesleyan is equivalent to four credits, a 0.75 credit course is equivalent to three credits, a 0.50 credit course is equivalent to two credits, a 0.25 credit course is equivalent to one credit.

## The Committee Letter Activity, Experience, Extracurricular Detail Worksheet

Use this Activity Detail Worksheet to list below in chronological order, from more recent to past, your various volunteer activities, interests, research, publications, honors/awards, study abroad, internships, extracurriculars, work, and clinical experience throughout college and/or post-college. Indicate date or duration of activity, e.g. June 2013 - August 2014 and please include hours per week for jobs and include total hours thus far for shadowing/volunteer/community service experiences that are ongoing or have been completed. These experiences will be classified into two areas: **(1) Health and Science (2) Employment, Service to the Community and Extracurricular Activities**. This document may be as long as necessary since you will be listing in detail all of your experiences. After completing the worksheet and organizing all of your activities/experiences, the NEXT step is to take all of this information and create a document that looks more like a RESUME but is NOT limited to a specific number of pages. See the Committee Letter Resume TEMPLATE included in this handout (pages 28-30). This worksheet will also assist you in completing the Activities/Experiences section of the primary or centralized application to the Health Professions Program you are applying to:

| Position Held/<br>Role | Name of<br>Organization &<br>Institution | Name of<br>Supervisor | Dates (start of<br>experience to<br>end) | Hours/WK | Total Hours |
|------------------------|------------------------------------------|-----------------------|------------------------------------------|----------|-------------|
|                        |                                          |                       |                                          |          |             |

Describe briefly what you did (limit your description to 700-800 characters). Include specific duties, accomplishments, events associated with the experience. If this was a research experience include details about the study (i.e. what was studied, what was your role in terms of procedures, designing experiments, techniques, will you be co-authoring a publication, etc.).

**WRITE information HERE**

| Position Held/<br>Role | Name of<br>Organization &<br>Institution | Name of<br>Supervisor | Dates (start of<br>experience to<br>end) | Hours/WK | Total Hours |
|------------------------|------------------------------------------|-----------------------|------------------------------------------|----------|-------------|
|                        |                                          |                       |                                          |          |             |

Describe briefly what you did. Include specific duties, accomplishments, events associated with the experience. If this was a research experience include details about the study (i.e. what was studied, what was your role in terms of procedures, designing experiments, techniques, will you be co-authoring a publication, etc.).

**WRITE information HERE**

## Health Professions Committee Letter Resume

Use the exact format shown below to prepare this resume. Use a left-hand alignment for the text as shown and please limit your descriptions to 700 to 1000 characters. This resume along with the Activity, Experience, Extracurricular Detail Worksheet will assist you in the Work/Activities section on the centralized application for medical school (AMCAS and AACOMAS). However, the character limit for the experiences on the AMCAS is 700 characters and your three most meaningful experiences will have a limit of 1325 characters.

~~~~~

### NAME

Email and phone number

### EDUCATION

B.A., Wesleyan University, Middletown, CT, May 2016

- GPA: 3.6/4.0
- Majors, Minors, Concentrations (if applicable):

**Study Abroad:** Name of program, affiliation, location, dates of program [month- month/year].

**Thesis [if applicable]:** Full Title

**Honors [if applicable]:**

**Certificate [if applicable]:**

Dean's List, Wesleyan University: Semester, Year

XXXXXX Prize for excellence in "Whatever it Was", DATE

### Presentation/Publication Formatting:

BOOK or REPORT (Upper Case)

Committee on Scientific Standards for Studies on Modified Tobacco Risk, Board on Population Health and Public Health Practice, Institute of Medicine. *Scientific Standards for Studies on Modified Risk Tobacco Products*. Washington, DC: National Academies Press, 2012.  
[http://www.nap.edu/openbook.php?record\\_id=13294&page=R1](http://www.nap.edu/openbook.php?record_id=13294&page=R1)

POSTER (Quotes and lower case)

"Assessing potential of private health facilities for initiating PMTCT services in Andhra Pradesh and Maharashtra, India," S. Sucharitha, C. Hoblitzelle, R. Enumula, R. Dasari, R. Mathur, **H. Braun**, S. Kulsange, A. Addala, R. Siriki, M. Mudaliar, C. Chatla, and S. Raghavan. Poster presented at the XVIII International AIDS Conference, Vienna, Austria, 18-23 July 2010.

ARTICLE in JOURNAL (NO Quotes and lower case)

Long-term AZT exposure alters the metabolic capacity of culture human lymphoblastoid cells, O. Olivero, C. Vazquez, J. Cooch, J. Ming, E. Keller, M. Yu, J. Borojerdi, **H. Braun**, E. McKee, and M Poirier. *Toxicological Sciences* 115 (2010): 109.

Centrosomal amplification and aneuploidy induced by the antiretroviral drug AZT in hamster and human cells, J. Borojerdi, J. Ming, C. Cooch, Y Ward, C. Semino-Mora, M. Yu, **H. Braun**, G.

Taylor, M. Poirier, and O. Olivero. *Mutation Research/Fundamental and Molecular Mechanisms of Mutagenesis* 665 (2009): 67-74.

**Health and Science [Chronological order – most Recent first]**

**Volunteer**, Emergency Department, [Kate Kearns, volunteer services] Middlesex Hospital, Middletown,

CT. May 2015-July 2015. **60 total hours**. Cared for the non-clinical needs of patients in the Middlesex Hospital Emergency Department. Along with providing reassurance and a friendly face, I folded linens to deliver to each patient's room. Upon entering the room I spoke with the patient and or delivered their family to ensure all felt welcome and comfortable. If requested, I would locate a nurse for an update or delivered coffee or water. I restocked supplies. Prepared rooms for new patients and assisted the nursing staff with other tasks.

**Research Assistant**, Department of Biology, Program in Neuroscience and Behavior, [Sam Scientist PhD], Wesleyan University, Middletown, CT. January 2014-April 2016. 15 Hrs/Wk. Participated in studies with an lab focused on the measuring the up-regulation of membrane molecules to suppress seizures in mice. As a research assistant I generated, maintained and imaged mice brain tissue slices to determine the whether

**Clinical Research Assistant**, Division of Whatever [Supervisor, MD, PhD, MD/PhD, PA, RN, if applicable], Any Medical Center, City, MA, Start/End DATES, succinct description [see EXAMPLE in the entry above and entries below].

**Volunteer**, Therapeutic Services Department, [Supervisor, MD, PhD, MD/PhD, PA, R,N if applicable], Rehabilitation Center, Somewhere, CA, Start/End DATES, HOURS (Hr/Wk; Total Hours) .....

**Teaching Assistant**, XXXX Department, [Supervisor, MD, PhD, MD/PhD, PA, RN, if applicable], Wesleyan University, Middletown, CT, Start/End DATES .....

**Peer Tutor**, Office of the Dean of the College, [Supervisor, MD, PhD, MD/PhD, PA, RN, if applicable] Wesleyan University, Middletown, CT, Start/End DATES ....

**Research Assistant**, XXX Department, [Supervisor, MD, PhD, MD/PhD, PA, RN], if applicable], City Hospital, Boston, MA, Start/End DATES ....

**Research Assistant**, XXX Department, Wesleyan University, [Supervisor, MD, PhD, MD/PhD, PA, RN], if applicable] Middletown, CT, Start/End DATES ....

**Volunteer**, Emergency Department, [Supervisor, MD, MD/PhD, PA, RN, if applicable], Some Medical Center, Somewhere CA, Start/End DATES, HOURS (Hr/Wk; Total Hours). SUCCINCT Description of responsibilities. Transported patients to and from rooms in wheelchairs or on stretchers. Provided food and water for waiting patients and talked with patients in need of emotional support and companionship. Cleaned and stocked rooms.

**Employment, Service to the Community, and Extracurricular Activities**  
**[Chronological order – most Recent first]**

**Teaching Assistant**, Department of Biology, Wesleyan University [Michael Weir, PhD], Middletown, CT. September 2014- December 2014. **1 Hr/Wk**. As a junior I was a teaching assistant for an introductory biology course. Friday mornings were dedicated to problem based learning in a small section format. Over the one-hour period the teaching assistants rotated from group to group so we had contact with everyone in the class. Working so closely with students allowed me to see a variety of learning styles and challenged me to adapt my explanations to fit everyone's needs. For some an illustration would help, whereas others benefited more from an analogy.

**Volunteer/Mentor**, City Big Brothers and Sisters, [Supervisor name], BigWave, CA, Start/End DATES, HOURS (Hr/Wk; Total Hours) [succinct description]

**Student Worker**, XXX Department, [Supervisor name], Wesleyan University, Middletown, CT, Start/End DATES

**Student Coordinator**, Club or organization [student-run or supervisor name], location, Start/End DATES ....

**Groundskeeper/Maintenance Worker**, [Supervisor name], Some Building, Somewhere, CA, Start/End DATES ...

**Volunteer Coach**, Any High School Football, [Supervisor, MD, PhD, MD/PhD, PA, RN, if applicable], Somewhere, CA, Start/End DATES, HOURS (Hr/Wk; Total Hours)....

**Other skills and interests:** Clinical certifications; language(s) and levels of proficiency; athletic team; hobbies and interests.

## Institutional Action

When requesting a committee letter of recommendation, you complete a Letter of Clearance Form, which provides the Health Professions Advisor with a Letter of Academic and Disciplinary Clearance from the Office of Student Affairs. If you have any record of disciplinary sanctions at Wesleyan, you will receive a copy of this letter, describing in detail the violation (e.g. intoxication, disturbance of the peace, etc.).

For complete transparency, a brief description of the violation is included at the end of the committee letter.

Upon completing your centralized application to health professional programs you will be requested to disclose any incident that pertains to non-academic conduct violations as well as academic misconduct.

In the AAMCAS, the exact language that appears is:

*“If you were ever the recipient of any institutional action by any college or medical school for unacceptable academic performance or conduct violation, you must answer Yes, even if such action did not interrupt your enrollment or require you to withdraw. Furthermore, select Yes even if the action does not appear on, or has been deleted or expunged from, your official transcripts as a consequence of institutional policy or personal petition.*

*Failure to provide an accurate answer to the question about institutional action or, if applicable, failure to complete the form provided by the school will result in an investigation. Medical schools require you to answer the question accurately and provide all relevant information. Medical schools understand that many individuals learn from the past and emerge stronger as a result. Full disclosure will enable medical schools to evaluate the information more effectively within the context of your application.”*

If a health professional school requests a copy of this Letter of Academic and Disciplinary Clearance, please send the request to Mildred Rodríguez, PhD, the Health Professions Advisor, who will send a general cover letter from our office with a **copy of the original letter of Academic and Disciplinary Clearance** to that specific program. Send the request by email to:

[mrodriguez01@wesleyan.edu](mailto:mrodriguez01@wesleyan.edu)

Include in the SUBJECT LINE of the email: Request for Letter of Clearance.



Shown below is a screenshot of the “Releasing Information to Advisors” Page of the AMCAS Instruction Manual. You are required to release your AMCAS information as part of your eligibility requirements for the committee letter.

### **Releasing Information to Advisors**

If you wish to authorize AMCAS to release information about your application to the designated Advisor(s) at the school(s) you attended, indicate "Yes." The school-designated advisor(s) have met AMCAS-established requirements and are bound by confidentiality. Information transferred includes your personal/demographic information, MCAT scores, GPAs, the names of your letter writers, and your letter of evaluation types, the names of any other schools you have attended, the medical schools to which you have applied and what action those schools have taken, and the status of your application with AMCAS. Additionally, checking this option allows AMCAS staff to discuss your application with the designated advisor(s) at this school.

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Taken from AAMC.org; see the entire 2017 AMCAS Instruction Manual at: [https://aamc-orange.global.ssl.fastly.net/production/media/filer\\_public/2c/f6/2cf67566-d486-4eed-a3a3-fd2ffbba16bc2/2017\\_amcas\\_instruction\\_manual.pdf](https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/2c/f6/2cf67566-d486-4eed-a3a3-fd2ffbba16bc2/2017_amcas_instruction_manual.pdf)



## Applying to Canadian Medical Schools

There are only 17 medical schools in Canada, and admission is extremely competitive; the admissions rate ranges from 2%-13%. Canadian schools highly favor applicants from their own province. Schools tend to prioritize test scores and grades.

The province of Ontario has the most medical schools (six) and has its own central application service (OMSAS). The application includes much less text than the U.S. application services, AMCAS or AACOMAS. Application opens in July and deadline is in October, with no rolling admission.

The province of Quebec requires fluency in French and the applications are in French.

There are two private medical schools in Canada – McGill in Montreal and Memorial in Newfoundland. They both accept a tiny number of non-Canadians.

The MCAT is required by most Canadian medical schools. Laval University, University of Montréal, and Northern Ontario School of Medicine don't require the MCAT. McMaster only uses the CARS score.

Canadian schools offer significantly fewer interviews than U.S. schools and most have only a handful of interview dates in the winter (typically published on their websites).

Unlike U.S. schools which seem to value advisor input or at least respond to calls or emails with questions or advocacy for a student, most Canadian schools have no interest in input from advisors. The exceptions are McGill and Memorial.

### For More Information

For general information on applying to Canadian medical schools:

The Association of Faculties of Medicine of Canada. <https://www.afmc.ca/>, including this section for prospective candidates <https://www.afmc.ca/faq>

The Canadian Medical Association (CMA) has a list of links to all the schools:

<https://www.cma.ca/En/Pages/canadian-medical-schools.aspx>

Purchase the Admissions Requirements of Canadian Faculties of Medicine for \$25 (Canadian currency)

(<https://www.afmc.ca/publications/admission-requirements-canadian-faculties-medicine>)

## Health Professions Committee Letter Post-Interview Checklist

For medical, dental and veterinary schools, we facilitate a “**Committee Letter**” as defined by AMCAS which includes the committee letter and the set of Letters of Recommendation (LOR) in the applicant’s veCollect. Our office **DOES NOT send official transcripts to AMCAS / AACOMAS / AADSAS / VMCAS**

**Please read carefully and note that the applicant is responsible for the following:**

- \_\_\_\_\_ a) **Provide a PHOTO** to [mrodriguez01@wesleyan.edu](mailto:mrodriguez01@wesleyan.edu)
- \_\_\_\_\_ b) Be sure to **complete your veCollect Account set up** following all instructions
- \_\_\_\_\_ c) Provide Rosalind Adgers (**HPAA**) and Mildred Rodríguez, PhD, with your ID# for AMCAS (8-digits); AMCAS Letter ID# (7-digits) for the “*Committee Letter*.” And don’t forget the ID# for AACOMAS if applying to osteopathic schools (10-digits) or TMDSAS ID# if applying to Texas Schools (6-digits).
- \_\_\_\_\_ d) **For Dental or Veterinary medicine**, AADSAS ID #, TMDSAS ID #, VMCAS ID # and List of Schools
- \_\_\_\_\_ e) Provide the HPAA a Tentative ALPHABETIZED list of schools. Please avoid truncated school names and abbreviations. Please send one clear, concise e-mail. You will also need to send your signed request for the committee upload **to the HPAA by 17 June 2021**, send to the following email address [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu) . (The template for this document is in the “Committee Letter Request Instructions Handout” on page 18)
- \_\_\_\_\_ f) **Specify the campus site(s) for those medical schools with multiple locations:** e.g. Philadelphia College of Osteopathic Medicine – Philadelphia campus or Georgia campus.
- \_\_\_\_\_ g) Double-check the individual requirements for each school and made certain you have sent all the supporting documents needed (transcripts, photos, direct receipt by the school of a D.O.’s letter, etc.). Create an excel spreadsheet to keep all of this information organized.
- \_\_\_\_\_ h) Check on the status of any **pending requests for LORs** not resolved by the time of the committee letter interview.
- \_\_\_\_\_ i) The **committee letter file** will be uploaded electronically to the AMCAS portal and via CAS to osteopathic medical, dental, veterinary schools and TMDSAS

**Applicants to indicate on the AMCAS, AACOMAS, TMDSAS, AADSAS or VMCAS that the committee letter will be submitted electronically. The information for the person writing the committee letter of recommendation is:**

**Name of the recommender:** **Mildred Rodriguez, PhD**

**Title:** **Health Professions Advisor**

**Email address:** [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu)

The HPAA will receive an email with a link to the AADSAS / AMCAS/ VMCAS/ CAS/ TMDSAS portal and instructions for the submission of the electronic Committee Letter File on behalf of Mildred Rodríguez, the HP Advisor. **The “committee letter file” will include the committee letter, the individual Letters of Recommendation in your veCollect Quivers and the Health Professions Resume.**

## Important FYI Notes:

\_\_\_\_\_ You may ask medical/dental schools for **time extensions**, if needed, regarding the arrival of your committee letter file given that the Wesleyan Health Professionals Panel members have a set timeline of June-August for our committee letter file revision process. Hence, the official timeline for committee letter uploads is 30 July through the second Friday of August. See a description of the panel review process below.

\_\_\_\_\_ With well over 70-80 Wesleyan applicants on average each cycle, we are not able to do letter submissions that entail online, fill-in forms.

\_\_\_\_\_ **Transcripts:** You will need to request an official transcript from the registrar's office and have it sent to AMCAS, AACOMAS, AADSAS, VMCAS. (see the committee letter instructions hand-out on page 25 for more details). The transcript in veCollect is for the HP Panel's perusal.

\_\_\_\_\_ To send "**Individual Letters**" to a medical, dental, veterinary medicine school **which are separate from the committee letter file** you will need to coordinate with that specific letter writer directly and provide them with the AMCAS "Individual Letter" Request Form, which has a Letter ID number assigned by AMCAS for that specific letter writer. For dental, osteopathic medical schools and veterinary medicine, the letter writers will need the AACOMAS, AADSAS or VMCAS ID # to be included in their letter (preferably on each page).

\_\_\_\_\_ The committee letter file is uploaded by the HPAA. Our office will not transmit other letters unless they are part of the Committee Letter File or part of a Letter Packet, which is an option for individuals that miss the committee letter deadline.

\_\_\_\_\_ Note that for **Caribbean Medical, Foreign Medical or Veterinary Medicine Schools** postal mailing addresses are required if an email address is not available. The committee letter file is sent out by Rosalind Adgers (**HPAA**), please send her an email with your request and include the following under the email "SUBJECT": "Committee Letter File Request" The HPAA email is [health.profession.credential.service@wesleyan.edu](mailto:health.profession.credential.service@wesleyan.edu)

\_\_\_\_\_ Letter of Academic and Disciplinary Clearance (LOC) Request (page 31 of the Committee Letter Request Overview Handout): You will receive email requests from the various HP programs you have applied to asking for a copy of your LOC. This will be sent out from our office in the Gordon Career Center, please forward the email request to us, copy both Dr. Rodríguez (**HPA**) and Rosalind Adgers (**HPAA**). We will send the LOC by postal mail or email depending on the request from each individual program.

\_\_\_\_\_ Peruse the Instructions and Overview of the Request for the Committee Letter Handout as a resource throughout this process and the veCollect Overview Handout for any questions you might have about veCollect throughout this process. For any other questions reach out to us and we will get back to you as soon as possible.

## Timeline of the Committee Letter Review

Regarding the **Timeline of the Committee Letter Review** and its upload to the various centralized application services, this is a multi-step process. To begin, a first “**Draft**” of the committee letter (**CL**) is written by Mildred Rodríguez, PhD, Health Professions Advisor (**HPA**) within a week after the interview. In March, when all of the individual letters of recommendation have been uploaded to veCollect, quotes are selected from these individual letters of recommendation and added to the “body” of the committee letter (**three individual LORs needed to be uploaded to the applicant’s veCollect by 17 March 2021**). This “**LOR**” draft of the committee letter is then uploaded to veCollect. After the final exams in the spring through the first week of August, the seven Health Professions Panel members (**HP Panel, please note that the HPA is the Co-Chair of the Panel**) review each “committee letter file” commencing with Applicant #1 (as each applicant is interviewed for the committee letter, a number is assigned to that applicant, the first person to interview is Applicant #1 and so forth). When each “LOR Committee Letter” file is reviewed by the HP Panel, the health professions advisor (HPA) finalizes the committee letter incorporating the HP Panel’s recommendation, formats it by adding the applicant’s name and ID #s to every page and sends it to the HPAA to be uploaded to the centralized applications. The official timeline for upload is 30 July through the second Friday of August.

If you had your committee letter interview in the fall of 2020 and have some important updates for your letter. Make an HP Advising Appointment with Mildred Rodríguez, PhD, Health Professions Advisor (**HPA**) to add these changes to your LOR draft of the committee letter between January through May 2021.