

**2025 Entry Year  
Instructions and Overview of the  
Request for the Committee Letter of  
Recommendation File**

**And Timeline for all Applicants (and Re-  
Applicants) to Medical, Dental, and Veterinary  
Medicine Programs**

**On behalf of the Wesleyan Health Professions Panel**

## INSTRUCTIONS and OVERVIEW SIGNATURE PAGE

Instructions and Overview of the Request for the Committee Letter of Recommendation  
and Timeline for Applicants and Re-Applicants to Medical, Dental, and Veterinary  
Medicine Programs  
on behalf of the Wesleyan Health Professions Panel

I certify that I have **read this entire document**, understand the content herein,  
**and make myself responsible for following all instructions and deadlines.** I  
understand that if I miss any deadline for the Committee Letter request, I have the  
option of requesting a Letter Packet by the last day of May 2024.

DATE: \_\_\_\_\_

PRINTED FULL NAME:

First	Middle	Last
_____	_____	_____

SIGNATURE:

\_\_\_\_\_

Complete and sign this page and return to the Health Professions  
Administrative Assistant (HPAA) for your Committee Letter File by **the third  
Friday of March of your application submittal year** (e.g., March 15<sup>th</sup> for  
applicants submitting their application in May of 2024)

You may scan the signed copy and send by email to [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu)

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## IMPORTANT STEPS FOR REQUESTING A HEALTH PROFESSIONS COMMITTEE LETTER

**Requests for a Committee Letter will be accepted starting September 2023.**

**DEADLINE:** third Friday of March of the application year.

**If any of the required documents are not received by the deadline, the applicant will receive a letter packet instead of a Committee Letter.**

**APPLICANTS and RE-APPLICANTS:** Undergraduate and alumni applicants for medical, dental, and veterinary medicine programs for the **2025 Entry Year** are eligible to receive a Committee Letter of Recommendation. Applicants for other health professions can be provided a “Letter Packet” (see page 8). *Please note that alumni must request the Committee Letter within five years after graduation, i.e., anyone that graduated in 2015 would not be eligible for a Committee Letter but would still be able to request a letter packet.*

**READ** this entire **38-PAGE Handout** including the “**Timeline for ALL Applicants**,” on pages 9-11 and take a look at the relevant portions of the “Health Professions” webpage on the [Gordon Career Center \(GCC\) website](#). Fill out the Instruction Overview Signature Page (page 1 of this document), then sign and return it to the HPAA

**ATTEND** the MCAT and DAT Overviews on **September 26 and September 28** (respectively), from 12:00-1:00pm in Boger 110.

**ATTEND** the **Health Professions Essential Meeting**: this is highly recommended for applicants planning to apply to medical, dental, or veterinary school for entrance in **fall 2025**. This meeting is always held on the **2nd Monday of October**. **This year it will be on **October 9, 2023** from 6:30-8:00pm in Usdan 108. Please go to Handshake to register.**

**ATTEND** the **Health Professions Mock Medical Interview Workshop**: This in-person meeting date and time is TBD.

**REQUEST** a **COMMITTEE LETTER FILE**: complete the **Committee Letter File Registration Forms (see page 7)** and schedule a Committee Letter Request meeting with the Health

Professions Administrative Assistant (HPAA) on [Handshake](#) between **September and March**. Please submit the forms via email prior to your appointment with the HPAA.

**SCHEDULE** a two-hour **Committee Letter INTERVIEW** with Mildred Rodríguez, PhD, Health Professions Advisor/Program Coordinator. The HPAA will schedule this interview during your initial meeting. **Committee Letter Interviews will begin on OCTOBER 2, 2023**. For the interview, we will need a **rough draft of a personal statement** (at least 2-3 paragraphs detailing your motivation for and experiences in the health profession of your interest), **a general resume, and an unofficial transcript**. All of these will be needed **one week before the interview**. Send these by email to [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu), the SUBJECT LINE of this email message should include your name and **“HP Interview Documents.”**

**REQUEST INDIVIDUAL LETTERS of RECOMMENDATION:** complete the "Request for Individual Letters of Recommendation Form" and return to the HPAA. Ask individuals who know you well and have taught you or supervised your work to write on your behalf. Give them sufficient time to complete the letters before the **third Friday of March**. At least **one letter MUST be from a Wesleyan University FACULTY OR STAFF**, and it is advisable to have one letter from a science faculty member (some schools may require two science LORs). Guidelines for letter writers can be found on page 22, on the [Committee Letter Request](#) webpage (see “Writing Guidelines for Individual Letters of Recommendation”), and from AAMC [here](#).

**OPEN A VECOLLECT ACCOUNT** to begin collecting individual letters of recommendation (LORs) and other necessary documents. See page 12 for instructions. You may receive up to six letters of recommendation in veCollect. Three letters must be received by the third Friday in March, and all letters must be received **no later than May 1st**. The LORs are included in the Committee Letter File we upload to the **primary centralized application (AMCAS, AACOMAS, AADSAS, VMCAS, TMDSAS)** between the end of July and the second week in August.

**REQUEST OFFICIAL TRANSCRIPTS** from **all colleges and universities** where you have taken courses and have them sent to the HPAA for your Committee Letter File. These can be sent any time between **mid-SEPTEMBER – mid-MARCH for alum** (see page 26) and by **mid-May for current students**. For the **Wesleyan transcript**, you will need to complete the **Request for the Wesleyan Transcript Form** and return to the HPAA, for your Committee Letter File by **mid-MARCH 2024**. These transcripts are for our **internal use ONLY** and will be uploaded to your

veCollect file for the Health Professions Panel review of the Committee Letter file between June and August of 2024. Our office does not send transcripts directly to health professions programs.

**COMPOSE your SUPPORTING DOCUMENTS:**

- **Activities/Experiences/Extracurricular Details Worksheet.** Access the template [here](#) or on page 29. Must be typed.
- **Health-Professions-oriented Resume.** Create this based on your activities worksheet and the Resume Template found on pages 30-32.
- **Personal Statement.** ~2-3 pages long (See the “Personal Statement” section [here](#) and other GCC resources for guidance.) There will be a **Personal Statement Writing Workshop** on **Monday October 16, 2023, from 6:30-8:00 PM, in Usdan 108.**

**UPLOAD** final drafts of your Supporting Documents (your Personal Statement, HP Resume, and Activities/Experiences/Extracurricular Details Worksheet) to veCollect. Your Worksheet may be uploaded to veCollect as a word document, however, please upload all the other files as PDFs. These should be uploaded by **March**, and finalized no later than **May 1<sup>st</sup>**.

**SIGNED FORMAL REQUEST:** Your Committee Letter file can only be submitted after you have sent a formal, signed request for Committee Letter Upload (Word doc, PDF, or Email are okay). It must be a written request containing your signature, your centralized application ID number(s), your preferred email address, and a tentative list of the medical, osteopathic, dental, or veterinary medicine schools to which you are planning to apply. **Your signature is required.** Unsigned requests will not be accepted (see TEMPLATE on page 19). Send this by email to the Health Professions Administrative Assistant. **Due by June 14, 2024.**

**YOUR COMMITTEE LETTER WILL BE READY FOR UPLOAD BY AUGUST 9, 2024, IF:**

- All necessary documents are submitted by the 3<sup>rd</sup> Friday in March 2024
- At least three (3) letters of recommendation are received by the 3<sup>rd</sup> Friday in March 2024
- Official transcripts from all universities attended are submitted for the veCollect file
- Your Committee Letter interview takes place no later than May 31, 2024
- You are planning on taking the MCAT by the last test date in July 2024 or earlier\*
- You file the centralized application (AMCAS, AACOMAS, TMDSAS, AADSAS, VMCAS) to medical/dental/veterinary school by the third Friday of July of the application year.\*\*
- Note: our “official timeline” to upload the Committee Letter files to AMCAS, AADSAS, AACOMAS, etc. is July 29th through the 2<sup>nd</sup> Friday of August 2024. You may need to ask schools for extensions regarding the arrival of the Committee Letter file.

\*It is highly recommended that you take your MCAT with enough time to have your scores available when choosing the medical schools you will be adding to your application list, and to determine if you feel your application will be sufficiently competitive. If you decide to take the MCAT again, consult with your health professions advisor regarding the timing.

\*\*It can take 4-6 weeks to process, verify, and transmit your centralized application. The medical schools in turn will send out their own applications (the “secondaries”). Ideally, all application materials should be in the hands of the medical schools by mid-August. (This includes the centralized application, the Committee Letter file or letter packet, and the secondaries).

## THE COMMITTEE LETTER FILE/LETTER PACKET REGISTRATION

**Health Professions Administrative Assistant Hours:** M - F 8:00 AM to 1:15 PM

**Phone:** (860) 685-3376 **Email:** [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu)

### REQUIRED DOCUMENTS

These documents must be received by the time of your appointment with the HPAA.

- [Committee Letter File or Letter Packet Registration Form](#)
- [Completed Request for Preparation of a Committee Letter Form](#)
- [Document Transmittal Form](#)
- [Letter of Clearance Form](#)
- [Request for an Official Wesleyan Transcript Form\\*](#)
- [Instructions and Overview Signature Page](#) (page 1 of this document)
- [veCollect Account Request Form](#)
- (If eligible) [Committee Letter File or Letter Packet Registration Fee Waiver Form](#)

\*OFFICIAL transcripts from all universities/colleges attended are required; the applicant is responsible for supplying any and all non-Wesleyan transcripts to the HPAA.

The [Request for Individual Letters of Recommendation Form](#) is also required for each letter writer (minimum of three letters required and a maximum of six letters permitted), however these do not need to be submitted prior to the initial meeting with the HPAA.

### **Committee Letter File Registration Fee for Applicants is \$50.**

Write a check payable to Wesleyan University and submit payment to the HPAA. In the notes section please include "CL Fee," your name, and your Wes ID#. Please mail the check to:

Health Professions Administrative Assistant  
GCC, Boger Hall, Wesleyan University  
41 Wyllys Ave Middletown, CT 06459

**Committee Letter File Fee Waiver:** Applicants with extreme financial need may be eligible to have their fee waived by filling out a Registration Fee Waiver Form.

Monitor the receipt of your letters of recommendation on veCollect and **if there are any changes to your list of recommenders**, inform the HPAA by email.



A health professions Committee Letter cannot be written for you without a minimum of three letters of recommendation on file by **the 3<sup>rd</sup> Friday in March 2024**.

**No health professions Committee Letter Interviews will be conducted after May 1<sup>st</sup> (May 31st for re-applicants)** If you miss this deadline, we can still provide a Letter Packet.

**The Committee Letter File** will include the Committee Letter, the individual Letters of Recommendation, and the Health Professions Resume, along with a general cover page that describes the Health Professions Panel review process and some information on Wesleyan science courses.

**A Letter Packet** includes a general cover letter and the individual Letters of Recommendation on file in your veCollect account, the deadline to request a Letter Packet is May 31st.

**COMMITTEE LETTER REQUEST/APPLICATION CHECKLIST 2023-2024**  
**TIMELINE 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 deadlines for the receipt of materials are firm and must be met to ensure that your Committee Letter file on behalf of the Health Professions Panel will be prepared and uploaded by the **second Friday of August**. 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 questions about veCollect, set up an appointment with the HPAA on Handshake or by email at [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu).

The current HPAA has office hours Monday - Friday, 8:00 AM - 1:15 PM.

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

**SEPTEMBER-DECEMBER 2023**

- Read the relevant portions of the Health Professions website \_\_\_\_\_
- Read this entire document and return the Signature Page to HPAA \_\_\_\_\_
- Request a Committee Letter File by completing all Registration Forms \_\_\_\_\_
- Schedule the two-hour Committee Letter Interview through the HPAA \_\_\_\_\_
- Request Individual Letters of Recommendation (LORs) by completing a [Request Form](#) for each letter writer and have them uploaded to veCollect. Review the Letter Writer Guidelines \_\_\_\_\_
- Set up your veCollect Account using the [veCollect Overview](#) \_\_\_\_\_
- Attend MCAT Overview, September 26, 2024, DAT Overview, September 28, 2023 \_\_\_\_\_
- Attend Health Professions Essential Meeting, October 9, 2023 \_\_\_\_\_
- Attend Health Professions Personal Statement Workshop, October 16, 2023 \_\_\_\_\_
- Attend Health Professions Mock Medical Interview Workshop, date TBD \_\_\_\_\_

**Note that Committee Letter Interviews will be held October 2, 2023 – May 31, 2024**

**JANUARY 2024**

- Contact alumni or friends attending the medical/dental schools that may interest you and ask them 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 **the 3<sup>rd</sup> Friday in March 2024** \_\_\_\_\_
- Revise your supporting documents (HP Resume, Worksheet, and Personal Statement) \_\_\_\_\_

**FEBRUARY 2024**

Remind your letters of recommendation writers of the **3<sup>rd</sup> Friday in March 2024 deadline** \_\_\_\_\_

Register for the MCAT/DAT. Take the exam by the end of June for a timely application \_\_\_\_\_

Attend the “After Wes” Med Student Panel scheduled provisionally for **February 2024** \_\_\_\_\_

**Re-Applicants**, schedule your Committee Letter Interview appointment by **May 31, 2024** \_\_\_\_\_

## MARCH 2024

Upload final versions of the Supporting Documents to veCollect \_\_\_\_\_

Submit all forms, documents, and official transcripts by the **3<sup>rd</sup> Friday in March 2024** \_\_\_\_\_

3 Letters of recommendation uploaded to veCollect by the **3<sup>rd</sup> Friday in March 2024** \_\_\_\_\_

**NO REQUESTS** for an HP Committee Letter will be accepted after **April 2024**, except for re-applicants.

## APRIL 2024

Attend the **AMCAS Application Overview, April, 2024, date and time TBD** \_\_\_\_\_

Attend the **AADSAS Application Overview, April, 2024, date and time TBD** \_\_\_\_\_

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](#) and the MD schools using the Association of American Medical Colleges (AAMC) current *Medical School Admission Requirements* ([MSAR](#)) and individual medical schools' websites \_\_\_\_\_

**Discuss** your Letter of Academic and Disciplinary Clearance (institutional action) with your HP Advisor, given that these need to be discussed on your centralized application (page 33) \_\_\_\_\_

**Re-Applicants schedule COMMITTEE LETTER Interview BEFORE May 1, 2024** \_\_\_\_\_

## MAY 2024

**Last day for Committee Letter Interviews – May 31** \_\_\_\_\_

**Last day to request a Letter Packet – May 31** \_\_\_\_\_

It is advisable to have MCAT, DAT, or GRE scores prior to filing your centralized (primary) application.

However, it is essential that you take this exam when you feel **confidently** prepared \_\_\_\_\_

Begin the primary application for your health profession (e.g., AMCAS) \_\_\_\_\_

Begin pre-writing for your secondary applications as soon as you submit your primary \_\_\_\_\_

**JUNE–JULY 2024**

YOU MUST SUBMIT THE PRIMARY APPLICATION BY THE START OF JULY 2023.

Request official copies of all transcripts sent to the AMCAS, AACOMAS, AADSAS, VMCAS, TMDAS application service(s) as soon as they will accept them (contact the registrar, page 26) \_\_\_\_\_

Complete AMCAS/AACOMAS/AADSAS application **before the end of June-start of July.** \_\_\_\_\_

Complete applications for any schools that do not use the common application \_\_\_\_\_

Submit the Formal Request for Committee Letter Upload (see page 19) by **June 14, 2024** \_\_\_\_\_

Complete secondaries promptly as you receive them, try for 7-14 days' turnaround \_\_\_\_\_

See the Post-Interview Checklist on the Request a Committee Letter Webpage \_\_\_\_\_

**Note: You may need to ask schools for extensions regarding the arrival of our Committee Letter file.**

**AUGUST 2024**

Committee Letter File uploaded to AMCAS—AACOMAS—AADSAS—VMCAS—TMDAS \_\_\_\_\_

**AUGUST-SEPTEMBER-OCTOBER-NOVEMBER-DECEMBER**

Attend the Zoom Mock Medical Interview offered in August (check Handshake) \_\_\_\_\_

Prepare for your Health Professional program interviews, schedule a mock medical interview through Handshake with your Health Professions Advisor \_\_\_\_\_

Register for [Big Interview](#) and record your interview practices. If you use your Wesleyan email address, you are able to register for free. \_\_\_\_\_

**SPRING 2024**

Prepare for your entrance to your health professions program, complete the FAFSA for your financial aid needs upon matriculation \_\_\_\_\_

Peruse the [Financial Aid Resources](#) at AAMC \_\_\_\_\_

Follow instructions for the [Choose Your Medical School Tool](#) \_\_\_\_\_

**SUMMER/FALL 2024**

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 \_\_\_\_\_

Send requests for official Letters of Academic and Disciplinary Clearance regarding institutional action to the HPAA and Dr. Rodríguez via the [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu) email \_\_\_\_\_

## veCollect Instructions

**Read** this entire set of instructions. Access to veCollect will only be given to applicants pursuing applications to health professions schools. veCollect is used internally as part of our Committee Letter process, the health professions programs you are applying to will only have access to what we upload to the primary application as part of the Committee Letter file or a letter packet.

All applicants to Medical, Dental, and Veterinary Medicine programs requesting a Committee Letter on behalf of the Health Professions Panel must utilize this service to collect the individual letters of recommendation which will be included as part of the Committee Letter file or letter packet. veCollect is also utilized to have the applicants upload their Personal Statement, HP Resume (pages 30-32), Extracurricular Detail Worksheet (page 29), and Official Transcript(s). **These documents, along with a draft of the Committee Letter, are reviewed from June through August by the Health Professions Panel in finalizing the draft of the Committee Letter** to be uploaded to your primary application (see adding Quivers on page 17).

Applicants requesting a **Letter Packet** for application to other health professions such as Optometry, Physician Assistant, Pharmacy, Nursing, Podiatry, Physical Therapy and Occupational Therapy will also have access to veCollect. For letter packets, applicants will only need to have the individual letters of recommendation uploaded and the cover letter (See Letter Packet Instructions on the HP website).

\*Note, letter packet files **do not** undergo review by the Health Professions Faculty Panel.

### Creating a veCollect Account:

After having submitted a veCollect Account Request Form to the HPAA and paying the Committee Letter File Registration Fee (or qualifying for the fee waiver), you will receive an **Authorization Code** from the HPAA. Go to <https://collect.virtualevals.com/> and click on "Register for Access" in the top right-hand corner. Follow the instructions, note that Wesleyan is one of two schools under Connecticut. Once you create your account, bookmark the website. Along with these detailed instructions, please review the [veCollect Overview](#), which provides screen shots of the step-by-step process to set up and using your account.

You will receive a notification by email from veCollect when your account is activated and may then begin to use veCollect. If you forget your log-in information, click on the "*Having Trouble Logging In?*" prompt and follow the instructions to regain access.

Below are some general instructions to help you begin setting up your account. veCollect has several short instructional videos that you may access as a resource. You must complete all the steps to set-up your veCollect account by **May 1<sup>st</sup>** (including setting up your 'Quivers') in preparation for the Committee Letter file reviews. It is important that you follow these instructions carefully given that the Health Professions Panel will not be able to review your Committee Letter file if any of your documents are missing or your Quivers have not been set-up (see page 17).

## THE "MY EVALUATORS" TAB–EVALUATOR RECORDS:

Applicants need to create an Evaluator for each person that will be submitting a letter on their behalf, **INCLUDING** for the Committee Letter or Letter Packet

Click “Add New Evaluator” to set up records for each letter writer. Enter their contact information, then click “Create Evaluator Record.”

EVALUATOR RECORD for the Committee Letter for **AMCAS**, use the following information:

Title: Dr.  
 First Name: Mildred  
 Last Name: Rodríguez  
 Address: Boger Hall, 41 Wyllys Avenue  
 City: Middletown  
 State: CT  
 Postal Code: 06459  
 Email: health.professions@wesleyan.edu  
 Phone: 860-685-2180

For those applying to **BOTH MD, DO, and/or TMDSAS (any combination of these)**, we create additional copies of the Committee Letter for each application system. Each version of the Committee Letter has your AAMC ID# and AMCAS Letter ID#, your AACOMAS ID#, or your TMDSAS ID#.

You will need to create **separate** Evaluator Records on veCollect for each version of the Committee Letter (with the AAMC ID#, AACOMAS ID#, and TMDSAS ID#). This will allow us to distinguish which letter to upload for the MD, DO, and/or TMDSAS Quiver (see Create a Quiver on page 17).

EVALUATOR RECORD for the Committee Letter for **AACOMAS/TMDSAS** use this information

Title: Dr.  
 First Name: Mildred  
 Last Name: **Rodríguez AACOMAS or Rodríguez TMDSAS**  
 Address: Boger Hall, 41 Wyllys Avenue  
 City: Middletown  
 State: CT  
 Postal Code: 06459  
 Email: health.professions@wesleyan.edu  
 Phone: 860-685-2180

**For a Letter Packet**, set up an evaluator record using the following (plus the same address, email, and phone number as above):

Title: Dr.

First Name: Mildred

Last Name: **Rodríguez LetterPacket**

**Re-Applicants:** (first time applicants, continue to the next page)

If you are a **Re-Applicant**, you will be provided an updated Committee Letter of recommendation.

The new Committee Letter will be an update, including your most recent activities, experiences, achievements, etc. This updated Committee Letter will contain a new AMCAS Letter ID# (which is generated every year). The previous Committee Letter will become an extension of this updated letter so that it is all in one file. To distinguish this “newer” Committee Letter from the previous copy in your veCollect file, follow the instructions below:

Title: Dr.

First Name: Mildred

Last Name: **Rodríguez MED 2025** (where 2025 is your application year)  
or **Rodríguez TMDSAS 2025** (for the TMDSAS programs) or **Rodríguez AACOMAS 2025** (for the osteopathic programs) or **Rodríguez DENTAL 2025** (for dental applicants).

Address: Boger Hall, 41 Wyllys Avenue

City: Middletown

State: CT

Postal Code: 06459

Email: health.professions@wesleyan.edu

Phone: 860-685-2180

If you are asking an Evaluator that submitted an individual letter of recommendation on your behalf for a past application cycle to update their letter, create a new evaluator record and letter record including the Entry Year after the letter writer’s last name so that you can distinguish it from the previous letter. Their updated letter (with a more recent date) will replace the previous letter in your new quiver (e.g. MD EY 2025).

First, always request that your letter be updated by speaking with your recommender. Once the evaluator agrees to update and re-submit their letter, you can simply click the envelope icon within their evaluator record to send the veCollect email request. Remember to advise the evaluator to look out for an email from veCollect (the email may go to their junk mail). **The email sender will look like this:** [collect+3d2a24..c00b13d5ffe11@virtualevals.org](mailto:collect+3d2a24..c00b13d5ffe11@virtualevals.org) Which is basically the word ‘Collect+’ with a series of random letters and numbers that will be specific to your veCollect ID, which is generated by Virtual Evals to collect your letters.

## THE "MY EVALUATORS" TAB—THE LETTER RECORD:

### Step One:

Once you create an Evaluator Record you will complete the steps for the Letter Record for each person that will be submitting a letter on your behalf, INCLUDING one for the **Committee Letter**

### Step Two:

Under the name of the evaluator you just created, click **Create New Letter Record**. Select the type of school you are applying to (i.e., Medical, Dental, etc.). Students applying to Medical School, whether allopathic MD programs, osteopathic DO programs, MD/PhD programs, or any combination, should select **MEDICAL SCHOOLS as the Letter Type**.

On this page, you **must** provide a response and signature regarding the FERPA statement (by typing your name in the box). Then click **Create Letter Record**. In waiving your right to see the individual letters of recommendation (LORs), the admissions panel at the health professional school you are applying to will consider the LORs to be an accurate and more transparent review of your competitiveness as an applicant. The Committee Letter is confidential, and the individual LORs must also be confidential since they will be included in the Committee Letter file. You will NOT be able to see any of the documents uploaded to veCollect.

For the **Committee Letter or Letter Packet Request**, you will need to have completed a "Request for Individual Letters of Recommendation Form" for each individual letter writer waiving your rights to see the LORs. (You will have done this when completing the Committee Letter Registration Forms and sent to the HPAA no later than the 3<sup>rd</sup> Friday in March.)

### Step Three:

#### **Notifying your Evaluators on VeCollect:**

When looking at the "My Evaluators" page, you will see an envelope icon next to the letter records:

When you are ready to notify an evaluator to submit their letter, click on the envelope icon to send an email to them. The email will contain instructions for submitting their letter to veCollect. Inform the evaluator to look out for an email from veCollect, it may go to their junk mail.

**The email sender will look like this: collect+3d2a24..c00b13d5ffe11@virtualevals.org** Which is basically the word 'Collect+' with a series of random letters and numbers that will be specific to your veCollect ID which is generated by Virtual Evals to collect your letters. **All LORs must have the letter writer's signature and be on letterhead.**

After an evaluator has submitted their letter, a red Adobe Acrobat (PDF) symbol will appear next to the letter record. Please note: It takes 1-3 business days from the time a letter is submitted for the letter to be matched to your account using your veCollect account number. If you hover over the Adobe symbol with your mouse, it will tell you the date the letter was received.

Applicants should request the letter in person before prompting the email request to their letter writers. See the "Requesting Letters of Recommendation" section in the "Instructions and



Overview of the Request for the Committee Letter of Recommendation” handout (page 21) and recommendations on our website, for who, how, and when to ask for an individual LOR.

**Note: You do not need to click the envelope for the Committee Letter or the Official Transcript.** The HPAA can upload transcripts and Committee Letters unprompted. CL Files will be uploaded to the centralized application service from veCollect July 29—August 9, 2024.

#### **Step Four:**

##### **This is not required for the Letter Packet**

In order to upload your supporting documents, create **three** Evaluator Record entries for **YOURSELF**, each with a separate Letter Record. Example as follows:

First Name: *YOUR FIRST NAME*

Last Name: *YOUR LAST NAME* plus the descriptor of the document to be uploaded

Address: 45 Wyllys Avenue, BOX 34521

City: Middletown

State: CT

Postal Code: 06459

Email: XYZZYX@wesleyan.edu

Phone: (111) 222-3333

FOR EXAMPLE:

**Evaluator Record 1:** YOUR LAST NAME Resume (*ex. Doe Resume*)

**Evaluator Record 2:** YOUR LAST NAME Personal Statement (*ex. Doe Personal Statement*)

**Evaluator Record 3:** YOUR LAST NAME Worksheet (*ex. Doe Worksheet*)

Complete a “send email request” to yourself by clicking the envelope icon for each document to prompt the request to upload each of your documents separately to veCollect.

When you receive the three emails from veCollect you will respond to each email with your PDF attachment to upload your HP Resume, Activity/Experience/Extracurricular Detail Worksheet, and your finalized Personal Statement. Do not reply to the same email request with multiple documents because the newest document will overwrite whichever you uploaded first.

#### **Step Five:**

##### **This is not required for the Letter Packet**

Create an **Evaluator Record** entry so that we can upload your **Transcript(s)** for the Health Professions Panel. You will designate the Letter Record Type as “**Other.**” The HPAA will upload your transcript. She will upload the transcripts by mid-May (earlier for alumni) and with plenty of time so that the panel members can view these when they begin the review process. **Include Transcript after the last name** (see below).

Evaluator Record:

First Name: Darwin

Last Name: Pappas-Fernandes TRANSCRIPT

Address: Boger Hall, 41 Wyllys Avenue  
 City: Middletown  
 State: CT  
 Postal Code: 06459  
 Email: health.professions@wesleyan.edu  
 Phone: (860) 685-3376  
 Letter Record: “Other” from HPAA

### THE “MY INSTITUTIONS” TAB

Applicants **must NOT** enter their selected medical, dental, veterinary medical schools into this section. The HPAA will be creating a file using a “Sort and Download” function on veCollect and will then upload the Committee Letter file directly to AMCAS, AACOMAS, AADSAS, TMDSAS or VMCAS. If you are applying to a school that does not participate in AMCAS, AACOMAS, AADSAS, VMCAS, TMDSAS, you will need to provide a complete postal address for that school, and we will mail your Committee Letter file to that specific school.

### THE “MY QUIVER” TAB

In preparation for the receipt of individual letters of recommendation:

Create a Quiver by clicking on “Create New Quiver”

In the description, refer to the program type and entry year (i.e., MD EY 2025, DO EY 2025, Dental EY 2025, TMDSAS EY 2025)

Select the letter records to be included in the Committee Letter file or Letter Packet File, including the Committee Letter record or Letter Packet Cover Letter (even if those documents have not been uploaded yet). You may collect more letters than you end up adding to your Quivers. Your Quiver is limited to 6 LORs plus the Committee Letter or Letter Packet.

### If an applicant is applying to MD and DO programs, or to Texas schools (TMDSAS):

You will need to create up to three Quivers (one for each program type). Students will assign the appropriate letters to each Quiver. For example, there may be a letter from a DO that you might prefer to be included only in the DO Quiver or in the DO Letter Packet Quiver.

The **MD, DO, TMDSAS, Dental, or Veterinary Medicine School Quiver** that you create will include the **Committee Letter** from Mildred Rodríguez (AACOM version for the DO Quiver, TMDSAS version for TMDSAS Quiver), the **individual Letters of Recommendation** (LORs) that you would like us to include as part of the Committee Letter file, and the **Health Professions Resume** you prepared as per the TEMPLATE (page 30)

**Create a Quiver** for documents you upload personally as well. This Quiver will be referenced by “supporting documents” and your Entry Year (e.g., **Supporting Documents EY 2025**)

A Supporting Documents Quiver is **not** required for the **Letter Packet Request**.

The **Supporting Documents Quiver** will include your **HP Resume, Personal Statement, Activity Detail Worksheet, Official Transcript** (from the HPAA), and the **Committee Letter** (from Dr. Rodríguez). This quiver is for the HP Panel Members Review of your file. The HP Panel

members need to see all your documents in one place. Your file will **NOT** be reviewed if this quiver has not been created. This will delay the upload of your Committee Letter file to the primary application (AMCAS, AACOMAS, AADSAS, TMDSAS)

**Do not “Process & Lock” any of the Quivers.** This is very important since these documents will be made available to the Health Professions Panel members. The Panel will review the supporting documents and the Committee Letter as part of the review process before we finalize the Committee Letter. **Please note that when you “Lock” a Quiver** you are not able to add or remove documents. We need to always have access to adjust your veCollect Quivers.

**For a Letter Packet:** the MD, DO School, Dental, etc. Letter Packet Quiver that you create should include the **Cover Letter** from Mildred Rodríguez (AACOM version for the DO Letter Packet Quiver) and the **individual Letters of Recommendation** (LORs) that you would like us to include as part of the letter packet. You **do not** need a Supporting Documents Quiver.

**Re-Applicants:** You will need to create a NEW Quiver(s) for the current cycle. Please title the Quiver using the new entry year (**e.g., MD EY2025 Quiver**). Re-applicants will also need a new Supporting Documents Quiver, with the current EY designation.

## READY FOR UPLOAD

When the Committee Letter is done and uploaded, the PDF symbol will appear in the box next to the Committee Letter letter record. The Official Timeline for Committee Letter uploads for this cycle is between July 29-August 9, 2024. Once you have set up your Quiver(s), confirm that all expected letters of recommendation have been received in veCollect, as well as the Committee Letter or Letter Packet Cover Letter.

Each Quiver (aside from Supporting Documents) needs to contain ALL the documents you would like Wesleyan to upload on your behalf to the centralized application system(s), and therefore the health professional schools to which you send applications.

Once you have completed your veCollect set-up, please contact the HPAA so that she can confirm that everything has been done correctly. At this point you must also prepare to submit your **Formal Signed Request for Committee Letter Upload by June 14, 2024.** No letters will be sent out without this request.

You may ask programs for an extension regarding the arrival of the Committee Letter file.

Address all veCollect questions to the HPAA by email at [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu)

### **Committee Letter File or Letter Packet UPLOAD per The Buckley Amendment**

By Federal Law as per The Buckley Amendment, your Committee Letter file or letter packet, including the individual letters of recommendation on file with veCollect will only be sent out to the health professions programs **after** you have submitted to the Health Professions Administrative Assistant, a written request containing your signature, your AAMC, AMCAS Letter ID, AACOMAS, AADSAS, VMCAS, and/or TMDSAS ID number(s), your preferred email address, and a tentative list of the health professional schools to which you may be applying.

We accept **signed requests** sent by email, delivered in person, received by mail, and faxed to 860-685-2181. **Phone and unsigned email requests will NOT be accepted.** If faxing, please follow-up with an email message to [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu).

### **TEMPLATE of Signed Request for your Committee Letter File Upload**

**DUE DATE: 14 June 2024**

**FULL NAME: *Jane Smith***

**I am writing to formally request that my Committee Letter File be uploaded/sent to AMCAS, AACOMAS, TMDSAS, AADSAS, VMCAS on my behalf [provide all relevant ID #s].**

**My preferred email is XXYYZZ@wesleyan.edu or XXYYZZ@gmail.com**

**AAMC ID #**

**AMCAS Letter ID #**

**AACOMAS ID #**

**TMDSAS ID #**

**AADSAS ID #**

**VMCAS ID #**

I am enclosing a **tentative list** of schools:

Albert Einstein College of Medicine

Boston University School of Medicine

Geisel School of Medicine at Dartmouth

George Washington University School of Med & Health Science

Hofstra Northwell School of Medicine at Hofstra University

Jacobs School of Medicine and Biomedical Sciences at the University at Buffalo

Lewis Katz School of Medicine at Temple University

University of Chicago Pritzker School of Medicine

The Pennsylvania State University College of Medicine

Best regards,

**Your Signature**

**The Committee Letter Designation on the Centralized Application**

If you have requested a Committee Letter from Wesleyan, and have met the deadlines, you will indicate “Committee Letter” when completing your primary application. In the AMCAS application, for example, this entry generates a unique AMCAS Letter ID # for the Wesleyan Committee Letter.

The Committee Letter File from Wesleyan consists of:

- (1) a cover page that describes the Committee Letter review process
- (2) the Committee Letter
- (3) all Letters of Recommendation that were uploaded to veCollect on behalf of the applicant
- (4) the applicant’s HP Resume

There are three types of letters that can be uploaded to AMCAS, the applicant must select a type of letter and enter the evaluator information.

For the Evaluator Information for the Committee Letter, you may use Dr. Rodríguez’s contact information and the email [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu).

You may add a separate “individual letter writer” even after submitting the AMCAS having selected Committee Letter as your first entry.

Taken from AAMC.org:

see information on the Fee Assistance Program and the entire **AMCAS Applicant Guide** at:  
<https://students-residents.aamc.org/applying-medical-school/applying-medical-school-process/applying-medical-school-amcas/>

For instructions for the AADSAS go to:

[http://www.adea.org/GoDental/The\\_application\\_to\\_dental\\_school\\_ADEA\\_AADSAS.aspx](http://www.adea.org/GoDental/The_application_to_dental_school_ADEA_AADSAS.aspx)

Scroll down to “Highlights and Important Notes” and click on “Instructions”

## Selecting Letter Writers and Requesting Individual Letters of Recommendation

Medical/Dental schools are interested in seeing letters of recommendation from your professors (at least one in the sciences), employers, and others who have supervised you and can provide comments based on their observation of your performance. Consider individuals that know you well, that are able to write a supportive letter while discussing your skills, personal attributes, intellectual ability and potential as a health professional. The diversity of your letter writers will provide the admissions board a well-rounded perspective of you as an applicant.

At least one letter **MUST** be from a Wesleyan University **FACULTY OR STAFF**, and it is advisable to have one letter from a faculty member from your chosen major and/or the sciences (some schools require two letters from science professors (this may include a letter from your research supervisor or PI, check for specific information on the various HP school's website)

**Provide your letter writers with a packet** consisting of a cover page that includes: your name, major(s), minor/certificates, graduation year, GPA, a resume, and a brief statement regarding your interest in the health profession you are pursuing. If possible, schedule an appointment to talk to your letter writers about your background and your aspirations for a career in medicine/dentistry/veterinary medicine.

The ideal number of recommendations varies from applicant to applicant. For some applicants, three letters will suffice; others may want to solicit up to six. If you are unsure about whom to ask for a recommendation, or how many letters you should request, talk with the Health Professions Advisor/Program Coordinator.

Give individuals you have asked to write on your behalf plenty of time to write your letter of recommendation, typically 6-8 weeks in advance. It may take several weeks or more to get your letter written. However, you will need to have at least three letters uploaded to veCollect by the **3<sup>rd</sup> Friday of March** of the application year.

## Instructions for Letter Writers

### Letters of Recommendation for Medical/Dental/Veterinary Schools

Please be sure your letter is dated, includes your full name and title, is printed on **letterhead stationery**, and has your **SIGNATURE**. Your letter should be single-spaced and in 12-point type for readability. Because the letter you submit via veCollect will be used for all the programs the applicant is applying to, letters should not be addressed to any specific school or program. A salutation is not required, but you may address your letters **generically to “To Whom It May Concern or “Dear Admissions Committee Members.”**

If you have been asked to write a letter of recommendation on behalf of a Wesleyan student/alum, it is most helpful if your letter is candid and specific. Please be sure to state in what capacity you know the applicant and how well you know the applicant. Even if you do feel that you know the applicant reasonably well, it is still appropriate to ask for a resume with additional information about her/his/their academic preparation, employment, community service, research experience, and extracurricular activities. Hopefully, you will be able to speak with the applicant about her/his/their interest in the field and practice of healthcare.

The admissions committees at the various health professional schools will have access to transcripts and standardized test scores, but it is from letters of recommendation that they can learn more about the applicant as a person. Based on your experience with and knowledge of the applicant, you may want to address some of the following:

- communication skills (oral, written, and listening);
- observational abilities, comprehensive vision, and attention to detail;
- qualities of mind, such as the ability to grasp, analyze, and synthesize information and ideas;
- intellectual curiosity;
- aptitude for sustained hard work and commitment;
- cross-disciplinary fluency;
- organizational and problem-solving skills;
- interpersonal skills, such as tact and thoughtfulness;
- integrity and responsibility;
- personal qualities, such as maturity, warmth, and emotional balance;
- resilience and adaptability when confronting challenges;
- contributions to, and concern for, the wellbeing of others;
- cultural sensitivity;
- initiative, flexibility, capacity to engage in productive teamwork
- capacity for improvement and personal growth;
- reflective capacities, knowledge of limits, and willingness to ask for help.

In assessing an application, admissions committees also consider what is sometimes termed *distance traveled*. If you are aware that the applicant has overcome significant obstacles or trying

circumstances, learned from regrettable mistakes, or persevered in the face of difficulties out of a sense of responsibility, this may be brought to the attention of admissions committees.

Most importantly, consider what qualities and abilities you value in a health care professional and whether you believe this individual has the capacity to become a skilled health practitioner. Because there are many individuals who are very capable and well suited for other professions, but not necessarily for clinical practice, make sure that you specify at some point in your letter that you are recommending this person for the specific health profession of their interest.

To see the AAMC Guidelines for Letter Writers for Applicants to Medical School as a reference, go to: <https://www.aamc.org/system/files?file=2019-09/lettersguidelinesbrochure.pdf>

**Please be sure your letter is dated, includes your full name and title, and is printed on letterhead stationery if you are associated with an academic institution or professional organization. Make sure to include your email address and phone number below your signature, if it does not appear elsewhere.**

Your letter should be single-spaced and in 12-point type for readability. Because the letter you submit will be used for all the applicant's health professional schools, letters should not be addressed to any specific school or program. A salutation is not required, but you may address your letters generically as "Dear Admissions Committee Members."

You will submit your letter electronically to veCollect. The applicant who requested your letter created an "Evaluator" file for you on veCollect and you will receive an email with instructions on how to upload your document. Look out for an email from veCollect, it may go to junk mail. The email sender will look something like this: collect+3d2a24..c00b13d5ffe11@virtualevals.org. This is the word 'Collect+' with a series of random letters and numbers that will be specific to your veCollect ID. veCollect reviews the letters and is **unable to accept unsigned letters**. The applicant should have provided you with a signed Individual Letter Request Form that includes a Waiver Statement. Please note that the applicant must waive their right to see your letter given that the Wesleyan Committee Letter is confidential and as part of the Committee Letter File, all individual letters of recommendation enclosed must also be confidential. This letter request form also provides you with these basic writing guidelines handout.

**Your signature on the letter certifies that it was written in its entirety by you on behalf of the applicant.** Portions of your letter (including your name and professional affiliation) will be used verbatim in the development of the **Committee Letter on behalf of the Wesleyan Health Professions Panel**. Moreover, your letter in its entirety will accompany the Committee Letter and other individual letters of recommendation as a "Committee Letter File" and will be distributed to the schools to which the applicant has chosen to apply. Should you have any questions about the Committee Letter File process, you may direct them to the Health Professions Administrative Assistant (860) 685-3376 or [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu).



## General Writing Guidelines Letters of Recommendation for Health Professional Schools

If you have been asked to write a letter of recommendation on behalf of a Wesleyan student/graduate, it is most helpful if your letter is candid and specific. Please be sure to state in what capacity you know the applicant and how well you know the applicant. Even if you do feel that you know the applicant reasonably well, it is still appropriate to ask for a résumé with additional information about her/his academic preparation, employment, community service, research experience, and extracurricular activities. Hopefully, you will be able to spend some time speaking with the applicant about her/his interest in the field and practice of healthcare.

It is from letters of recommendation that the admissions committees can learn more about the applicant as a person. Based on your experience with the applicant, please address some of the following:

- communication skills (oral, written, and listening);
- observational abilities, comprehensive vision, and attention to detail;
- qualities of mind, such as the ability to grasp, analyze, and synthesize information and ideas;
- intellectual curiosity;
- aptitude for sustained hard work and commitment;
- cross-disciplinary fluency;
- organizational and problem-solving skills;
- interpersonal skills, such as tact and thoughtfulness;
- integrity and responsibility;
- personal qualities, such as maturity, warmth, and emotional balance;
- resilience and adaptability when confronting challenges;
- contributions to, and concern for, the wellbeing of others;
- cultural sensitivity;
- initiative, flexibility, capacity to engage in productive teamwork
- capacity for improvement and personal growth;
- reflective capacities, knowledge of limits, and willingness to ask for help.

In assessing an application, admissions committees also consider what is sometimes termed *distance traveled*. If you are aware that the applicant has overcome significant obstacles or trying circumstances, learned from regrettable mistakes, or persevered in the face of difficulties out of a sense of responsibility, this may be brought to the attention of admissions committees.

Most importantly, consider what qualities and abilities you value in a health care professional and whether you believe this individual has the capacity to become a skilled health practitioner. Make sure that you specify at some point in your letter that you are recommending this person for the specific health profession of their interest.

**Please be sure your letter is dated, includes your full name and title, and is printed on letterhead stationery if you are associated with an academic institution or professional organization (if you do not have letterhead, make sure to include your email address and**

**phone number below your signature).** Your letter should be single-spaced and in 12-point type for readability. Because the letter you submit to veCollect will be used for all the applicant's health professional schools, letters should not be addressed to any specific school or program. A salutation is not required, but you may address your letters generically as "Dear Admissions Committee Members."

You will submit your letter electronically to veCollect. The applicant that has requested your letter will create an "Evaluator" file for you on veCollect and you will receive an email with instructions on how to upload your document. The staff at veCollect reviews the letters and is **unable to accept any unsigned letters**. The applicant should have provided you with a signed Reference/Waiver form when completing the Letter Packet Registration process that also provided you with some basic guidelines. **Your signature on the letter certifies that it was written in its entirety by you on behalf of the applicant.**

You will submit your letter electronically to veCollect. The applicant that has requested your letter will create an "Evaluator" file for you on veCollect and you will receive an email with instructions on how to upload your document. Look out for an email from veCollect, it may go to junk mail. The email sender will look something like this: collect+3d2a24..c00b13d5ffe11@virtualevals.org. Which is basically the word 'Collect+' with a series of random letters and numbers that will be specific to your veCollect ID which is generated by Virtual Evals to collect your individual letters. veCollect reviews the letters and is **unable to accept unsigned letters**. The applicant should have provided you with a signed Individual Letter Request Form that includes a Waiver Statement. Please note that the applicant must indicate that they waive their right to see your letter given that the Wesleyan Letter Packet Cover Letter is confidential and as part of the packet your letter needs to be confidential as well. This letter request form also provides you with this basic writing guidelines handout.

We appreciate the great care and thoughtfulness that characterize the letters of recommendation written for our applicants to health professional programs. Thank you for your efforts on their behalf. Should you have any questions regarding the letter packet, veCollect and/or the Credential Service, these may be directed to the Health Professions Administrative Assistant 860-685-3376, at **health.professions@wesleyan.edu**, Boger Hall, Gordon Career Center, 41 Wyllys Avenue, Wesleyan University, Middletown, CT 06459.

## Submitting Official Transcripts and Your Wesleyan Credits In Support of Your Committee Letter

To request that an official copy of your Wesleyan transcript be sent to the HPAA, complete the “Request for Official Wesleyan Transcript Form” available on the Committee Letter Request webpage on the GCC website. This will have been submitted alongside the other Committee Letter Registration Forms (see page 7).

By completing the form, the registrar will send us a copy of your official transcript without charging you the \$5.00 processing fee. The Committee Letter service does not provide AMCAS or any other centralized application service with our copy of the applicant’s transcript. This copy of the transcript will be used exclusively for the Health Professions Panel’s review of your Committee Letter file on veCollect. The Applicant will need to separately submit official transcripts to the centralized applications as per the directions below.

### For Centralized Applications (AMCAS, AACOMAS, AADSAS, VMCAS, TMDAS)

**Our office does not send transcripts for the centralized applications.** You will be required to submit an official transcript for every college/university attended. You will request these through the registrar’s office. This may be done in person or electronically. To request the Wesleyan Official Transcript, go to the [registrar’s website](#) to begin.

Here are the instructions for when you request a transcript electronically for **AMCAS**:

1. Select ‘Educational Organization, Application Service and Scholarships (other than a school)’.
2. Select AMCAS - American Medical College Application Service’.
3. Enter multi digit AMCAS Transcript ID # that is generated when you enter Wesleyan as college attended
4. Select ‘Electronic Exchange’—this is the only option. Yes, we are an approved school for Electronic Transcript Exchange with AMCAS.
5. Check box.
6. Select ‘1’ copy = \$6.00—this is the only option.
7. Do NOT click ‘Upload Documents’. AMCAS students do NOT need to upload or send the AMCAS Transcript Request Form that gets generated by AMCAS, but you will need the Transcript ID Number.

Here are the instructions for when you request a transcript electronically for **AACOMAS**:

1. Select ‘Educational Organization, Application Service and Scholarships (other than a school)’.
2. Select ‘AACOMAS—American Association of Colleges of Osteopathic Medicine.
3. Enter CAS Transcript ID 10-digit AACOMAS Account Number.

4. Select 'Electronic Exchange'—this is the only option. Yes, we are an approved school for Electronic Transcript Exchange with AACOMAS.
5. Check box.
6. Select '1' copy = \$5.00—this is the only option.
7. Yes, a \$2.50 processing fee will be added at the end.
8. Do NOT click 'Upload Documents'.

Here are the instructions requesting a transcript electronically for the **ADEA AADSAS** (Associated American Dental Schools Application Service):

1. Select 'Educational Organization, [Application Service and Scholarships](#) (other than a school)'.
2. Select '**ADEA AADSAS – American Dental Association**'.
3. Enter AADSAS CAS Transcript ID.
4. Select 'Electronic Exchange'—this is the only option. Yes, we are an approved school for Electronic Transcript Exchange with AADSAS.
5. Check box.
6. Select '1' copy = \$5.00—this is the only option.
7. A \$2.50 processing fee will be added at the end
8. Do NOT click 'Upload Documents,' you will not need to upload documents.

For **VMCAS** (Veterinary Medical College Application Service), you will need to request that a paper copy of your transcript be sent along with the “**Transcript Request Form**” that is generated when you complete that section of the VMCAS application (this form will be uploaded to the Wesleyan Registrar’s website when you request the transcript). The registrar will need to send the official transcript to:

VMCAS Transcript Processing Department  
P.O. Box 9126  
Watertown, MA 02471

For the **TMDSAS** (Texas Medical and Dental Schools Application Service), you will need to request that a paper copy of your transcript be sent along with the “**Transcript Request Form**” that is generated when you complete that section of the TMDSAS application (this form will be uploaded to the Wesleyan Registrar’s website when you request the transcript). The registrar will need to send the official transcript to:

TMDSAS  
P.O. Box 2175  
Austin, TX 78768

### **Wesleyan Credits**

When you complete your centralized application (AMCAS, AACOMAS, AADSAS, VMCAS, TMDSAS, etc.) you will find a section where you are entering your completed courses. As part of this section, you must enter the number of credits **exactly** as they appear on your official transcript.

The centralized application staff will convert those credits to an equivalent for a four-credit scale to normalize all applicants' academic records.

FYI: Currently, a one credit course at Wesleyan is equivalent to **four semester credits**, a 0.75 credit course is equivalent to **three semester credits**, a 0.50 credit course is equivalent to **two semester credits**, a 0.25 credit course is equivalent to **one semester credit**.

### The Committee Letter Activity, Experience, Extracurricular Detail Worksheet

Use this worksheet to list in chronological order, beginning with the most recent, your activities, interests, research, publications, honors/awards, study abroad, internships, extracurricular involvement, work, volunteer, and clinical experience throughout college and post-college (if applicable). Indicate date or duration, e.g., June 2013 - August 2014. Please include hours per week and total hours for jobs, shadowing, volunteer work, community service experiences that are completed, and hours/week and total hours **thus far** for ongoing experiences.

The activities, experiences and extracurriculars will be classified into two areas: **(1) Health and Science (2) Non-Science and Non-Clinical Employment, Service to the Community, and Extracurricular Activities.** Health and Science will include a separate entry for each volunteer engagement in clinical /patient care/hospice/shadowing experiences, academic pursuits such as research, tutoring, and serving as a Teaching Assistant. Under Non-Science/Clinical Employment etc., include entries for all work positions regardless of whether they are relevant to healthcare. In the description you may reflect on how these jobs afforded you the opportunity to gain skills that will be relevant to your future health career. This document may be as long as is necessary since you will be listing all your volunteer and work experiences in detail.

For each experience or activity include: (1) position held/role, (2) name of activity/organization, (3) name of supervisor, (4) dates of involvement, (5) number of hours per week, (6) total hours, and (7) a short description (~700 characters) of tasks, responsibilities, or accomplishments

This detail worksheet will assist you in completing the Activities/Experiences section of the primary or centralized application to the Program you are applying to.

Copy and paste the below format to create as many entries as needed.

Position Held/ Role	Name of Activity/ Organization	Name of Supervisor	Dates (start to end)	Hours/WK	Total Hours
Describe what you did here (limit ~700 characters/activity). Include specific duties, accomplishments, events associated with the experience. If this was a research experience, include details about the study (i.e., what was studied, what was your role in terms of procedures, designing experiments, techniques, did you co-author a publication, etc.).					

After completing the worksheet and organizing your activities/experiences/jobs, the next step is to create a **Health-Professions-oriented Resume** (this resume is NOT limited to one page). See the Health Professions Panel Committee Letter Resume TEMPLATE on pages 30-32.

## Health Professions Committee Letter Resume

Use the exact format shown below to prepare this resume. Use a left-hand alignment for the text as shown and please limit your descriptions of the activity to 700-1000 characters. This resume along with the Activity, Experience, Extracurricular Detail Worksheet will assist you in the Work/Activities section on the centralized application for medical school (AMCAS and AACOMAS). However, the character limit for the experiences on the AMCAS is 700 characters and your three most meaningful experiences will have a limit of 1325 characters.

~~~~~

### NAME

Email and phone number

### EDUCATION

B.A., Wesleyan University, Middletown, CT, May 2016

GPA: 3.6/4.0

Majors, Minors, Concentrations (if applicable):

**Study Abroad:** Name of program, affiliation, location, dates of program [month- month/year].

**Thesis [if applicable]:** Full Title

**Honors [if applicable]:**

**Certificate [if applicable]:**

Dean's List, Wesleyan University: Semester, Year

XXXXX Prize for excellence in "Whatever it Was", DATE

### Presentation/Publication Formatting:

BOOK or REPORT (Upper Case)

Committee on Scientific Standards for Studies on Modified Tobacco Risk, Board on Population Health and Public Health Practice, Institute of Medicine. *Scientific Standards for Studies on Modified Risk Tobacco Products*. Washington, DC: National Academies Press, 2012.

[http://www.nap.edu/openbook.php?record\\_id=13294&page=R1](http://www.nap.edu/openbook.php?record_id=13294&page=R1)

POSTER (Quotes and lower case)

"Assessing potential of private health facilities for initiating PMTCT services in Andhra Pradesh and Maharashtra, India," S. Sucharitha, C. Hoblitzelle, R. Enumula, R. Dasari, R. Mathur, **H. Braun**, S. Kulsange, A. Addala, R. Siriki, M. Mudaliar, C. Chatla, and S. Raghavan. Poster presented at the XVIII International AIDS Conference, Vienna, Austria, 18-23 July 2010.

ARTICLE in JOURNAL (NO Quotes and lower case)

Long-term AZT exposure alters the metabolic capacity of culture human lymphoblastoid cells, O. Olivero, C. Vazquez, J. Cooch, J. Ming, E. Keller, M. Yu, J. Borojerdi, **H. Braun**, E. McKee, and M Poirier. *Toxicological Sciences* 115 (2010): 109.

Centrosomal amplification and aneuploidy induced by the antiretroviral drug AZT in hamster and human cells, J. Borojerdi, J. Ming, C. Cooch, Y Ward, C. Semino-Mora, M. Yu, **H. Braun**, G. Taylor, M. Poirier, and O. Olivero. *Mutation Research/ Fundamental and Molecular Mechanisms of Mutagenesis* 665 (2009): 67-74.

### **Health and Science [Chronological order – most Recent first]**

**Volunteer**, Emergency Department, [Kate Kearns, volunteer services] Middlesex Hospital, Middletown,

CT. May 2015-July 2015. **60 total hours**. Cared for non-clinical needs of patients in the Middlesex Hospital Emergency Department. Along with providing reassurance and a friendly face, I folded linens to deliver to each patient's room. Upon entering the room I spoke with the patient and or delivered their family to ensure all felt welcome and comfortable. If requested, I would locate a nurse for an update or delivered coffee or water. I restocked supplies. Prepared rooms for new patients and assisted the nursing staff with other tasks.

**Research Assistant**, Department of Biology, Program in Neuroscience and Behavior, [Sam Scientist

PhD], Wesleyan University, Middletown, CT. January 2014-April 2016. 15 Hrs/Wk. Participated in studies with an lab focused on the measuring the up-regulation of membrane molecules to suppress seizures in mice. As a research assistant I generated, maintained and imaged mice brain tissue slices to determine the whether

**Clinical Research Assistant**, Division of Whatever [Supervisor, MD, PhD, MD/PhD, PA, RN, if applicable], Any Medical Center, City, MA, Start/End DATES, succinct description [see EXAMPLE in the entry above and entries below].

**Volunteer**, Therapeutic Services Department, [Supervisor, MD, PhD, MD/PhD, PA, R,N if applicable], Rehabilitation Center, Somewhere, CA, Start/End DATES, HOURS (Hr/Wk; Total Hours) .....

**Teaching Assistant**, XXXX Department, [Supervisor, MD, PhD, MD/PhD, PA, RN, if applicable], Wesleyan University, Middletown, CT, Start/End DATES .....

**Peer Tutor**, Office of the Dean of the College, [Supervisor, MD, PhD, MD/PhD, PA, RN, if applicable] Wesleyan University, Middletown, CT, Start/End DATES ....



**Research Assistant**, XXX Department, [Supervisor, MD, PhD, MD/PhD, PA, RN], if applicable], City Hospital, Boston, MA, Start/End DATES ....

**Research Assistant**, XXX Department, Wesleyan University, [Supervisor, MD, PhD, MD/PhD, PA, RN], if applicable] Middletown, CT, Start/End DATES ....

**Volunteer**, Emergency Department, [Supervisor, MD, MD/PhD, PA, RN, if applicable], Some Medical Center, Somewhere CA, Start/End DATES, HOURS (Hr/Wk; Total Hours). SUCCINCT Description of responsibilities. Transported patients to and from rooms in wheelchairs or on stretchers. Provided food and water for waiting patients and talked with patients in need of emotional support and companionship. Cleaned and stocked rooms.

***Employment, Service to the Community, and Extracurricular Activities***  
**[Chronological order – most Recent first]**

**Teaching Assistant**, Department of Biology, Wesleyan University [Ruth Johnson, PhD], Middletown, CT. September 2020- December 2022. **1 Hr/Wk**. As a junior I was a teaching assistant for an introductory biology course. Friday mornings were dedicated to problem-based learning in a small section format. Over the one-hour period the teaching assistants rotated from group to group, so we had contact with everyone in the class. Working so closely with students allowed me to see a variety of learning styles and challenged me to adapt my explanations to fit everyone's needs. For some an illustration would help, whereas others benefited more from an analogy.

**Volunteer/Mentor**, City Big Brothers and Sisters, [Supervisor name], BigWave, CA, Start/End DATES, HOURS (Hr/Wk; Total Hours) [succinct description]

**Student Worker**, XXX Department, [Supervisor name], Wesleyan University, Middletown, CT, Start/End DATES

**Student Coordinator**, Club or organization [student-run or supervisor name], location, Start/End DATES ....

**Groundskeeper/Maintenance Worker**, [Supervisor name], Some Building, Somewhere, CA, Start/End DATES ...

**Volunteer Coach**, Any High School Football, [Supervisor, MD, PhD, MD/PhD, PA, RN, if applicable], Somewhere, CA, Start/End DATES, HOURS (Hr/Wk; Total Hours) ...

**Other skills and interests:** Clinical certifications; language(s) and levels of proficiency; athletic team; hobbies and interests.

### Institutional Action

When requesting a Committee Letter of recommendation, you complete a Letter of Clearance Form, which provides the Health Professions Advisor/Program Coordinator with a Letter of Academic and Disciplinary Clearance from the Office of Student Affairs. If you have any record of disciplinary sanctions at Wesleyan, you will receive a copy of this letter, describing in detail the violation (e.g., intoxication, disturbance of the peace, unauthorized pets, etc.).

For complete transparency, a brief description of the violation is included at the end of the Committee Letter.

Upon completing your centralized application to health professional programs, you will be requested to disclose any incident that pertains to non-academic conduct violations as well as academic misconduct.

In the AMCAS, the exact language that appears is:

*“If you were ever the recipient of any institutional action by any college or medical school for unacceptable academic performance or conduct violation, 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.*

*Failure to provide an accurate answer to the question about institutional action or, if applicable, failure to complete the form provided by the school will result in an investigation. Medical schools require you to answer the question accurately and provide all relevant information. Medical schools understand that many individuals learn from the past and emerge stronger as a result. Full disclosure will enable medical schools to evaluate the information more effectively within the context of your application.”*

If a health professional school requests a copy of this Letter of Academic and Disciplinary Clearance, please send the request to Mildred Rodríguez, PhD, the Health Professions Advisor/Program Coordinator, who will send a general cover letter from our office with a **copy of the original letter of Academic and Disciplinary Clearance** to that specific program. Send the request by email to: [mrodriguez01@wesleyan.edu](mailto:mrodriguez01@wesleyan.edu) and include in the SUBJECT LINE of the email: **Request for Letter of Clearance**.

### Releasing AMCAS/AADSAS Information to the Health Professions Advisor at Wesleyan

Upon applying to medical and dental schools you are given the option of Releasing Your Application Information to your HP Advisor, this information can be found in [AMCAS Applicant Guide](#) found on the AAMC website (there is a similar request on the AADSAS). You are **required** to release your AMCAS/AADSAS information as part of your eligibility requirements for the Committee Letter to the Wesleyan Health Professions Advisor/Program Coordinator.

### **Applying to Canadian Medical Schools**

There are only 17 medical schools in Canada, and admission is extremely competitive: the admissions rate ranges from 2%-13%. Canadian schools highly favor applicants from their own province. Schools tend to prioritize test scores and grades.

The province of Ontario has the most medical schools (six) and has its own central application service (OMSAS). The application includes much less text than the U.S. application services, i.e. AMCAS or AACOMAS. The Canadian Application opens in July and the deadline is in October, with no rolling admission.

The province of Quebec requires fluency in French and the applications are in French, though the Faculty of Medicine courses at McGill University in Quebec, are taught in English.

There are two private medical schools in Canada – McGill in Montreal in the Province of Quebec and Memorial in the province of Newfoundland. They both accept a low number of non-Canadians.

The MCAT is required by most Canadian medical schools. Laval University, University of Montréal, and Northern Ontario School of Medicine do not require the MCAT. McMaster only uses the CARS score.

Canadian schools offer significantly fewer interviews than U.S. schools and most have only a handful of interview dates in the winter (typically published on their websites).

Unlike U.S. schools which seem to value advisor input or at least respond to calls or emails with questions or advocacy for a student, most Canadian schools have no interest in input from advisors. The exceptions are McGill and Memorial.

For general information on applying to Canadian medical schools, visit the Association of Faculties of Medicine of Canada, which includes a section for prospective candidates, as well as the [Admissions Requirements of the Canadian Faculties of Medicine Guide](#).

## For More Information

For more detailed information on admission requirements for specific faculties of medicine, please consult the admissions pages of their websites, the direct links to which are provided below.

### ATLANTIC CANADA

- [Faculty of Medicine, Memorial University of Newfoundland](#) (English)
- [Faculty of Medicine, Dalhousie University](#) (English)

### QUEBEC

- [Faculty of Medicine, Université Laval](#) (Français)
- [Faculty of Medicine and Health Sciences, Université de Sherbrooke](#) (Français)
- [Faculty of Medicine, Université de Montréal](#) (Français)
- [Faculty of Medicine, McGill University](#) (English)

### ONTARIO

- [Faculty of Medicine, University of Ottawa](#) (English or Français)
- [Faculty of Medicine, Queen's University](#) (English)
- [Faculty of Medicine, University of Toronto](#) (English)
- [Michael G. DeGroote School of Medicine, McMaster University](#) (English)
- [Schulich School of Medicine & Dentistry, Western University](#) (English)
- [Lakehead University/Laurentian University \(Northern Ontario School of Medicine\)](#) (English)

### WESTERN PROVINCES

- [Faculty of Medicine, University of Manitoba](#) (English)
- [College of Medicine, University of Saskatchewan](#) (English)
- [Faculty of Medicine, University of Alberta](#) (English)
- [Faculty of Medicine, University of Calgary](#) (English)
- [Faculty of Medicine, University of British Columbia](#) (English)

### Health Professions Committee Letter Post-Interview Checklist

For medical, dental, and veterinary schools, we facilitate a “**Committee Letter**” as defined by AMCAS which includes the Committee Letter and the set of Letters of Recommendation (LOR) in the applicant’s veCollect, as well as the HP Resume.

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
- \_\_\_\_\_ c) Provide the HPAA and Dr. Mildred Rodríguez, with your ID# for AMCAS (8-digits); AMCAS Letter ID# (7-digits), and the ID# for AACOMAS if applying to osteopathic schools (10-digits), or TMDSAS ID# if applying to Texas Schools (6-digits)
- \_\_\_\_\_ d) For Dental or Veterinary medicine: AADSAS ID#, VMCAS ID#
- \_\_\_\_\_ e) Provide the HPAA a Tentative alphabetized list of schools. Please avoid truncated school names and abbreviations. Please send one clear, concise e-mail. You will need to send the signed request for Committee Letter upload **to the HPAA by June 14, 2024**, to [health.professions@wesleyan.edu](mailto:health.professions@wesleyan.edu). The template for this document is in the “Committee Letter Request Instructions Handout” on 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 all the supporting documents needed (transcripts, photos, direct receipt by the school of a DOs letter, etc.). Create an excel spreadsheet to organize this information
- \_\_\_\_\_ h) Check on the status of any **pending requests for LORs** not resolved by the time of the Committee Letter interview.
- \_\_\_\_\_ 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 should indicate on the AMCAS, AACOMAS, TMDSAS, AADSAS, VMCAS that the Committee Letter will be submitted electronically.

The information for the evaluator writing the Committee Letter of recommendation is:

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

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

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

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

**The Committee Letter File will include the Committee Letter, the individual Letters of Recommendation in your veCollect Quivers, and the Health Professions Resume.**

### IMPORTANT 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 50-60+ 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. The transcript in veCollect is for the HP Panel's perusal.

\_\_\_\_\_ To send **Individual Letters of Recommendation** to a medical, dental, veterinary medicine schools **which are separate from the Committee Letter file** you will need to coordinate with that =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 by the HPAA, please send her an email with your request and include the following under the email "SUBJECT": "Committee Letter File Request."

\_\_\_\_\_ Letter of Academic and Disciplinary Clearance (LOC) Request: You will receive email requests from the various HP programs you have applied to asking for an official copy of your LOC. We work with the Office of Student Affairs to obtain this official letter of academic and disciplinary clearance. This will be sent out from our office in the Gordon Career Center, please forward the email request to us, copy both Dr. Rodríguez (HPA) and the HPAA. We will send the LOC by postal mail or email depending on the request from each individual program. The HPAA will send each of you a copy of the official LOC for your records in May of your application year.

\_\_\_\_\_ Peruse this Instructions and Overview of the Request for the Committee Letter packet as a resource throughout this process, as well as the veCollect Overview 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.

### **Timeline of the Committee Letter Review**

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, when all of the 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 Committee Letter (**three individual LORs need to be uploaded to the applicant's veCollect by the 3<sup>rd</sup> Friday of March 2024**). 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 seven to eight Health Professions Panel members (**HP Panel, please note that the HPA is the Co-Chair of the Panel**) review each "Committee Letter file" commencing with Applicant #1 (as each applicant is interviewed for the Committee Letter, a number is assigned to that applicant, the first person to interview is Applicant #1 and so forth). When each "LOR Committee Letter" file is reviewed by the HP Panel, the health professions advisor/program coordinator (HPA) finalizes the Committee Letter incorporating the HP Panel's recommendations, formats it by adding the applicant's name and ID #s to every page and sends it to the HPAA to be uploaded to the centralized applications. The official timeline for upload is July 30<sup>th</sup> through August 9<sup>th</sup>.

If you had your Committee Letter interview in the fall of 2023 and have important updates for your letter, make an HP Advising Appointment with Mildred Rodríguez, PhD, Health Professions Advisor/Program Coordinator to add these changes to your draft of the Committee Letter between January and May 2024.