

# **2022 Entry Year**

## **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 2021.

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

**PRINTED FULL NAME:**

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First

Middle

Last

**SIGNATURE:**

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**Print and complete this page and return to Rosalind Adgers, in the Credential Service by 31 May 2021.**

**You may scan the signed page and send by email. Please include in the email SUBJECT Line: "Letter Packet Instructions Signature Page"**

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

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## IMPORTANT STEPS FOR ALL APPLICANTS REQUESTING A HEALTH PROFESSIONS LETTER PACKET

~~~~~ **September 2020—August 2021** ~~~~~

**DEADLINE: 31 May 2021**, 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 **2022 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 **August 2022**. This meeting will be held Monday, **12 October 2020, from 6:00-8:00 PM**. **All Events will be offered via Zoom, please go to Handshake to find each event and register.**

**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 on Handshake to see Rosalind Adgers. Complete a “Request for Preparation of a Letter Packet” and all the necessary forms (**page 6**). **These documents MUST be received by 31 May 2021**. 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 9)** 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 2021.**

**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 2021**. 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 (however, some medical and dental schools prefer two science LORs). See **pages 15-19** 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 13).** **Due by 16 July 2021.**

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

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

- A completed "Request for Preparation of Letter Packet" form
- A completed "Document Transmittal" form
- A completed "veCollect Wesleyan Account Request" form
- A completed "Letter of Clearance Request" form
- A "Request for a Fee Waiver" form (if applicable)
- A signed copy of the "Instructions and Overview Signature" (**page 2**)
- A 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 13**)
- All FORMS are available on the Committee Letter Request webpage under the Health Professions website

**Medical, Dental, PA, Optometry, Nursing, PT** school applicants' registration fee is \$50.

**Veterinary Medicine** applicants' registration fee is \$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 signed by the Health Professions Advisor 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 2021**.

### THE LETTER PACKET CHECKLIST

Use the lines at right on the “Timeline for Medical, Dental, Veterinary Medicine School Applicants” undergraduates handout, as a checklist. 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 2021**. 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 9-12** 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, **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

- Read the relevant portion of the “Health Professions” section found on the GCC website:  
http://[www.wesleyan.edu/careercenter/students/health/index.html](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**, 12 October 2020
- **See Handshake for the MCAT and DAT Overviews on the 19th and 21st of October**
- **Attend Health Professions Personal Statement Workshop**, 26 October 2020
- **Attend Health Professions Mock Medical Interview Workshop**, 12 November 2020

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##### 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.

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##### FEBRUARY

- Remind your individual letters of recommendation writers of the **31 May 2021** deadline
- **Register early for the MCAT, DAT, GRE, OAT**
- **Attend the “After Wes” Medical Student Panel scheduled provisionally for February 2021.**

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##### 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 23**)

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**MAY**

• **31 May 2021—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 23**)

**JUNE – JULY**

• **To have your letter packet uploaded, you must submit the AMCAS/AACOMAS/AADSAS by 20 July 2021.**

- 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 20**)
  - Notify Rosalind Adgers of your AAMC, AMCAS, AACOMAS, AADSAS, VMCAS or TMDAS ID# for the cover letter
- 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 (7-21 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 13** of this handout for a Template, **Due by 16 July 2021**

**AUGUST, SEPTEMBER, OCTOBER, NOVEMBER**

- Prepare for your Health Professional program interviews, schedule a mock medical interview at the Gordon Career Center via Zoom.
- Practice your interview skills for free online on **Big Interview**. Visit [www.wesleyan.biginterview.com](http://www.wesleyan.biginterview.com) and create a free account using your wesleyan.edu email address.



## veCollect Instructions

**Read** this entire set of instructions. Access to veCollect will only be given to applicants pursuing applications to health professions schools. veCollect is used internally as part of our individual letters or recommendation collection process, the health professions programs you are applying to will only have access to what we upload to the primary application as part of the letter packet file i.e. they do not have access to our veCollect account.

All applicants to Medical, Dental, and Veterinary Medicine who missed the deadline for the request of 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 their 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 Letter Packet [*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> 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 Overview** on the Wesleyan Health Professions Webpage and look out for an email from Rosalind with your Wesleyan veCollect Authorization Code.

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 LetterPacket**

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 upload of the Cover Letter.

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 11)

- Set up an evaluator record for the Cover Letter for **AACOMAS** using the following information:

Title: Dr.

First Name: Mildred

**Last Name: Rodríguez AACOM LettPack**

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 Committee Letter Request webpage on the GCC website and the completed forms must be returned by 31 May 2021.]

### **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 (please do not send an email request for the Cover Letter from the Health Professions Advisor, Mildred Rodriguez).

- 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 new 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 Letter Packet file directly to the centralized application service: AMCAS, the osteopathic schools, AADSAS and the vet schools, CASPA, OptomCAS, PTCAS, PharmCAS, etc. If you are applying to a school that does not participate with the centralized application process you will need to provide Rosalind Adgers with a complete postal address for that school and we will mail your Letter Packet 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 Letter Packet 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 in addition to 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). Applicants 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, Veterinary Medicine School, Nursing School, Optometry School, Audiology, Physical Therapy, Physician Assistant Quiver that you create should include the cover letter from Mildred Rodríguez** (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.

- **Do not “Process & Lock” any of the Quivers at any time.** This is very important since these documents need to remain available to the Health Professions Advisor and HPAA. **Please note that when you “Lock” a Quiver** we are not able to add or remove documents from that Quiver, and you will then need to create a new Quiver with all of the previous documents in order to make any requested adjustments you might need e.g. if your letter writer decides to draft a more recent draft of the letter. Once all of your LORs have been received, we will upload the Letter Packet file to AMCAS / AACOMAS / AADSAS/ VMCAS, CASPA, OPTOMCAS, PHARMCAS, i.e. the centralized application for the health profession to which you are applying.

- **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 2022 EY Cycle Quiver).

### **Ready for Upload**

When the Letter Packet is done, the PDF symbol will appear in the box for the cover letter record. Students should refer to the Applicant Timeline on the Health Professions webpage, uploads will occur by the **end of July** or sooner depending on whether your file is complete.

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 Letter Packet Cover Letter, i.e. the Quiver contains ALL letters you would like Wesleyan to upload on your behalf to the health professional schools to which you are sending applications. Once you have completed your veCollect Set-Up, please contact Rosalind Adgers so that she can confirm that everything has been done correctly. At this point you must also prepare to submit your Signed Request for your Committee Letter Upload by 18 June 2021. No letters will be sent out without this request (see page 13). **You may ask medical/dental schools for a time extension, regarding the arrival of our committee letter file.** Address your questions regarding veCollect to Rosalind Adgers, HPAA, (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

**DUE DATE: 1 June 2021**

**FULL NAME:**

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

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

**AAMC ID #**

**AMCAS Letter ID #**

**AACOMAS ID #**

**TMDSAS ID #**

**AADSAS ID #**

**VMCAS ID #**

**CASPA ID #**

**OptomCAS ID #**

I am enclosing an ***optional tentative list*** of schools to which I may apply:

Boston University School of Medicine

Creighton University School of Medicine

Drexel University College 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

The Pennsylvania State University College of Medicine

Best regards,

*Your Signature*

## 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 letter packet. The Letter Packet file from Wesleyan consists of a cover letter and the individual Letters of Recommendation the applicant has requested through veCollect.

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 2021 AMCAS Applicant Guide 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)

For instructions for the AADSAS go to [http://www.adea.org/GoDental/The\\_application\\_to\\_dental\\_school\\_\\_ADEA\\_AADSAS.aspx](http://www.adea.org/GoDental/The_application_to_dental_school__ADEA_AADSAS.aspx)

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

## Selecting Letter Writers and Requesting Individual Letters of Recommendation

Medical schools are interested in seeing letters of recommendation from your professors (at least one in the sciences, please note that some schools require two letters from 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 resume, and a brief statement regarding your interest in the health profession you are pursuing. If possible, schedule an appointment to talk to your letter writers about your background and your aspirations for a career in the health professions.

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

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 you are aware that 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.** 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](mailto: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. We will be offering appointments via Zoom.

**Your signature on the letter certifies that it was written in its entirety by you on behalf of the applicant.** Your letter in its entirety will accompany a cover letter signed by the Wesleyan Health Professions Advisor and other individual letters of recommendation as a Letter 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](mailto: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 you are aware that 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. To request the Wesleyan Official Transcript go to the registrar's website to begin:

[http://www.wesleyan.edu/registrar/general\\_information/transcripts.html](http://www.wesleyan.edu/registrar/general_information/transcripts.html)

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

1. Select 'Educational Organization, Application Service and Scholarships (other than a school)'.
2. Select AACOMAS - American Medical College Application Service'.
3. Enter 10 digit AACOMAS Account Number (CAS Transcript ID #)
4. Select 'Electronic Exchange'—this is the only option. Yes, we are an approved school for Electronic Transcript Exchange with AMCAS.
5. Check box.
6. Select '1' copy = \$5.00—this is the only option.
7. Do NOT click 'Upload Documents'. AMCAS students do NOT need to upload or send the AMCAS Transcript Request Form that gets generated by AMCAS but you will need the Transcript ID Number.

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

1. Select 'Educational Organization, Application Service and Scholarships (other than a school)'.
2. Select 'AACOMAS—American Association of Colleges of Osteopathic Medicine.
3. Enter CAS Transcript ID 10-digit AACOMAS Account Number.
4. Select 'Electronic Exchange'—this is the only option. Yes, we are an approved school for Electronic Transcript Exchange with AACOMAS.
5. Check box.
6. Select '1' copy = \$5.00—this is the only option.
7. Yes, a \$2.50 processing fee will be added at the end.
8. Do NOT click 'Upload Documents'.

Here are the step-by-step instructions for when you request a transcript electronically for the **ADEA AADSAS** (Associated American Dental Schools Application Service):

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

For **VMCAS** 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 official transcript.

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

FYI: Currently, a one credit course at Wesleyan is equivalent to four 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.

## Health Professions Committee Letter Activity, Experience, Extracurricular Detail Worksheet

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 for the Health Professions Program of your interest:

| Position Held/ Role | Name of Organization & Institution | Name of Supervisor | Dates (start of experience to 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). For example:

**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.

**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. I provided a dedicated to problem-based learning session and one on one assistance.

## Institutional Action

When requesting a Letter Packet, you complete a Letter of Clearance Form, which provides the Health Professions Advisor 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.).

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

In the AAMCAS, the exact language that appears is:

*“If you were ever the recipient of any institutional action by any college or medical school for unacceptable academic performance or conduct violation, you must answer Yes, even if such action did not interrupt your enrollment or require you to withdraw. Furthermore, select Yes even if the action does not appear on, or has been deleted or expunged from, your official transcripts as a consequence of institutional policy or personal petition.*

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

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



## Applying to Canadian Medical Schools

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

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

The province of Quebec requires fluency in French and the applications are in French.

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

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

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

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

### For More Information

For general information on applying to Canadian medical schools:

The Association of Faculties of Medicine of Canada. <https://www.afmc.ca/>, including this section for prospective candidates <https://www.afmc.ca/faq>

The Canadian Medical Association (CMA) has a list of links to all the schools:

<https://www.cma.ca/En/Pages/canadian-medical-schools.aspx>

Purchase the Admissions Requirements of Canadian Faculties of Medicine for \$25 (Canadian currency):

(<https://www.afmc.ca/publications/admission-requirements-canadian-faculties-medicine>)