Instructions and Overview of the Request for the Committee Letter of Recommendation on behalf of the Wesleyan Health Professions Panel and the Timeline for All Applicants to Medical, Dental, and Veterinary Medicine Programs
INSTRUCTIONS and OVERVIEW SIGNATURE PAGE

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

I certify that I have read this entire document, understand the content herein, and make myself responsible for following all deadlines. I understand that if I miss any deadline for the committee letter request, I have the option of requesting a Letter Packet by 30 May 2017.

DATE: ________________________________

PRINTED FULL NAME:

__________________________
First Middle Last

SIGNATURE:

______________________________________________

Print and complete this page and return to Rosalind Adgers, in the Credential Service by 14 March 2018 [you may scan the page and send by email, please include in the email SUBJECT Line: Instruction/ Overview Signature Page]
DEADLINE: 14 March 2018, if any of the required documents listed below are not received by the deadline, the applicant will receive a letter packet instead of a committee letter. Requests for a committee letter will be accepted starting 30 September 2017.

APPLICANTS: Undergraduate and alumni applicants for medical, dental and veterinary medicine programs for the 2019 Entry Year are eligible to receive a Committee Letter of recommendation. Applicants for other health professions can be provided a “Letter Packet” (see page 7).

ATTEND the Health Professions Essential Meeting, for applicants planning to apply to medical, dental, or veterinary school for entrance in September 2019. This meeting will be held Monday, 16 October 2017, from 6:30-8:00 PM in 302 Fisk

READ this entire 30-PAGE Handout including the “Timeline for ALL Applicants,” on pages 8-9 and take a look at the relevant portions of the “Health Professions” webpage on the Gordon Career Center (GCC) website at: http://www.wesleyan.edu/careercenter/students/health/index.html
Fill out the Instruction Overview Signature Page (page 2), Sign and return to Rosalind Adgers

OPEN a CREDENTIAL SERVICE FILE at the Gordon Career Center*. Make an appointment to see Rosalind Adgers. Complete a “Request for Preparation of a Committee Letter on behalf of the Wesleyan Health Professions Panel”, “Request for a Letter of Clearance,” “Document Transmittal” forms, complete the Detail/Activity Work Sheet and the HP Panel Resume for the committee letter. These documents MUST be received by 14 March 2018. To access all forms online go to: http://www.wesleyan.edu/careercenter/students/health/index.html

OPEN a veCOLLECT ACCOUNT to begin collecting individual letters of recommendation (LORs) (see page 10 for instructions). We attach these LORs to the committee letter when we are ready to upload the committee letter file to virtual evaluations. We forward this committee letter file to allopathic medical, osteopathic medical, dental, or veterinary medicine schools (31 July - 17 August 2018). Complete the veCollect Account Request Form. You will also upload to veCollect your supporting documents: personal statement, committee letter resume, and the activity/experience/ extracurricular worksheet. You may receive an additional three letters for a total of six letters of recommendation in veCollect. These additional letters must be received no later than the 1st of May 2018.
REQUEST INDIVIDUAL LETTERS of RECOMMENDATION, 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 deadline on 14 March 2018. 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 med schools prefer two science LORs) See page 12 of this handout and visit the Health Professions website at http://www.wesleyan.edu/careercenter/students/health/panel-letters.html Click on “Writing Guidelines for Individual Letters of Recommendation” for handouts to provide to your letter writers and see the AAMC Letters of Evaluation Guidelines Brochure at: https://www.aamc.org/initiatives/admissionsinitiative/letters/

REQUEST official transcripts from all colleges and universities where you have taken courses (complete the Request for the Wesleyan Transcript Form) and have them sent to Rosalind Adgers, for your Credential Service file between, 1 OCTOBER 2017 – 14 MARCH 2018 (see page 23).

COMPOSE your committee letter resume from your COMPLETED “Activity/Detail worksheet” describing each of your activities and experiences. For each experience or activity include: (1) the name of activity or organization, (2) title or role, (3) number of hours per week, (4) dates of involvement, (5) a short description of specific duties, tasks, responsibilities, or accomplishments, and (6) name of your supervisor(s). A word doc version of the “Activity/Detail worksheet” may be downloaded to your computer and MUST be TYPED. This document must be uploaded to veCollect as a word document. To access all forms go to: http://www.wesleyan.edu/careercenter/students/health/index.html

WRITE and SUBMIT a 2-3 page PERSONAL STATEMENT. (See the “Personal Statement” section at http://www.wesleyan.edu/careercenter/students/health/panel-letters.html and other GCC library resources for guidance.) There will be a Personal Statement Writing Workshop on 19 October 2017 from 6:15 -7:35 PM in Rm 112, Boger Hall.

SUBMIT your personal statement, resume and accompanying detail/activity summary forms (via veCollect), and official transcript(s), completed "Request for Preparation of a Wesleyan Health Professions Committee Letter" form, “Request for Letter of Clearance” form and signed “Document Transmittal” form in person to Rosalind Adgers at the Gordon Career Center Tuesday through Friday 9:00 AM – 1:30 PM between 30 SEPTEMBER 2017 – 14 MARCH 2018. Make an appointment by phone or on Handshake.
SCHEDULE a two-hour committee letter INTERVIEW with Mildred Rodriguez PhD, Health Professions Advisor. Contact Rosalind Adgers to schedule your appointment. Interviews will begin on 17 OCTOBER 2017. For the interview, we will need a rough draft of a personal statement [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 72 hours before the interview. Send these by email to health.professions.credential.service@wesleyan.edu, the SUBJECT Line of this email message should include your “Name and HP Interview Documents.”

ATTEND MOCK MEDICAL INTERVIEW WORKSHOP, 1 November 2017, 6:00-7:15 PM, 108 USDAN

SIGNED REQUEST: Your committee letter file will only be sent out after you have submitted a written request containing your signature, your centralized application ID number(s), your preferred email address, and a list of all medical, osteopathic, dental, veterinary medicine schools to which you are applying. Send request to Rosalind Adgers, Health Professions Administrative/Credential Service Coordinator by postal mail, scan or FAX to (860) 685-2181. Because your SIGNATURE is required, NO PHONE OR unsigned E-MAIL requests will be accepted (see TEMPLATE on page 16). Due by 16 July 2018.

CERTAIN CONDITIONS APPLY: Your Committee Letter will be ready by 17 August 2018 if:

• All necessary documents are submitted by 14 March 2018*;
  • Official transcripts from all Universities attended are submitted
  • At least three (3) letters of recommendation (LORs) are received by 14 March 2018;
  • Your committee letter interview takes place no later than 30 May 2018 (the deadline); and
  • You have taken the MCAT by the last test date in May 2018. Those who take the MCAT after this date for the first time will receive a Letter Packet consisting of a standard cover letter that will accompany their individual letters of recommendation. If there are extreme circumstances that warrant an exception to this requirement, you may request an exemption. Supporting documents will be required and a supporting letter for the exemption will be required.
  • You have filed the common application (AMCAS, AACOMAS, TMDSAS, AADSAS, VMCAS) to medical/dental/veterinary school by 16 July 2018

THE CREDENTIAL SERVICE
Telephone (860) 685-3376 FAX (860) 685-2181

Credential Service Hours: Monday - Friday 9:30 AM to 1:30 PM
Health Professions Assistant/Credential Service Coordinator: Rosalind Adgers
Email: health.professions.credential.service@wesleyan.edu
"REQUIRED DOCUMENTS"

All OFFICIAL transcripts (including Request for Wesleyan Official Transcript Form)
Your typed resume and “Detail Form” with the description of activities/experiences (pages 25-28)
Your personal statement for the Wesleyan Health Professions Faculty Panel
A completed “Request for Preparation...” of the committee letter (consent) form
Completed “Request for Individual Letter of Recommendation with signed waiver” Forms for each letter writer (minimum of three letters required and a maximum of six letters permitted)
A completed “Request for Letter of Clearance” form
A completed “Document Transmittal” form
A completed “veCollect Wesleyan Account Request” Form
A “Request for a Fee Waiver” Form (if applicable)
A signed copy of the “Instructions and Overview Signature” page
List of Recommenders from whom you have requested individual Letters of Recommendation
All FORMS are available on the Health Professions webpage in the GCC website

Medical and Dental school applicants will need to subscribe to the "15+ upload package," at a cost of $50.
Veterinary Medicine applicants will need to subscribe to the “5 upload package” at a cost of $35.
This fee may be charged to your student account until early April, otherwise please write a check payable to Wesleyan University and submit payment to Rosalind Adgers, Health Professions Assistant and Credential Service Coordinator, at the Gordon Career Center (GCC).

Credential Service Fee Waiver: Applicants with extreme financial need may be eligible to receive a Credential Service Fee Waiver and may apply by completing a “Credential Service 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 Rosalind Adgers at 860-685-3376 or by email at health.professions.credential.service@wesleyan.edu. A health professions committee letter cannot be written for you without a minimum of three letters of recommendation on file by 14 March 2018.

NO health professions committee letter interviews will be conducted after the 31st of May 2018. If you missed this Committee Letter request deadline or are taking the MCAT after the May deadline, we will provide a Letter Packet (see info below).
The Committee Letter File will include the Committee Letter, the Committee Letter Resume, the individual Letters of Recommendation along with a general cover letter that describes the Health Professions Panel review process and some information on the Wesleyan science courses.

A Letter Packet includes a standard/general cover letter and the individual Letters of Recommendation on file with the Credential Service or in your veCollect account, the deadline to request a Letter Packet is 31 May 2017.

HEALTH PROFESSIONS CHECKLIST
Use the lines at right on the “Timeline for Medical, Dental, Veterinary Medicine School Applicants” for alumni and undergraduates handout, as a checklist (page 8). This will be your own record of your health professions credential file contents. All deadlines for the receipt of materials are firm and must be met in order to ensure that your committee letter on behalf of the Health Professions Panel will be prepared and uploaded by 17 August 2018. Keep in mind that you are responsible for monitoring the contents of your file. To set up your veCollect Account, read the instructions on pages 10-15 of this handout carefully. If you still have any questions about setting up your veCollect account, set up an appointment with Rosalind Adgers by phone, on handshake or by email at health.professions.credential.service@wesleyan.edu. Rosalind Adgers [Health Professions Assistant and Credential Service Coordinator, (860) 685-3376] has office hours Monday - Friday, 9:30 AM - 1:30 PM.

TIMELINE FOR ALL MEDICAL, DENTAL, and VETERINARY MEDICINE SCHOOL APPLICANTS
ALUMNI and UNDERGRADUATES

OCTOBER- DECEMBER
• Read the relevant portion of the "Health Professions" section found on the GCC Web site at:
  http://www.wesleyan.edu/careercenter/students/health/index.html

• Open a Credential Service file at the GCC.
  See www.wesleyan.edu/careercenter/students/credential-service.html

• Request individual Letters of Recommendation (LORs) using veCollect

• Schedule the Committee Letter Interview through Rosalind Adgers
  [ interviews will be held October 2017-31 May 2018]

• **Attend Health Professions Essential Meeting**, 16 October 2017, 302 FISK

• **Attend Health Professions Personal Statement Workshop**, 19 October 2017, 112 Boger

• **Attend Health Professions Mock Medical Interview Workshop**, 1 November 2017, 108 USDAN

JANUARY

• Contact alumni or friends attending the medical 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 (including Wesleyan) and have them sent to Rosalind Adgers at the Gordon Career Center in Boger Hall (41 Wyllys Ave).

• Update resume and complete detail forms; draft and revise your personal statement.

FEBRUARY

• Remind your individual letters of recommendation writers of the 14 March 2018 deadline.

• **Register early for the MCAT.** You must take the MCAT/DAT/GRE by 18 May 2018 to be eligible for a Committee Letter.

• Schedule your Committee Letter Interview appointment before the 31 May 2018 deadline

• Attend the “After Wes” Panel scheduled provisionally for February 2017.

MARCH

• Upload your final draft of the personal statement, resume, Detail form, “Request for Prep...” form, “Letter of Clearance” form, and “Document Transmittal” form and official transcripts by 14 March 2018

• Return the Instruction and Overview **Signature Page**

• **Three Letters of recommendation are DUE 14 March 2018.**

• **NO REQUESTS FOR A HEALTH PROFESSIONS COMMITTEE LETTER WILL BE ACCEPTED AFTER WEDNESDAY, 14 March 2018, 1:30 PM.**

APRIL

• Begin researching medical schools using the Association of American Medical Colleges (AAMC)’s current Medical School Admission Requirements (MSAR) and individual schools’ Web pages

• Schedule COMMITTEE LETTER Interview BEFORE THE DEADLINE
• Discuss instances of institutional action with your Health Professions Advisor (page 29)

MAY

• 31 May 2018—Last Day for the Committee Letter Interviews
• 18 May 2018—To be eligible for the Committee Letter take the MCAT/DAT by last test date in May
• 31 May 2017—last day to request a Letter Packet
• It is advisable, for many, many reasons, to have your MCAT, DAT, or GRE scores in hand prior to filing your centralized (primary) application. If you believe there are circumstances that warrant an exception to this requirement in your case, you may request an exemption with supporting documentation.
• Discuss instances of institutional action with your Health Professions Advisor

JUNE-JULY

• To have your committee letter uploaded, you must submit the AMCAS/AACOMAS/AADSAS by 16 July 2018.
• Access and initiate work on the common application for your health profession in May (e.g. AMCAS)
• Request official copies of all transcripts sent to the AMCAS, AACOMAS, AADSAS, VMCAS application service(s) as soon as they will accept them (contact the registrar, page 23)
• Notify Rosalind Adgers of your AAMC, AMCAS, AACOMAS, AADSAS, VMCAS or TMDSAS ID#
• Complete AMCAS/AACOMAS/AADSAS application and preferably file by the end of June.
• Complete applications for any schools that do not use the common application for your health profession.
• Complete secondary applications promptly as they come in (7-14 days turnaround).
• Mail, scan or fax a request to Rosalind Adgers listing all Health Profession schools to which you are applying To request that we release your file to those schools. Include your SIGNATURE, ID numbers, and your preferred email address. Your SIGNATURE is REQUIRED, phone requests are NOT accepted. See page 15 of this handout for a Template, Due by 16 July 2018

AUGUST

• Committee Letter File uploaded to virtual Evaluations to AMCAS—AACOMAS—AADSAS—VMCAS—TMDSAS

AUGUST-SEPTEMBER-OCTOBER-NOVEMBER

• Prepare for your Health Professional program interviews, schedule a mock medical interview at the Gordon Career Center in person or by skype

veCollect Instructions

Read this entire set of instructions. Access to veCollect will only be given to applicants pursuing applications to health professions schools.
All applicants to Medical, Dental, and Veterinary Medicine 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 packet.

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.

Request a veCollect Account:
After opening a credential service file, submit a veCollect Account Request Form along with the Request for a Committee Letter [the form is available on the credential service webpage].

You will receive an Authorization Code from the Health Professions Assistant/Credential Service Coordinator, Rosalind Adgers. Go to https://collect.virtualevals.net/login and click on “Register for Access” in the upper right hand corner of the screen. Follow the instructions, note that Wesleyan is one of two schools under Connecticut. Once you create your account, Bookmark the Website. Please review the veCollect “Instructional Packet” that Rosalind is attaching to your Authorization Code email.

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 a number of short instructional videos that you may access as a resource.

The "My Evaluators" Tab:
Step One: Students need to create both an Evaluator AND Letter Record for each person that will be submitting a letter on their behalf, INCLUDING one for the Committee Letter:
• Click on “Add New Evaluator” to set up records for each letter-writer. Enter the contact information for each evaluator, including their accurate email address. Then click Create Evaluator Record. Set up a “send letter request email for each evaluator”.

• Set up an evaluator record for the Committee Letter, using 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.credential.service@wesleyan.edu
  Phone: 860-685-2180
Applicants should not send a letter request email for the Committee Letter, the committee letter files will be uploaded from 31 July through 18 August 2017.
For those of you applying to **both MD and DO schools**, we create two separate copies of the committee letter, one has your AAMC ID # (and AMCAS Letter ID #) and the other copy has your AACOMAS ID #.

You will need to create a **separate** Evaluator Record on veCollect for the copy of the committee letter with the AACOMAS ID #. This will allow us to distinguish which letter to upload for the DO School Quiver (see Create a Quiver on page 13).

- Set up an evaluator record for the Committee Letter for **AACOMAS** using the following information:
  - **Title**: Dr.
  - **First Name**: Mildred
  - **Last Name**: Rodríguez AACOM
  - **Address**: Boger Hall, 41 Wyllys Avenue
  - **City**: Middletown
  - **State**: CT
  - **Postal Code**: 06459
  - **Email**: health.professions.credential.service@wesleyan.edu
  - **Phone**: 860-685-2180

**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 [type 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.

When you click on “Create New Letter Record”, choose the program type, and sign the FERPA request. The letter writers will see the FERPA notice. You will NOT be able to see any of the documents uploaded to veCollect.

- For the Committee Letter Process, you will ALSO need to complete a “Request for Individual Letters of Recommendation Form” for each individual letter writer waiving your rights to see the LORs and return those forms to Rosalind Adgers. The admissions panel at the health professional school you are applying to, consider the LOR to possibly be less accurate and may give it less credence when applicants have not waived their write to see these letters. [This form is available on the Credential Service webpage on the GCC website and the completed forms must be returned by 14 March 2018.]

**Step Three:**
**Notifying your Evaluators:**
When looking at the My Evaluators page, you will see a clickable “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 all the instructions they need to submit their letter to veCollect.

• When an evaluator has submitted their letter, a red Adobe Acrobat (PDF) symbol will appear within the evaluator record. Please note: It takes 1-2 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 symbol with your mouse, it will tell you the date the letter was received.

Applicants should request the letter in person before sending 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 18) and recommendations on our website, for who, how, and when to ask for a Letter of Recommendation.

Step Four:
Create an Evaluator entry for YOURSELF and a separate Letter Record in order to upload each of your supporting documents separately, for example:
First Name: YOUR FIRST NAME
Last Name: YOUR LAST NAME
Address: 45 Wyllys Avenue, BOX 34521
City: Middletown
State: CT
Postal Code: 06459
Email: XZYX@wesleyan.edu
Phone: (111) 222-3333

Letter Record 1: YOUR NAME Resume
Letter Record 2: YOUR NAME Personal Statement
Letter Record 3: YOUR NAME “Other” for the Experiences Detail Worksheet

Complete a “send email request” to receive the request to upload each of your document

When you receive an email from veCollect you will upload your Committee Letter Panel Review Resume, the Health Professions Activity/Experience/Extracurricular Detail Worksheet, and your finalized Personal Statement. Do not send multiple documents to the same email request, because the document will overwrite the document you uploaded first.

Step Five:
Create an Evaluator entry so that we can upload your Transcript for the Health Professions Panel’s perusal and a separate Letter Record in order to upload that document:
First Name: Rosalind
Last Name: Adgers
Address: Boger Hall, 41 Wyllys Avenue
City: Middletown
State: CT
Letter Record: “Other” from Rosalind Adgers

Re-Applicants:
You do NOT need to set up a new evaluator or letter record in veCollect for the Committee Letter. Your new Committee Letter will replace the previous letter within that same record. The new Committee Letter will be an update, including your most recent activities, experiences, achievements, etc. This updated Committee Letter will contain the 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.

You will upload your updated resume and it will overwrite the previous resume uploaded, the same holds true for the updated personal statement and the updated Activity/Experience Detail Worksheet.

If you are asking a previous “Evaluator” that submitted an individual letter of recommendation to update their letter, you do not need to create a new evaluator or letter record, but rather the updated letter when submitted will replace the previous letter within that same record. 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.

The “My Institutions” Tab
Applicants must NOT enter their selected medical, dental, veterinary medical schools into this section. The Health Profession Assistant/Credential Service Coordinator will be creating a file using a “Load and Merge” function on veCollect and will then upload the committee letter file to virtual Evaluations and from there to AMCAS, the osteopathic schools, AADSAS and the vet schools. If you are applying to a school that does not participate in AMCAS, AACOMAS, AADSAS; you will need to provide Rosalind Adgers with a complete postal address for that school and we will mail your committee letter file to those specific schools.

The “My Quiver” Tab
Once you begin receiving individual letters of recommendation:
• Create a Quiver by clicking on Create New Quiver
• In the description, reference the program type, i.e. MD Quiver, DO Quiver, Dental Quiver, etc.
• Select all of the letters to be included in the file, INCLUDING the Committee Letter (even if it has not been uploaded yet). You may collect more letters in your account than you end up adding to your Quiver. Your Quiver is limited to 7 letters including the Committee Letter.
If a student is applying to both MD and DO programs:
You will need to create two Quivers (one for each program type). Students will assign the appropriate letters to each Quiver. For example, there may be a letter from a D.O. that should be included only in the DO Quiver.
• Create a Quiver for the documents you have uploaded. This Quiver will be referenced by your full name/supporting documents, E.g. Mary Smith Supporting Documents
• The MD, DO School, Dental, or Veterinary Medicine School Quiver that you create should include the committee letter from Mildred Rodriguez (an AACOM version for the DO Quiver), the individual Letters of Recommendation (LORs) that you would like us to include as part of the committee letter file, and the HP Panel Resume you prepared as per the attached instructions handout (page 26) Wait to “Process and Lock” this quiver until we have uploaded the final copy of your committee letter. You are able to place the cursor over your LORs to see when they were uploaded, i.e. you should be able to see if the final draft of the committee letter was recently uploaded in August. At that point you may lock your quiver so that we can upload it to AMCAS / AACOMAS / AADSAS/ VMCAS.

• The “Applicant” Supporting Documents Quiver will include your resume, personal statement, transcript- from Rosalind Adgers, activity detail report (which for most of you appears as “Other”), and the committee letter from Mildred Rodriguez. This quiver is for the HP Panel Members Review of your file. The HP Panel members need to see all of your documents in one place.

• Re-Applicants Do Not need to create a Supporting Documents Quiver

• Do not “Process & Lock” the Supporting Documents Quiver. 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 in order to determine the level of recommendation they will provide for each applicant. Please do not lock this Quiver, these documents are for internal use.

• Please note that when you “Lock” a Quiver you are not able to add or remove documents from that Quiver, my recommendation is that you Lock the Quiver containing your LORs only when you are certain that it contains the recommendation letters you requested and wish to include in your committee letter packet/file and that it has the most recent copy of the final draft of your committee letter.

• Re-Applicants: You will need to create a NEW Quiver for the current cycle. Please title the Quiver using the application cycle year (e.g. Medical School 2019 EY Cycle Quiver).

The “Process My Letters” Tab

When the committee letter is done, the PDF symbol will appear in the box for the committee letter record. Students should refer to the Applicant Timeline on the Health Professions webpage, uploads will occur between 31 July-18 August 2017.

When you have set up your Quiver(s) and all of the expected letters of recommendation have been received by your veCollect account, including the Committee Letter, i.e. the Quiver contains ALL letters you would like Wesleyan to upload on your behalf to the health professional schools you are applying to, you will click on the “Process My Letters” tab. "Sign" the page by typing in your name, and click on “Process & Lock Quiver”. To have your letters sent out, submit your Signed Request for your Committee Letter Upload by 15 July 2017 (see page 15 of the “Instructions and Overview of the Request for the Committee Letter of Recommendation” handout available on our website). No letters will be sent out without this form. Once you process and lock your quiver, you cannot make any changes to the letters that are in your Quiver (i.e. add a new letter). If you accidentally lock your Quiver without including the Committee Letter, you will need to create a new Quiver and give it a distinct name (e.g. Quiver Plus Committee Letter).
Address your questions regarding veCollect to Rosalind Adgers, Health Professions Assistant and Credential Service Coordinator, (860) 685-3376 or by email at health.professions.credential.service@wesleyan.edu

Signed Request for your Committee Letter Upload- TEMPLATE

DATE: 16 July 2018
I am writing to formally request that my Committee Letter be uploaded/sent to AMCAS, AACOMAS, TMDSAS, AADSAS, or VMCAS on my behalf [ provide all relevant ID #s ].
My preferred email is XXXYZZ@wesleyan.edu

AAMC ID #
AMCAS Letter ID #
AACOMAS ID #
TMDSAS ID #
AADSAS ID #
VMCAS ID #
The following are the medical/ dental/veterinary medicine schools to which I am applying:
Albany Medical College
Albert Einstein College of Medicine
Boston University School of Medicine
Case Western Reserve University School of Medicine
Creighton University School of Medicine
Drexel University College of Medicine
Emory 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
Loyola University Chicago Stritch School of Medicine
Medical College of Wisconsin
New York Medical College
Pennsylvania State University College of Medicine
Perelman School of Medicine at the University of Pennsylvania

Best regards,

Your Signature

< Type out your Name Here >

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 a cover page that describes the committee letter process, the Committee Letter, the Committee Letter Resume, and the individual Letters of Recommendation the applicant has requested.

Shown below is a screenshot of the “Add a Letter of Evaluation/Recommendation Page of the AMCAS Instruction Manual. There are three types of letters, the applicant must select a type of
letter and enter the evaluator information. You may add a letter writer even after submitting the AMCAS.

Types of Letters

Each letter type, regardless of the actual number of letters it contains, is only one letter entry.

- **Committee Letter:** A letter authored by a pre-health committee or pre-health advisor and intended to represent your institution’s evaluation of you. A Committee Letter may or may not include additional letters written in support of your application. This is sometimes called a Composite Letter.

- **Letter Packet:** A packet or set of letters assembled and distributed by your institution, often by the institution’s career center. A Letter Packet may include a cover sheet from your pre-health committee or advisor; however, in contrast to a Committee Letter, a Letter Packet does not include an evaluative letter from your pre-health committee or advisor.

- **Individual Letter:** A letter written by, and representing, a single letter author. If you have already included an Individual Letter within either a Committee Letter or a Letter Packet, you should not add a separate entry for that letter.

If a Committee Letter or Letter Packet is sent to AMCAS, the entire Committee Letter or Letter Packet will be sent to the schools you’ve designated to receive this letter entry. AMCAS will not split packets or remove a letter from your packet once it has been received. Therefore, if you wish to send a letter specifically to one medical school, you should enter this as an Individual Letter and have it sent separately from the packet.

Taken from AAMC.org; see the entire 2017 AMCAS Instruction Manual at: https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/2c/f6/2cf67566-d486-4eed-a3a3-fd2ffba16bc2/2017_amcas_instruction_manual.pdf

**Selecting Letter Writers and Requesting Individual Letters of Recommendation**

Medical 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.
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.

Provide letter writers with a packet consisting of a cover page that includes: name, major, graduation year, GPA, a résumé, 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.

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

Give individuals you have asked to write on your behalf plenty of time to write your letter of recommendation. It may take a month or more to get your letter written.

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 stationary 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 of 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 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.

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 the applicant has overcome significant obstacles, weathered trying circumstances, learned from some perhaps 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/initiatives/admissionsinitiative/letters/332572/lettersofevaluationguidelines.html
You will submit your letter of recommendation by uploading your document to veCollect. Once the applicant invites you to write a letter as an “evaluator”, you will receive an email from veCollect to complete the uploading process. Letters must be received by the deadline provided by the applicant. Please note that the applicant will either waive or not waive his/her right to see your letter and you will be able to see this on the link you receive. veCollect is unable to accept unsigned letters or letters that are not on letterhead. If you have any questions about the letter process please contact Rosalind Adgers, Health Professions Assistant and Credential Service Coordinator, at health.professions.credential.service@wesleyan.edu. Our office is located in the Gordon Career Center, Boger Hall, 41 Wyllys Avenue, Wesleyan University, Middletown, CT 06459.

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 packet and will be distributed to the schools to which the applicant has chosen to apply.

Should you have any questions about the Credential Service, you may direct them to the Health Professions Assistant/ Credential Service Coordinator, Rosalind Adgers, 860/685-3376 or health.professions.credential.service@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;
- resiliency 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 the applicant has overcome significant obstacles and trying circumstances, learned from some perhaps regrettable mistakes, or persevered in the face of difficulties out of a sense of responsibility, this may be brought to the attention of the admissions committee.

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 stationary. 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 from the Credential Service 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.

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 may be directed to the Health Professions Assistant and Credential Service Coordinator, Rosalind Adgers, 860/685-3376, at health.professions.credential.service@wesleyan.edu, Boger Hall, Gordon
Submitting Official Transcripts

In Support of Your Committee Letter

To request that an official copy of your Wesleyan transcript be sent to Rosalind Adgers, complete the Form available on the credential service webpage on the GCC website. This will allow the registrar to send us a copy of your official transcript without charging you the $5.00 processing fee. The credential service does not provide AMCAAs or any other centralized application service with our copy of the applicant's transcript. You will need to submit official transcripts as per the directions below.
For Centralized Applications (AMCAS, AACOMAS, AADSAS, VMCAS, TMDSAS)

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. Go to the registrar’s website for more information.

Here are the step-by-step instructions for when you request a transcript electronically for AMCAS:

1. Select ‘Educational organization (other than a school)’.
2. Select ‘Other’.
3. Select ‘American Medical College Application Service’.
4. Enter 8 digit AAMC Account Number.
5. Enter 7 digit AMCAS Transcript ID Number.
6. Select ‘Electronic Exchange’—this is the only option. Yes, we are an approved school for Electronic Transcript Exchange with AMCAS.
7. Check box.
8. Select ‘1’ copy = $5.00—this is the only option.
9. Do NOT click ‘Upload Documents’. AMCAS student 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.

For AACOMAS (American Association of Colleges of Osteopathic Medicine 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 AACOMAS 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:

AACOMAS Transcript Processing Center
P.O. Box 9137
Watertown, MA 02471

For ADEA AADSAS (Associated American 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 AADSAS 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:

ADEA AADSAS Transcript Processing Department
P.O. Box 9110
Watertown, MA 02471

For VMCAS or 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** or 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 on the application where you are entering all of your completed courses. As part of this section you must enter the number of credits exactly as they appear on your 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 credits, a 0.75 credit course is equivalent to three credits, a 0.50 credit course is equivalent to two credits, a 0.25 credit course is equivalent to one credit.
NEXT step is to take all of this information and create a document that looks more like a RESUME but is NOT limited by the number of pages that make up the length of the document. See the Health Professions Panel Committee Letter Resume TEMPLATE included in this handout (pages 24-26). This worksheet will also assist you in completing the Activities/Experiences section of the primary or centralized application to the Health Professions Program you are applying to:

<table>
<thead>
<tr>
<th>Position Held/Role</th>
<th>Name of Organization &amp; Institution</th>
<th>Name of Supervisor</th>
<th>Dates (start of experience to end)</th>
<th>Hours/WK</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Describe briefly what you did. Include specific duties, accomplishments, events associated with the experience: (If this was a research experience, include details about the study. What was studied, what was your role in terms of procedures, designing experiments, techniques, will you be co-authoring a publication, etc)

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**TEMPLATE Health Professions Panel Committee Letter Resume**

**NAME**
Address, email, phone number

**EDUCATION**
B.A., Wesleyan University, Middletown, CT, May 2016
- GPA:
- Majors, Minors, Concentrations:

**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

XXXXXX Prize for excellence in Whatever it Was, DATE

Presentation/Publication Formatting:
BOOK or REPORT (Upper Case)


POSTER (Quotes and lower case)


ARTICLE in JOURNAL (NO Quotes and lower case)


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 the 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, Wesleyan University, [Supervisor, MD, PhD, MD/PhD, PA, RN], if applicable] Middletown, CT, 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, PhD, 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 [Michael Weir, PhD], Middletown, CT. September 2014- December 2014. 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) ....

Mentor, Community Organization [Supervisor name], Middletown, CT, Start/End DATES ...

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 Panel 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, 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.
If a health professional school requests a copy of this Letter of Academic and Disciplinary Clearance. Please send the request to Rosalind Adgers, the Health Professions Assistant and Credential Service Coordinator, who will send a general cover letter from our office with copy of the letter of disciplinary action/clearance to that specific program. Send the request by email to: health.professions.credential.service@wesleyan.edu

Include in the SUBJECT Line of the email: Request for Letter of Disciplinary Action/Clearance

Releasing Information to the Health Professions Advisor at Wesleyan

Shown below is a screenshot of the “Releasing Information to Advisors” Page of the AMCAS Instruction Manual. You are required to release your AMCAs information as part of your eligibility requirements for the committee letter.
Releasing Information to Advisors

If you wish to authorize AMCAS to release information about your application to the designated Advisor(s) at the school(s) you attended, indicate "Yes." The school-designated advisor(s) have met AMCAS-established requirements and are bound by confidentiality. Information transferred includes your personal/demographic information, MCAT scores, GPAs, the names of your letter writers, and your letter of evaluation types, the names of any other schools you have attended, the medical schools to which you have applied and what action those schools have taken, and the status of your application with AMCAS. Additionally, checking this option allows AMCAS staff to discuss your application with the designated advisor(s) at this school.

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Taken from AAMC.org; see the entire 2017 AMCAS Instruction Manual at: https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/2cf6/2cf67566-d486-4eed-a3a3-fd2ffba16bc2/2017_amcas_instruction_manual.pdf