

**Instructions, Timeline  
and Overview  
of the Request for the  
Health Professions  
Letter Packet**

## INSTRUCTIONS and OVERVIEW SIGNATURE PAGE

### Instructions and Overview of the Request for the Health Professions Letter Packet

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 31 May 2018.

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

**PRINTED FULL NAME:**

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First	Middle	Last
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**SIGNATURE:**

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**Print and complete this page and return to Rosalind Adgers, in the Credential Service by 31 May 2018 [you may scan the page and send by email, please include in the email SUBJECT Line: Instruction/ Overview Signature Page]**

**IMPORTANT STEPS FOR ALL APPLICANTS  
REQUESTING A HEALTH PROFESSIONS LETTER PACKET**  
~~~~~ **September 2017—August 2018** ~~~~~

GORDON CAREER CENTER

**DEADLINE: 31 May 2018**, if any of the required documents listed below are not received by the deadline, the applicant will need to have Letters of Recommendation directly to their primary application (AMCAS, AACOMAS, AADSAS, VMCAS).

**The Letter Packet** consists of a cover letter from Wesleyan, signed by the Health Professions Advisor and all of the individual letters of recommendation (LOR) in the credential service file.

**APPLICANTS: Undergraduate and alumni** applicants for medical, dental and veterinary medicine programs for the **2019 Entry Year** are eligible to receive a Health Professions. "Letter 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 and may request an account.

**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 **Handout** 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 Letter Packet" and "Document Transmittal" Form.

**These documents MUST be received by 31 May 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) (**page 8** for instructions). We attach these LORs to the Letter Packet when we are ready to upload the file to the primary application. We forward this Letter Packet once you submit your primary application. Complete the "veCollect Account Request" Form. You may receive a total of six letters of recommendation in veCollect. These letters must be received **no later than the 31<sup>st</sup> of May 2018**.

**REQUESTING 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 **31 May 2018**. At least **one or two letters should 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 **pages 14-17** 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/>

**SIGNED REQUEST:** Your letter packet will only be sent out after you have submitted your primary application and a written request containing your signature, your centralized application ID number(s), your preferred email address, and a tentative list of all medical, osteopathic, dental, veterinary medicine, optometry, PA, nursing 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 12**). **Due 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

**GORDON CAREER CENTER**

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

**"REQUIRED DOCUMENTS for the LETTER PACKET"**

A completed "Request for Preparation of Letter Packet" (consent) 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 2

Completed "Request for Individual Letter of Recommendation with signed Waiver" Form for each letter writer

A written signed request with primary application ID numbers (page 12)

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, Dental, PA, Optometry, Nursing** 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, if there are **any changes to your list of recommenders** inform Rosalind Adgers by email at [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu).

**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 2018

**THE LETTER PACKET 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. The deadlines for the receipt of materials are firm and must be met in order to ensure

that your letter packet will be prepared and uploaded by **July 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 8-11** 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 APPLICANTS , ALUMNI and UNDERGRADUATES, With LETTER PACKETS

### OCTOBER- DECEMBER

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- 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](http://www.wesleyan.edu/careercenter/students/credential-service.html) \_\_\_\_\_
- Request individual Letters of Recommendation (LORs) using veCollect \_\_\_\_\_
- **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 **31 May 2018** deadline. \_\_\_\_\_
- **Register early for the MCAT, DAT, GRE, OAT** \_\_\_\_\_
- Schedule your Committer Letter Interview appointment before the **31 May 2018** deadline \_\_\_\_\_
- Attend the “After Wes” Panel scheduled provisionally for **February 2017**. \_\_\_\_\_

### MARCH - APRIL

- Begin researching health professions schools to create a school list for your primary application. \_\_\_\_\_
- Discuss instances of institutional action with your Health Professions Advisor (**page 27**) \_\_\_\_\_

### MAY

- **31 May 2018—Last Day to request the 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.
- Discuss instances of institutional action with your Health Professions Advisor (**page 27**) \_\_\_\_\_

#### JUNE-JULY

- **To have your letter packet 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 TMDAS 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 12** of this handout for a Template, Due by 16 July 2018 \_\_\_\_\_

#### 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 letter 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:

Applicants 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 Letter Packet Cover 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 Letter Packet Cover 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](mailto:health.professions.credential.service@wesleyan.edu)

Phone: 860-685-2180

Applicants should not send a letter request email for the Cover Letter for the Letter Packet.



For those of you applying to **both MD and DO schools**, we create two separate copies of the letter packet cover 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 cover 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 Cover 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](mailto: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 Letter Packet 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 31 May 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 and recommendations on our website, for who, how, and when to ask for a Letter of Recommendation.

#### Re-Applicants:

You do NOT need to set up a new evaluator or letter record in veCollect for the Cover Letter. Your new Cover Letter will replace the previous letter within that same record. The new Cover Letter will be an update, including your AMCAS Letter ID # [which is generated every year].

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; CASPA, OPTOMCAS, PHARMCAS, etc. 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 Cover 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 Cover Letter.

If an applicant 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.

- The **MD , DO School, Dental, or Veterinary Medicine School Quiver** that you create should include the cover letter from Mildred Rodriguez (an AACOM version for the DO Quiver) and the individual Letters of Recommendation (LORs) that you would like us to include as part of the letter packet file. **Wait to “Process and Lock”** this quiver until all the documents have been uploaded. At that point you may lock your quiver so that we can upload it to AMCAS / AACOMAS / AADSAS/ VMCAS, CASPA, OPTOMCAS, PHARMCAS, etc.
- **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 letter packet and that it has the **most recent copy** final drafts of your letters.
- **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 cover letter is done, the PDF symbol will appear in the box for the cover letter record. 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 Cover 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 Cover Letter Upload by 15 July 2017 (see **page 12**) . 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 Cover Letter, you will need to create a new Quiver and give it a distinct name (e.g. Quiver Plus Cover Letter).

Address your questions regarding veCollect to Rosalind Adgers, Health Professions Assistant and Credential Service Coordinator, (860) 685-3376 or by e email at [health.professions.credential.service@wesleyan.edu](mailto:health.professions.credential.service@wesleyan.edu)

### Signed Request for your LETTER PACKET Upload- TEMPLATE

**DATE:** 16 July 2018

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

My preferred email is [XXYYZZ@wesleyan.edu](mailto:XXYYZZ@wesleyan.edu)

GORDON CAREER CENTER

**AAMC ID #**

**AMCAS Letter ID #**

**AACOMAS ID #**

**TMSAS 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 Letter Packet Designation on the Centralized Application**

If you have requested a Letter Packet from Wesleyan, and have met the deadlines, you will indicate letter packet 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 Letter Packet file from Wesleyan consists of a cover page 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 an individual letter writer even after submitting the AMCAS and after we submit the Letter Packet.

### 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-fd2ffb16bc2/2017\\_amcas\\_instruction\\_manual.pdf](https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/2c/f6/2cf67566-d486-4eed-a3a3-fd2ffb16bc2/2017_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 be 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;  
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 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](mailto:health.professions.credential.service@wesleyan.edu), Boger Hall, Gordon Career Center, 41 Wyllys Avenue, Wesleyan University, Middletown, CT 06459.

## Submitting Official Transcripts

### 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.

Use this worksheet to list below in chronological order, from more recent to past, your various activities, interests, research, publications, honors/awards, study abroad, internships, extracurriculars, work, volunteer and clinical experience throughout college and post-college (if applicable). Indicate date or duration of activity, e.g. June 2013 - August 2014 and please include hours per week for jobs and include total hours thus far for shadowing/volunteer/community service experiences that are ongoing or have been completed. These experiences will be classified into two areas: **(1) Health and Science (2) Employment, Service to the Community and Extracurricular Activities**. This document may be as long as necessary since you will be listing in detail all of your experiences. This completed worksheet will assist you in completing the Activities/Experiences section of the primary or centralized application to the Health Professions Program you are applying to and develop a Health Professions Resume (see template on pages 22-24):

| Position Held/<br>Role | Name of<br>Organization &<br>Institution | Name of<br>Supervisor | Dates (start of<br>experience to<br>end) | Hours/WK | Total Hours |
|------------------------|------------------------------------------|-----------------------|------------------------------------------|----------|-------------|
|                        |                                          |                       |                                          |          |             |

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)

### TEMPLATE Health Professions Application 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

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 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 , [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, 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](mailto:health.professions.credential.service@wesleyan.edu)

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

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/2c/f6/2cf67566-d486-4eed-a3a3-fd2ffba16bc2/2017\\_amcas\\_instruction\\_manual.pdf](https://aamc-orange.global.ssl.fastly.net/production/media/filer_public/2c/f6/2cf67566-d486-4eed-a3a3-fd2ffba16bc2/2017_amcas_instruction_manual.pdf)