

**TIMELINE for COMMITTEE LETTER REQUEST/HP PROGRAM APPLICATION  
FOR MEDICAL, DENTAL, and VETERINARY APPLICANTS  
ALUMNI, UNDERGRADUATES, and RE-APPLICANTS**

Use this checklist as a record of your Committee Letter File contents and timeline. All material deadlines must be met to ensure your committee letter file, on behalf of the Health Professions Panel, will be prepared and uploaded by **the second Friday of August of your application year.**

To set up your veCollect Account, read the instructions on pages 12-18 of this handout carefully, and use the veCollect Overview on the Health Professions Website.

If you have any questions about the Committee Letter process or setting up your veCollect account, make an appointment with the Health Professions Administrative Assistant (HPAA) by email, on Handshake, or by phone [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu) (860) 685-3376.

**All meetings/workshops will be posted on Handshake, please find the event and register.**

Note: your **Application Year (AY)** is the year you plan to submit your application, for entry to your program by the fall of the following year. E.g., if your AY is 2023, you plan to start your program in the fall of 2024; 2024 is your Entry Year (EY).

**SEPTEMBER—DECEMBER prior to your Application Year**

- Familiarize yourself with the application process by reading the following from the HP website:  
<https://careercenter.wesleyan.edu/resources/the-application-process/>
- Open a Committee Letter Request file by submitting the relevant forms found on:  
<https://careercenter.wesleyan.edu/resources/committee-letter-request/> to the HPAA
- Submit the Committee Letter Fee (or Fee Waiver) to the HPAA
- Schedule a 30-minute meeting with the HPAA to go over Committee Letter process, answer questions, and schedule the two-hour Committee Letter Interview with the Health Professions Advisor  
**Note that Committee Letter Interviews will be held October through May**
- Set up your veCollect Account
- Request individual Letters of Recommendation (LORs) to be uploaded to veCollect
- Review the Post-Interview Checklist carefully
  
- **Attend Health Professions Essential Meeting**, on the second Monday of **October** before your application year, for example if you are applying in 2023, attend the meeting in October 2022
- **Attend Health Professions Personal Statement Workshop**, **in October**
- **Attend MCAT Overview**, and **DAT Overview**, **mid-September** (or in the spring)
- **Attend Health Professions Mock Medical Interview Workshop**, **in November** (or the spring)

## JANUARY of your Application Year

- Contact alumni or friends attending the medical schools that interest you and ask about their experience, the school's student support services, curriculum, etc.
- Request official transcripts from **all colleges and universities** attended and have them sent to the HPAA by mid-March (your Wesleyan transcript will be available to the HPAA from the Registrar if you submitted the Official Transcript request to them)
- Draft and revise your personal statement, update HP Resume, complete Extracurricular Activity Detail Form

## FEBRUARY

- Remind your individual letters of recommendation writers of the **mid-March** deadline of the AY
- Register early **for the MCAT/DAT**. Take the exam by **mid-June to present a timely application**
- **Re-Applicants**, schedule your Committer Letter Interview appointment BEFORE **1 May** of the AY
- Attend the "After Wes" Med Student Panel scheduled provisionally for February of the AY

## MARCH

- Upload to veCollect your **final** draft of the Personal Statement, HP resume, Extracurricular Detail form. Submit all forms, documents, and official transcripts by around mid-March of your application year
- At least **three** Letters of Recommendation are due in veCollect by mid-March of AY
- For **First-time Applicants**, NO REQUESTS for an HP COMMITTEE LETTER will be accepted AFTER the third week of March of the AY

## APRIL

- Attend the **AMCAS Application Overview**, in **mid-April, 6:00-7:30 PM** (check Handshake)
- Attend the **AADSAS Application Overview**, **mid-April, 6:00-7:30 PM** (check Handshake)
- Begin researching medical schools using the Association of American Medical Colleges (AAMC) current Medical School Admission Requirements ([MSAR](#)) and individual schools' web pages
- Begin researching osteopathic medical schools using the [Student Guide](#)
- **Discuss instances of institutional action** (your Letter of Academic and Disciplinary Clearance) with your Health Professions Advisor, given that these need to be discussed on your centralized application and appear in your committee letter of recommendation

## MAY

- **Last day for the Committee Letter Interviews – third Monday of May of AY**
- **Last day to request a Letter Packet - 31 of May**
- It is advisable, for many reasons, to have your MCAT, DAT, or GRE scores in hand prior to filing your centralized (primary) application. However, it is essential that you take this important exam only when you feel **confidently prepared**
- Access and initiate work on the primary application for your health profession, e.g., AMCAS
- Submit your primary application to AMCAS/AACOMAS/AADSAS/OPTOMCAS/VMCAS etc.
- Monitor your AMCAS Application [here](#)
- Discuss instances of institutional action with your Health Professions Advisor
- Begin pre-writing for your [secondary applications](#) as soon as you submit your primary

## JUNE—JULY

- To have your committee letter uploaded, you must submit the **AMCAS/AACOMAS/AADSAS by the start of July of the AY**. Review the Committee Letter Request Overview Handout
- Request official copies of all transcripts sent to the AMCAS, AACOMAS, AADSAS, VMCAS, TMDSAS applications as soon as they will accept them (see page 26 of Handout)
- **Notify the HPAA and Mildred Rodríguez, PhD, the Health Professions Advisor/Program Coordinator of your AAMC, AMCAS, AACOMAS, AADSAS, VMCAS or TMDSAS ID#**
- Complete AMCAS/AACOMAS/AADSAS application and preferably file before the end of June
- Complete applications for any schools that do not use the common application
- Complete secondary applications promptly as you receive them, try for a **7- to 21-day turnaround**
- Email or scan your **Signed Request** to the HPAA including ID numbers, and your preferred email address. Your **SIGNATURE** is REQUIRED, phone requests are NOT accepted. Goto **page 19** of the Committee Letter Request Handout for a Template, **Due by 3<sup>rd</sup> Wednesday of June**
- **You may need to ask medical/dental schools for time extensions**, regarding the arrival of our committee letter file. See the [Post-Interview Checklist](#)

## AUGUST

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

## AUGUST-SEPTEMBER-OCTOBER-NOVEMBER-DECEMBER

- Attend the Zoom Mock Medical Interview offered in **August** (check the Handshake Events page)
- Prepare for your Health Professional program interviews, schedule a mock medical interview through Handshake with your Health Professions Advisor Register for [Big Interview](#) and videotape your interview practices (use your Wesleyan email address to register for free)

## SPRING of the Entry Year

- Prepare for your entrance to your health professions program, complete the FAFSA in the fall before you submit your application or early spring so that you are prepared for your financial aid needs upon matriculation
- Peruse the [Financial Aid Resources](#) at AAMC
- Follow instructions for the [Choose Your Medical School Tool](#)
- As you begin to receive acceptances from medical schools follow the guidelines for the Application and Acceptance Protocols for Applicants on the [AAMC](#) site. If you have more than two to three acceptances, try to decide as soon as your financial aid information for each school is available and free up your remaining acceptance spots for applicants on the waitlists

## SPRING/SUMMER/FALL of Entry Year

- Upon Acceptance to a College of Medicine, find a place to live and begin the move
- Complete the Matriculation process for your Health Professions program