



**American Association of  
Veterinary Medical Colleges**

# **VMCAS 2022 APPLICANT GUIDE**



# VMCAS 2022 APPLICANT GUIDE CONTENTS



<b>1. About the AAVMC.....</b>	<b>4</b>	<b>8. Biographic Information .....</b>	<b>13</b>
Accreditation.....	4	Current Address.....	13
<b>2. Careers in Veterinary Medicine .....</b>	<b>4</b>	Permanent Address.....	13
Career Opportunities.....	5	Phone Number.....	13
Job Outlook.....	5	Email.....	13
Specialties.....	5	Alternate Email.....	13
<b>3. How Do I Become a Veterinarian? .....</b>	<b>6</b>	Citizenship.....	14
Education Requirements.....	6	Residency Information.....	14
Licensure Requirements.....	6	Visa Information.....	14
Funding Your Degree.....	6	Race & Ethnicity.....	14
Diversity in Veterinary Medicine.....	6	Ethnicity.....	14
<b>4. Prepare to Apply for Veterinary</b>		Race.....	14
<b>Medical Schools .....</b>	<b>7</b>	Parent/Guardian.....	15
High School Preparation.....	7	Other Information.....	15
Undergraduate Preparation.....	7	<b>9. Schools Attended .....</b>	<b>16</b>
Experiences.....	7	High School.....	16
<b>5. What Is the VMCAS? .....</b>	<b>8</b>	Colleges.....	16
How Does VMCAS work?.....	8	Adding a College or University.....	16
Getting Help With Your Application.....	8	Academic Status Definitions.....	17
<b>6. Before You Begin .....</b>	<b>9</b>	Sending Official Transcripts to VMCAS.....	17
VMCAS Submission and Deadlines.....	9	Transcript Follow up.....	20
Application Processing.....	9	Academic Infraction.....	20
Verification.....	9	Rejected Transcripts.....	20
Monitoring Your Application's Progress.....	9	Transcript Posting Delays.....	20
Release Statements.....	9	<b>10. Coursework .....</b>	<b>20</b>
Releasing Information to Advisors.....	11	Academic Term and Year.....	21
VMCAS Account Creation.....	11	Academic Status Definitions.....	21
Use an Existing VMCAS Account to Reapply.....	11	Course Name and Course Number.....	21
Accessing the Application.....	12	Enter Courses for a Completed Term.....	21
Overview of the Application.....	12	Enter Courses for an In-Progress or Planned Term.....	22
My Profile.....	12	Narrative Transcripts.....	22
Important Notes.....	12	Credit Hours.....	22
<b>7. Identifying Information .....</b>	<b>13</b>	Semester, Trimester, and Quarter Credits.....	22
Legal Name.....	13	Unit Credits.....	22
Alternate Names.....	13	Lab Credits.....	22
Birth Information.....	13	Test Credits.....	22
Sex and Other Identity.....	13	Special Course Types (Transcript Review).....	22

# CONTENTS CONTINUED



<b>11. Experiences and Achievements</b> .....	<b>23</b>	<b>18. Post-submission Changes</b> .....	<b>30</b>
Experience Types .....	23	<b>19. Monitoring Your</b>	
Adding Experiences .....	24	<b>Application Status</b> .....	<b>30</b>
Most Important Experiences .....	24	<b>20. Refunding/Withdrawing Your</b>	
Achievements .....	24	<b>VMCAS Application</b> .....	<b>31</b>
Adding Achievements .....	24	Refund Policy .....	31
<b>12. Letters of Recommendation</b> .....	<b>25</b>	Withdrawing Your Application .....	31
Before You Begin .....	25	Credit Card Payment Disputes .....	31
Committee Letters .....	25	<b>21. AAVMC Policies</b> .....	<b>31</b>
How to Submit a Recommendation Request .....	25	Acceptance Date Policy .....	31
How to Resend the Recommendation Request .....	26	Privacy Policy .....	32
Changing the Recommender's Email Address .....	26	AAVMC Policy Regarding the Collection,	
Waiver .....	26	Use and Dissemination of Applicant Data .....	32
Checking the Status of Letters .....	26	<b>22. VMCAS Fees and</b>	
<b>13. Veterinary Medical Schools</b> .....	<b>26</b>	<b>Fee Waiver Program</b> .....	<b>32</b>
Selecting the Veterinary Medical School(s)		<b>23. Additional Resources</b> .....	<b>34</b>
That Will Receive Your Application .....	26	AAVMC Cost Comparison Tool .....	34
How to Select VMCAS Programs .....	26	GRE Exam .....	34
Deleting a VMCAS Program .....	27	Veterinary Medical School Admission	
<b>14. VMCAS Essay</b> .....	<b>27</b>	Requirements Website .....	34
<b>15. Standardized Tests</b> .....	<b>27</b>	The North American Veterinary Licensing	
GRE .....	27	Examination (NAVLE) .....	34
Other Tests .....	28	Veterinary Debt Initiative .....	34
<b>16. Disputing and Correcting Your</b>		<b>24. VMCAS Glossary</b> .....	<b>34</b>
<b>VMCAS Course Subjects and GPAs</b> .....	<b>28</b>	<b>25. Application Statuses</b> .....	<b>36</b>
Disputing Course Subject Assignments .....	28	In Progress .....	36
Correcting an Incorrect Course		Received .....	36
Subject Assignment .....	28	Complete .....	36
Correcting a Vague Course Subject Assignment .....	28	Undelivered .....	36
Disputing Your GPA Calculations .....	29	Verified .....	36
<b>17. Correcting an Undelivered</b>			
<b>VMCAS Application</b> .....	<b>29</b>		
Undelivery .....	29		
Correct and Redeliver Your Application .....	30		
How Undelivery Affects Your Application Timeline .....	30		



# VMCAS 2022 APPLICANT GUIDE



## 1. ABOUT THE AAVMC

The American Association of Veterinary Medical Colleges (AAVMC) is a non-profit membership organization working to protect and improve the health and welfare of animals, people, and the environment by advancing academic veterinary medicine. The association was founded in 1966 by the deans of the then existing eighteen colleges of veterinary medicine in the United States and three in Canada. During the 1970s and 1980s, AAVMC's membership expanded to include departments of veterinary science in colleges of agriculture, and in the 1990s to include divisions or departments of comparative medicine. In 2008, AAVMC began accepting non-accredited colleges and schools of veterinary medicine as provisional members.

Today, the AAVMC provides leadership for an academic veterinary medical community that includes 54 accredited veterinary medical colleges in the United States, Canada, the Caribbean Basin, Europe, Asia, Australia, New Zealand, and Mexico. The AAVMC also includes 12 Collaborative and Provisional member institutions, four Departments of Veterinary Science, three Departments of Comparative Medicine and one additional teaching/clinical facility.

**Our Vision:** Academic veterinary medicine is a trusted leader and valued partner in advancing health.

**Our Mission:** AAVMC inspires innovation and promotes excellence in academic veterinary medicine worldwide.

[aavmc.org](http://aavmc.org)

### Accreditation

The American Veterinary Medical Association (AVMA) Council on Education (COE) accredits DVM or equivalent educational programs. The COE is recognized by CHEA as the accrediting body for schools and programs that offer the professional DVM degree, or its equivalent in the US and Canada. The Council may also accredit foreign veterinary colleges. The COE is also recognized by the US Secretary of Education as authorized by US law. The scope of this recognition may differ from the CHEA Recognition Statement.

The AVMA COE assures that minimum standards in veterinary medical education are met by all AVMA-accredited colleges of veterinary medicine, and that students enrolled in those colleges receive an education which will prepare them for entry-level positions in the profession.

In the United States, graduation from a COE-accredited college of veterinary medicine is an important prerequisite for application for licensure. Internationally, some veterinary schools have chosen to seek COE accreditation in addition to accreditation by the competent authority in their own regions. COE accreditation of international veterinary schools provides assurance that those programs of education meet the same standards as other similarly accredited schools.

Learn more here [avma.org/education/accreditation-veterinary-colleges](http://avma.org/education/accreditation-veterinary-colleges).

## 2. CAREERS IN VETERINARY MEDICINE

Whether they are pets, livestock, or working animals, animals matter to individuals and society. Every community needs veterinary professionals to provide animal health care, but veterinarians also do many other kinds of jobs. They make sure the nation's food supply is safe. They work to control the spread of diseases. They conduct research that helps both animals and humans. Veterinarians are at the forefront of protecting the public's health and welfare.

Besides medical skills, veterinarians often take a holistic approach to human well-being and animal welfare that, combined with communication and problem-solving skills, makes veterinarians uniquely qualified to fulfill a variety of roles. Many veterinarians, of course, provide care for companion animals through private medical practices, but veterinarians are also involved in promoting the health and welfare of farm animals, exotic animals, working animals (like those in the equine industry), and those that need a healthy environment in which to thrive, whether that environment is a rain forest, a desert or even the ocean.

Outside of companion animal practice, the largest employer of veterinarians in the United States is the U.S. Department of Agriculture's Food Safety and Inspection Service, but veterinarians are found throughout government in roles where they contribute to public health, the environment, and even homeland security, as well as working in research and public policy.

Many veterinarians are engaged in work at the intersection of both human and animal health. For example, veterinarians play an important role in food safety, where epidemiological research is crucial to forecasting the threat of foodborne diseases and outbreaks. They work to keep cattle and other food animals healthy by developing and testing various farm control methods that help to detect, limit, and prevent the spread of food that might be contaminated by salmonella, *E. coli*, or other pathogens. And they are often on the frontlines of surveillance where their extensive medical training can help them to detect and treat the outbreak of diseases that have the potential to make the jump from animals to humans.

## Career Opportunities

Most often when you think of veterinarians you think of them as clinicians in private practice working with small companion animals such as cats and dogs, or out in rural areas working with production animals or horses. However, veterinarians have careers in many other sectors as well. Below lists some of the areas where you will find career opportunities as a veterinarian:

- Private practice, where about two-thirds of veterinarians in the United States work. There are many types of private practices, ranging from small animal exclusive, exotics, equine exclusive, and food animal exclusive to mixed animal practices that would work with all species.
- Corporate veterinary medicine, for example, with corporations that provide veterinary care, test human drugs for safety, or produce animal-related products.
- The federal government employs veterinarians through the United States Department of Agriculture (USDA), National Institutes of Health (NIH), Centers for Disease Control (CDC), and Food and Drug Administration (FDA) working on biosecurity, environmental quality, public health, meat inspection, regulatory medicine, agricultural animal health, or the investigation of disease outbreaks.
- The U.S. Army Corps and U.S. Air Force offer career opportunities in areas such food safety and military working dog veterinary medicine. The military also provides advanced training in specialty areas for those who commit to service.
- Research, either in a university setting or with companies that produce animal-related products or pharmaceuticals.
- Teaching, either in academia or non-professional schools. With 40 percent of aging faculty in academia eligible for retirement over the next 10 years, projections

indicate an increasing need for qualified academics to teach in all disciplines of veterinary medicine.

- Public health, particularly with governmental agencies such as the United State Public Health Service, which works to control the transmission of animal-to-human (zoonotic) diseases.
- Food supply medicine, with either the government or a food animal company.
- Global veterinary medicine, in private practice or with international agencies working in areas such as food production and safety or emerging diseases.
- Public policy, working for governments on animal and zoonotic diseases, animal welfare, public health issues, or as consultants with nongovernmental agencies.
- Shelter medicine, working with communities and private or public agencies to ensure the health and well-being of animal populations housed in shelters.

## Job Outlook

According to the Bureau of Labor Statistics<sup>1</sup> the job market for veterinarians is predicted to grow 16 percent from 2019 to 2029. This is much higher than the growth rate for all occupations, which is 4 percent for the same timeframe. Also, there are always new career opportunities for veterinarians as veterinary medicine continues to expand into areas such as cancer treatment, radiation therapy, physical therapy, and other specialty areas that are present in human medicine.

## Specialties

The American Veterinary Medical Association (AVMA) recognizes many specialties within veterinary medicine. These include anesthesia, animal welfare, behavior, dentistry, dermatology, emergency and critical care, internal medicine cardiology, internal medicine neurology, internal medicine oncology, laboratory animal medicine, microbiology, nutrition, ophthalmology, pathology, pharmacology, poultry veterinarians, preventative medicine, radiology, sports medicine and rehabilitation, surgery orthopedics, surgery soft tissue, theriogenology, toxicology, veterinary practitioners (including avian, equine, beef cattle, feline, canine/feline, exotic companion mammal, food animal, dairy, reptile and amphibian, and swine health management), and zoological medicine. You can find out more about these specialties at the AVMA website: [avma.org/public/YourVet/Pages/veterinary-specialists.aspx](https://www.avma.org/public/YourVet/Pages/veterinary-specialists.aspx). To become a specialist, additional training is required beyond that of the DVM degree and additional examinations must be passed to evaluate skills in the specialty area.

## 3. HOW DO I BECOME A VETERINARIAN?

### Education Requirements

Earning your Doctor of Veterinary Medicine (DVM) degree typically takes eight years of education beyond high school. Although variations occur, a typical DVM graduate has attended four years of undergraduate education and then four years of professional school at a college of veterinary medicine.

All colleges of veterinary medicine require prerequisite courses that must be completed before applying. Prerequisites are typically a mix of math, science, social science, and humanities-based courses. Every college has different requirements and varying restrictions on whether they accept AP/IB credits, community college courses, and/or online courses to fulfill those prerequisites. You need to do your research on different school requirements. There are multiple sources of information—the [Veterinary Medical School Admissions Requirements \(VMSAR\)](#), individual websites for each school, and admissions offices of each school.

Most schools do not require you to have a bachelor's degree before matriculating into a DVM program. You may be able to apply after only two years of undergraduate education if you meet the prerequisite coursework.

Almost all veterinary medicine programs in the United States and Canada are four-year programs. The four years typically include three years of nonclinical or didactic training and then one year of clinical training. A few schools have two and a half years of preclinical training followed by one and a half years of clinical training. Again, this is something to research on individual school websites.

### Licensure Requirements

To become a licensed veterinarian, which allows you to practice veterinary medicine in a private or public practice, you must take and pass the North American Veterinary Licensing Examination (NAVLE). Students typically take the NAVLE in November/December of their fourth year in veterinary college. Visit [icva.net/navle](http://icva.net/navle) for more information about the NAVLE.

### Funding Your Degree

There are many avenues to fund your veterinary education including scholarships, federal student loans, private and personal loans, and career-specific loan repayment programs. While not every veterinarian will qualify for these programs, you should be aware of what is available. Financial aid officers at colleges of veterinary medicine are also able to provide more information. Visit [aavmc.org/becoming-a-veterinarian/funding-your-degree/](http://aavmc.org/becoming-a-veterinarian/funding-your-degree/) for more information about how to fund your degree. Another resource is Explore Health Careers ([explorehealthcareers.org/?s=financial+aid](http://explorehealthcareers.org/?s=financial+aid)). You can search for articles and information about financing your education on this website.

### Diversity in Veterinary Medicine

The American Association of Veterinary Medical Colleges (AAVMC) affirms the value of diversity within the veterinary medical profession. The AAVMC has been a champion of equality since its inception. The membership is committed to incorporating that belief in its actions by advocating the recruitment and retention of underrepresented persons as students and faculty and ultimately fostering their success in veterinary medicine.

Contrary to societal trends, veterinary medicine remains one of the least diverse professions in the United States. However, our efforts to attract a student body that is more reflective of society have resulted in diversification of the applicant pool. The number of racially and/or ethnically underrepresented students currently is about 20 percent of total enrollment. That figure continues to grow and has increased substantially since the 2005 launch of the DiVersity Matters initiative.

To achieve results, we conduct career fairs, disseminate information about veterinary career options, work to generate interest in veterinary medicine, present at key diversity meetings and conferences, and help lead students through the application process.

Read more about AAVMC's Diversity efforts in Veterinary Medicine ([aavmc.org/programs/diversity](http://aavmc.org/programs/diversity)).

To learn more about diversity and inclusion programming at any individual college, visit their websites and search for "diversity" or "inclusion." Many schools have summer programs for economically disadvantaged or URVM students, and as most of these programs are federally or state funded, they may or not be available on any given year. It is critical to visit the school websites and search for any programs currently available.

## 4. PREPARE TO APPLY FOR VETERINARY MEDICAL SCHOOLS

### High School Preparation

While in high school there are some preparatory things you can do to help you prepare for a career in veterinary medicine. Veterinary medicine is a career that is steeped in science. Therefore, in high school you should take biology, chemistry, and physics courses to prepare for the science prerequisites which you will take in college. Math is also important, so consider taking algebra, geometry, trigonometry, and precalculus or calculus in high school. It is also important to take four years of English composition and courses in social sciences, and arts and humanities. If your high school offers a class in public speaking, that would also be a good choice. Other things to consider:

- Meet with your high school counselor to discuss pursuing a veterinary medicine career and create an academic plan.
- Take Advanced Placement (AP) math and science classes to prepare for more difficult college level coursework.
- Maintain a competitive GPA.
- Be involved in school activities, clubs, or school government.
  - hold leadership positions if you can.
- Shadow or volunteer at a clinic to obtain animal and veterinary experience.
  - Consider volunteering at zoos or shelters.
- Join your local 4-H.
- Develop strong time-management and study skills.
- Research and attend colleges of veterinary medicine summer programs for high school-aged students.
- Keep track of animal, veterinary, extracurricular activities, volunteer work, and employment.
  - Note the date, experience (organization), what you did, number of hours, and contact information for the organization.

### Undergraduate Preparation

#### Academics

- A bachelor's degree is not required at most U.S. veterinary schools.
- Maintain good grades while completing veterinary school prerequisites is important. It is not necessary to maintain a 4.0 throughout your undergraduate years.
- Complete the prerequisites at a pace in which you can maximize your learning and your grades while participating in nonacademic activities, whether that be extracurricular activities, employment, volunteer work, clubs, research, or animal/veterinary experiences.
- Your choice of major is not a factor in veterinary school admissions.
- Complete the prerequisites no matter your choice of major.
  - Most veterinary school applicants have a major in either animal science or biology, but your major is not a factor in admissions.
- Veterinary schools do not have common prerequisite requirements. The best places to research prerequisite requirements are either this publication, the AAVMC Veterinary Medical School Admission Requirements (VMSAR) website ([applytovetschool.org](http://applytovetschool.org)), or the veterinary school website. AAVMC also develops a prerequisites chart, available online, as a guide for applicants.
- Advanced degree - often, applicants pursue an advanced degree to improve their GPA. An advanced degree can offer the opportunity to complete research, which can be a positive addition to your application.
- A holistic review would value upward academic trends in recent semesters.

#### Experiences

- Pursue nonacademic experiences that interest you. Veterinary schools are looking for applicants who have well-documented experiences and can articulate why they chose those experiences and what they have learned from those experiences.
- Consider continuing to volunteer and serve your community even after high school. Choose organizations that are important to you and volunteer consistently. If you can grow into a leadership role, then that is a bonus that will add value to your veterinary school application.

- Include all extracurricular activities on your application. Keep track of your activities and your role in any clubs. Look for opportunities for leadership roles in any activities in which you participate.
- Explore opportunities to engage in research. Completing research with a faculty member could lead to a very positive letter of recommendation for your veterinary school application.
- Work experience can show your work ethic, dedication, commitment, responsibility, communication skills, and leadership potential. While most college jobs may be customer service-based, this feeds into better communication skills and a better understanding of working with diverse populations. Make the most of your employment experiences in your application.
- Obtain animal experience where possible. Consider volunteering at shelters, 4-H, zoos, therapeutic riding centers, nature centers, rescues, and farms, and so forth. While pet ownership is also a way to gain animal experience, most veterinary colleges would like to see some type of organized experience beyond pet ownership.
- Obtain veterinary experience under the supervision of a veterinarian. To understand what a veterinarian does you will need to shadow, assist, or volunteer for a veterinarian. If possible, it is good to shadow more than one veterinarian as a veterinarian working for a large clinic may have a very different job and lifestyle than a veterinarian working in a small, mixed animal practice. Before committing to veterinary school, you want to be sure that this is the career you envision for yourself.
  - Most veterinary schools do not have a required minimum number of hours of veterinary experience but check the requirements for each school.
  - Most veterinary schools do require a letter of recommendation from a veterinarian, and this means that you must have enough hours to build rapport with a DVM who will write you a positive letter of recommendation.
- Do not forget to keep track of your all your experiences.
  - Create a chart noting the date, experience, why you choose the experience, what you did, what you learned, number of hours, contact information, and reference potential. This will come in handy when you are looking for recommendation letter writers.

## 5. WHAT IS THE VMCAS?

Welcome to the Veterinary Medical College Application Service (VMCAS). VMCAS is a centralized application processing service for applying to veterinary medical colleges. You complete one application and send all your required materials through this service to multiple schools. Your application is processed, verified for accuracy, and transmitted to the veterinary medical colleges you designate.

VMCAS is never involved in the admission decision-making process. Admission decisions are made solely by each veterinary medical school. [The Veterinary Medical School Admission Requirements \(VMSAR\)](#) is a helpful resource during the application process. Additionally, visit the veterinary medical colleges websites to become familiar with each school's admissions requirements and processes.

### How Does VMCAS work?

#### Application submitted

- Online application is completed and submitted to VMCAS
- Application fees are paid (or Fee Waiver Program award is used)

#### Application Processed

- All required official transcripts arrive at VMCAS
- Verification of coursework is completed
- Calculation of VMCAS GPAs

#### Application Delivered

- Designated veterinary medical schools receive your application

*\*Note: Veterinary Medical Schools only review Verified Applications.*

### Getting Help With Your Application

**Online:** [aavmc.org/vmcas](http://aavmc.org/vmcas)

Visit the AAVMC website for information about the VMCAS application process and requirements for applying to veterinary medical school.

**For help with application-related questions**, contact VMCAS customer service by chat via the icon in the lower right corner in the Applicant Help Center, by phone, or by email.

**Phone:** 617-612-2884

VMCAS Customer Support Team representatives are available Monday through Friday from 9 AM to 5 PM ET. Please provide your VMCAS ID when you call.

**Email:** [vmcasinfo@vmcas.org](mailto:vmcasinfo@vmcas.org)



## 6. BEFORE YOU BEGIN

### VMCAS Submission and Deadlines

The VMCAS application deadline is September 15 at 11:59 P.M. Eastern Time. Be sure to have all your transcripts received at VMCAS prior to the deadline to avoid processing delays and missed deadlines.

To meet a VMCAS deadline, your application must be submitted by 11:59 P.M. ET on the deadline date (September 15).

Application materials received during peak periods (July through September) may take longer process because of high volume.

### Application Processing

During peak season, VMCAS verification may take upwards of 2 weeks. Once you have submitted your application and VMCAS has received all your required transcript(s), your application will be listed as Complete. At this stage, your application is ready to enter the Verification queue.

The most common reasons for an Undelivered application include:

- Unreported institution is found during verification
- Missing school transcript
- Incorrect course prefixes

An Undelivered application may be corrected or changed and then resubmitted to VMCAS (**only before the application deadline of September 15**).

The standard application process involves the following steps:

- Electronic submission of your VMCAS application
- Request at least 3 letters of recommendation
- Submit all required transcripts
- When your application and all transcripts have been received, VMCAS verifies your entered coursework against your official transcripts

*\*Your application is only verified one time once all your required transcripts have arrived.*

Applicants accept full responsibility of checking the status of their application through the application portal and ensuring all materials are submitted by the deadline. Application submission communication will be sent via e-mail that indicates only that your VMCAS application has been received; it does not indicate that your materials are complete or that you have met the deadline requirements. Omission of any necessary materials causes processing delays and could lead to missed deadlines.

### Verification

During verification, VMCAS performs a line-by-line comparison of the information you entered in the Coursework section of the application with the information on your official transcript(s).

### Monitoring Your Application's Progress

VMCAS makes every effort to process applications in a timely manner. Therefore, you are responsible for:

- Checking the status of your application materials in the applicant portal (Check Status tab)
- Checking your email communication for important information
- Following up on any application issues prior to the application deadline

### Release Statements

To submit your application, you must review and respond to the following release statements. These responses may not be edited after you submit your application. Review these statements carefully. It is your responsibility to read and understand these statements before responding to them.

### Code of Conduct

In accordance with the ideals and principles of the veterinary profession, applicants to schools and colleges of veterinary medicine are expected to conduct themselves in a manner that demonstrates responsibility, integrity, veracity, and good judgment. Schools and colleges of veterinary medicine seek to admit applicants who possess a high level of professionalism and potential.

Applicants will demonstrate these qualities by taking ownership of all aspects related to the application and admissions processes. Applicants will follow these guidelines:

1. Review the admissions requirements and application procedures for both VMCAS and for each designated veterinary medical school or college to which the applicant plans to apply.
2. Communicate with both VMCAS and admissions office personnel in a professional and timely manner.
3. Provide all required information on the VMCAS application accurately and by the application deadline.
4. Provide all required information on the supplemental applications/questions accurately and by the school-specific deadlines.

5. Regularly check the VMCAS and school-specific status pages to ensure that your applications are complete and follow up in a timely manner on any missing items.
  6. Regularly login to the VMCAS application to check for important messages.
  7. Regularly check your email for important messages from the schools and colleges to which you applied.
  8. Notify each admissions office in a timely manner if you do not plan to attend an admissions interview which has been offered to you.
  9. Respond to all offers of admission by the April 15 Common Reply Date, including the schools and colleges you have decided not to attend.
  10. Abide by all VMCAS and school-specific deadlines.
- Indicate your understanding and acceptance of the terms described above by checking this box.

### Application Certification

I certify that all the information and statements I have provided in this application are correct and complete, including any statement regarding my state of residence. I certify that, as required in the application, I have read and understand all application instructions, identified all sources of information related to my college attendance and credits, all actions by a university or other institution, and all information of any criminal record in any jurisdiction. I have read and understand all notices contained within the application and the VMCAS Web page informing me of my obligation to provide true and complete answers to all questions. I understand that withholding pertinent information requested on this application, or giving false information, may be grounds to deny me admission to a veterinary college participating in VMCAS or may be grounds to expel me from such college after I have been admitted. I have read and understand the [VMCAS Application Deadline Policy and the VMCAS Refund Policy](#).

I authorize the AAVMC VMCAS to disclose my information to (a) a limited number of third-party organizations that are involved in the application process, including AAVMC VMCAS's third-party service providers, and (b) tuition assistance services that request this information, such as those that use information to identify and contact applicants who may be eligible for waivers or scholarships.

- Indicate your understanding and acceptance of the terms described above by checking this box.

I give my permission to officials at all institutions that I have attended to release information requested by any college of veterinary medicine to which I have applied.

- Indicate your understanding and acceptance of the terms described above by checking this box.

### Final Reminders

I have read and understand the AAVMC Privacy Policy. [aavmc.org/assets/data-new/files/Students\\_Advisors/AAVMCPolicy.pdf](https://aavmc.org/assets/data-new/files/Students_Advisors/AAVMCPolicy.pdf)

I have registered three recommenders in the Recommendations section. I understand that I must at least register three recommenders in the Recommendations section.

I understand that VMCAS only accepts electronic recommendations. I understand that it is my responsibility to check with school sites to verify recommendation requirements.

I understand that for electronic recommendations, I will need to verify that my recommenders emails are correct and that they have received the email request once I have created them in the system.

I understand that electronic Recommendations must be submitted by the application deadline.

I understand that I am required to send official transcripts of all coursework taken prior to Fall 2021 directly to VMCAS. Test scores should be sent to the appropriate GRE code, as described in the VMCAS instructions. Supplemental applications and supplemental fees (if applicable) and final Fall 2021 & Spring 2022 transcripts are to be sent directly to my designated colleges.

I understand that VMCAS does not provide refunds under any circumstances. This includes accidentally choosing the wrong school, missing the deadline, or materials are not received by the deadline.

I understand that by sending payment to VMCAS, I am signaling my intent for VMCAS to process my materials, regardless of whether they are completed or not.

I understand that if I elect to participate in and pay for the Professional Transcript Entry (PTE) service, that I agree to have ALL of my required transcripts delivered to VMCAS no later than August 13, 2021.

I understand that once I submit my application, I cannot make any changes to my submitted information. I agree to contact my designated school(s) with any changes to my contact information.

I understand that I will need to record and provide my VMCAS ID whenever contacting VMCAS for questions or concerns.

I understand that electronic Recommendations must be submitted by the application deadline.

- Indicate your understanding and acceptance of the terms described above by checking this box.

## Advisor Release

By selecting Yes, you authorize VMCAS to release parts of your VMCAS application and application status to pre-health advisors and advisory committees at schools you previously attended. Your advisor can then better assist you throughout the admissions process. Your academic and application status information is shared; however, your personal, financial, and disciplinary information, as well as your personal statement, are not shared. Once you submit your application, you cannot edit this response.

- Yes
- No

## Applicant Data

I give my permission to AAVMC to utilize raw applicant data for research purposes.

- Yes, I understand and accept the terms described above
- No, I do not accept the terms described above

## Releasing Information to Advisors

If you wish to authorize VMCAS to release information about your application to the designated advisor(s) at the school(s) you attended, select Yes. The school-designated advisor(s) have met VMCAS-established requirements and are bound by confidentiality. Transferred information includes your personal/demographic information, the veterinary medical schools to which you have applied and actions those schools have taken, and the status of your VMCAS application.

In addition, selecting Yes for this option allows VMCAS staff to discuss your application with the designated advisor(s) at this school.

Pre-Vet/Pre-health advisors use this information to gauge the effectiveness of their advising program and to improve advising services at their school.

## VMCAS Account Creation

When creating an account, consider the following:

- Create only one account to avoid processing delays and difficulties. Duplicate accounts and any documents associated with those accounts are deleted.
- For your own security, do not share your password or account information with anyone.
- Usernames and passwords are case-sensitive.
- Use an email address that you check frequently to avoid missing important updates.

## New Account Instructions

To create an account:

From the application home page, click Create an Account.

1. Complete the required fields, agree to the terms and conditions, then click Create my account. \*
2. A message appears that your account was successfully created. Click Continue.
3. Use the arrows to review helpful information. When you are ready, click Start Your Application!

*\*You must enter your first and last name. If you only have one name, enter it in the applicable name field (i.e., first name or last name), then:*

- Enter FNU if your first name is unknown.
- Enter LNU if your last name is unknown.

Once your account is created, you will receive a VMCAS ID number. This appears in the top right corner of your application. If you need to contact customer service, provide this number to them so they can quickly find your application.

## Use an Existing VMCAS Account to Reapply

You can use an existing account from a previous cycle to re-apply in the current cycle. You also keep the same VMCAS ID number from the previous cycle. To avoid processing delays and difficulties, do not create a new account. Duplicate accounts and any documents associated with those accounts are deleted.

1. Log in to the application. A welcome screen appears; confirm you want to begin the re-application process by clicking Start Reapplication.
2. Ensure your profile information, including your contact information, is correct.
3. Decide if you want to copy application data. Your selection cannot be changed.

### If You Choose to Start a Fresh Application

The data from your previous application cycle is wiped clean and you proceed with a blank application.

### If You Choose to Copy Application Data

Information such as coursework, official test scores, attached transcripts\*, etc. can be copied into the new application. Letters of recommendation, essays, payments, and program-specific information cannot be copied into the new application.

1. Select the information you want to carry over. Unselected items will not carry over and cannot be recovered, so ensure your selections are complete before clicking Save and Continue.

2. A notification alerts you that every section of the application for which you choose to copy application data will require your review. You will need to review each application section to confirm the data is accurate. Click Continue.
3. A second notification provides instructions for accessing a PDF copy of your previous application. This PDF is only available if you submitted an application last cycle. Download the PDF before clicking Continue.
4. Your selected data will begin copying to your new application. This can take up to 24 hours to complete and you will receive an email once the application is ready.

To successfully copy official test scores, the name and date of birth on your new application must match the name and date of birth on your original application. Note that it can take several days for the matching process to complete.

If you have a difference in name and date of birth, contact customer service to have your scores manually copied into your application.

\*if you have updated coursework you will need to submit updated transcripts. [Click Here](#) to review step-by-step instructions for the re-application process, including what items can and cannot be carried over.

Note that if you paid for PTE in a previous cycle, your PTE coursework only carries forward if you submitted your application and approved the PTE coursework entry in the previous cycle. See Professional Transcript Entry (PTE) for more information.

## Accessing the Application

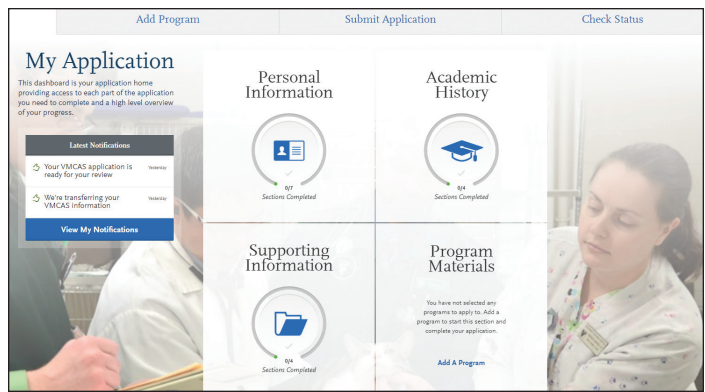
You may access the VMCAS Application by visiting [vmcas.liasoncas.com/applicant-ux/#/login](https://vmcas.liasoncas.com/applicant-ux/#/login).

## Overview of the Application

The VMCAS application is comprised of four sections:

1. Personal Information
2. Academic History
3. Supporting Information
4. Program Materials

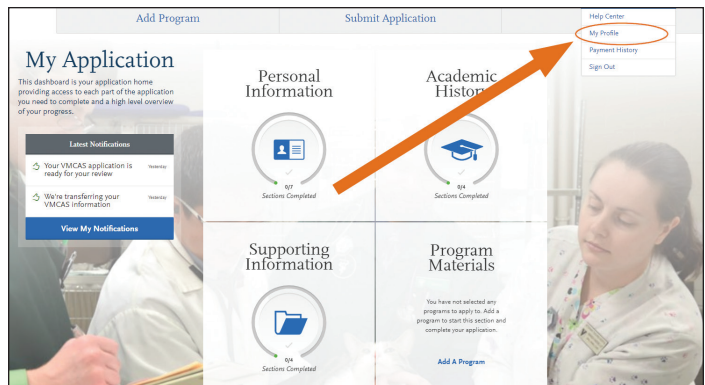
When the application opens on January 21, 2021, applicants will be able to complete the first three sections. On May 12, 2021, the Program Materials section will be available, and applicants will be able to select programs, complete any program specific questions, and ultimately submit their application.



## My Profile

Information you entered when you created a VMCAS account will be available in My Profile.

You can make any necessary changes to your legal name, preferred name, birth date, and email address (only changeable before submitting your VMCAS application). After you have submitted your VMCAS application, you can update the information in your VMCAS My Profile as needed. Be sure that your information is accurate because this email address is tied your VMCAS application notifications.



## Important Notes

- A red asterisk (\*) marks required fields throughout the application. Even though optional fields are not required, the information may be helpful to admissions officers and, ultimately, to you. If applicable, provide the optional information.
- To make sure that you receive emails from the VMCAS, we recommend that you add [donotreply@webadmit.org](mailto:donotreply@webadmit.org) as a "Safe Sender." It is your responsibility to ensure that you receive messages from VMCAS and veterinary medical schools.
- The VMCAS application may time out after inactivity. Remember to save your work often!



## 7. IDENTIFYING INFORMATION

### Legal Name

This field is for your full legal name as it appears on legal, government-issued documents. The fields will be automatically populated based on the First or Given Name, Middle Name, and Last or Family Name fields entered when creating your account. Both first name and last name are required. Full middle name is optional but preferred in case of identical first and last names. Title, Suffix and Display Name are optional.

### Alternate Names

Alternate names are any other names, such as a maiden name or a nickname that may appear on any of your official transcripts, official test scores, or other information sent to VMCAS. Select Yes in this section and enter the alternate name information. Completion of this field is optional, but VMCAS strongly encourages you to complete this field to prevent missing information and delays. If you do not list alternate names in your application, contact customer service so they can manually match these items to your application; failure to do so could cause significant delays.

Examples of alternate names include:

- Birth names (if different from current legal name)
- Maiden names
- Nicknames (e.g., "Bob" for Robert, "Beth" for Elizabeth, etc.)
- "Westernized" names
- Alternate punctuation (e.g., your name appears with/without a hyphen or apostrophe)
- Alternate spacing (e.g., your name appears with or without specific spaces)
- Known misspellings (if a document contains a misspelling)

### Birth Information

Enter your birth information in this section - date of birth in MM/DD/YYYY format. For example, January 7, 1999, would be listed as 01/07/1999. Make sure you enter your date of birth correctly; failure to do so could cause significant delays with matching documentation and test scores.

Then, enter your country, city, state/territory/province, and county of birth.

### Sex and Other Identity

Sex field is required, but you may choose "Decline to State."

Other Identity is an optional question which asks if you "Decline to State," do you identify with a gender not listed. This question is intended to provide veterinary schools information about the many ways an applicant could contribute to the diversity of the institution and the profession. Answering or not answering this question will not impact your application.

## 8. BIOGRAPHIC INFORMATION

### Current Address

Enter the address where you want to receive mail correspondence. Be sure to keep this section up to date as you complete and submit your application. If you anticipate a change of address, enter the date through which your current address is valid.

### Permanent Address

If your current address is different from your permanent address, select **No** under **Is this your permanent address?** Then, enter the address that you consider to be your permanent and/or legal residence.

### Phone Number

Your phone number pulls in from the information entered when you created your account. Verify that the listed phone number and type are correct; click the **Profile Section** link to make changes.

### Email

Your email address pulls in from the information entered when you created your account. Verify that what appears here is correct; click the Profile Section link to make changes.

### Alternate Email

Enter an alternate email where you can be reached in the event your main email is not functional.

## Citizenship

Select your US citizenship status and country of citizenship, if applicable. If you have dual citizenship, indicate your second country of citizenship.

When selecting your status, consider the following definitions which are adapted from the US State Department:

- **US Citizen:** an individual who was born in the US or attained citizenship through naturalization.
- **Permanent US Resident:** an individual who holds a [Green Card](#) and is permitted to permanently live and work in the US.
- **Temporary US Resident:** an individual who is an [alien](#) – a nonimmigrant foreign national – who is approved to temporarily live in the US for a specific purpose (e.g., as a student), has a permanent residence abroad, and does not hold a Green Card.
- **Non-resident:** an individual who is a nonimmigrant foreign national and who is permitted to travel in the US for [tourism or business](#) for stays of 90 days or less.
- **None:** an individual who has no US citizenship or visa (immigrant or nonimmigrant) status.

Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

## Residency Information

Provide your residency information, including your legal state of residence.

## Visa Information

If you currently have a US Visa, select Yes, and enter all visa information. Please note that we cannot advise you on your visa status or any related details.

When selecting your visa type, consider the following definitions which are adapted from the US State Department. Note that this list is not all-inclusive. Refer to the [US State Department](#) for more information.

- **B-1 Visitor:** an individual who wants to enter the US temporarily for business.
- **F-1 Student:** an individual who wants to study at a US academic institution. This is the most common student visa type.

- **H1-B Employee:** an individual who wants to work in the US in a specialty occupation.
- **J-1 Student:** an individual who wants to study at a US academic institution. This is generally used for students in educational exchange programs (e.g., Fulbright Program).
- **J-1 Teacher, Researcher, or Trainee:** an individual who wants to teach at a US primary or secondary school, research at a US institution, or train in an occupational field at a US business.
- **Refugee:** an individual who is located outside of the US, is of special humanitarian concern to the US, demonstrates that they were persecuted or fear persecution due to race, religion, nationality, political opinion, or membership in a particular social group, is not firmly resettled in another country, and is admissible to the US.
- **Visa Waiver WB:** an individual from a Visa Waiver Program (VWP) participating country that allows travel to the US for business stays of 90 days or less without obtaining a visa.
- **Visa Waiver WT:** an individual from a Visa Waiver Program (VWP) participating country that allows travel to the US for tourism stays of 90 days or less without obtaining a visa.
- **Other:** an individual who has received a visa type not listed. Note that this list is not all-inclusive, and more visa types may be available in the application.

## Race & Ethnicity

Programs fully recognize the importance of diversity in their student body and in the workforce. Accordingly, programs strongly encourage applications from persons from all socioeconomic, racial, ethnic, religious, and educational backgrounds and persons from groups underrepresented in the profession. Please select all the options in this section which you feel best apply to you. Please note that this section is used for statistical purposes only and in no way affects your application or financial aid eligibility.

## Ethnicity

Indicate whether you consider yourself to be of Hispanic or Latino origin. This question is optional.

## Race

Select one or more of the groups of which you consider yourself to be a member. This question is optional.

## Parent/Guardian

In this section, you can opt to enter demographic information about your parent(s) or guardian(s), including where they reside, their level of education, current occupation, and role within your household.

### Add a Parent/Guardian

1. Click Add a Parent/Guardian.
2. Select the relationship between you and the parent/guardian.
3. Enter his/her first and last names.
4. Select his/her gender.
5. Indicate if he/she is living or deceased.
6. Select his/her occupation.
7. Select his/her residency information.
8. Select his/her education levels.
9. Indicate whether this parent/guardian is in your primary household (where you lived during the majority of your life, from birth to age 18).
10. Click Save and Continue.
11. Add additional parents/guardians, as needed.

## Other Information

### Language Proficiency

Select your native language (the language of your birth). If you speak additional languages, click Add Another Language. Then, select the language(s) and the level of your proficiency in each.

### Military Status

If you have US military experience, select your anticipated status at the time of enrollment from the drop-down. Select Not a member of the military if this does not apply.

### Felony and Misdemeanor Convictions

Indicate whether you have ever been convicted of a misdemeanor or felony. Note that most programs require satisfactory background check results as a condition of acceptance. Failure to disclose and provide accurate information about prior convictions may have serious consequences, such as annulment of acceptance offers, program dismissal, or other sanctions.

Background checks reflect all prior convictions, guilty pleas, city ordinance citations (such as public intoxication), illegal possession(s) including possession of alcohol under the legal age, payments of fines (including traffic violations), and, in some cases, prior records thought to have been expunged. Note that in some states, common traffic violations may be considered misdemeanors.

Candidates with criminal records due to felony offenses are encouraged to be aware of the potential impact for program acceptance and future licensure. Contact the programs you wish to apply to and state licensing agencies where you hope to practice for advice if you have a felony conviction or a criminal record. If you are uncertain of the status of a charge versus a conviction on your record, or if you are uncertain as to whether your offense was an infraction, misdemeanor, or a felony, contact the city, county, or state jurisdiction where the incident occurred.

If you are convicted of a misdemeanor or felony prior to admission and/or matriculation, it is your responsibility to immediately inform your program(s).

Answering Yes to these questions will not automatically disqualify you from admission to veterinary school.

### Academic Infraction

Indicate whether you have ever been disciplined or placed on academic probation while attending an academic institution. If yes, enter an explanation in the spaces provided.

### Additional Information

Answering these questions helps programs gather information to develop future recruitment strategies.

- Current Student Status
- Student Reported GPA from Primary School
- Has there been any interval longer than 3 months during which you were not enrolled as a student or employed. If Yes, provide an explanation including the duration and how you spent the time.

### WICHE Applicants

You are a WICHE (Western Interstate Commission for Higher Education) applicant if you are a resident of Arizona, CNMI, Hawaii, Montana, New Mexico, North Dakota, or Wyoming AND if you have applied for and/or received notice from the certifying office in your state/territory that you are a duly certified applicant for the Professional Student Exchange Program. For further information, contact your WICHE State Certifying Office whose contact information is listed at [wiche.edu/tuition-savings/psep](http://wiche.edu/tuition-savings/psep). Additional information about how WICHE PSEP applicants are selected for support in veterinary medicine is located at [wiche.edu/wp-content/uploads/2018/10/HowWICHEselectsPSEPstudents.pdf](http://wiche.edu/wp-content/uploads/2018/10/HowWICHEselectsPSEPstudents.pdf).

### Previous Applications

If you previously applied to any veterinary medical colleges or universities, select the year(s) you applied. Use the entering year of the fall semester when you would have enrolled. Report only applications submitted **before** the current VMCAS application cycle.

### First Generation College Student

Indicate if you are a first-generation student (i.e., neither parent/legal guardian completed a bachelor's degree or higher).

### Explanation Statement

Use this **optional** section to record information that cannot be listed elsewhere within the application, such as missing parental information or disciplinary actions that require detailed explanation. This section can also be used to provide the admissions committee(s) additional information that you consider vital to your application (i.e., COVID-19 impact). Your explanation statement should be clearly and succinctly written – 3000 characters (including spaces) have been allotted for this purpose. Examples of pertinent information might include explanations about interruptions in your studies or experiences, unique circumstances you have faced, or reasons for decisions you have made.

This section is limited to 3,000 characters (including spaces).

**Do not use this section to continue an essay that exceeded the character limit.**

## 9. SCHOOLS ATTENDED

The Schools Attended section gathers your high school (from which you graduated) and postsecondary institution information (where you were enrolled for at least one course, even if credits were transferred or no credit was earned). In addition, you will list any degrees you earned or expect to earn while attending the school(s), as well as your major(s) and minor(s).

### High School

Enter the information (name of high school, city, state, graduation date) for the high school from which you graduated. If you attended more than one high school, you need to include only the school from which you graduated.

#### U.S. Schools/U.S. Territories and Possessions

Enter the name of the school, city, state, and graduation date in the designated fields.

#### Non-U.S. Schools

If you attended a high school outside of the United States, enter the name of the school, city, and graduation date in the designated fields and select International.

### Earned Equivalency or General Educational Development (GED)

If you received a high school equivalency diploma or a GED certificate, please list GED as the name of the high school you attended, and the city/state which awarded your GED degree.

### Home School

If you were home schooled, please list the city and state where you were home schooled (or received your diploma) and your graduation year. In the School field, type "Home Schooled".

### Colleges

In this section, list every postsecondary institution where you were enrolled for at least one course, even if the credits were transferred, no credit was earned, or you withdrew. Report all institutions attended regardless of their relevance to the programs you are applying to. Failure to report an institution may cause your application to be undelivered. This can significantly delay the processing of your application. Report all institutions attended, including but not limited to:

- courses taken in high school for college or university credit
- summer courses
- community college courses
- US military academies (note that this does not include courses on SMART or JST transcripts)
- post-baccalaureate, graduate, and doctoral work
- study abroad (report the US institution you used for study abroad)
- Canadian and foreign work, etc.
- List all institutions on your application even if the coursework completed there was transferred to another institution.
- Report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance.

### Adding a College or University

#### Select Add a College or University.

Type and select your college or university. It may take several tries to find your school, especially if it shares its name with others or could be spelled differently. For example, if you attended "Saint John's University," you may need to try "Saint John," "St. John," or "St John" (no period) to bring the school up on the list. If you exhausted all options and it does not appear, select Can't find your school?



## Degrees

- Underneath the respective postsecondary institutions, you entered in VMCAS, you are asked if you earned a degree or expect to earn a degree from the institutions listed. To add a degree, select Yes. Degrees are listed alphabetically. If your degree is not listed, you may select Other Bachelor's, Other Doctoral, Other Doctorate, or Other Master's. Then, enter the month and year when you earned the degree or expect to earn the degree. Click Add another Degree to add additional degrees for this same college or university.
- **Majors**
  - To enter declared majors, select your Major under the appropriate school(s). Majors are listed alphabetically. If yours is not listed, you may select Other.
  - If you were a double major check the box "Check if you were a double major" and select your second major.
- **Minors**
  - To enter a declared minor, select Add Minor under the appropriate school(s). Minors are listed alphabetically. If yours is not listed, you may select Other Minor.
- **Type of term system**
  - Select your college's or university's term system. You can usually find this on the back of your official transcripts, or you can contact your college's registrar. Term system refers to the type of hours your credits are worth, not the length of the term or how many terms a year your college or university offered. If your transcript lists some courses as quarter and others as semester, enter the term type that is most common (i.e., if you have six quarter terms and two semester terms, enter quarter).
- **Still attending your institution/ Dates attended**
  - Select if you are still attending your institution. Enter dates of the first and last (if applicable) terms you attended. Be sure to only enter each college or university you attended once, regardless of gaps in your attendance there. Select the first and last terms you attended this institution, regardless of gaps in attendance.
- **Save to complete the entry.**

## Academic Status Definitions

**Freshman-Senior:** Applies to all college- or university-level courses taken prior to your first bachelor's degree. In general, four-year students should list one year per designation and five-year students should list their last two years as senior. Non-traditional students should label their terms as evenly as possible in chronological order.

**Dual enrollment courses** (college courses taken during high school) are considered Freshman and should be listed under the college where you took them. Do not report these courses again as transfer credits at your undergraduate institution.

**Post-Baccalaureate:** Applies to undergraduate level courses taken after your first bachelor's degree is earned. If you earned a second bachelor's degree, that is considered post-baccalaureate.

**Graduate:** Applies to master's degree- and doctorate degree-level work only, regardless of whether the degree was earned. Work such as that taken in pursuit of a Ph.D, MD, PharmD, JD, JurisD, LL.D, DC., etc. are considered doctorate degree-level.

## Sending Official Transcripts to VMCAS

### Sending US and English-Canadian Transcripts Electronically

For each college or university entered you must request a transcript. The ability to request a transcript is included in the application, just click Order under each school listed and select if you are ordering electronic transcripts (recommended) or submitting a transcript via mail. Note that if you attended a foreign college or university – and depending on your program's requirements – you may be required to send a foreign evaluation. See *Foreign Transcripts - World Education Service* for more information.

VMCAS only accepts electronic transcripts from Credentials Solutions, Parchment, and National Student Clearinghouse. If your school does not offer any of these services, your transcript must be sent by mail. Electronic transcripts can be processed faster compared to mailed transcripts.

If your school requires that you use a service other than Credentials Solutions, Parchment, or National Student Clearinghouse, you should ask that service to mail the transcripts instead of sending them electronically. Since you cannot include the Transcript ID Form, you should include your full VMCAS ID number when entering the VMCAS mailing address.

When using any of these services, select VMCAS as the recipient. If you cannot select VMCAS and instead are asked for an email address, your transcript must be sent by mail. Do not send your transcript to the VMCAS customer service email.

We cannot accept transcripts sent via email from applicants.

## Mailing Transcripts

We strongly suggest you use the Transcript ID Form to help us match your transcript to your application. You can download this form under Colleges Attended when you select "order". Having this form included with a mailed transcript will ensure that your transcript(s) are applied correctly to your application. Issues with transcripts are the number one cause for processing delays and missed application deadlines.

1. Contact the registrar at each institution you attended and request one transcript be sent to VMCAS.
2. Provide the registrar with the following items:
  - VMCAS Transcript ID Form. Ask the registrar to attach it to your official transcripts. This form is not required, but strongly recommended as it helps ensure your official transcripts are properly matched to your application. If you cannot use this form, make sure the registrar prints "VMCAS" and your full VMCAS ID number on the transcript before mailing it.
  - Any school-specific forms required by the registrar.
  - Any transcript fees required by the registrar.
  - All information needed by the registrar to properly identify you in the school's database.
  - Any name changes.
  - Your VMCAS ID number.

Your registrar should mail your paper transcripts to the following address:

VMCAS Transcript Processing Center  
PO Box 9126  
Watertown, MA 02471

We are not responsible for any materials lost in the mail or delays caused by the Registrar's Office. Express or certified mail does not guarantee faster processing or receipt.

## Transcript ID Form

While VMCAS can accept transcripts that are not accompanied by a Transcript ID Form, VMCAS is not responsible for transcripts that cannot be matched to your application because of a missing form. Therefore, VMCAS strongly encourages you to use the Pre-Barcoded Transcript ID Form. When you request an official, paper transcript for VMCAS, you need to inform the relevant registrar that the Transcript ID Form must be attached to the transcript when it is sent. If a school has placed a financial hold on your transcripts, VMCAS will not grant a transcript exception request under any circumstances.

VMCAS recommends the use of a printed PDF VMCAS Transcript ID Form to avoid any delay in transcript processing. To generate a PDF VMCAS Transcript ID Form, select the order button next to

the appropriate institution in the Colleges Attended subsection of the Academic History section.

Next, select Option 2: Order a Mailed Paper Transcript. Finally, select Download Transcript ID Form.

## Foreign and French-Canadian Transcripts

### French-Canadian Transcripts

Canadian schools that issue transcripts in French are considered foreign and must be reported like any other foreign school. We cannot accept original Canadian transcripts which are written in French.

Note that a foreign credential evaluation from World Education Service (WES) is required and should be sent directly to VMCAS.

### Caribbean Medical Schools

All Caribbean medical schools are considered foreign institutions and are not US accredited, even if they have offices in the US or allow US licensing. This includes Caribbean medical schools who participate in the VMCAS application. Do not send transcripts from these schools to VMCAS, as they will be discarded.

Note that a foreign credential evaluation from World Education Service (WES) is required and should be sent directly to VMCAS.

### Documenting Foreign Coursework

Do not send foreign transcripts to VMCAS, including those printed in English or translated into English; they will be discarded.

If you attended a foreign school or earned your degree outside of the United States, VMCAS requires a foreign credential evaluation from World Education Services (WES). Please request a course-by-course US equivalency credential evaluation report with grades. This report should be sent directly from WES to VMCAS.

Contact WES as early as possible to avoid processing delays. WES evaluations can take a few weeks to process.

### Requesting a WES Foreign Credential Evaluation

VMCAS requires applicants to request foreign evaluations from [World Education Services \(WES\), Inc.](#) only. You can request electronic WES ICAP course-by-course evaluations directly through the application. Click Order WES Evaluation after listing your foreign school in the Colleges Attended section. Make sure to select VMCAS from the drop-down on WES's page.

Once WES completes your evaluation, they will send it to VMCAS electronically. Note that VMCAS does not accept paper WES evaluations sent via mail.

*\*Make sure you request the WES ICAP course-by-course evaluation not the WES Basic.*

## Study Abroad

The process for reporting Study Abroad coursework varies depending on the program type and how the domestic institution reports it. Review the options below to determine how to report your experience. Contact customer service with any questions.

### Study Abroad at an Overseas US Institution

If you studied at a school on the Overseas US Institutions List (see list at the end of the page), you need to:

- Add the school in the Colleges Attended section and add any courses you completed at the school in the Transcript Entry section. Make sure you mark these courses as Study Abroad during Transcript Review.
- Arrange for the Overseas US Institution to send your transcript directly to VMCAS.

### Study Abroad at Another US Institution

If you used another US institution's program to study abroad, studied via Semester at Sea, SIT, or a CEA study abroad program in their Global Campus Network, you need to:

- Add the school in the Colleges Attended section and add any courses you completed at the school in the Transcript Entry section. Make sure you mark these courses as Study Abroad during Transcript Review.
- Arrange for the school to send your transcript directly to VMCAS.

### Study Abroad via Any Other Method

If the two options above do not apply to you, you need to:

- List the courses with the rest of your undergraduate coursework at the home institution which you were enrolled in during your study abroad in the Transcript Entry section. Do not report the study abroad school as a foreign institution.
- Add the phrase "Study Abroad" to the title of each study abroad course entered. Make sure you mark these courses as Study Abroad during Transcript Review.

No additional transcripts or evaluations need to be submitted for these courses.

Note that VMCAS does not recognize study abroad company transcripts. If you studied abroad via a company such as IES, ISA, CIEE, DIS, etc., complete the steps above to properly report your study abroad coursework.

## Overseas US Institutions List located in the VMCAS Help Center:

- Abu Dhabi University
- American College Dublin
- American College in Jerusalem (closed in 1976)
- American College of Greece
- American College of Switzerland
- American College of Thessaloniki
- American University Beirut
- American University in Bulgaria
- American University in Dubai
- American University in Paris
- American University of Armenia
- American University of Rome
- American University of Sharjah
- Anglo-American University
- Cairo American University (formerly known as American University in Cairo)
- Carnegie Mellon University in Qatar
- Franklin College Switzerland
- Georgetown University School of Foreign Service in Qatar
- Hebrew Union College (Jewish Institute of Religion)
- Huron University in London
- John Cabot University in Rome
- Lebanese American University
- McDaniel College in Budapest
- Northwestern University in Qatar
- Richmond The American International University of London
- Texas A&M University at Qatar
- United States International University in Nairobi, Kenya
- Weill Cornell Medical College in Qatar
- Zayed University

### Letter of non-attendance

A letter of non-attendance is required when a student has never taken courses at an institution or the institution does not have a record (transcript) for the student. Applicants would need to make this request to the registrar's office of that institution. The letter of non-attendance would need to be sent to VMCAS for processing.

### Transcript Follow up

Follow up with your school(s) to ensure that your transcripts were mailed and obtain the date they sent them. Be aware that processing times vary by school and may take longer towards the end of a semester. Some schools may not send your transcript until the semester is over.

Monitor the Check Status page to ensure your transcript is received. On average, it takes up to seven business days for your transcript to post to your application from the date we receive it. If your transcript is not posted after this timeframe, contact customer service.

### Academic Infraction

If you were ever disciplined for conduct violation or placed on academic probation while attending an academic institution, 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. You will be able to enter an explanation in the space provided.

Veterinary Medical schools require you to answer the question accurately and provide all relevant information. Veterinary Medical schools understand that many individuals learn from the past and emerge stronger as a result. Full disclosure will enable veterinary medical schools to evaluate the information more effectively within the context of your application.

### Rejected Transcripts

The following scenarios can cause transcripts to be rejected and should be avoided whenever possible:

- A transcript is unofficial, marked as student-issued, or is addressed to someone other than VMCAS.
- A transcript is missing pages or was severely damaged in the mail.
- A document received by VMCAS is not a transcript.
- An incorrect transcript was received; this can occur when another student at your school has the same or similar name and you did not provide enough information to the registrar when you requested your transcript. Be sure

to provide your schools with as much information as possible so they can properly identify your records.

### Transcript Posting Delays

The following scenarios can cause delayed application posting/processing and should be avoided whenever possible:

- A transcript is not accompanied by a Transcript ID Form or is accompanied by the incorrect form.
- A transcript is not addressed specifically to "VMCAS."
- A school you attended is missing from the Colleges Attended section. We cannot attach a transcript to your application unless the school is listed.
- An incorrect school name is listed in the Colleges Attended section. We cannot attach a transcript to your application until it is corrected.
- The name on a transcript cannot be found in the VMCAS database, either because your name changed, was misspelled on the transcript, was misspelled on the application, or you have not yet created a VMCAS account.

## 10. COURSEWORK

VMCAS recommends that you use a personal copy of your official transcript(s) as a reference while entering your coursework in the application. Some information that appears on your official transcript may not appear on an unofficial transcript. Entering incorrect information (i.e., omitting coursework, grades, and/or credits or supplying incorrect grades) may affect your VMCAS GPAs and could result in delayed processing and even missed deadlines.

Your transcript details will be reviewed by a quality assurance team. If there are inaccuracies, your application will be sent back to you for correction, and this will result in delays in submitting your application. All courses must be included, even if you did poorly or later repeated the course. If you have transfer credits, enter these credits from the institution where you originally took the course.

After you enter transcript information for all colleges attended, you will complete Transcript Review. In Transcript Review you will be asked to identify additional attributes about your coursework including Primary College and courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

Enter all coursework you completed at all US and English Canadian colleges or universities attended. See Foreign and French-Canadian Transcripts and Study Abroad or Overseas US Transcripts for guidelines on foreign coursework.



- Reporting coursework accurately is your responsibility. Since credit values, grade values, and course subjects vary widely from school to school, your programs need some type of standardization so they can accurately compare applicants. This standardization is achieved by using your coursework to create a standard set of GPAs, ensuring you are compared to other applicants fairly and equally.
- Complete the Colleges Attended section before entering your courses.
- Report all courses on your transcripts, not just prerequisites. Be sure to include courses from which you withdrew, repeated courses, ungraded labs, test credits, gym courses, orientations, or other non-graded courses.
- Enter courses under the institution where you originally took the course, exactly as they appear on the original school's transcript. Do not list courses under the school in which the credits were transferred. You may need to go back to your Colleges Attended and add a school to enter the transfer credits.
- For example, suppose you primarily attended the University of Maryland and took Intro to Photography at your local community college. You would list the community college in the Colleges Attended section of the application (and request an official transcript for it) and add Intro to Photography as a course you took at the community college. You would not list the course under the University of Maryland, even if the credits were transferred there.

Coursework includes, but is not limited to, the following:

- All attempts at courses that have been repeated, including any courses removed from your transcript or GPA as a result of academic bankruptcy or institutional forgiveness policies.
- Courses removed from your transcripts or GPA as a result of academic bankruptcy, forgiveness, or similar policies.
- Courses from which you withdrew
- Courses for which you received a grade of Incomplete and for which no final grade has been assigned.
- Courses that you failed, regardless of whether you repeated them
- Remedial/developmental courses
- College-level courses you took while in middle or high school even if no college counted them toward a degree.
- Courses taken at an American college overseas.
- Physical education and music courses.

## Academic Term and Year

Add a semester, quarter, or trimester depending on the term you selected in the Colleges Attended section.

- Select a term. Select a year. Options are based on the time spans you selected in the Colleges Attended section. Select an academic status. Academic status refers to your status during the term you are inputting, not your current status. Refer to the list of Academic Status definitions below for more information. If you are entering courses for a term that is currently in progress or planned, select In Progress/Planned.
- Click Save.
- Continue adding terms, as needed.

## Academic Status Definitions

- **Freshman-Senior:** Applies to all college or university level courses taken prior to your first bachelor's degree. In general, four-year students should list one year per designation and five-year students should list their last two years as senior.
- **Post-Baccalaureate:** Applies to undergraduate level courses taken after your first bachelor's degree is earned. If you earned a second bachelor's degree, that is considered post-baccalaureate.
- **Graduate:** Applies to master's degree and doctorate level work only, regardless of whether the degree was earned. Work such as that taken in pursuit of a Ph.D, MD, PharmD, JD, JurisD, LL.D, DC., etc. are considered doctorate degree level.

## Course Name and Course Number

Under the appropriate Term, enter the course name and the course number exactly as it appears on the official transcript. If the exact course name does not fit, enter a logical abbreviation. The course name and number are critical for VMCAS's verification of each course on the official transcript. VMCAS is not responsible for processing delays or missed deadlines resulting from incorrect listings of course names and numbers.

## Enter Courses for a Completed Term

- As noted above, course name and number must exactly match what appears on your official transcript.
- Enter the course title. You can abbreviate it if it does not fit in the text box.
- Select the Course Subject. See Course Subject List
  - If you are unsure, make your best guess; our team will help you if it does not match.
- Enter the course credits exactly as they appear on your transcript. See the Course Credits section below for more details.

- Enter the grade exactly as it appears on your transcript, including any pluses or minuses.
  - If your grades are listed as “BA”, “CB”, or “DC”, you must list them as “AB”, “BC”, “CD” in order for the system to recognize them.
  - If your grades are listed as numbers (e.g., 93), enter them exactly as they appear on your transcript. They will automatically convert to the equivalent CAS letter grade.
- The CAS Grade populates automatically. This allows VMCAS to standardize your coursework for all programs and cannot be edited.
- Click Save and Continue adding courses, as needed.

## Enter Courses for an In-Progress or Planned Term

You should enter any courses that you are currently taking or plan to take in the near future. This is not required, but is recommended, as some programs require it. Note, however, that any term containing In Progress/Planned courses cannot be marked as Complete; the entire term must be marked as In Progress/Planned.

- Select In-Progress/Planned as the Term. This alerts the system that you are not required to enter a grade for this course.
- Enter the course title and number.
- Select the Course Subject. See Course Subject List
  - If you are unsure, make your best guess.
- Enter the expected course credits.
- Click Save and Continue adding courses, as needed.

## Narrative Transcripts

If your institution uses a narrative transcript, enter your coursework as described above. If the transcript lists “suggested” credits and/or grades, be sure to enter those as well; otherwise, list the course credits as “0.0” and the grades as “Pass.”

Your programs will see the list of classes you took, along with a copy of the official narrative transcript that you submit.

## Credit Hours

Indicate your credit hours or units exactly as they appear on your transcript. If no hours appear on your official transcript, leave them blank unless the credits have been removed as a result of failure, repeat, academic bankruptcy, forgiveness, or similar institutional policy.

## Semester, Trimester, and Quarter Credits

If your course credits are mostly in “3.0,” “4.0,” or “5.0” format, then your transcript is listing normal semester, trimester, or quarter credits and no conversion is necessary. Enter the credits exactly as they appear on your transcript.

## Unit Credits

If all your course credits are listed in “1.0” or “0.50” format, then your transcript is listing credit units and you need to perform a conversion. Check the back of your transcript for a conversion ratio, which will say something like “1 unit is equivalent to 4 semester hours.”

If there is no conversion on the back of your transcript, contact your registrar’s office to determine the conversion ratio. Then, convert the credits by multiplying the number of units listed on your transcript by the conversion factor. For example, if your conversion is 1 unit = 4 hours and your transcript lists 1 unit for a course, you would enter 4.00 credits on your application. If 0.50 is listed, you would enter 2.00.

Review VMCAS Garde Vale Charts to view some Canadian institutions’ unit conversion ratios.

## Lab Credits

If your transcript lists labs separately, you must list them as separate courses on your application as well. Record the labs exactly as they appear on your transcript. If your transcript combines lab and lecture courses into one course, list it as one course on your application.

## Test Credits

You can only list test credits if they were awarded by one of the schools you attended, and they appear on your transcript. Test credit types include Advanced Placement (AP), International Baccalaureate (IB), CLEP, DANTE, Regents, and courses you “tested out of” at college or university. List these credits under your first term at the school that awarded you the credit and enter “CR” as the grade. If no course prefix or number appears on the transcript, enter “N/A” for Not Applicable.

Be sure to designate these test credits appropriately in the Transcript Review section (below).

## Special Course Types (Transcript Review)

Once you enter and Save all your courses, click Review & Finalize My Transcripts. Your next step is to designate specific courses as Advanced Placement, Honors, Repeat, Study Abroad, etc. You must complete Transcript Review before you can add prerequisites in the Program Materials section.

## Primary College

Identify your primary undergraduate institution. This is typically considered the college or university where you earned (or will earn) your first bachelor's degree. If no degree is planned, select the college or university where you completed the majority of your undergraduate coursework.

## Advanced Placement Credit

Indicate if you received Advanced Placement (AP) credit on the College Board Advanced Placement Exams for any of your courses.

## Honors Courses

Indicate if you took any courses, which are generally college or university courses taken at an honors level. These are usually designated with an "H" in the course number on your transcript. Note that earning Latin honors upon graduation does not mean your courses are retroactively considered "Honors."

## Repeat Courses

Indicate if repeated any of your courses. Courses should be only marked as repeated if you repeated them at the same institution (i.e., you retook the course for a higher grade). Withdrawn courses, courses taken at different schools, and courses taken multiple times for new credit (i.e., school band, physical education, etc.) are not considered repeated.

Record full credit values and grades for all repeated courses. VMCAS is required to include all repeated courses for each college or university you attended.

## Other Test Credit

Indicate if you received credit for tests other than the AP exam, including International Baccalaureate (IB), CLEP, DANTE, Regents, or Institutional/Departmental exams (i.e., courses you "tested out of" at college or university).

## Study Abroad Courses

If you studied abroad, indicate the courses you took as part of your institution's study abroad program. Refer to Study Abroad and Overseas US Institution Transcripts section for more information.

## Foreign Coursework

Refer to Foreign and French-Canadian Transcripts and Study Abroad or Overseas US Transcripts for guidelines on foreign coursework.

# 11. EXPERIENCES AND ACHIEVEMENTS

In this section you will enter your professional experiences in several categories or types. This information may be updated at any time prior to submission. After submission you will be able to add more experiences but will not be able to update or delete completed experiences. Experiences can be added until mid-October when access to the application is removed.

Review the type definitions below, consider the duties you performed during the experience and use your best judgment to determine the category of your experience. If you have any questions about your experiences fulfilling an individual program's requirements, inquire with that program directly.

## Experience Types

- **Animal Experience (no Veterinarian involved)**
  - Animal Experiences include farm and ranch experience, 4-H membership, animal training, or similar activities that were not under the supervision of a veterinarian. Experiences listed as Animal Experience should be different from those entered for Veterinary and Employment experiences.
- **Employment (not animal-related)**
  - Employment includes paid work done outside of the animal or veterinary field - for example, a retail or restaurant job. Do not include any experiences listed as Veterinary, Animal, or Research.
- **Extracurricular Activities**
  - Extracurricular activities include experiences you were involved with from high school until the present, including sports/intramurals, clubs, honor societies, committees, community activities, social activities, fraternities/sororities, certifications, and hobbies. List the most recent first.
- **Research**
  - Research experience includes any animal and veterinary research, as well as other field and/or laboratory-based research. Include specific details about your work/involvement, including whether the research experience provided an opportunity to present or publish.
- **Veterinary Experience (with a Veterinarian)**
  - Veterinary Experience includes any veterinary clinical, agribusiness, or health science experiences that took place under the supervision of a veterinarian. Experiences listed as Veterinary Experience should be different from those entered for Animal and Employment experiences. Do not list any veterinary research experience.

- **Volunteer (not animal-related)**

- Volunteer work includes experiences outside of the animal care field - for example, Habitat for Humanity, tutoring students, participating in, or working for a fundraiser walk or blood drive, etc.

## Adding Experiences

To enter your experiences, follow these steps.

1. Click Add an Experience.
2. Select the appropriate experience type from the drop-down list.
3. Enter the name and address of the organization where the experience took place.
4. Enter your supervisors name, title, and contact information for this experience. This is a person that programs can contact to verify that this experience occurred. If the experience was a student-organized group and there was no advisor, list a member who can verify your experience.
5. Enter the date or date range in which the experience took place. Note that your experiences will not display on your application in any specific order, regardless of the dates entered.
6. Enter additional details about the experience, including the title of the experience and the time commitments. Enter the average weekly number of hours that you completed for this experience during the date range that you indicated.
7. Select Yes or No to indicate a release authorization to allow your selected programs to contact the organization.
8. Click Save & Continue.

Do not repeat hours between experience types. If duties encompass more than one type of experience, enter the position in both sections and divide the duties and hours accordingly.

## Most Important Experiences

Applicants will be able to designate up to five experiences as Most important. Selections can be made and changed prior to submission. If additional experiences are added after submission, the additional experiences can be designated as most important up to the maximum but may not remove previously designated experiences.

## Achievements

In this section you enter any relevant professional or academic achievements in several categories or types. Although you can enter any achievements you believe are relevant to your application, it is recommended you focus on those achievements within the last 10 years at the college level and above. This information may be updated at any time prior to submission. After submission you will be able to add more achievements but will not be able to update or delete completed achievements. Achievements can be added until mid-October when access to the application is removed.

Review the type definitions below, consider the duties you performed during the experience and use your best judgment to determine the category of your experience. If you have any questions about your experiences fulfilling an individual program's requirements, inquire with that program directly.

### Achievement Types

- Awards received as a prize, such as trophies and medals.
- Honors received as a special distinction for work done, including Dean's List and memberships in honor societies.
- Scholarships earned based on academic, athletic, and other achievements.

## Adding Achievements

To enter your achievements, follow these steps.

1. Click Add an Achievement.
2. Select the type of achievement.
3. Enter the name of the achievement.
4. Enter the name of the organization that presented the achievement, if applicable.
5. Enter the issued date.
6. Enter a brief description, especially if the achievement is not clear based on its title. You can also note if any special circumstances surrounded it. If your achievement was awarded multiple times (e.g., Dean's List), use this field to explain that instead of creating multiple instances.
7. Click Save This Achievement. Your saved achievements will not display in any particular order, regardless of the order or dates you enter.



# 12. LETTERS OF RECOMMENDATION

## Before You Begin

In the Recommendations section, you can indicate who will be writing letters on your behalf. Recommendations (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) assesses your qualities, characteristics, and capabilities.

You are required to request **at least 3** letters of recommendation and may request a **maximum of 6** recommendations.

Recommenders must submit your recommendation letter electronically by the application deadline of **September 15**. No exceptions are possible.

Recommendations are submitted by the recommenders themselves; via Letters by Liaison, our recommender portal; they cannot be completed or submitted by the applicant or another party on behalf of the recommender. We are not responsible for verifying recommenders' identities. If a discrepancy is found, we reserve the right to contact the appropriate individuals to investigate and to share the discrepancy with all programs.

Please note: You do not need to wait for your recommendations to be written to submit. Please complete and submit your application as soon as the first three requests have been made.

Before getting started, consider the following:

- **All recommendations can be submitted electronically** by recommenders using Letters by Liaison, our Recommender Portal.
- **Research each program's requirements.** You should determine whether your programs have specific requirements regarding recommender roles or relationships before listing recommenders on your application. Many programs have strict guidelines and completed recommendations cannot be removed or replaced.
- **Prepare your recommenders.** Once you choose your recommenders, be sure to inform them about the process and that they will be completing the recommendation electronically. We recommend getting their preferred email address and asking that they monitor that inbox for your recommendation request (which will come from [vmcasinfo@vmcas.org](mailto:vmcasinfo@vmcas.org)), including any junk or spam folders.

You can edit and delete requests that are in Requested or Accepted status. Once a request is Completed, you cannot make any changes regardless of whether you have submitted your application or not.

If you are a reapplicant, you will need to request new letters of recommendations for each application cycle to which you apply.

Information about how letter writers may submit letters to VMCAS is available on the Letters by Liaison Help Center website at [help.liaisonedu.com/Letters\\_by\\_Liaison\\_Help\\_Center](http://help.liaisonedu.com/Letters_by_Liaison_Help_Center).

## Committee Letters

If you want to submit a committee letter as part of your application, you can do so by entering the committee chair (or their alternate) as the recommender. The committee chair must then complete the ratings section and upload one letter (that includes the assessments of various committee members) via Letters by Liaison, the Recommender Portal. Note that a committee letter only counts as one recommendation and the individuals who contributed to the letter may not be used as additional recommenders.

## How to Submit a Recommendation Request

1. In the Recommendations section, click **Create Recommendation Request**.
2. Enter the recommender's full name and email address.
3. Select the date by which you would like this recommendation completed. This date should be before your program(s) deadline.
4. Enter a brief message or note for the recommender.
5. Select whether you want to waive your right of access to the recommendation. See **Waiver** below.
6. Click the checkboxes to indicate your permission for us (and programs) to contact your recommenders.
7. Click Save This Recommendation Request to submit it. Once you do so, an email is immediately sent to the recommender.
8. Confirm with your recommenders that they received the email notification.
9. Use the Check Status tab to monitor the status of your recommendations. Completed recommendations are marked as "Complete" and have a Complete Date listed. Follow up with your recommenders if their recommendations are still marked as "Requested" or "Accepted." It is your responsibility to ensure that recommendation requests are received and completed on time. We will not notify applicants about missing recommendations.

## How to Resend the Recommendation Request

If you need to resend a request:

1. In the Recommendations section, locate the request you wish to resend.
2. Click the pencil icon to edit the request.
3. Scroll to the bottom of the page and click Resend this Recommendation Request.

## Changing the Recommender's Email Address

If you entered an incorrect email address for any recommenders (or if any recommender asks that you send the request to a different email address), you must delete these requests and then re-add them with the correct email.

## Waiver

The Family Education Rights and Privacy Act of 1974 (FERPA) gives you the right to access recommendations unless you choose to waive your right of inspection and review. Prior to requesting any recommendations, you are required to indicate whether you wish to waive your rights. VMCAS will release your decision to waive or not waive access to your recommenders and designated programs. Your waiver decision serves the same purpose as a legal signature and is binding.

Selecting **Yes** indicates to programs that your recommender completed their recommendation with the understanding that you would not be able to view it. This means you will not be able to see the content of the recommendation. Programs may view this type of recommendation as a more accurate representation of an applicant's qualifications.

Selecting **No** indicates to programs that your recommender completed their recommendation with the understanding that you may choose to view it in the future. Selecting this option does not allow you to view your recommendation via the application. If you do not waive your right to view the recommendation, you may ask your recommender for a copy of the recommendation. Programs may view this type of recommendation as a less accurate representation of an applicant's qualifications.

Once you make a selection, you cannot change it, so consider the choices carefully.

## Checking the Status of Letters

You may check the receipt status of any of your letters in the Check Status in the VMCAS application. You will also receive an email notification each time a letter of evaluation is added to your AMCAS application.

# 13. VETERINARY MEDICAL SCHOOLS

We recommend that you review the Veterinary Medical School Admission Requirements website ([applytovetschool.org](http://applytovetschool.org)) and consult with a pre-vet/pre-health advisor for guidance in selecting veterinary medical schools.

As you research veterinary medical schools it is important to consider not only the requirements of each school as compared to your credentials, citizenship, and legal residence restrictions, but also the potential cost of application (including VMCAS application fees, supplemental application fees, costs associated with interviewing, and acceptance deposits) before you designate any school.

VMCAS does not evaluate residency eligibility or citizenship status. Questions about eligibility and application restrictions should be directed to veterinary medical school admissions offices. It is your responsibility to determine your eligibility before designating a school. VMCAS cannot issue refunds for applicants who do not meet the admission requirements of a school.

## Selecting the Veterinary Medical School(s) That Will Receive Your Application

In the VMCAS application, you can filter medical schools by state. You can also select the veterinary medical school directly from the school list.

## How to Select VMCAS Programs

1. Click **Add Program** at the top of the application home page.
2. Use the filters to locate the programs you are interested in applying to.
3. Click the plus sign next to a program to add it to your program list. You must select at least one program to continue completing the application. If you want to remove a program and only have one selected, you need to add the second program before you can remove the first one.
4. Continue adding programs as desired.
5. Begin filling out the application. Before submitting, be sure to review your program list to make sure you are applying to all your intended programs.

Note that by submitting your application, you are committing to applying to your selected programs. You cannot substitute or remove submitted programs after submissions. Additionally, we do not offer refunds for selections made in error and we do not transfer payments to another program.

After submission, you can continue to add and apply to programs until the final deadline date.

## Deleting a VMCAS Program

You can remove a program(s) at any time prior to submitting the application; however, any information entered in the Program Materials section will be lost and cannot be retrieved or transferred. Information in the Personal Information, Academic History, and Supporting Information sections will be retained for any programs to which you choose to submit.

Once you submit your applications, you cannot remove any programs. To withdraw yourself from consideration for admission to a program, contact the program directly. Note, however, that VMCAS does not offer applicant refunds for any reason.

**If you want to change or remove a program prior to submission, be sure to select a new program first.**

From the Add Program Page

1. Click Add Program at the top of the page.
2. Click the Undo button to the right of the program name.
3. Click Yes, Delete this Program to confirm.

From the Submit Application Page

1. Click Submit Application at the top of the page.
2. Click the trash can icon next to the program you want to remove.
3. Click Yes, Delete this Program.

## 14. VMCAS ESSAY

Your personal statement is a one-page essay (not to exceed 3,000 characters) that gives veterinary admissions committees a clear picture of who you are and, most importantly, **why you want to pursue a career in veterinary medicine.**

Although there is no set of rules mandating what a strong personal statement should include, here are a few tips to help you successfully craft an effective personal statement:

- Explain a defining moment that helped steer you toward a career in veterinary medicine. Consider using that moment as the focal point of your essay.
- Be original and thoughtful: Discuss how you would contribute to the profession and patient care, all of which will help you stand out from other applicants.
- As you are telling us why you want to pursue a career in veterinary medicine, explain why you are good candidate for veterinary school. Ask yourself—in a pile of 100 applications, would I enjoy reading my statement? Be sure to convey your passion for veterinary medicine in your statement.

- Many of you have had meaningful experiences with animals or veterinarians as children and these are important but should only be mentioned briefly.
- Your application materials already contain a summary of your accomplishments, so avoid repeating information from your transcripts or reference letters.
- Give yourself time to organize your thoughts, write well and edit, as necessary.
- Ask yourself if this essay is a good representation of your character, ideals, and aspirations.
- Do not forget to proofread!

Here are a few things to consider when writing your personal statement:

- Be yourself.
- Do not use jargon, clichés, or big phrases that you would not use in daily conversation. Remember, veterinary admissions committees want to know about the real you.
- Ask a friend, relative or faculty advisor to read your essay and provide constructive criticism.

Here are a few things to avoid when writing your personal statement:

- Writing what you think the admissions committee wants to hear.
- Using a gimmicky style or format.
- Waiting until the last minute to get started on your statement.

## 15. STANDARDIZED TESTS

In this section you may self-report your Graduate Record Exam (GRE) scores and other standardized test scores required by the institutions to which you are applying. In addition, you may also indicate when you plan to take a specific standardized test. Even if you have taken the test previously and have scores, you may add a planned test here. Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Many programs require official scores to be sent directly to the institution. Please check with each program to determine their test score requirements and deadlines for scores to be sent.

### GRE

Most schools requiring the GRE expect the exam to be taken within the past 5 years and the official scores be available through the Educational Testing System. If you have taken a subject specific GRE test, please treat each subject as a separate test. Please check with each program to determine their GRE requirements.

## Reporting GRE Scores

There are two different ways to submit your official GRE scores to VMCAS, depending on a program's requirements:

- Use VMCAS GRE codes for schools that require you to submit official GRE Score reports to VMCAS via ETS.
- Use School GRE codes for schools that require you to submit official GRE Score reports directly to them via ETS.

Locate the appropriate GRE code to use when requesting scores, depending on what the school requires. Contact the programs directly if you have additional questions.

Official GRE scores from ETS can be received by VMCAS at any point during the application cycle, even after your application is submitted or verified; however, some programs may have a deadline by which they want your scores posted. Once your official GRE scores are attached to your application, they cannot be removed.

## Submitting Your Official GRE Scores

1. Review the list of VMCAS GRE Codes to determine your program's GRE code. If you are applying to multiple programs, supply each individual code to ensure all programs can view your scores.
2. Provide the codes to ETS and request that your scores be released. Check with ETS about their turnaround and processing times.
3. After ETS processing, scores are sent to VMCAS in batches and then posted to applications every 2-3 days. Only scores that you requested using VMCAS codes will post to your application. You can view scores attached to your application in the Standardized Tests section of the Check Status tab.

It is your responsibility to follow up on any missing GRE scores in a timely manner. If your scores are not posted within ETS's processing period, contact customer service, and provide them with the following details:

- First and last names
- Date of birth
- GRE Registration ID Number
- CAS ID
- Test date and date scores were sent by ETS

We will use this information to determine if we have received the batch and to locate your scores, if possible. If your scores are not found, we will contact ETS to troubleshoot.

Note: if your name or date of birth appears differently on your GRE than it does on your VMCAS application, your scores will not automatically post to your account. This often happens with applicants with hyphens, apostrophes, etc., in their names. Wait until ETS processes the scores, then contact

customer service so they can manually connect the scores to your application.

## Other Tests

VMCAS allows you to enter scores for GRE, MCAT, IELTS, and TOEFL only. If your programs request additional test scores, provide them to the programs directly.

# 16. DISPUTING AND CORRECTING YOUR VMCAS COURSE SUBJECTS AND GPAS

## Disputing Course Subject Assignments

Course subjects are assigned to categories based on the titles and department prefixes listed on your official transcripts, not the course content itself. Since your veterinary programs determine and use the standardized VMCAS Course Subjects list, they will not consider dispute requests for course subject assignments that are clearly indicated on this list. Additionally, VMCAS will not accept documentation (i.e., letters, course descriptions, unofficial transcripts) in an attempt to prove a course's content differed from that indicated by the title and prefix.

The following correction requests must be submitted in writing via email.

## Correcting an Incorrect Course Subject Assignment

If, during verification, a course subject is incorrectly assigned to the wrong category, VMCAS can re-review the course title and prefix and make appropriate changes. For example, if your course is titled Inorganic Chemistry I, but was incorrectly categorized as Organic Chemistry, VMCAS can update this coursework after verification. To update course subjects that were categorized incorrectly, email customer service at [vmcasinfo@vmcas.org](mailto:vmcasinfo@vmcas.org) with the subject line *Course Subject Correction* and indicate the requested change.

## Correcting a Vague Course Subject Assignment

On some occasions courses may have questionable or vague titles. If a verified course subject assignment is correct by VMCAS standards, but you feel that you can provide a course description which indicates it should reflect a different category, you can request that VMCAS provide this information to your programs. To request an admissions notification for a questionable or vague



title, email customer service at [vmcasinfo@vmcas.org](mailto:vmcasinfo@vmcas.org) with the subject line *Course Subject Correction* and support your argument by providing the following:

- Indicate the course in question and what you believe it should be categorized as.
- Copy and paste the official course description from your course catalog. Additionally, provide a link to the description's source (do not simply link to a course catalog - provide a link to the exact location of the description).

If, upon review, VMCAS feels that the provided information supports a valid argument for your requested course subject assignment, we will notify your programs through an admissions note; however, we will not change the verified course subject assignment and we will not update your GPA calculations.

If VMCAS feels that the provided information does not support a valid argument for your requested course subject assignment, we will not honor your request. If you still wish to dispute your course subject assignment, contact your programs directly.

## Disputing Your GPA Calculations

During verification, VMCAS uses the information you entered in the Transcript Entry page to calculate several GPAs. Incorrect GPA calculations – which rarely occur – are most often a result of an error in your entered coursework.

If you believe a GPA was calculated incorrectly, you should first:

1. Note that:
  - VMCAS GPAs are not the same as the GPAs found on your transcripts.
  - A common mistake applicants make is to add GPAs from each academic year of undergraduate study and then divide by 4 to obtain an overall undergraduate GPA. This calculation represents an average GPA, which is different from an overall GPA.
2. Review Calculating Your VMCAS GPAs.
3. Identify the area you believe is causing the incorrect calculation (e.g., Post-Baccalaureate Science GPA) and calculate the GPA yourself using the GPA calculator.

If, after calculating the GPA, you still believe there is an error, email customer service at [vmcasinfo@vmcas.org](mailto:vmcasinfo@vmcas.org) with the subject line *Verification: GPA inquiry* and:

- Indicate the problematic area.
- Provide your calculations.

VMCAS does not accept GPA review requests by phone.

# 17. CORRECTING AN UNDELIVERED VMCAS APPLICATION

## Undelivery

If significant mistakes are found in your application during the verification process, your application will be "undelivered," or returned to you for corrections. When an application is undelivered, you receive a notification detailing the corrections that must be made before we can continue processing it.

### Transcript Entry Mistakes that Cause an Application to be Undelivered

- Failure to report a college or university you received credit from.
- All courses were listed under one semester or term instead of divided up by term.
- Missing or incorrect department prefixes.
- Missing or incorrect course numbers.
- Missing courses (usually non-credit labs, PE courses, withdrawn courses, test credits, or repeated courses).
- Vague or incorrect course titles (i.e., "English" instead of "English Composition I").
- Unconverted course credits in a unit system.
- Mislabeled terms or terms entered out of chronological order.
- Information that consistently does not match your official transcripts.

### Transcript Entry Mistakes that Do Not Cause an Application to be Undelivered

- Misspellings
- Capitalization
- Incorrect course subjects
- Occasional (not more than 4) incorrect grade, credit, or course information entries

## Correct and Redeliver Your Application

Your application's status must be Complete for us to resume processing.

1. Thoroughly review your undelivery notification to determine what corrections need to be made. If you are not sure how to proceed, contact customer service.
2. Correct each mistake. Take appropriate actions if any additional documents are required (i.e., new transcripts).
3. Once all mistakes are corrected, you must "redeliver," or resubmit your application so we can continue processing it. You do not need to make any additional payments. To redeliver, click the Check Status tab at the top of your application.
4. Click Redeliver Programs to resubmit.
5. Once your application's status returns to Complete, we will resume verification (typically within five business days). If it has been more than five business days since you redelivered your application, contact customer service.

## How Undelivery Affects Your Application Timeline

On average it takes two weeks for applications to be verified, and you will not be alerted to errors before that point. Because undelivery adds time to the verification process, it can delay your application. It is best to complete your application accurately the first time to avoid undelivery; however, if your application is undelivered, make corrections and resubmit as soon as possible to avoid any further delays.

Redelivery of your application does not change your submission date, but it does affect the date your application is considered complete. Contact your programs to determine any effects this may have on your application.

If you notice errors in your application before verification, contact customer service to undeliver your application so you can correct it. This will delay your application, but verification will resume sooner than if you waited for the errors to be found during the verification process.

It is important to note that you are strongly encouraged to submit your application at least four weeks before the application deadline. If you submit the application just before the deadline, you are taking a risk. If your application is undelivered due to an unreported institution, you will likely not have time to submit the official transcript before the application deadline. No additional transcripts are accepted after the application deadline. Individual schools may still choose to review your application, but it is not guaranteed. Please plan accordingly.

## 18. POST-SUBMISSION CHANGES

Before submitting your application, you should review it thoroughly. After you submit your application, you can make limited changes. You will be able to:

- Add new experiences, achievements, and test scores, but you cannot edit existing entries.
- Update recommendations with "Requested" or "Accepted" statuses (before application deadline).
- Select additional programs to apply to. You can apply to programs all at once or one at a time (before the application deadline).
- Make updates to your contact information (email, phone, address).

After mid-October, the application portal will be completely shut down and your file will be locked and unavailable for viewing, edits, additions, and changes. For your records, we strongly recommend that you print a PDF copy of the application before this date.

## 19. MONITORING YOUR APPLICATION STATUS

On average it takes two weeks for applications to be verified. You are responsible for regularly checking the status of your application from the time you submit your application to VMCAS through the date your application is received by your designated schools. It is important to verify that VMCAS receives your application, official transcript(s), letters of recommendation, and other required documentation.

Click the Check Status tab on your VMCAS application to view the status of your application and materials received. Check this page often.

You can submit your application before your transcripts and Recommendations are received. Please note, however, that your application will not be considered "complete" until we receive all official transcripts and payments, and at least three Recommendations are requested and listed.

## 20. REFUNDING/ WITHDRAWING YOUR VMCAS APPLICATION

### Refund Policy

Because your designated programs have access to your information as soon as you submit your application, no refunds can be issued for any reason (this includes missed deadlines and programs no longer accepting applicants).

### Withdrawing Your Application

You cannot withdraw your application over the course of the application cycle. If you do not want to continue with your VMCAS application and have not yet submitted, you can either allow it to expire at the end of the cycle or request that it be placed on hold. On-hold applications cannot be reactivated if you choose to apply at a later date. No refunds will be issued for payments that were already submitted.

Hold requests must be submitted in writing; requests are not accepted via telephone. To request a hold, email customer service at [vmcasinfo@vmcas.org](mailto:vmcasinfo@vmcas.org) with your full name, VMCAS ID, and the following statement:

"I authorize VMCAS to place my application from the 2021-2022 application cycle on hold. Furthermore, I understand that none of this information can be reactivated for a succeeding application cycle."

Once your application has been verified, it cannot be withdrawn via the online application. Contact your programs directly to withdraw your application.

### Credit Card Payment Disputes

An unauthorized credit card chargeback against a fee will result in the application being placed on hold for all programs. A chargeback is the return of funds to a consumer, typically occurring after a credit card transaction is disputed with the credit card company.

If we receive an unauthorized chargeback from your credit card company, we will notify you of the chargeback and place your application on hold. To reinstate your application, you must send a money order that totals the full fee plus a \$25 bank processing charge for each incorrect chargeback within ten business days of the notification.

If payment is not received within this timeframe, any future activity will be barred until all outstanding fees are paid, including applications for future cycles.

## 21. AAVMC POLICIES

### Acceptance Date Policy

**Policy** In order to grant member schools enough time to complete their admissions processes and to give applicants enough time to consider all offers of admissions, no AAVMC Member Institution will require any applicant to make a decision about admission or financial aid before April 15 of each year. If April 15 falls on a Saturday or a Sunday, the date will be shifted to the following Monday.

An offer of admission will be considered a guaranteed seat in the class in that year, as long as the applicant accepts and at institutions which require it, pay the acceptance deposit by April 15.

To ensure applicants are aware of this policy, each Member Institution will include policy language in all admissions offer letters. Member institutions should have their offer letters reviewed by the ARC to ensure compliance with this policy. Letters can be submitted to AAVMC by the VMCAS application deadline.

This policy does not apply to Institutions outside the U.S.:

- That do not participate in VMCAS; or
- That make offers of admission for non-VMCAS applicants; or
- For which matriculation is other than August or September

### Procedure

The Chief Executive Officer, or their designee, will investigate all complaints about alleged violations of this policy in consultation with the Admissions and Recruitment Committee and report any findings to the Executive Committee.

**First Offense:** If a Member Institution is found to be in violation of the policy, the Chief Executive Officer will send a Warning Letter to the Dean and Admissions Director of the institution and inform the Executive Committee of the Board of Directors.

**Second and Subsequent Offenses:** If a Member Institution is found to be in violation of this policy after a Warning Letter has been issued, the Chief Executive Officer and the chair of the Admissions and Recruitment Committee will report their findings to the Board of Directors and make a recommendation for additional penalties. Penalties may include monetary fines and exclusion from participation in VMCAS for a specified period of time.

## Privacy Policy

The AAVMC is committed to protecting the privacy of those who use the AAVMC website and who participate in AAVMC applications (such as the Veterinary College Application Service), surveys, programs (such as the Comparative Data Report) and services (collectively, the “Services”). This Privacy Statement applies when you use any of the Services, or any other AAVMC service that links to this Privacy Statement. Read the full policy [here](#).

## AAVMC Policy Regarding the Collection, Use and Dissemination of Applicant Data

The American Association of Veterinary Medical Colleges (AAVMC) carefully treats all information collected from applicants through the Veterinary Medical College Application Service (VMCAS). This policy prevents the release of confidential personal data without the permission of the applicant, permits the distribution of certain applicant data in limited situations, and facilitates the distribution of statistical data about applicants to veterinary medical colleges.

1. We disclose information provided in veterinary medical school applications to those schools the applicant designates. We also provide information about offers of admission and admission status among those schools the applicant designates.
2. Data submitted as part of an application to veterinary medical school is used to improve the quality of VMCAS products and services and support AAVMC-approved research projects that help formulate policies in veterinary medical education. We support or conduct research projects only after an independent institutional review board has reviewed the research proposal and established that the rights of applicants are safeguarded. We may contact applicants directly or we may share applicants’ contact information with AAVMC member institutions to invite applicants to participate in approved research projects.
3. We publish and widely distribute information on veterinary medical school applicants in the form of aggregate statistics, such as the tables found in Veterinary Medical School Admission Requirements (VMSAR) and other AAVMC publications.
4. We do not sell or otherwise release addresses, emails, phone numbers or other contact information about applicants to commercial vendors or researchers who are outside AAVMC or our member institutions.

## 22. VMCAS FEES AND FEE WAIVER PROGRAM

### Fees

VMCAS charges \$220 for the first program you apply to and \$120 for each additional program.

Some programs may have an additional supplemental fee; contact your programs to learn if they require this and how to pay it.

### Fee Waiver Program

When programs are available, a limited number of fee waivers are provided to qualified applicants on a first-come, first-served basis. Each fee waiver covers only the initial application fee, so if you wish to apply to additional programs, you are responsible for the remaining balance. If you received a fee waiver during a previous cycle, you may still apply for another in the next cycle.

It can take up to 10 business days to be updated on the status of your fee waiver request. After 10 business days you can contact customer service at 617-612-2884, or by email at [vmcasinfo@vmcas.org](mailto:vmcasinfo@vmcas.org) to inquire about the status of your fee waiver.

### Qualification Requirements

There are two types of fee waivers applicants can qualify for:

- Financial-based
- Service-based

You can only apply for one type of fee waiver per cycle. Additionally, you must request a fee waiver before you submit your application. Requests received after an application has been submitted will not be honored.

If you are approved for a fee waiver, you are required to submit your application within 14 days (including holidays and weekends). Extensions will not be granted; failure to submit your application on time will void your fee waiver and you will not be allowed to reapply for a waiver.

### Financial-based Fee Waiver

To qualify for an income-based fee waiver, you must have either:

Filed a 2020 Federal Income Tax Return Form 1040, 1040A, or 1040EZ with an adjusted gross income that falls below the Low-Income Level listed below, or

Been listed as a dependent on a filed 2020 Federal Income Tax Return Form 1040, 1040A, or 1040EZ with an adjusted gross income that falls below the Low-Income Level listed below. If you were claimed as a dependent by a parent or guardian on their 2020 Federal Income Tax Return, VMCAS requires you to use that individual’s Federal Income Tax Return instead of your own.



## Low Income Levels for 2021-2022 Cycle Awards\*

If applicable, use the following chart to help you determine if you come from an economically disadvantaged background.

2020 Poverty Guidelines for the 48 Contiguous States & the District of Columbia		
Size of Family*	Income Level**	VMCAS Eligibility
1	\$12,760	\$38,280
2	\$17,240	\$51,720
3	\$21,720	\$65,160
4	\$26,200	\$78,600
5	\$30,680	\$92,040
6	\$35,160	\$105,480
7	\$39,640	\$118,920
8	\$44,120	\$132,360
For each additional person add: \$4,480		

The low-income level is based on 300 percent of the U.S. Department of Health and Human Services poverty guidelines. It is used to determine what constitutes a low-income family for the purposes of the SDS and LDS programs.

\* Size of family means the number of exemptions listed on the qualified income tax return forms. For example, a family size of 4 may include two parents and two dependents.

\*\* Income Level refers to the adjusted gross income stated on the federal income tax return 1040, 1040A, or 1040EZ.

### Service-based Fee Waiver

To qualify for a service-based fee waiver, you must have participated in one of the eligible service-based organizations:

- Active or Veteran Military Service Member
- McNair Scholar

You will need to download the fee waiver form, complete the form, and if necessary, also have a certifying officer or program administrator complete their section on the form.

If you don't qualify for an income-based, McNair Scholars merit-based, or military merit-based fee waiver through VMCAS, you can submit a letter of explanation (explaining what method of financial support you have and/or why you are unable to obtain or provide any of the above documents).

## Applying for a Fee Waiver

- Start your application.
  - You must have an account to apply for a fee waiver. Fee assistance applications are not accepted by mail or email.
- Determine when to apply for your waiver.
  - Keep in mind that fee waivers are limited and only valid for 14 days (including holidays and weekends) from the time you are approved. Be ready to submit your application if you are approved.
- Complete and submit your fee assistance application.
  - Click on your name in the upper right corner of the application, then select Fee Assistance Program.
  - Enter your household's adjusted gross income for 2020 and the current number of members in your household. Note that "size of family" includes the number of people claimed as dependents on the tax report.
  - Upload a copy of the filed 2020 Federal Income Tax Return Form 1040, 1040A, or 1040EZ. This form was either filed by you or by someone who listed you as a dependent (such as a parent or guardian). Remember, if you were listed as a dependent, you must submit that individual's tax return form instead of your own.
- Await notification.
  - Once you submit your fee waiver request, it can take up to ten business days to process. The status of your request will be sent to both your email address and your application inbox.

**While your fee waiver request is pending, you are unable to submit your application.** To submit your application and forfeit your waiver request, return to the Fee Assistance Program section, and click Cancel Request. If you choose to Cancel your request and then change your mind you will lose your place in line. Once you submit your application, you are ineligible to apply for another fee waiver.

Submit your application and pay any remaining balance.

If you are approved, the waiver amount of \$220 will be automatically deducted from your total fees, and you are responsible for any remaining balance. Contact customer service immediately if you do not see the waiver amount deducted.

Remember to submit your application within 14 days of your approval (including holidays and weekends). Outstanding transcripts, evaluations, and/or test scores do not have to be received within this timeframe.

## 23. ADDITIONAL RESOURCES

### AAVMC Cost Comparison Tool

The American Association of Veterinary Medical Colleges has developed a Cost Comparison Tool to help prospective students further develop a financial plan for veterinary school. The Tool presents several key pieces of financial data that should be considered when applying to veterinary school.

[aavmc.org/becoming-a-veterinarian/funding-your-degree/cost-comparison-tool](https://aavmc.org/becoming-a-veterinarian/funding-your-degree/cost-comparison-tool)

### GRE Exam

The GRE Exam may be required by some schools. For more information, visit [ets.org/gre](https://ets.org/gre).

GRE® Fee Reduction Program:  
[ets.org/gre/revise/general/about/fees/reductions](https://ets.org/gre/revise/general/about/fees/reductions)

### Veterinary Medical School Admission Requirements Website

The Veterinary Medical School Admission Requirements (VMSAR) website is comprehensive resource that lists requirements and other pertinent information for each veterinary medical school. The VMSAR is updated annually and can be accessed at [applytovetschool.org](https://applytovetschool.org).

### The North American Veterinary Licensing Examination (NAVLE)

NAVLE in November/December of their fourth year in veterinary college. Visit [icva.net/navle](https://icva.net/navle) for more information about the NAVLE.

### Veterinary Debt Initiative

The Veterinary Debt Initiative (VDI) is focused on helping veterinarians thrive in financially sustainable and rewarding careers. The VDI's primary purpose is to raise awareness and provide access to resources that enable pre-veterinary students, veterinary students, and veterinarians to make highly informed financial decisions. For more information, visit [aavmc.org/becoming-a-veterinarian/funding-your-degree/veterinary-debt-initiative](https://aavmc.org/becoming-a-veterinarian/funding-your-degree/veterinary-debt-initiative)

## 24. VMCAS GLOSSARY

### A

**application cycle:** period of time during which the application for a particular entering class is active. The VMCAS 2021-2022 application cycle opens on January 21, 2021 and closes on September 15, 2021.

**application status:** indicator of how far along you are in the application process. You can check your status on the Check Status page.

### C

**committee letter:** single recommendation letter signed by multiple recommenders. Check with individual programs about how/whether these are considered.

**Complete:** application status that indicates VMCAS received all required materials to begin the verification process. It takes two weeks on average from the time your application is marked as "Complete" to be verified. This status does not guarantee that you met the requirements of all your Colleges/Schools of Veterinary Medicine. It is your responsibility to ensure you meet all program requirements.

**composite letter:** multiple recommendation letters individually written, signed, and grouped together. These should be submitted electronically by each individual recommender.

**coursework:** courses entered in the Transcript Entry section of the application.

**credit hour:** number of hours per week spent in the classroom for a course, typically 3 or 4. This number should typically be reported on your application exactly as it appears on your official transcripts. If your official transcripts list 0.5 or 1 credit hour, refer to the back of your transcripts or contact your registrar's office for information on converting these to semester hours.

### D

**designation:** used interchangeably with "program" to refer to Colleges/Schools of Veterinary Medicine that you selected in the application and to which you will submit your application.

**Doctorate of Veterinary Medicine (DVM):** degree you will obtain once you successfully complete a course of study at a College of Veterinary Medicine.

## E

**recommendation deadline:** last day on which you can submit electronic recommendations to VMCAS (September 15, 2021).

## G

**graduate:** academic status that indicates graduate-level coursework taken toward a graduate-level degree (e.g., Ph.D., Master of Science, Master of Arts, M.D., D.V.M.).

## I

**In-progress:** application status that indicates you created your account but did not yet submit it to any VMCAS programs.

## L

**Letters by Liaison, our Recommender Portal:** site where recommenders complete and submit your electronic letters of recommendation. Recommenders are provided with the site URL once you add them in the Recommendations section of your application.

## P

**post-baccalaureate:** academic status that indicates undergraduate level coursework taken after your first bachelor's degree is earned. If you earned a second bachelor's degree, it is considered post-baccalaureate.

**primary institution:** school where you received or intend to receive your undergraduate degree. If you do not intend to receive an undergraduate degree, select the school from which you earned the most credits.

**program:** used interchangeably with "designation" to refer to the Colleges/Schools of Veterinary Medicine that you selected in the application and to which you will submit your application.

## R

**Received:** application status that indicates you submitted your application to at least one program, but VMCAS has not yet received all materials necessary to begin verification.

## S

**supplemental application:** additional application required by a College/School of Veterinary Medicine in addition to the VMCAS application. Check each program's individual requirements regarding supplemental applications. Note that there may be additional fees associated which should be paid directly to the program requesting the supplemental application.

## T

**transcript request form:** document that should be downloaded and sent for each institution you listed in the Colleges Attended section of the application. This form helps VMCAS match your official transcripts to your application. Although this form is not required, VMCAS strongly recommends that you ask each registrar's office to attach this form to your official transcripts. If you cannot use this form, ensure that your transcript contains the word "VMCAS" and your full VMCAS ID is printed on the transcript by the registrar.

## U

**undelivered:** status that indicates VMCAS staff identified discrepancies or issues in your self-reported coursework and it has been returned to you for edits. Monitor your notifications and email for instructions on how to correct your application. Once an application is undelivered, it must be revised and re-delivered in order to continue processing.

## V

**Verified:** application status that indicates your application was verified and your VMCAS GPAs were calculated. Once verified, your application is immediately available for your designations/programs to review.

**verification:** process in which VMCAS staff reviews your coursework to ensure it was entered correctly and consistently.

**VMCAS ID:** unique ten-digit ID number that identifies your application. Provide this number in all communications with VMCAS Customer Service.

## 25. APPLICATION STATUSES

Applicants are responsible for monitoring the status of an application. Notifications are not sent for any missing items. To help you keep track of your application and all materials, click Check Status at the top of the application dashboard.

Keep in mind that it takes 7-10 business days from the date of receipt to post transcripts and official test scores to your application. Recommendations are immediately updated once received from your recommender.

Your application status may be:

### In Progress

Your application has not yet been submitted or you have not paid the application fee.

### Received

Your application has been submitted, but you are missing required documents. If you used the Professional Transcript Entry (PTE) service, remember that you must review and approve your coursework.

### Complete

All required materials were received, and your application is in line for verification and is considered complete; see Completing Your VMCAS Application for the specific application completion requirements. Note that your programs may require additional materials for your application to be considered complete. Check with each program for more details. Once your application enters this status, it takes two weeks (on average) to move to the Verified status.

### Undelivered

This status indicates that an error was found, and your application was returned to you for corrections. See Correcting an Undelivered Application.

### Verified

Your application was processed and, if applicable, your GPA was calculated and made available to your programs. You will receive a confirmation notification that your application was verified. Once your application is verified, you should direct any questions about its status to the program(s) you applied to.



**American Association of  
Veterinary Medical Colleges**

**American Association of  
Veterinary Medical Colleges**

655 K Street NW, Suite 725  
Washington, DC 20001  
202-371-9195 • aavmc.org