Application: Nuts & Bolts
What Are You Delivering?
Factors to consider:
• Location
• Institution/class size
• Focus of the institution
• Faculty
• Research interests
• Curriculum design
• Facilities
• Use of technology
• Clinical exposure
• Student and community Life
• Do you match the selection criteria used by the school? GPA, Test Scores, Experiences, etc.
Welcome Screen

This is the welcome screen for VMCAS. However, most health professions use the same company to host their centralized applications. They look and function similarly.
Begin!

Accessing the Application

Sign In

AAMC Username

Password

Forgot your password? | Forgot your username?

Sign In

Create AAMC Account

Register for an AAMC account to begin accessing products and services.

Create AAMC Account

Need help?
You will use the main menu screen to move through the application.
AMCAS Main Menu

Account Info
Applicant: Steve David Austin
AAMC ID: 12860945
Status: Not Submitted to AMCAS
Details

Application Sections
1. Identifying Information - Completed
2. Schools Attended - Completed
3. Biographic Information - Completed
4. Course Work - Completed
5. Work/Activities - Completed
6. Letters of Evaluation - Completed
7. Medical Schools - Completed
8. Essay(s) - Completed
9. Standardized Tests - Completed

Submit Application
Print Application
Print Transcript Request Form
Print Letter Request Forms
Academic Change Request
Edit Password
Withdraw Application
Colleges You Attended

- You have to tell the system about every college you attended... even if it was for one course!
- Afterwards you will be able to print a transcript matching form.
Order Transcripts

* Order your transcripts in person or online from the Office of the Registrar.
  * Hold for Spring grades!
* Submit your transcript request form(s) (from the application service) the same day that you place your order
  * Fax or in person
* You must order your transcripts from **all** institutions attended
  * It does NOT matter whether the courses have transferred!
In partnership with various campus units, we implement, support, and uphold academic policies related to class and event scheduling, registration services, enrollment and degree verification, assessment of tuition and fees, grade processing, degree audit configuration, and printing of official academic transcripts and diplomas.
Entering Coursework
(Most Application Services)
After you enter your coursework, you will enter Transcript Review. The system will ask you about:

- Repeated coursework - you must put in every attempt at a course, even if you utilized grade replacement at the University of Illinois at Urbana-Champaign
- CLEP
- Advanced placement
• For AMCAS you will enter all of the coursework fields through the same screen.
For all systems you have to classify the subject of the course:
  * Example: MCB 150 can be classified as Biology.

Courses should be classified by the content of the course, not course title.
  * Example: PSYC 404 Cognitive Neuroscience can be classified as Biology even though it is housed in Psychology. The content of the course is biology.

Course Classifications are used in the calculation of your Centralized Application Service GPA.
  * Example: Science GPA versus All Others GPA
The instruction manuals provide guidance on how to classify courses. This is an example from AMCAS.
Coursework Tips

- During the verification process, the application service will compare your coursework entry to your transcripts. They need to match EXACTLY.

- Use your Academic History—it matches the information on your transcript

- Do NOT use DARS

- You can put in future coursework into the application.
Questions about coursework?

* Refer to school specific websites

* Submit questions to schools via email
  * Provides a document you can keep and use as a reference

* Keep in Mind:
  * Prerequisite coursework does not have to be completed prior to the application.
  * BUT prerequisite coursework must be completed prior to matriculation.
Activities/Experiences Tips

* Don’t JUST focus on tasks:
  * Why did you do this activity?
  * What was the purpose?
  * What did you learn from this?
  * What competencies did you build during this activity?
  * How do these activities contribute to your strength as an applicant?

* Quantify your experiences in the description

* Provide details (e.g. not everyone knows what a James Scholar is)

* Help the reader learn about who you are
  * Can include hobbies, personal experiences
Activities/Experiences Tips

* Do not feel pressured that you have to have 10-20 different experiences....BUT you should have more than 5.

* If you would like, you can separate one experience into two.
  * For example:
    As a member of AED you might have an executive board position and volunteer weekly at the food pantry. You could have one activity section that focuses on your participation in AED and another on the weekly volunteering. The advantage of this method is to give you additional space to showcase your knowledge and competencies.
Personal Statement

Essays

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

Personal Essay

Discuss briefly the development of your interest in veterinary medicine. Discuss those unique activities that have contributed to your preparation for a professional program. Discuss your understanding of the veterinary medical profession, what you have to offer the profession to it and your career goals and objectives.

[Essay text box]

0/4000
Use the space provided to explain why you want to go to medical school. The available space for your response is 5300 characters, or approximately one full page. You will receive an error message if you exceed the available space. For additional assistance, click "help" on the tool bar at the top of the screen. *

What information should I consider including in my personal comments?

Character Count: 0 (maximum 5300 characters)
Personal Statement Tips

* Answer the prompt.
  * Make sure you address your motivation and preparation for this profession.
  * The bulk of the statement should be focused on your preparation.

* The reasons behind your motivation do not have to be unique. Be genuine- focus on your preparation.

* Get it reviewed by as many people as possible.
  * The Career Center reviews personal statements.
  * We only formally review it once. Please submit when you are close to a final draft.

* Copy and paste from Notepad to avoid formatting issues.
You CAN submit your applications without test scores. Just put the date of your future exam.

Read the instruction manual to learn how your particular service wants to receive test scores.
**Letters of Evaluation**  
*(For Most Services)*

<table>
<thead>
<tr>
<th>Evaluations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experiences</td>
</tr>
<tr>
<td>Achievements</td>
</tr>
<tr>
<td>Essays</td>
</tr>
</tbody>
</table>

---

**Evaluator’s Information**

<table>
<thead>
<tr>
<th>Information</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Taisha</td>
</tr>
<tr>
<td>Last Name</td>
<td>Mikell</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:tdmikell@illinois.edu">tdmikell@illinois.edu</a></td>
</tr>
<tr>
<td>Due Date</td>
<td>07/30/2015</td>
</tr>
</tbody>
</table>

**Personal Message/Notes**

Hello Taisha,  
Thank you for agreeing to write me a positive letter of evaluation. I appreciate your time and effort, and I will keep you updated about my progress throughout the application season.  
**Anita**

---

**Waiver of Evaluation**

I waive my right of access to this evaluation.  
- [ ] Yes  
- [ ] No

---

**Permission to Contact Reference**

I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline.

---

**Permission for Schools to Contact Reference**

- [ ] I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

---

[Save This Evaluation Request]
Dear Taisha Mikell,

Arianna Holterman has applied for admission to VMCAS and has requested that you provide an online evaluation of their capabilities as part of their application. The deadline to submit your evaluation of Arianna Holterman is July 30, 2015.

Access the CAS Evaluator Portal

You may also copy and paste the following link into your browser to access the VMCAS Evaluator Portal:

https://evaluator.liaisoncas.com/evaluator/register?email=zV7x9awx05IdJu8DegbLWixZ68cJom0C7

If this is your first time accessing the Evaluator Portal, you will need to create an account. If you have previously created an account, use the logon information previously established to log back in and complete this evaluation. If you do not remember your password and need to reset it, please click the forget password link.

Arianna Holterman provided the following comments to you in their evaluation request:

Hello Taisha, Thank you for agreeing to write me a positive letter of evaluation. I appreciate your time and effort, and I will keep you updated about my progress throughout the application season. Arianna

If you have any questions about this evaluation request, please contact VMCAS Customer Service at (617) 612-2884 Monday through Friday, 9:00 AM to 5:00 PM Eastern Time.
Letters of Evaluation (AMCAS)

ADD A LETTER OF EVALUATION/RECOMMENDATION

Many medical schools determine whether or not an applicant has met their letter of evaluation/recommendation requirements by the type of letters they receive in support of an application. For example, a medical school may require a committee letter OR three individual letters in support of your application.

For medical schools' requirements regarding letters of evaluation/recommendation, click Help.

Please identify the type of letter you wish to enter. If you are uncertain as to the type of letters provided by your school/institution, please ask your pre-health advisor or career center prior to answering this question.

○ Committee Letter: A committee is 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.

○ Letter Packet: A packet or set of letters assembled and distributed by your institution, often by the institution's career center.

○ Individual Letter: An individual letter refers only to a letter authored by, and representing, a single letter writer. **If you have already included an individual letter within either a committee letter or letter packet, you do not need to add a separate entry for the individual letter.**

Back Continue
Letters of Evaluation (AMCAS)

AMCAS LETTER REQUEST
Application Year 2010
April 7, 2010

AAMC ID: 12289720
Last Name: Doctor
First/Middle Name: Ivana/eo
AMCAS Letter ID: 1846004
Letter Type: Letter Packet

TO:
Miss Karen Pleeson
University Of Illinois At Urbana-Champaign
110 S. Wright
Champaign, IL 61820
United States of America

With this form, I am requesting that you forward my letter of evaluation/recommendation to the American Medical College Application Service (AMCAS), which receives all letters on behalf of medical schools participating in the AMCAS Letters Service.

You can forward my letter to AMCAS in one of the following ways:

• AMCAS Letter Writer Application. This application enables letter writers to upload documents securely to AMCAS rather than send letters via the mail. If you are interested in this option, and can upload a PDF version of your letter, make note of the requesting applicant’s AAMC ID and AMCAS Letter ID included above and go to https://services.aamc.org/letterwriter. You will need to register for your own AAMC account in order to use this service.

• Interfolio: AMCAS can receive letters sent to Interfolio if the student requesting this letter is an Interfolio user or your institution/organization uses Interfolio to deliver letters of evaluation/recommendation.

• Mail your letter. If you select this option, please attach this form to your letter(s) and mail to:

AMCAS, attn: AMCAS Letters
AAMC Medical School Application Services
P.O. Box 18908
Washington, DC 20036

About AMCAS Letters

Please Note: Medical Schools may require your letter(s) to be on official letterhead and include your signature.
Letters of Evaluation Tips

* Research individual schools for letter of evaluation requirements

* Cultivate a variety of letters. Typically you might want to collect:
  * Three academic letters: two science, one non-science
  * Research is NOT academic. It is an experience letter.
  * Experience letters: research, shadowing, volunteering, work, etc.

* We do NOT have a committee letter process for this campus. If a school says that this is a mandatory letter, just call the admissions office to explain that Illinois does not have a committee process and ask for an alternative.
Letters of Evaluation Tips

* Provide letter writers with resources:
  * Resume
  * Personal statement
  * Suggestions from the application service

* Provide a date that you would like the letter to be completed

* Follow up with the letter writer
  * Thank them once the letter is completed
  * Update the letter writer about your progress
  * Continue doing good work
    * Keep in mind- Your letter could be retracted!
You will be asked about whether or not you have been convicted of a felony or misdemeanor. BE HONEST.

A background check is a component of the application process. You do not want to come across like you were hiding anything.
You will be asked your current student status, and academic infractions. BE HONEST.
Application Certification

I certify that all the information and statements I have provided in this application are correct and complete, including any statement regarding my state of residence. I certify that, as required in the application, I have read and understand all application instructions, identified all sources of information related to my college attendance and credits, all actions by a university or other institution, and all information of any criminal record in any jurisdiction. I have read and understand all notices contained within the application and the VMCAS Web page informing me of my obligation to provide true and complete answers to all questions. I understand that withholding pertinent information requested on this application, or giving false information, may be grounds to deny me admission to a veterinary college participating in VMCAS or may be grounds to expel me from such college after I have been admitted. I have read and understand the VMCAS Application Deadline Policy and the VMCAS Refund Policy. Optional

☐ Indicate your understanding and acceptance of the terms described above by checking this box.
Advisor Release

By answering Yes, you authorize VMCAS to release selected information regarding your VMCAS application and admission status to the health professions advisor and the health professions advisory committee of the post-secondary institution(s) that you have attended. By releasing your information, your advisor is better able to assist you in the admissions process, as well as better guide other students in the future. You cannot make changes to this item after you submit your application to VMCAS.

Please check Yes.

While The Career Center will keep your information confidential, this allows us to better advise our students about the application process.
Requirements to submit your application and start the verification process:

- In most cases you can submit without test scores and letters of recommendation. Submit to get your place in line for verification.

Changes that can be made to the application once it is submitted:

- In most cases, there are very few changes that can be made to your application after you submit it.
- Some examples typically include:
  - Legal name changes
  - Adding additional letter writers
  - Applying to additional programs
  - Future examination dates

Make sure to check the instruction manual for...
General Application Tips

• Before submitting your application, print it out and review it very carefully for missing courses or grades as well as for typos and errors.

• Monitor the status of transcripts

• Look for emails regarding problems or delays

  *Pay attention to your Junk/Spam box*

• Review verified coursework immediately after application processing is complete. Make sure there are not any errors from the application service.

• Follow on Twitter and Facebook
Application Month Workshops

* Personal Statements
  * Thursday April 20\textsuperscript{th}, 4-5pm at 616 E. Green Street
  * Writing about yourself is difficult. Attend this workshop to receive writing tips and begin a personal statement draft.

* Waiting for Yes
  * Thursday April 27\textsuperscript{th}, 4-5pm at 616 E. Green Street
  * The application process is a full year. Learn how to make the most of your application year. Attend this workshop to learn about completing supplemental materials to individual schools, academic updates to the centralized application service, and letters of intent/update.
If you would like assistance while you are ACTUALLY working on the application, come to The Career Center’s application work days:

- Monday, May 15 3-5pm
- Tuesday, May 23 2-4pm
- Wednesday, May 31 3-5pm

* Bring a copy of your application or your laptop to sign into the application.
The Career Center is open over the summer!

- Individual appointments or drop-ins can occur in person or over the phone.
- Subscribe to the Chronicle for updates throughout the application cycle.
- Personal statements can be submitted online at The Career Center’s website to receive feedback over e-mail.
- Mock Interviews
QUESTIONS?

* Read
* THE
* MANUAL