

LETTER PACKET DOCUMENT TRANSMITTAL FORM

Health Professions Administrative Assistant
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A Letter Packet File cover letter, and any individual letters of recommendation used in the development of this Letter Packet, will be posted in PDF format to individual medical/dental/veterinary medicine schools via a secure electronic transfer system (veCollect) administered by Virtual Evaluations. Access to your **Letter Packet File** will be limited to those health professions schools to which you are an applicant. Wesleyan will not purge the letters of rec from veCollect until the applicant has been accepted. Therefore, when applicants re-apply their previous letters will still be part of their veCollect file.

If you do **not** wish to have your letter sent using this system, you will need to **inform us in writing**, no later than the 30th of May of your application year. Please address any questions to Mildred Rodríguez, PhD, Health Professions Advisor/Program Coordinator and Co-Chair of the Health Professions Panel, Gordon Career Center, Wesleyan University, 860-685-2180.

I consent to having my health professions letter packet file, including all of my individual letters of recommendation, transferred electronically to the US medical/dental/veterinary medicine schools to which I am applying.

Print Full Name

Signature

Date

Please note: In addition to this signed Document Transmittal Form, applicants will need to submit a signed request that includes the applicant's ID numbers, the applicant's list of health professional schools, and the preferred email address. This information is available in the handout titled: Instructions and Overview of the Request for the Letter Packet. This signed request should be submitted by mid-June of the application year or earlier with a tentative list of schools and all application ID numbers (see the template for instructions).