

Health Professions Committee Letter Post-Interview Checklist

For medical, dental, and veterinary schools, we facilitate a “**Committee Letter**” that includes the committee letter and the set of Letters of Recommendation (LOR) in the applicant’s veCollect.

Our office **DOES NOT** send official transcripts to **AMCAS / AACOMAS / AADSAS / VMCAS**
Please read carefully and note that the applicant is responsible for the following:

___ a) Provide a **PHOTO** to mrodriguez01@wesleyan.edu

___ b) Be sure to **complete your veCollect Account set up** following all instructions on the HP website

___ c) Provide the Health Professions Administrative Assistant (HPAA) and Mildred Rodríguez, PhD, with your ID# for AMCAS; AMCAS Letter ID# and don’t forget the ID# for AACOMAS if applying to osteopathic schools or TMDSAS ID# for the Texas Schools applicants.

___ d) **For Dental/Veterinary medicine, send the HPAA the AADSAS ID#, TMDSAS ID#, VMCAS ID#, and a List of Schools you are applying to for this cycle.**

___ e) Provide your “**Signed Request for the Committee Letter File Upload**” to the HPAA by **mid-June** to health.professions@wesleyan.edu. You will also need to send the HPAA a Tentative ALPHABETIZED list of schools. Please avoid truncated school names and abbreviations. Please send in one clear, concise e-mail. A template for this email is in the “Committee Letter Request Overview Instructions Handout,” page 19.

___ f) **Specify the campus site(s) for medical schools with multiple locations:** For example, the Philadelphia Coll of Osteopathic Medicine: Philadelphia or Georgia campus; or NYU-Long Island vs the NY-Grossman campus (i.e., Midtown New York City)

___ g) Double-check the individual requirements for each school and make certain you have sent them all the supporting documents needed (transcripts, photos, direct receipt by the school of a DO’s letter, etc.). Create an excel spreadsheet to keep this information organized.

___ h) Check on the status of any **pending requests for individual Letters of Recommendation** not resolved by the time of the committee letter interview, by communicating with your letter writers.

___ i) The **committee letter file** will be uploaded electronically to the AMCAS portal and via CAS to osteopathic medical, dental, veterinary schools and TMDSAS

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

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

Title: **Health Professions Advisor/Program Coordinator**

Email address: health.professions@wesleyan.edu

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

Important FYI Notes:

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

_____ With well over 50-70 Wesleyan applicants on average each cycle, we are not able to do letter submissions that entail online, fill-in forms.

_____ **Transcripts:** You will need to request an official transcript from the registrar’s office and have it sent to AMCAS, AACOMAS, AADSAS, VMCAS. (See the committee letter instructions hand-out on page 26 for more details). The transcript in veCollect is for the HP Panel’s perusal.

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

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

_____ Note that for **Caribbean Medical, Foreign Medical, or Veterinary Medicine Schools** postal mailing addresses are required if an email address is not available. The committee letter file is sent out the HPAA, please send them an email with your request and include the following under the email “SUBJECT”: “Committee Letter File Request” The HPAA email is health.professions@wesleyan.edu

_____ Letter of Academic and Disciplinary Clearance (LOC) Request (see page 33 of the Committee Letter Request Overview Handout): You will receive email requests from the various HP programs you have applied to asking for a copy of your LOC. This will be sent out from our office in the Gordon Career Center, please forward the email request to us, copying both Dr. Rodríguez and the HPAA. We will send the LOC by postal mail or email depending on the request from each individual program.

_____ Peruse the Instructions and Overview of the Request for the Committee Letter Handout as a resource throughout this process and the veCollect Overview Handout for any questions you might have about veCollect throughout this process. For any other questions, reach out to us and we will get back to you as soon as possible. You may also make an appointment on [Handshake](#) to meet in-person, virtual Handshake, or via Zoom.

Timeline of the Committee Letter Review and Upload

Regarding the Timeline of the Committee Letter Review and its upload to the various centralized application services, this is a multi-step process. To begin, a **first draft** of the committee letter (**CL**) is written by Mildred Rodríguez, PhD, Health Professions Advisor/Program Coordinator (**HPA**) within a week after the interview. In March, after all individual letters of recommendation have been uploaded to veCollect, quotes are selected from these individual letters of recommendation and added to the body of the first draft committee letter. (Note: three individual LORs needed to be uploaded to the applicant's veCollect by mid-March of your application year.) This **LOR draft** of the committee letter is then uploaded to veCollect. After the final exams in the spring through the first week of August, the Health Professions Panel members (**HP Panel**) review each "committee letter file." The panel commences with Applicant #1: as each applicant is interviewed for the committee letter, a number is assigned, the first person to interview is Applicant #1 and so forth. When each LOR Committee Letter file is reviewed by the HP Panel, the HPA finalizes the committee letter, formats it by adding the applicant's name and application ID #s to every page of the file and sends it to the HPAA to be uploaded to the centralized applications. **The official timeline for committee letter file uploads to the various centralized applications is 30 July through the second Friday of August.**

For specific dates and next steps, peruse the Committee Letter Process Check List and [Timeline](#) Document.

If you had your committee letter interview in the fall and have some important updates for your letter or just want to check in, make an HP Advising Appointment on Handshake with Mildred Rodríguez, PhD, Health Professions Advisor/Program Coordinator (**HPA**) to add these changes between January and May of your application year.