

# veCollect: An Overview

Mildred Rodríguez, PhD

Health Professions Advisor

Health Professions Program Coordinator

# Why veCollect

- This platform is used internally as part of Wesleyan's **committee letter file or letter packet** process for the health professions. It facilitates the preparation of the committee letter files by providing access to the individual letters the applicant requests in support of our committee letter file or the letter packet.
- For the Letter Packet, it facilitates the compilation of the one-page cover letter prepared by the Health Professions Advisor/Program Coordinator and the individual letters of recommendation into one file.
- It also provides the Wesleyan Health Professions Panel members a mechanism to view the committee letter applicant's documents in order to jointly finalize the applicant's committee letter file.
- It allows the applicant to monitor their file throughout this process and ensure that it is complete and ready for review. Thus, as an applicant it is very important to complete every detailed step.
- It is essential that the applicant read this document very carefully and use it as a reference as they set up their veCollect file.

**\*\*Please also refer to the veCollect section of the “Instructions and Overview Request for a Committee Letter/Letter Packet” guide (pages 12-18) for detailed instructions**

# The Committee Letter File Review

The Wesleyan Health Professions Panel members access the veCollect files from the first week of June through the first week of August as we finalize the committee letter process.

The panel is made up of eight to ten members, including the Health Professions Advisor/Program Coordinator, who is one of two Co-Chairs.

The official timeline to upload letters to the various Standardized Application Services is 30 July through the second Friday of August (in the last six years, we have been able to upload all files by the first Friday of August).

# The Committee Letter File Review

The committee letter file we upload to AMCAS/ AACOMAS/ AADSAS/ VMCAS/ TMDSAS includes:

- The committee letter from Mildred Rodríguez, PhD
- All individual letters of recommendation submitted to veCollect in support of the applicant, found in the corresponding Quiver
- The Applicant's Health Professions Resume
  - This document must follow the guidelines provided in the “Instructions and Overview Request for Committee Letter” available on the Wesleyan Health Professions website

# Re-Applicants

- Re-applicants will use their original credentials to log in to veCollect.
- Create a new Quiver for the current application year.
  - For example, if you applied in 2020 but are now applying in 2023, for Entry Year 2024, you will create a new MD, DO, or Dental Quiver indicating the current application year, such as MEDICAL 2023 or DENTAL 2023.
- You may make multiple Quivers to suit your needs. For each additional program type you are applying to, you will need a designated Quiver.
  - For example, if applying to MD schools and Osteopathic schools, you would need an MD 2023 Quiver and a DO 2023 Quiver.
- You will create a new Committee Letter evaluator record and letter record.

# Re-Applicants

- Re-applicants will designate their new, updated committee letter by creating a new evaluator record and adding the current application year, for example:

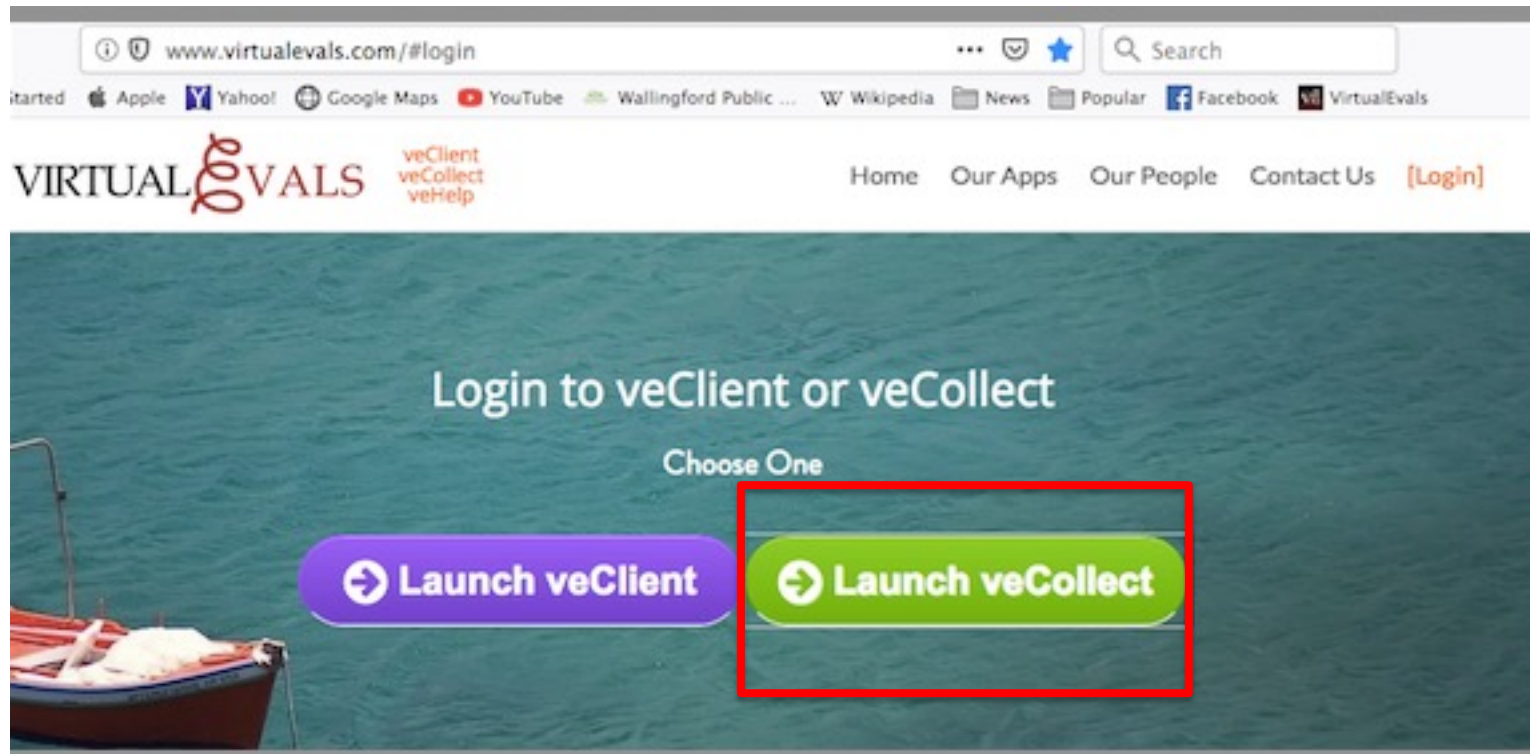
First Name: **Mildred**

Last Name: **Rodríguez 2023**

- Adding the year will allow us to upload the updated committee letter to the correct evaluator record, and in the correct Quiver.
- Go to page 13 for a review on how to set up evaluators.

# New Applicants: Create an Account

- Go to [www.virtualevals.com](http://www.virtualevals.com)
- Click on Launch veCollect



# New Applicants: Getting Started

. veCollect is a  
advisors to transmit  
vailable to advisor

sions  
accept letters

/irtualEvals Client.

ministrator will set

veCollect. After  
its: You can only

## Getting Started

Are you an applicant?  
Click here to register for veCollect  
access!

Are you returning?  
Login to your account.

veCollect is available to applicants  
whose advisors have registered for  
veCollect Service. If you are  
unsure, check with your advisor to  
see if you are eligible to use  
veCollect.

We have created instructional  
videos to help you use veCollect.  
Where available, links to the videos  
will appear in orange.



On the right-hand side  
of the screen, you will  
see the “Getting  
Started” box.



# Register for Access

- Choose CT



Find your institution.

In which state is your institution located?

CT

Continue Cancel

- Choose Wesleyan,  
click Continue



Here are the institutions from CT.

Select your institution from the list.

Wesleyan University

Continue Select another state Cancel

Enter the Wesleyan Authorization code, choose a username and password, and input your contact information.  
Save the information and remember it for for your next login

**i** Wesleyan University requires an authorization code for registration.  
If you do not have this code you will need to contact the advising office for the institution. Provide your institution's authorization code below.

.....

**\*Login**

**\*Password**

**\*Password confirmation**

**\*First name**

**Middle name**

**\*Last name**

**\*Email**

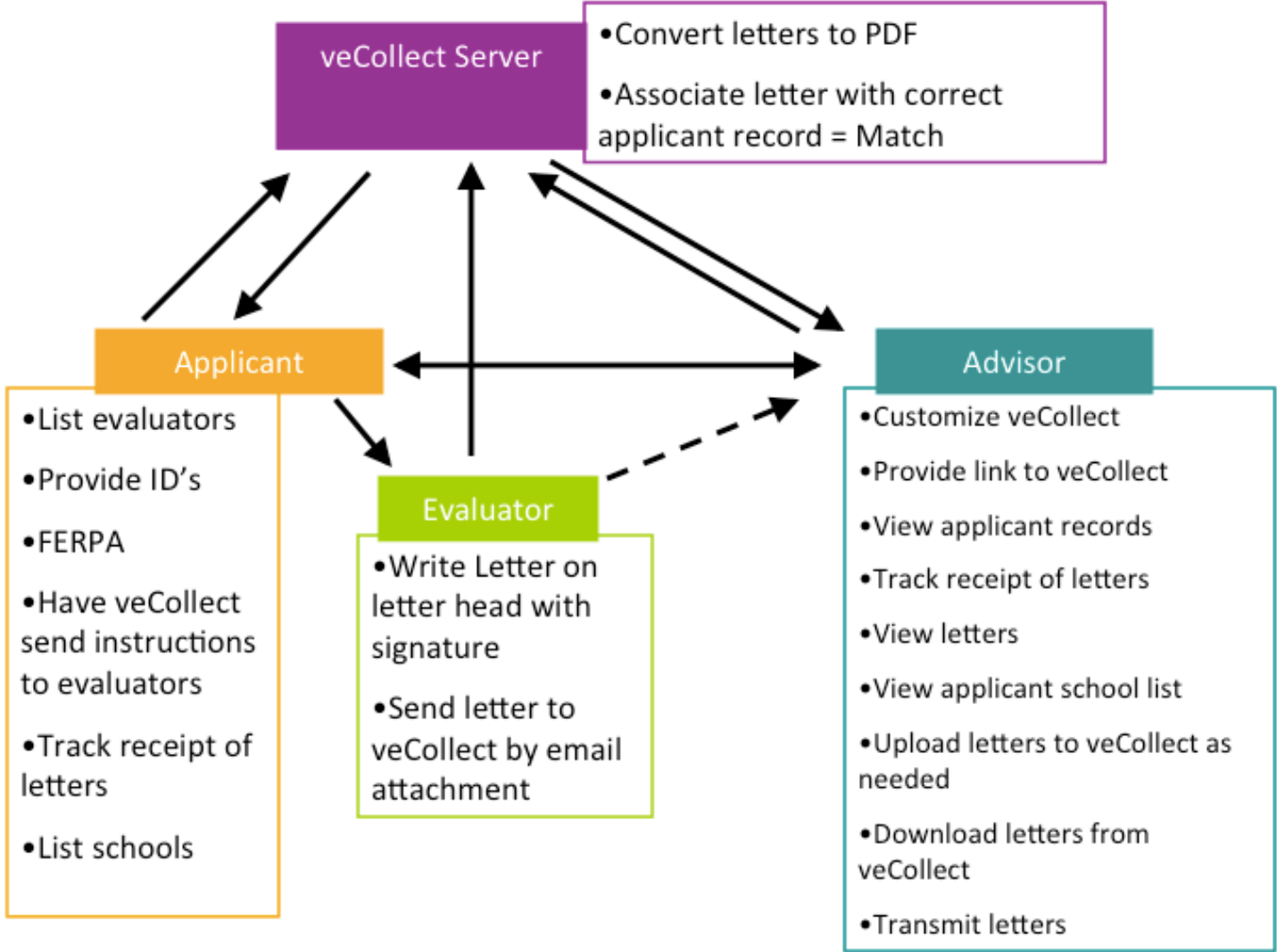
**Secondary email**

**Year you graduated or expect to graduate from undergraduate college / university**

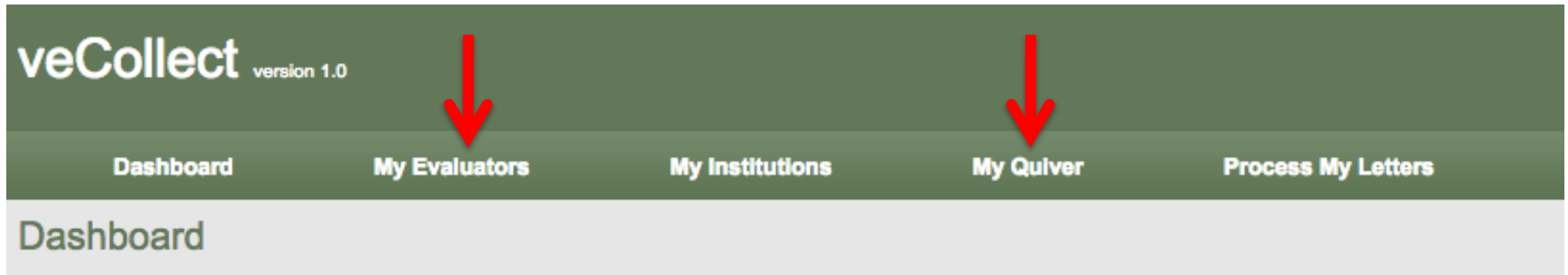
**Year you expect to enter health professions school / program**

To obtain the code you will need to submit the veCollect Authorization Code Request Form to the HPAA (can be found on the [Request the Committee Letter](#) webpage)

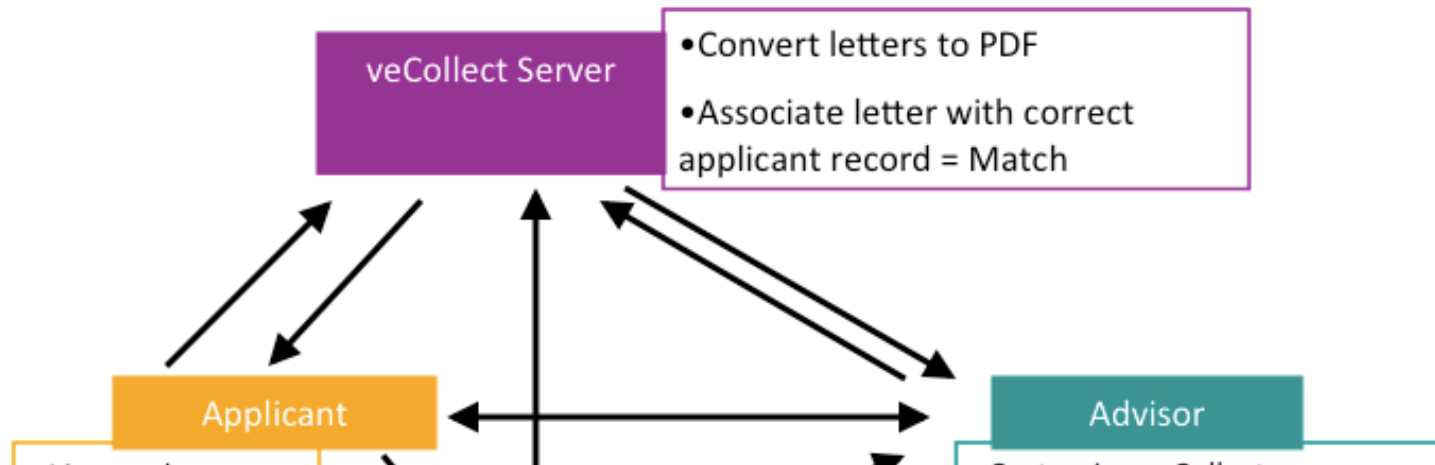
# The next screen gives you an overview image of veCollect for applicants, evaluators, and advisors



# As applicants, your first step is to create your Evaluator Records, and then secondly create your Quivers



Below you will see a flow diagram of how veCollect works. Before getting started, please review the more detailed information under the "For Applicants" tab in the menu above. See the sidebar for additional tools.



# Creating Evaluator Records for the **Committee Letter**

Please note: Applicants must indicate on their AMCAS, AACOMAS, AADSAS, VMCAS or TMDSAS that the committee letter will be submitted electronically.

The HPAA will receive an email with a link to the AMCAS / AACOMAS / AADSAS / VMCAS / TMDSAS portal and instructions for the submission of the electronic Committee Letter File on behalf of the HP Panel.

The “committee letter file” will include the Committee Letter, HP Resume, and the Individual Letters of Recommendation in your veCollect Quivers.

The information for the person writing the committee letter is:

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

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

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

Letter Type: **Committee Letter**

You need an evaluator record for the Committee Letter writer (or Cover Letter writer for letter packet), and evaluator records for at least three individual letter of recommendation writers

Letters For Applicants  
Create New Evaluator Record

- From this screen you will create an "evaluator record" for each of your evaluators.
- For each evaluator record you will create a "letter record." In most cases, an evaluator will write a single letter for an applicant. You will designate the "letter type" as the type of program or programs for which the letter will be written. In some cases an applicant who is applying to two types of programs, may have requested that the evaluator write two letters, one for each type of program. The applicant would need to create two letter records for that evaluator and indicate the type of program for each.
- For each letter re ... [Click to Read More](#)

**Instructional Videos:**  
[Creating Evaluator Records](#)  
[Creating Letter Records](#)  
[Communicating with Evaluators](#)

Title	Dr. <input type="text"/>
First name	<input type="text"/>
Middle name	<input type="text"/>
Last name	<input type="text"/>

This gives you some info on how to go about choosing an evaluator. You may also go to the Wesleyan HP website

# Choose Evaluators that know you well to write you a strong letter of support regarding your potential as a healthcare provider.

Title	Dr.	
First name	Julius	OKI
Middle name	Caesar	
Last name	Romano	OKI
Address1	1010 Center Plaza	OKI
Address2		
City	NYC	OKI
State	NY	
Province		
Country		
Postal code	10032	OKI
Evaluator Type	Clinical Mentor/Supervisor	
Email		
Phone		
Fax		

Note: email and phone number are also required

After creating an evaluator record, you will create a "letter record" for that evaluator. You will indicate the type of health professions school/program to which you are applying and the confidentiality of the letter.

Create Evaluator Record

Back to evaluators

Click to save

# As you create Evaluator Records, they will appear as manila “index cards”

**Dr. Julius Caesar Romano (Clinical Mentor/Supervisor)**

1010 Center Plaza  
NYC, NY 10032

4013456789 (phone)

Edit Eval

<input type="checkbox"/>	Medical Schools	
<input type="checkbox"/>	Medical Schools	
<input type="checkbox"/>	Medical Schools	


Add new letter record

**Dr. Anne Zyxwvuts (Shadower)**

1300 east main street  
Middletown, , CT 06459

azyxwvuts@anymedcenterusa.org  
8608652180 (phone)

Edit Eval

<input type="checkbox"/>	Medical Schools	
--------------------------	-----------------	---

Add new letter record



# Creating records for the Committee Letter based on your needs

If you are applying to MD versus DO programs, for example, you will indicate the relevant centralized application service acronym after the Committee Letter writer's last name, such as:

## Evaluator Record for MD schools

**Dr. Mildred Rodriguez (Advisor)**

41 Wyllys Avenue      health.professions@wesleyan.edu  
Middletown, CT 06457      860-685-2180 (phone)



Committee Letter

## Evaluator Record for DO schools

**Dr. Mildred Rodriguez AACOM (Advisor)**

41 Wyllys Avenue      health.professions@wesleyan.edu  
Middletown, CT 06459      8608652180 (phone)

Edit Eval

 Committee Letter 

Add new letter record

Added AACOM to Last Name

# Creating Letter Records for your Evaluators

Indicate Letter Type by choosing the most appropriate description

Letter type:

Committee Letter

- PHYSICIAN ASSISTANT Programs
- Physical Therapy Programs
- Post Bac Pre-Health Programs
- DO/PhD Programs
- Veterinary Schools
- Nursing Schools
- Other
- Personal Statement (if advisor requests)
- Resume (if advisor requests)
- Application (if advisor requests)
- Pharmacy
- Shadower
- Biographical Report
- Self-Assessment Guide
- DO NOT USE
- OLD LETTER
- TO BE DELETED
- New Letter

✓ Committee Letter

Choose this “letter type” for your committee letter of recommendation

# Creating Letter Records for your Evaluators

You must also create a letter record for each Individual Letter of Recommendation Writer

Letter type:  
Medical Schools

For applicants to med school choose this “letter type” for your individual letters of recommendation

**FERPA Statement**

Under the Family Education Rights and Privacy Act of 1974 and subsequently amended, an individual has a right to examine his/her create a letter record, you must indicate whether or not you waive your right to see the letter. Enter the date and your name which w

Please note that Health professions schools prefer confidential letters of evaluation/recommendation, i.e., those that are written with

For each letter you must provide a response and signature regarding the FERPA statement.

I request a CONFIDENTIAL evaluation. I permanently waive my the right to inspect this letter of evaluation at any time.

I request a NON-CONFIDENTIAL evaluation and retain my do not waive the right to inspect this letter of evaluation at any time.

To create a letter record, you must confirm your confidentiality preference by typing in your name to serve as a signature.

Create Letter Record      Back to evaluators

# Signing the Letter Record

Please choose CONFIDENTIAL for all Letter Records, and sign by typing your name.

The committee letter is confidential, and all individual letters of recommendation/ evaluations must also be designated as confidential.

For each letter you must provide a response and signature regarding the FERPA statement.

- I request a CONFIDENTIAL evaluation. I permanently waive my the right to inspect this letter of evaluation at any time.
- I request a NON-CONFIDENTIAL evaluation and retain my do not waive the right to inspect this letter of evaluation at any time.

To create a letter record, you must confirm your confidentiality preference by typing in your name to serve as a signature.

Mildred Amedina|

OK!

Create Letter Record

Back to evaluators



Click on Create Letter Record

# Creating Evaluator Records and Letter Records for Supporting Documents

There is no “letter type” specifically for the Transcript. The Evaluator entry is HPAA and the year, the Letter Type is “Other.” Add “TRANSCRIPT” to clearly identify this document.

Note: This transcript is used for the Wesleyan HP Panel’s review process. The APPLICANT must request a transcript for the centralized application (e.g., AMCAS, AACOMAS, or AADSAS) directly through the Wesleyan Registrar’s Office.

HPAA 2023      **TRANSCRIPT (Other)**

**41 Wyllys Avenue Boger Hall Middletown, CT 06459**

health.professions@wesleyan.edu

**8608652180 (phone)**

Edit Eval

Other

Add new letter record

Clicking on the envelope icon sends an email to the evaluator, prompting them to upload their document

# Email Request to the Evaluator

- Once you click on the envelope icon, the evaluator will receive an email within a couple of days. Advise your letter writers that the sender ID will consist of collect+ with a series of random numbers and letters, ending with virtualevals.org as shown below:

---

**From:** collect+0148f860-c1a6-40e7-aacf-ba02b3089bb4@virtualevals.org <collect+0148f860-c1a6-40e7-aacf-ba02b3089bb4@virtualevals.org>

**Date:** Friday, March 17, 2023 at 4:07 AM

**To:** health.professions@wesleyan.edu <health.professions@wesleyan.edu>

**Cc:** vecollectinvitations@gmail.com <vecollectinvitations@gmail.com>

**Subject:** [veCollect.] Request for evaluation from Xiaohan Zhan

████████████████████ has informed the web-based evaluation letter service **veCollect** that you have agreed to write a letter of evaluation for his/her/their application for a Committee Letter.

# The Applicant as an “Evaluator” for the Committee Letter File

Following the same method, the applicant will create three Evaluator Records (with Letter Records) for themselves, using their own information.

These are for the applicant to upload their HP Resume, Personal Statement, and the Extracurricular Detail Worksheet. The letter records will be designated as “Other”.

Click the envelop icon to send an email request to yourself to upload the documents to veCollect.

Note that there is no “letter type” explicitly for these documents, so add the words “HP Resume,” “Personal Statement” and “Worksheet” after your last name, to clearly identify these documents

**Mr. Julius Caesar Romano HP Resume (Other)**

**1010 Center Plaza  
NYC, NY 10032**

**4013456789 (phone)**

**Edit Eval**

**Resume (if advisor requests)**



**Add new letter record**


Note: if there is no envelope icon, you haven't created a letter record






# When an Evaluator's Letter is uploaded to your veCollect you will see the icon

Middletown, CT 06459  
Edit Eval

Personal Statement (if advisor requests) 

Add new letter record

Middletown, CT 06459  
Edit Eval



Medical Schools 

Add new letter record

Ms. Mildred Amedina Resume (Other)

45 Wyllys Ave                      mamedina@wesleyan.edu  
P.O. Box 12345                      (860)685-2180 (phone)  
Middletown, CT 06459

Edit Eval


 Medical Schools 

Ad Letter was received on July 01, 2019 13:07

Ms. Mildred Amedina Worksheet (Other)

45 Wyllys Ave                      mamedina@wesleyan.edu  
P.O. Box 12345                      8606852180 (phone)  
Middletown, CT 06459

Edit Eval

Medical Schools 

Add new letter record

If you "hover" the mouse over the icon it will show you the day and time it was uploaded





# For the Letter Packet

- Create an Evaluator Record for the cover letter provided by the Health Professions Advisor

**Dr. Mildred Rodriguez** Add "Cover Letter" to the Last Name

**41 Wyllys Avenue** health.professions@wesleyan.edu  
**Middletown, CT 06459** 8608652180 (phone)

Edit Eval

 Mildred Rodríguez Cover Letter 

Add new letter record

# Create a Quiver by clicking on the “My Quiver” tab and then the “Create New Quiver” button








- You will create a "Quiver" of letters to support your application. What is actually transmitted to health professions schools will depend upon the practice of your advising office (see the sidebar).
- Review any specific instructions/requirements/guidelines that your advisor has provided to you--directly or on veCollect. [[click here to see the requirements/guidelines for your institution](#)]
- Applicants who are applying to a single type of school/program will create will create one Quiver.
- If you are applying to two different types of schools/programs and you wish to use the same letters for each, you will create one Quiver.
- If you are applying to two different types of schools/programs and you wish to use DIFFERENT letters for each type of school/program, then you will need to create two Quivers and indicate which Quiver is to be used for each type of program.
- If you have already created a Quiver, it will be displayed below. If you need to edit that Quiver, select the "add/remove letters" link.

# Create a Quiver(s) based on your needs e.g., Create a Dental or Letter Packet Quiver

**Dental Quiver**




This quiver contains the following letters:

-  **Medical Schools Letter from Jane Doe**
-  **Resume (if advisor requests) Letter from Mildred Amedina Resume**
-  **Medical Schools Letter from Julius Romano**
-  **Medical Schools Letter from Anne Zyxxvuts**
-  **Committee Letter Letter from Mildred Rodriguez**

[Add/Remove letters](#) | [Delete this quiver](#)

**Letter Packet Quiver**

This quiver contains the following letters:

-  **Medical Schools Letter from Jane Doe**
-  **Medical Schools Letter from Julius Romano**
-  **Medical Schools Letter from Anne Zyxxvuts**

[Add/Remove letters](#) | [Delete this quiver](#)

For the Letter Packet, include only individual letters of rec and the Cover Letter from Mildred Rodríguez, PhD, HP Advisor/Program Coordinator

# Name the Quiver based on the Health Profession you are planning to pursue

**MD Quiver**

This quiver contains the following letters:

- Medical Schools Letter from Jane Doe
- Resume (if advisor requests) Letter from Julius Romano HP Resume
- Medical Schools Letter from Anne Zyxwvuts
- Committee Letter Letter from Mildred Rodriguez

[Add/Remove letters](#) | [Delete this quiver](#)

**DO Quiver**

This quiver contains the following letters:

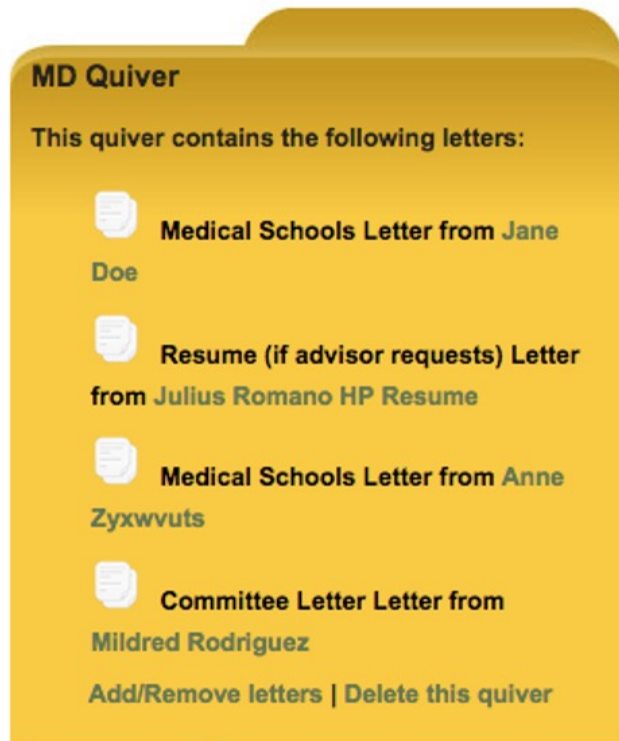
- Medical Schools Letter from Jane Doe
- ~~Other Letter from Rosalind Adgers TRANSCRIPT~~
- Committee Letter Letter from Mildred Rodriguez AACOM
- ~~Other Letter from Rosalind Adgers~~
- Medical Schools Letter from Mildred Amedina Resume
- Medical Schools Letter from Anne Zyxwvuts

[Add/Remove letters](#) | [Delete this quiver](#)

Note: the transcript only goes in the Supporting Documents Quiver

You are able to add and remove documents or delete a Quiver if you have made a mistake

# The MD, DO, Dental, or Optometry Quivers must contain the following documents



- All letters of recommendation from individual letter writers
- The committee letter of recommendation
- The HP resume

# Create a Supporting Documents Quiver

Applicants

## Create New Quiver

- Enter into the "description" box the type of health professions school you are applying to for which the letters in the Quiver will be used. This should be the same as the "letter type" in the letter record.
- If you are applying to MD and DO programs and will use the same Quiver for both, then enter "medical schools."
- If you are applying to MD and DO programs and will use different letters, you must create two Quivers. Describe one as MD and select the letters that will be included in that Quiver. Describe the other as DO and select the letters will be in that Quiver.

### Description


SUPPORTING DOCUMENTS

### Select the letters to be included in this quiver:

- |  |   |
|--|---|
| <input type="checkbox"/> Medical Schools Letter from Rosalind Adgers                                     | <input type="checkbox"/> Other Letter from Rosalind Adgers                              |
| <input type="checkbox"/> Other Letter from Rosalind Adgers TRANSCRIPT                                    | <input checked="" type="checkbox"/> Other Letter from Rosalind Adgers TRANSCRIPT        |
| <input checked="" type="checkbox"/> Personal Statement (if advisor requests) Letter from Mildred Amedina | <input type="checkbox"/> Medical Schools Letter from Mildred Amedina Personal Statement |
| <input checked="" type="checkbox"/> Medical Schools Letter from Mildred Amedina Resume                   | <input type="checkbox"/> Medical Schools Letter from Mildred Amedina Worksheet **       |



# Supporting Documents Quiver

 **SUPPORTING DOCUMENTS**

**Personal Statement (if advisor requests)**  
from  **Personal Statement**

**Other from**

**Extracurricular Detail Worksheet**

**Resume (if advisor requests) from**  
 **HP Resume**

**Committee Letter from Mildred Rodriguez**

**Other from HPAA 2023 TRANSCRIPT**

The Health Professions Panel members will not review your committee letter file unless all of these documents are in this Quiver.

# Add/Remove Documents to Edit your Quivers

Edit Quiver

If you need to edit a quiver you may make changes from this screen.

## Description

DO Quiver

## Select the letters to be included in this quiver:

- |   |   |
|---|---|
| <input type="checkbox"/> Medical Schools Letter from Rosalind Adgers                          | <input checked="" type="checkbox"/> Other Letter from Rosalind Adgers                     |
| <input type="checkbox"/> Other Letter from Rosalind Adgers TRANSCRIPT                         | <input checked="" type="checkbox"/> Other Letter from Rosalind Adgers TRANSCRIPT          |
| <input type="checkbox"/> Personal Statement (if advisor requests) Letter from Mildred Amedina | <input type="checkbox"/> Medical Schools Letter from Mildred Amedina Personal Statement   |
| <input checked="" type="checkbox"/> Medical Schools Letter from Mildred Amedina Resume        | <input type="checkbox"/> Medical Schools Letter from Mildred Amedina Worksheet            |
| <input type="checkbox"/> Medical Schools Letter from Jane Doe                                 | <input type="checkbox"/> Committee Letter Letter from Mildred Rodriguez                   |
| <input type="checkbox"/> Committee Letter Letter from Mildred Rodriguez                       | <input type="checkbox"/> Medical Schools Letter from Mildred Rodriguez                    |
| <input checked="" type="checkbox"/> Committee Letter Letter from Mildred Rodriguez AACOM      | <input type="checkbox"/> Committee Letter Letter from Mildred Rodriguez AACOM             |
| <input type="checkbox"/> Medical Schools Letter from Julius Romano                            | <input type="checkbox"/> Medical Schools Letter from Julius Romano                        |
| <input type="checkbox"/> Medical Schools Letter from Julius Romano                            | <input type="checkbox"/> Resume (if advisor requests) Letter from Julius Romano HP Resume |
| <input checked="" type="checkbox"/> Medical Schools Letter from Anne Zyxwvuts                 |   |

Save Changes

Save Quiver

[Back to quivers](#)



# Updating Documents

- If an evaluator wants to update a letter that they uploaded three months prior (for example), create a new Evaluator Record and call it Jane Doe NEW (placing the word NEW after the last name).
- Send the evaluator a new upload request by clicking the envelope icon, and the updated letter should replace the prior letter in your Quivers.
- It is helpful to us if the evaluator changes the date on the letter so that we can discern that a change has been made and that the new letter has been uploaded.

# Updating Documents cont.

- Applicants can also update their own documents by creating a new Evaluator Record and placing the word NEW after their last name.
- Once new documents and letters are uploaded, the applicant must go into the relevant Quiver to remove any old documents/letters of recommendation to ensure that we include the correct documents in our file.

# Questions

- Use the “Instructions and Overview of the Request for the Committee Letter” or the “Instructions for the Letter Packet Request” handouts as a resource.
- If you have questions about veCollect, please reach out to the Health Professions Administrative Assistant, who compiles the Committee Letter Files and later uploads them to the corresponding centralized application service.
- Contact: Email [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu) or call (860) 685-2180.