Instructions for Students Planning to Apply to Medical/Dental School

Spring 2021 (Matriculation Year 2022)

The Health Professions Office uses a program called veCollect to manage letters of recommendation for student applicants. Students who intend to apply to medical or dental school in Spring 2021 will use veCollect to request letters of recommendation. Please review the instructions and guidelines below.

If you do not intend to apply to medical/dental school in 2021, you do not need to create an account on veCollect in 2021. If you are an alumni or a reapplicant who is not requesting new letters of recommendation, you do not need to create an account on veCollect. If you are an alumni or reapplicant who requested letters of recommendation during a previous year and your letters are now more than one year old, you should request new letters this year. If you are applying to the Early Assurance Program in 2021, these instructions apply to you as well.

Create your veCollect account by February 15:

Register to use veCollect by going to: https://collect.virtualevals.net

Use the “click here to register for veCollect access” link

Select your state from the dropdown

Select your school from the dropdown

Enter in the authorization code here: If you are on the pre-health e-mail list, you should have received the veCollect authorization code via an e-mail with the subject line "WFU Pre-Health: Information Regarding Applying to Medical/Dental School 2021." If you did not receive this information, please contact prehealth@wfu.edu for the code and to be added to the e-mail list.

Complete the form, choosing a login and password

Review WFU Health Professions Office letter guidelines

WFU Health Professions Office Letter of Recommendation Guidelines:

Only three letters of recommendation will be accepted by the Health Professions Committee.

If you request more than three letters on veCollect, the Health Professions Office will only be able to use the first three letters.

The deadline for receipt of the letters of evaluation is May 1st, so that the Health Professions Committee can review all of your letters as part of its evaluation before forwarding them to AMCAS/AACOMAS/TMDSAS/AADSAS along with the committee letter.

Two letters of evaluation should be from faculty members. One of these faculty members should be from the sciences. Your third evaluator can be another faculty member, a research mentor, or someone you have worked with in a clinical setting.

If you are applying to dental school, you can request up to four letters. One of these should be from a dentist.

The “committee letter” submitted to AMCAS/AACOMAS/TMDSAS/AADSAS contains the Health Professions Committee letter attached to the three letters of recommendation that were submitted on your behalf to
veCollect. Thus, the three letters of recommendation submitted to veCollect do not need to be individually submitted to AMCAS/AACOMAS/TMDSAS/AADSAS.

If there are additional letters you would like to submit to AMCAS outside of these three letters, you can have the evaluators submit the letters directly to AMCAS.

Please see the Preparing to Apply checklist/instructions and Pre-Health handbook for more information. General questions can be e-mailed to prehealth@wfu.edu.

**Create 3 Evaluator Records on your veCollect Account:**

Enter in the information for your 3 letter writers:

- Under the Evaluators tab, click “New Evaluator Record”
- Enter in the contact information for your letter writer (make sure to include their e-mail address!)
- Click “Create Evaluator Record”
- Repeat these steps to enter in your second and third evaluators

**Create 3 Letter Records on your veCollect Account:**

Request a letter of recommendation from your 3 letter writers:

- Click “New Letter Record” within your first evaluator’s information box
- Select the Letter Type, complete/sign the FERPA, and click “Create Letter Record”
- Click the e-mail/envelope icon next to the evaluator’s information to send them a request to write you a letter of recommendation
- Repeat these steps to request a letter from your second and third evaluators

**How does an evaluator submit a letter to veCollect?**

When you click on the e-mail icon next to the letter record, veCollect sends the evaluator an e-mail requesting a reply with the letter of recommendation attached as a .pdf, .doc, or .docx. You do not have to do anything else after you click the e-mail icon.

**How will I know if my letter has been received?**

An Adobe icon will appear in the box in that specific letter record when it has been received.

Check your account around April 15 to make sure all your letters have been received. If not, you can send a reminder through veCollect by clicking the envelope icon to send the request again, or reach out and contact the evaluator. The deadline for receipt of your 3 letters is May 1st.

**What do I do if my letter writer says they did not receive the letter request from veCollect?**

Please ask them to check their spam/junk/trash folders. If they still cannot find it, contact veCollect directly at help@virtualevals.org and provide your name and the name of your evaluator.
What do I do if I created a veCollect account last year?

If you created a veCollect account last year, please e-mail prehealth@wfu.edu to have your veCollect account un-locked. If you would like to request updated letters from evaluators who submitted last year on veCollect, you can resend the link to the evaluator by clicking the envelope icon. Any new letters submitted by that evaluator will overwrite the previously uploaded ones.

Please see the Preparing to Apply Checklist and Pre-Health Handbook for more information. General questions can be e-mailed to prehealth@wfu.edu.