Instructions for Students Planning to Apply to Medical/Dental School

**Spring 2022 (Matriculation Year 2023)**

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 2022 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 2022, you do not need to create an account on veCollect in 2022. 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 2022, these instructions apply to you as well.

**Create your veCollect account by April 15th:**

Register to use veCollect by going to: [https://collect.virtualevals.net](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: please contact prehealth@wfu.edu for the code

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 10th, 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 by April 15th:

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

Please note the deadline is April 15th, but we encourage you to start the letter process as soon as possible!

Create 3 Letter Records on your veCollect Account by April 15th:

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

Please note the deadline is April 15th, but we encourage you to start the letter process as soon as possible!

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 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 10th.

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.