

# VMCAS Application Walkthrough

*Veterinary Medical College Application Service*

The 2020-2021 VMCAS Application Cycle Opens January 22, 2020

First Day of Submission on May 12, 2020

Closes on September 15, 2020

# Veterinary Admissions Virtual Fair

The screenshot shows the website for the Veterinary Admissions Virtual Fair. At the top, there is a navigation bar with social media icons (Instagram, Facebook, Twitter, LinkedIn) and links for Home and Log In. Below this is a secondary navigation bar with links for Virtual Events, Media, Subscribe, and About. The main header features the CareerECO logo and the event title "Veterinary Admissions Virtual Fair" with the date "March 31, 2020". A large blue banner contains the event title "Veterinary Medical Admissions Virtual Fair" and the tagline "The Future of Veterinary Medicine". The banner also includes the date "MARCH 31" in an orange box and the AAVMC logo. Below the banner, there is a text box that says "Meet with veterinary schools from around the world to learn about rewarding careers in veterinary medicine". At the bottom of the banner area, there are three buttons: "Registration Register Now!", "Organizations Learn More", and "Future Students Learn More". To the right of the banner, there are social sharing buttons for Tweet, Share (202), and Share. Below these are the event hours "10 a.m. - 4 p.m. EDT" and a note that the event is "Free for all prospective students and advisors to attend". A list of bullet points includes: "Chat with Veterinary Schools LIVE", "Learn how to get prepared", "Talk to the application service reps", and "Easily compare schools". At the bottom of this section, there is a call to action: "Do you have what it takes to be a Veterinarian? Find out Now!".

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**Veterinary Admissions Virtual Fair**  
March 31, 2020

Tweet Share 202 Share

**Event Hours: 10 a.m. - 4 p.m. EDT**

**Free for all prospective students and advisors to attend**

- Chat with Veterinary Schools LIVE
- Learn how to get prepared
- Talk to the application service reps
- Easily compare schools

**Do you have what it takes to be a Veterinarian? Find out Now!**

**Veterinary Medical Admissions Virtual Fair**  
*The Future of Veterinary Medicine*

MARCH 31

AAVMC  
Association of American Veterinary Medical Colleges

Meet with veterinary schools from around the world to learn about rewarding careers in veterinary medicine

Registration Register Now! Organizations Learn More Future Students Learn More

# Before You Begin

The 2020-2021 VMCAS application cycle will open on **January 22, 2020**.

**First Day of Submission on May 12, 2020**

- ▶ Applicants must read all instructions for each section.
- ▶ Record your username and password in a secure and easy-to-remember location.
- ▶ Review your application carefully to make sure that the data is accurate.
- ▶ Print your completed application for your records **BEFORE** delivering it to VMCAS. Do not send printed applications to VMCAS.
- ▶ You must submit your VMCAS application and other application materials (3 eLors, Transcripts) to **no later than September 15, 2020 @ 11:59PM, Eastern Time**. No late documents are accepted.

**VMCAS** Veterinary Medical College Application Service **AAVMC** Association of American Veterinary Medical Colleges

## Welcome to VMCAS

Click [here](#) for COVID-19 updates and FAQs related to your application.

The **Association of American Veterinary Medical Colleges (AAVMC)** coordinates the national and international affairs of all thirty-two veterinary medical colleges in the United States and five in Canada, five departments of veterinary science, six departments of comparative medicine, one animal medical center, and fourteen international colleges of veterinary medicine. The AAVMC fosters the teaching, research, and service activities of its members, both nationally and internationally. The AAVMC sponsors the Veterinary Medical College Application Service (VMCAS) which provides application services for thirty-one US veterinary medical colleges, three Canadian, and twelve international colleges of veterinary medicine.

The AAVMC's mission is to inspire, innovation and promote excellence in academic veterinary medicine worldwide.

For questions about the VMCAS application, refer to the **VMCAS Applicant Help Center**.

Sign in with your username and password below. First time here? Select **Create an Account** to get started. Sign in with your username and password below.

**Sign In**

**Create an Account**

[Forgot your username or password?](#)

[Reapplying to VMCAS?](#)

# Do Your Own Research

- ❖ This presentation is meant to serve as a resource during this application cycle.
- ❖ This presentation does **NOT** cover all aspects of the application, so you must do your own research!

## Key Dates for 2020-2021 VMCAS Application Cycle

- ▶ 1/22/20: VMCAS Application Opens
- ▶ 5/12/20: Colleges are Available/Applicants Have the Ability to Submit Applications
- ▶ 9/15/20, 11:59 PM, Eastern Time: VMCAS Application Deadline

## Questions? Please contact the VMCAS Student & Advisor Hotline:

- Phone: 617-612-2884
  - Fax: 617-612-2051
  - Email: [vmcasinfo@vmcas.org](mailto:vmcasinfo@vmcas.org)
  - Monday - Friday: 9 a.m. - 5 p.m. Eastern Time
- 
- ▶ Utilize the [VMCAS Applicant Help Center](#). For **immediate** answers to questions use the **Live Chat** section on this webpage.



### **Before Applying**

- ▶ [Prerequisite Chart](#)
- ▶ [Sample Recommendation](#)
- ▶ [Transcript Verification](#)
- ▶ [Tuition Map](#)
- ▶ [Webinars and Other Events](#)

### **School Information**

- ▶ [Supplemental Application Chart](#)
- ▶ [General Info Chart](#)
- ▶ [VMSAR](#)
- ▶ [Scholarship Information](#)
- ▶ [Get Help Paying for Your Education](#)
- ▶ [School Cost Comparison Tool](#)

### **Application Resources**

- ▶ [Application Fees](#)
- ▶ [Recommendations](#)
- ▶ [FAQ](#)
- ▶ [VMCAS Quick Start Guide](#)
- ▶ [VMCAS Instructions](#)
- ▶ [VMCAS 2021 Sample Application](#)

# When To Apply/Checklist

- The 2020-2021 VMCAS application cycle will open on **January 22, 2020**.
- First Day of Submission on **May 12, 2020**
- **September 15th - MIDNIGHT (Eastern time): FINAL APPLICATION DEADLINE: Your VMCAS application, a minimum of three completed evaluations, and VMCAS fees are due.**
- **Before these dates you should have:**
  - ▶ Taken the GRE, or TOEFL if required. Some schools accept MCAT.
  - ▶ Asked your (minimum 3) evaluators to write letters of recommendation (typically, one vet, one hard science professors and one professional letter). Review the Letters of Evaluation Requirements for each school or college of veterinary medicine to which you are interested in applying.
  - ▶ Completed your 3 essays (2,000 characters max each)
  - ▶ Compiled your resume
  - ▶ Documented your shadowing hours with an veterinarian
  - ▶ Printed out an unofficial transcript to help you list your courses within the application
  - ▶ VMCAS recommends you use the most up-to-date versions of Firefox or Google Chrome

# When You Should Contact a Program Directly

- ▶ VMCAS can assist with application-related questions. For all other inquiries, including the following, please contact your program directly:
  - Admission requirements and policies
  - Deadline requirements
  - Prerequisites
  - Supplemental materials
  - Requirements regarding the identity of recommenders
  - Status of your application after it has been verified
  - Admission decisions and interview questions
  - Content and duration of a particular school's program

# COVID-19 Student and Applicant Information

## Updated Admissions Policies in Response to COVID-19

- ▶ The AAVMC has gathered comprehensive data from institutions on provisional changes made to their admission policies because of the pandemic. The changes noted are effective for Spring 2020 coursework impacted by COVID-19 and prerequisites for Fall 2021 matriculation. Please be aware that requirements noted in the PDF may vary from information contained in the VMSAR 2020 edition for 2021 enrollment. Please [click here](#) to download the PDF, as of May 22, 2020.
- ▶ Click [here](#) for additional COVID-19 information.



### Updated Veterinary Medical School Admissions Policies in Response to COVID-19

Changes to requirements noted below are effective for Spring 2020 coursework impacted by COVID-19 and prerequisites for Fall 2021 Matriculation.

Requirements here may vary from information contained in the VMSAR 2020 Edition for 2021 Enrollment.

UPDATED AS OF JUNE 19, 2020

School or College of Veterinary Medicine	Admissions Website for more details regarding changes in protocols	Accepts online coursework to fulfill prerequisite requirements	Accepts pass/fail coursework to fulfill prerequisite requirements	Accepts online lab coursework	Relaxing Letter from DVM requirement	Relaxing GRE requirement	Relaxing Experience Hours
Atlantic Veterinary College at the University of Prince Edward Island	<a href="https://www.upei.ca/programs/doctor-veterinary-medicine">https://www.upei.ca/programs/doctor-veterinary-medicine</a>	Yes, but only in certain circumstances: We have always accepted online prerequisite courses that did not require a laboratory component.	Yes	Yes, but only in certain circumstances: For the Winter 2020 and Summer 2020 semesters we will allow online laboratories as other options will not be available to students.	My institution does not require recommendation letters	Undecided at this time, but maybe	We do not have a set number of hours required
Auburn University	No website at this time	Yes. We accept prerequisite courses taken at any regionally-accredited institution. We encourage applicants to complete biological and physical science prerequisite courses through traditional classroom delivery whenever possible.	Yes, for spring 2020 and summer 2020 terms.	Yes, for spring 2020 and summer 2020 terms	No, 1 letter from a DVM will still be required (3 letters in total)	No	No
Colorado State University	<a href="https://vetmedbiosci.colostate.edu/dvm/covid-19-admissions-faq/">https://vetmedbiosci.colostate.edu/dvm/covid-19-admissions-faq/</a>	Yes	Yes	Yes	No	We do not require GRE	Yes
Cornell University	<a href="https://www.vet.cornell.edu/education/doctor-veterinary-medicine/admissions/requirements/prerequisite-courses/course-guidelines">https://www.vet.cornell.edu/education/doctor-veterinary-medicine/admissions/requirements/prerequisite-courses/course-guidelines</a>	Yes	Yes	Yes	No, A letter from a DVM will still be required	We no longer require GRE	Undecided at this time, but maybe
Iowa State University	<a href="https://vetmed.iastate.edu/future-dvm-students/apply">https://vetmed.iastate.edu/future-dvm-students/apply</a>	Yes	Yes, for winter/spring/summer 2020	Yes	Do not require DVM letter, only strongly recommended	We do not require GRE	Will take impact of COVID-19 in reviewing experience hours
Kansas State University	<a href="https://www.vet.k-state.edu/state.edu/admissions/requirements/prerequisites.html">https://www.vet.k-state.edu/state.edu/admissions/requirements/prerequisites.html</a> <a href="https://www.vet.k-state.edu/admissions/faqs.html">https://www.vet.k-state.edu/admissions/faqs.html</a>	Yes	Yes	Yes	No	We do not require GRE	We do not have a set number of hours required
Lincoln Memorial University	No website at this time	Yes	Yes	Yes	No	Waved for 2020-2021 application cycle.	Institution does not require experience hours
Long Island University	<a href="http://www.liu.edu/vetmed">www.liu.edu/vetmed</a>	Yes	Yes	Yes	We will not require a letter from a DVM this year	We do not require GRE	We do not have a set number of hours required.
Louisiana State University	No COVID-19 admissions website. <a href="#">Massey University Admission Requirements</a> - Please read section entitled "Group 2 International students".	Yes	Yes	Yes	No	Waved for 2020-2021 application cycle.	We do not have a set number of hours required.
Massey University		Yes	Yes	Yes	My institution does not require recommendation letters	We do not require GRE	Undecided at this time, but maybe
Michigan State University	<a href="https://com.msu.edu/future-students/dvm">https://com.msu.edu/future-students/dvm</a>	Yes	Yes	Yes	Yes	We do not require GRE	Yes



# COVID-19 Student and Applicant Information

## ▶ Updated April 30, 2020

- ▶ **VMCAS Application - COVID-19 Transcript Hardship**
- ▶ Effective immediately, the VMCAS 2021 application will include a “COVID-19 Transcript Hardships” option that enables applicants to upload unofficial transcripts. This measure has been introduced to allow applications to move through the verification process without institutional delays that may result from the pandemic emergency. Students must first reach out to their schools to confirm the availability of an official transcript. If the school can send an official transcript then the student will not need to pursue the exception process. If the school is unable to send an official transcript, then the student can follow the exception process. Once students are able to obtain an official transcript, they should obtain it and submit it to VMCAS. This option is only in effect during the VMCAS 2021 application cycle.

## ▶ Updated April 24, 2020

- ▶ **COVID-19 and Federal Action on Student Loans**
- ▶ The federal government has undertaken a number of measures to help the nation deal with the economic implications of the COVID-19 pandemic crisis. Several important actions have been taken that affect student loans. The Veterinary Debt Initiative has two resources specific to COVID-19 legislation. Please click [here](#) here to see a summary document and [here](#) for an in-depth video discussion on the impact of COVID-19 legislation for federal student loan borrowers and students.

## ▶ Updated March 20, 2020

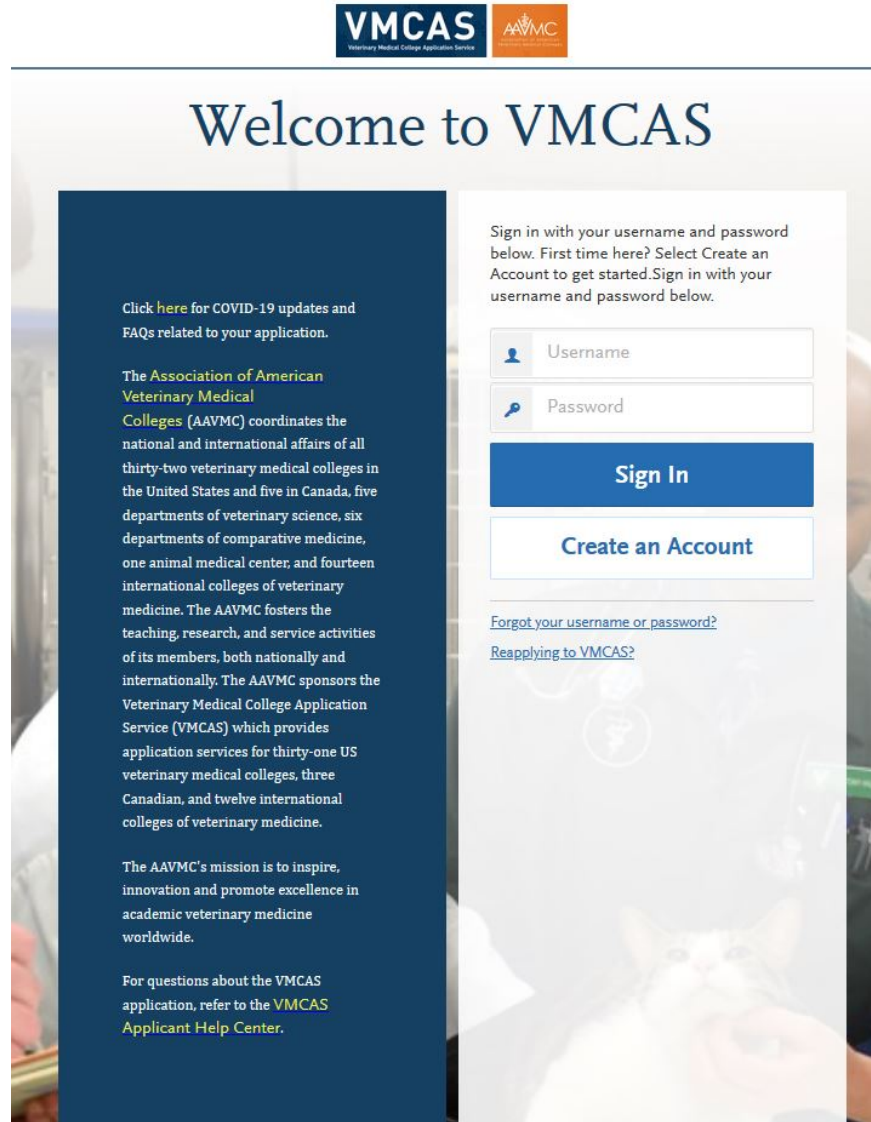
- ▶ **VMCAS Application Service and the COVID-19 Pandemic**
  - ▶ The AAVMC’s Veterinary Medical Centralized Application Services (VMCAS) is fully operational and has not yet been impacted by the COVID-19 pandemic. This is a rapidly evolving situation and we encourage applicants to check this site for any new information regarding potential impact.
  - ▶ The 2020-21 AAVMC [VMCAS](#) application cycle is open and accepting applications.
  - ▶ All previously established deadlines remain in effect.
  - ▶ All systems are functional and on schedule.
  - ▶ Applicants can [Click here](#) for COVID-19 updates and FAQs related to applications.

# Veterinary Medical College Application Service (VMCAS)

## Account Basics

When creating an account, consider the following:

- Create only one account to avoid processing delays and difficulties. Duplicate accounts and any documents associated with those accounts are deleted.
- For your own security, do not share your password or account information with anyone.
- Usernames and passwords are case-sensitive.
- Use an email address that you check frequently to avoid missing important updates.



The screenshot displays the VMCAS website's login and account creation page. At the top, the VMCAS logo and the AAVMC logo are visible. The main heading reads "Welcome to VMCAS". On the left side, there is a dark blue sidebar with white text providing information about COVID-19 updates, the AAVMC's role in coordinating veterinary medical colleges, and the organization's mission. On the right side, there is a white box containing the login and account creation options. It includes a sign-in prompt, input fields for "Username" and "Password", a blue "Sign In" button, and a white "Create an Account" button. Below these buttons are links for "Forgot your username or password?" and "Reapplying to VMCAS?". The background of the page features a blurred image of a person examining a white cat.

# Create an Account

## New Account Instructions

To create an account:

- From the application home page, click **Create an Account**.
- Complete the required fields, agree to the terms and conditions, then click **Create my account**.\*
- A message appears that your account was successfully created. Click **Continue**.
- Use the arrows to review helpful information. When you're ready, click **Start Your Application!**

\*You must enter your first and last name. If you only have one name, enter it in the applicable name field (i.e., first name or last name), then:

- Enter **FNU** if your first name is unknown.
- Enter **LNU** if your last name is unknown.

Once your account is created, you receive a CAS ID number. This appears in the top right corner of your application. If you need to contact customer service, provide this number to them so they can quickly find your application.

The screenshot shows the VMCAS (Veterinary Medical College Application Service) website's 'Create an Account' page. At the top, there are logos for VMCAS and AAVMC. The main heading is 'Create an Account'. Below this, a disclaimer states: 'The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application, you will be able to specify additional addresses and alternate name details.' A note indicates that an asterisk (\*) denotes a required field.

The form is divided into two main sections: 'Your Name' and 'Contact Information'.

**Your Name**

- Title:
- \* First or Given Name:
- Middle Name:
- \* Last or Family Name:
- Suffix:
- Display Name:

**Contact Information**

- \* Email Address:  Home
- \* Confirm Email Address:
- \* Preferred Phone Number:  Mobile
- Alternate Phone Number:  Mobile

# Use an Existing VMCAS Account to Reapply

## ► Overview

- You can use an existing account from a previous cycle to re-apply in the current cycle. You also keep the same CAS ID number from the previous cycle. To avoid processing delays and difficulties, do not create a new account. Duplicate accounts and any documents associated with those accounts are deleted.
- Log in to the application. A welcome screen appears; confirm you want to begin the re-application process by clicking **Start Reapplication**.
- Ensure your profile information, including your contact information, is correct.
- Decide if you want to copy application data. Your selection cannot be changed.

## ► If You Choose to Start a Fresh Application

- The data from your previous application cycle is wiped clean and you proceed with a blank application.
- If you forget or need to change your password click [here](#).
- If you are having technical issues with your browser or email notifications, click [here](#).

# Use an Existing VMCAS Account to Reapply

## ▶ If You Choose to Copy Application Data

- ▶ Information such as coursework, official test scores, attached transcripts, etc. can be copied into the new application. Letters of recommendation, essays, payments, and program-specific information cannot be copied into the new application.
- ▶ Select the information you want to carry over. Unselected items will not carry over and cannot be recovered, so ensure your selections are complete before clicking **Save and Continue**.
- ▶ A notification alerts you that every section of the application for which you choose to copy application data will require your review. You will need to review each application section to confirm the data is accurate. Click **Continue**.
- ▶ A second notification provides instructions for accessing a PDF copy of your previous application. This PDF is only available if you submitted an application last cycle. Download the PDF before clicking **Continue**.
- ▶ Your selected data will begin copying to your new application. This can take up to 24 hours to complete and you will receive an email once the application is ready.
- ▶ To successfully copy official test scores, the name and date of birth on your new application must match the name and date of birth on your original application. Note that it can take several days for the matching process to complete.
- ▶ If you have a difference in name and date of birth, contact customer service to have your scores manually copied into your application.

## ▶ Professional Transcript Entry (PTE)

- ▶ Note that if you paid for PTE in a previous cycle, your PTE coursework only carries forward if you submitted your application and approved the PTE coursework entry in the previous cycle. See **Professional Transcript Entry (PTE)** for more information.

# Use an Existing VMCAS Account to Reapply

## ▶ Downloading Last Cycle's Application

- ▶ A PDF of last cycle's application is only available if you submitted that application to at least one program.
- ▶ Click on your name in the upper right corner of the application, then select **View Payment History**.
- ▶ Click **View Order Details** next to the payment.
- ▶ Click **Download PDF**.

## ▶ Updating Coursework

- ▶ If you completed additional coursework since the last cycle:
- ▶ Update the **Colleges Attended** section to include changes to dates, degree statuses, and schools.
- ▶ Update your coursework. Coursework that was verified in the previous cycle will be locked in the current cycle; however, you can add, edit, and delete unverified courses, including those listed as planned/in-progress.
- ▶ Request updated transcripts for new coursework or new awarded degrees (this include degrees that were listed as "expected" last cycle and have now been updated to "awarded"). These transcripts are required and should be requested after you finish updating your coursework.

## ▶ Verifying New Coursework

- ▶ Once your application is completed, it is placed in queue for verification. Although there may be less information on your application to be verified, the standard verification processing timelines still apply.

# Selecting VMCAS Programs

## ▶ Before Selecting a Program

- ▶ **Check the program's deadline requirements.** Ensure you have enough time to apply. Determine if VMCAS or your program requires recommendations, transcripts, or other supplementary materials - if so, these must be received prior to the deadline for your application to be considered complete. Once your application is complete, it takes on average two weeks to be verified.
- ▶ **Confirm your eligibility.** Research the program and determine if you are eligible to apply. Contact the program directly if you have any questions regarding your eligibility. We do not verify prerequisites and requirements so it is your responsibility to ensure you are eligible.
- ▶ **Confirm that the program still has seats available.** Some programs fill their classes prior to their posted deadline, even if they do not specifically state they offer rolling admissions. We strongly encourage you to contact your programs and ensure seats are still available before submitting your application. We cannot offer refunds if a school you selected has already filled its class, nor can we transfer the payment to another program.

Add Program		Selected Programs	
Showing results for: <input checked="" type="checkbox"/> Available Programs			
Add	Program Name	Level	
MICHIGAN STATE UNIVERSITY			
+	School of Veterinary Science	DVM	
MICHIGAN STATE UNIVERSITY			
✓	Michigan State University	DVM	
MIDWESTERN UNIVERSITY COLLEGE OF VETERINARY MEDICINE			
+	Midwestern University College of Veterinary Medicine	DVM	
MISSISSIPPI STATE UNIVERSITY			
+	Mississippi State University	DVM	
NORTH CAROLINA STATE UNIVERSITY			
✓	North Carolina State University	DVM	
OHIO STATE UNIVERSITY			
✓	Ohio State University	DVM	

# Selecting VMCAS Programs

- ▶ 1 school \$220
- ▶ Each additional program \$115
  - ▶ Individual schools may require supplemental applications and/or fees that should be sent directly to the school. Review each program's requirements for additional information and instructions.
  - ▶ To determine if your school requires a supplemental application, refer to the [College Descriptor Pages](#).
- ▶ Average is 10 schools
  - ▶ 10 schools = \$1,255  
APPLY EARLY!
  - ▶ Applicants who submit early are more successful in being invited to interviews.
  - ▶ AADSAS Processing takes 4-6 weeks before it is mailed to schools
  - ▶ Under the Submit Application tab you can see the total cost before you confirm your application.

The screenshot displays the VMCAS application selection interface. At the top, it shows 'APPLICATIONS READY FOR SUBMISSION' as 0 and 'TOTAL FEE(S)' as \$700. A 'Submit All' button is located in the top right corner. Below this, a 'Sort By' dropdown menu is set to 'Deadline'. The main area contains a grid of application cards for five different universities: Michigan State University, North Carolina State University, Ohio State University, University of Georgia, and University of Minnesota. Each card includes the university name, a progress bar, a 'Submit' button, and a 'Deadline 09/15/2020' indicator. The progress bars are partially filled with green, and each card has a 'Submit' button at the bottom.



# Selecting VMCAS Programs

## ► Select Your Programs

- Click **Add Program** at the top of the application home page.
- Use the filters to locate the programs you are interested in applying to.
- Click the plus sign next to a program to add it to your program list. You must select at least one program to continue completing the application. If you want to remove a program and only have one selected, you need to add the second program before you can remove the first one.
- Continue adding programs as desired.
- Begin filling out the application. Before submitting, be sure to review your program list to make sure you are applying to all your intended programs.

Note that by submitting your application, you are committing to applying to your selected programs. You cannot substitute or remove submitted programs after submissions. Additionally, we do not offer refunds for selections made in error and we do not transfer payments to another program.

After submission, you can continue to add and apply to programs until the final deadline date.

The screenshot shows the 'Add Programs' section of the VMCAS application. At the top, there are three tabs: 'My Application', 'Add Program', and 'Submit Application'. Below the tabs, there is a search bar with 'University of Geo' entered and a 'Filters' button. A message states: 'Please select the "Skip for now" button at the bottom of the screen to proceed with completing the rest of your application.' Below this, there are two tabs: 'Add Program' and 'Selected Programs'. The 'Showing results for: X Available Programs' is displayed. A table lists the available programs:

Add	Program Name	Level	Start Term	Start Year	City
UNIVERSITY OF GEORGIA					
+	University of Georgia	DVM	Fall	2021	Athens

The screenshot shows the 'Review Your Program Selections' section. It features a large heading 'Review Your Program Selections' and a sub-heading 'Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime.' Below this, there is a summary section with 'APPLICATIONS READY FOR SUBMISSION' set to 0 and 'TOTAL FEE(S)' set to \$580. A 'Continue To My Application' button is visible. Below the summary, there is a 'Sort By' dropdown menu set to 'Deadline'. The main area displays a grid of four program selection cards, each with a progress bar and a 'Continue To My Application' button:

- Michigan State University**: Term: Fall, Deadline 09/15/2020
- North Carolina State University**: Term: Fall, Deadline 09/15/2020
- Ohio State University**: Term: Fall, Deadline 09/15/2020
- University of Georgia**: Term: Fall, Deadline 09/15/2020

# Deleting VMCAS Programs

You can remove a program(s) at any time prior to submitting the application; however, any information entered in the **Program Materials** section will be lost and cannot be retrieved or transferred. Information in the **Personal Information**, **Academic History**, and **Supporting Information** sections will be retained for any programs to which you choose to submit.

Once you submit your applications, you cannot remove any programs. To withdraw yourself from consideration for admission to a program, contact the program directly. Note, however, that VMCAS does not offer applicant refunds for any reason.

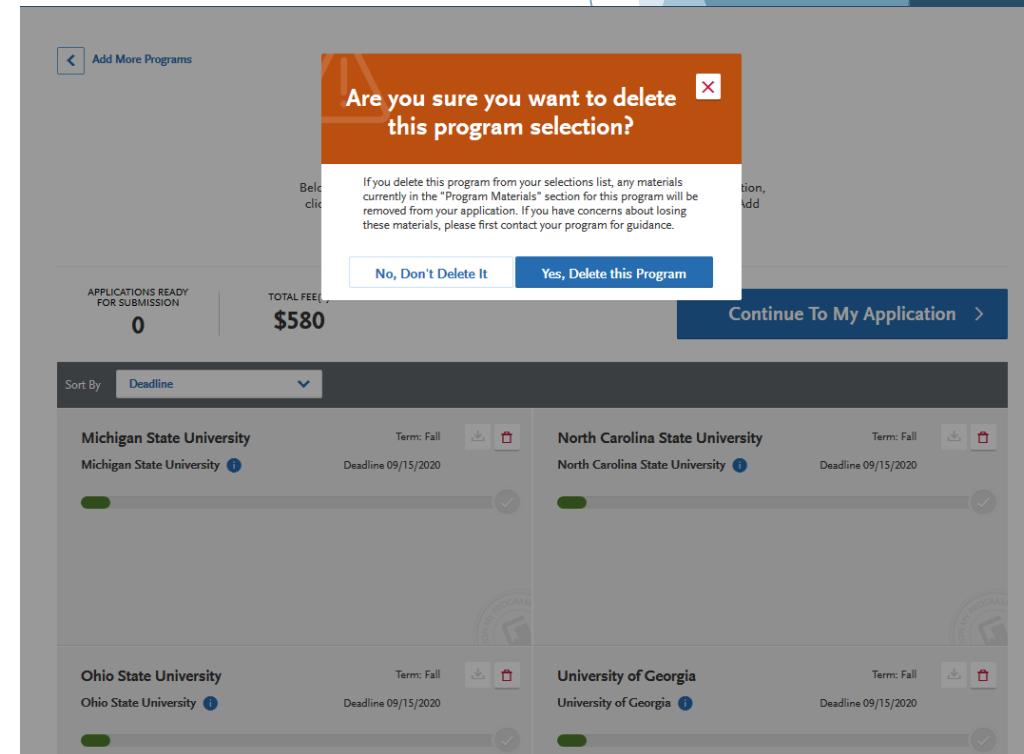
If you want to change or remove a program prior to submission, be sure to select a new program first.

## ▶ From the Add Program Page

- ▶ Click **Add Program** at the top of the page.
- ▶ Click the **Undo** button to the right of the program name.
- ▶ Click **Yes, Delete this Program** to confirm.

## ▶ From the Submit Application Page

- ▶ Click **Submit Application** at the top of the page.
- ▶ Click the trash can icon next to the program you want to remove.
- ▶ Click **Yes, Delete this Program**.



# VMCAS Personal Information

This section is used to gather your biographic and contact information, as well as citizenship, race/ethnicity, and other family information.

- ▶ VMCAS Release Statement
- ▶ VMCAS Applicant Code of Conduct
- ▶ Biographic Information
- ▶ Contact Information
- ▶ Citizenship Information
- ▶ Parent/Guardian
- ▶ Race & Ethnicity
- ▶ Other Information
- ▶ Essays

The screenshot displays the VMCAS application dashboard. At the top, there are two buttons: "Add Program" and "Submit Application". The main heading is "My Application", with a subtext: "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress." Below this is a "Latest Notifications" box containing a message: "Welcome to the VMCAS application (save this email!)" dated "today", with a "View My Notifications" button. To the right, a circular progress indicator shows "0/8" sections completed. The "Personal Information" section is highlighted in blue and contains a list of items: Release Statement, Biographic Information, Contact Information, Citizenship Information, Race & Ethnicity, Parent/Guardian, Other Information, and Essays.

# VMCAS Release Statement

## Overview

- ▶ In this section, you must review and respond to the following release statements in order to submit your application. Once you submit your application, your responses cannot be edited. Please review these instructions and the content of the statements carefully. It is your responsibility to read and understand these statements before responding to them. If you have any questions regarding these statements, contact customer service at 617-612-2884 for clarification before making your selections.

## Applicant Code of Conduct

- ▶ Select the checkbox to indicate you agree to abide by the [VMCAS Applicant Code of Conduct](#).

## Application Certification

- ▶ This release serves as a contractual agreement between you and VMCAS. You must agree to these terms to submit your application. These terms indicate that you agree to all content in the VMCAS Applicant Help Center; therefore, it is important to read and understand the instructions therein.

## Final Reminders

- ▶ Select the checkbox to indicate you agree to the listed reminders and responsibilities.

## Advisor Release

- ▶ Selecting **Yes** for this release allows VMCAS to release certain information to pre-health advisors at schools you previously attended. This information includes some application information, including your GPA, the names of the veterinary programs to which you applied, and which program, if any, you matriculate into. They will not see documentation such as transcripts or letters of recommendation.
- ▶ If you select **No**, VMCAS will not release your information to advisors. We encourage you to authorize this release, as it is useful to advisors assisting you and other future applicants; however, it will not affect the consideration given to your application.

### Final Reminders

- \* I have read and understand the AAVMC Privacy Policy. ([http://www.aavmc.org/data/files/students\\_advisors/aavmcprivacypolicy.pdf](http://www.aavmc.org/data/files/students_advisors/aavmcprivacypolicy.pdf))
  - I have registered three recommenders in the Recommendations section. I understand that I must at least register three recommenders in the Recommendations section.
  - I understand that VMCAS only accepts electronic recommendations. I understand that it is my responsibility to check with school sites to verify recommendation requirements.
  - I understand that for electronic recommendations, I will need to verify that my recommenders emails are correct and that they have received the email request once I have created them in the system.
  - I understand that I am required to send official transcripts of all coursework taken prior to Fall 2019 directly to VMCAS. Test scores should be sent to the appropriate GRE code, as described in the VMCAS instructions. Supplemental applications and supplemental fees (if applicable) and final Fall 2019 & Spring 2020 transcripts are to be sent directly to my designated colleges.
  - I understand that VMCAS does not provide refunds under any circumstances. This includes accidentally choosing the wrong school or missing the deadline. I understand that by sending payment to VMCAS, I am signaling my intent for VMCAS to process my materials, regardless of whether they are completed or not.
  - I understand that if I elect to participate in and pay for the Professional Transcript Entry (PTE) service, that I agree to have ALL of my required transcripts delivered to VMCAS no later than August 14, 2020.
  - I understand that once I submit my application, I cannot make any changes to my submitted information. I agree to contact my designated school(s) with any changes to my contact information.
  - I understand that I will need to record and provide my VMCAS ID whenever contacting VMCAS for questions or concerns.
- Indicate your understanding and acceptance of the terms described above by checking this box.

### Advisor Release

- \* By selecting **Yes**, you authorize VMCAS to release parts of your VMCAS application and application status to pre-health advisors and advisory committees at schools you previously attended. Your advisor can then better assist you throughout the admissions process. Your academic and application status information is shared; however, your personal, financial, and disciplinary information, as well as your personal statement, are not shared. Once you submit your application, you cannot edit this response.

Yes  No

Save and Continue

# VMCAS Applicant Code of Conduct

All applicants are required to confirm understanding of the following code of conduct:

In accordance with the ideals and principles of the veterinary profession, applicants to schools and colleges of veterinary medicine are expected to conduct themselves in a manner that demonstrates responsibility, integrity, veracity, and good judgment. Schools and colleges of veterinary medicine seek to admit applicants who possess a high level of professionalism and potential.

Applicants will demonstrate these qualities by taking ownership of all aspects related to the application and admissions processes. Applicants will follow these guidelines:

- ▶ Review the admissions requirements and application procedures for both VMCAS and for each designated veterinary medical school or college to which the applicant plans to apply.
- ▶ Communicate with both VMCAS and admissions office personnel in a professional and timely manner.
- ▶ Provide all required information on the VMCAS application accurately and by the application deadline.
- ▶ Provide all required information on the supplemental applications/questions accurately and by the school-specific deadlines.
- ▶ Regularly check the VMCAS and school-specific status pages to ensure that your applications are complete and follow up in a timely manner on any missing items.
- ▶ Regularly login to the VMCAS application to check for important messages.
- ▶ Regularly check your email for important messages from the schools and colleges to which you applied.
- ▶ Notify each admissions office in a timely manner if you do not plan to attend an admissions interview which has been offered to you.
- ▶ Respond to all offers of admission by the April 15 Common Reply Date, including the schools and colleges you have decided not to attend.
- ▶ Abide by all VMCAS and school-specific deadlines.

The screenshot displays the VMCAS application interface. At the top, there are navigation links for 'My Application' and 'Add Program'. A progress indicator shows 'Sections Completed' with a circular gauge at 0/8. The main heading is 'Release Statement'. Below this, a paragraph explains that applicants must review and respond to release statements before submitting their application. A sidebar on the left lists application sections: Biographic Information, Contact Information, Citizenship Information, Race & Ethnicity, Parent/Guardian, Other Information, and Essays. The 'Code of Conduct' section contains a paragraph and a list of 10 guidelines. Below the guidelines is a checkbox for indicating understanding and acceptance. The 'Application Certification' section contains a paragraph and another checkbox for indicating understanding and acceptance. A final checkbox at the bottom is for giving permission to release information.

VMCAS

My Application Add Program

## Release Statement

You must review and respond to the following release statements to submit your application. Once you submit your application, your responses cannot be edited. Review these instructions and the content of the statements carefully. It's your responsibility to read and understand these statements before responding to them. [Click here](#) for more information.

Sections Completed 0/8

Release Statement

Biographic Information

Contact Information

Citizenship Information

Race & Ethnicity

Parent/Guardian

Other Information

Essays

### Code of Conduct

\* In accordance with the ideals and principles of the veterinary profession, applicants to schools and colleges of veterinary medicine are expected to conduct themselves in a manner that demonstrates responsibility, integrity, veracity, and good judgment. Schools and colleges of veterinary medicine seek to admit applicants who possess a high level of professionalism and potential.

Applicants will demonstrate these qualities by taking ownership of all aspects related to the application and admissions processes. Applicants will follow these guidelines:

1. Review the admissions requirements and application procedures for both VMCAS and for each designated veterinary medical school or college to which the applicant plans to apply.
2. Communicate with both VMCAS and admissions office personnel in a professional and timely manner.
3. Provide all required information on the VMCAS application accurately and by the application deadline.
4. Provide all required information on the supplemental applications/questions accurately and by the school-specific deadlines.
5. Regularly check the VMCAS and school-specific status pages to ensure that your applications are complete and follow up in a timely manner on any missing items.
6. Regularly login to the VMCAS application to check for important messages.
7. Regularly check your email for important messages from the schools and colleges to which you applied.
8. Notify each admissions office in a timely manner if you do not plan to attend an admissions interview which has been offered to you.
9. Respond to all offers of admission by the April 15 Common Reply Date, including the schools and colleges you have decided not to attend.
10. Abide by all VMCAS and school-specific deadlines

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

### 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.

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

\* I give my permission to officials at all institutions that I have attended to release information requested by any college of veterinary medicine to which I have applied.

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

# Biographic Information

**Your Name** - This section pulls in information you entered when you created your account. Confirm that what appears here is correct; click the **My Profile** link to make changes.

**Alternate Name** - If you are sending any documentation or test scores in which your name is listed differently than it appears on your application, select **Yes** in this section and enter the alternate information. This ensures that your documents and test scores are matched to your application. Contact customer service so they can manually match these items to your application; failure to do so could cause significant delays.

▶ Examples of alternate names include:

- ▶ Birth names (if different from current legal name)
- ▶ Maiden names
- ▶ Nicknames (e.g., "Bob" for Robert, "Beth" for Elizabeth, etc.)
- ▶ "Westernized" names
- ▶ Alternate punctuation (e.g., your name appears with/without a hyphen or apostrophe)
- ▶ Alternate spacing (e.g., your name appears with or without specific spaces)
- ▶ Known misspellings (if a document contains a misspelling)

**Sex** - Select the appropriate option.

**Other Identity** - If you selected **Decline to State**, indicate if you identify with a gender that is not listed. This question is optional.

## Birth Information

- ▶ Enter your date of birth in MM/DD/YYYY format. For example, January 7, 1989, would be listed as 01/07/1989. Make sure you enter your date of birth correctly; failure to do so could cause significant delays with matching documentation and test scores.
- ▶ Then, enter your country, city, state/territory/province, and county of birth.
- ▶ Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

## Biographic Information

Enter biographic information in this section. Some fields pull in the information entered when you created your account. Confirm that what appears here is correct; click the **My Profile** link to make changes. If you do not identify with the answer options for biological sex, select **Decline to State**. [Click here](#) for more information.

You can edit this section after you submit your application.

0/8 Sections Completed

Indicates required field

**Sex**

\* Please describe your gender identity?

Male  Female  Decline to State

**Other Identity**

This question is optional and will have no bearing on your application. If you chose "Decline to State," do you identify with a gender not listed above?

Yes  No

**Your Name**

To make changes to your name, go to the [Profile Section](#)

First or Given Name

Middle Name

Last or Family Name

Suffix

**Alternate Name**

\* Do you have any materials under another name (for example a maiden name, middle name or nickname)?

Yes  No

**Birth Information**

\* Date of Birth

\* Country

\* City

\* State/Province

\* County

# Contact Information

## Current Address

- ▶ Enter the address where you want to receive mail correspondence. Be sure to keep this section up-to-date as you complete and submit your application. If you anticipate a change of address, enter the date through which your current address is valid.
- ▶ Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

## Permanent Address

- ▶ If your current address is different from your permanent address, select **No** under **Is this your permanent address?** Then, enter the address that you consider to be your permanent and/or legal residence.
- ▶ Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the [International Organization for Standardization \(ISO\)](#). For example, country answer options are derived from [ISO 3166](#), which is the international standard for country codes and codes for their subdivisions.

## Phone Number

- ▶ Your phone number pulls in from the information entered when you created your account. Verify that the listed phone number and type are correct; click the **Profile Section** link to make changes.

## Email

- ▶ Your email address pulls in from the information entered when you created your account. Verify that what appears here is correct; click the **Profile Section** link to make changes.

VMCAS  
My Application Add Program Submit Application

## Contact Information

Enter your contact information in this section. Keep this information up-to-date throughout the application process. [Click here](#) for more information.

You can edit this section after you submit your application.

\* Indicates required field

Sections Completed 2/8

- Release Statement ✓
- Biographic Information ✓
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Parent/Guardian
- Other Information
- Essays

### Current Address

- \* Country / Territory
- \* Street Address 1
- Street Address 2
- \* City
- \* State/Province
- \* County
- \* Zip/Postal Code

Approximate Date through which current address is valid

\* Is this your permanent address?  
 Yes  No

### What is your permanent address?

- \* Country / Territory
- \* Street Address 1
- Street Address 2
- \* City
- \* State/Province
- \* County
- \* Zip/Postal Code

### Phone

To make changes to your phone number, go to the [Profile Section](#)

- \* Preferred Phone Number
- Alternate Phone Number

### Email

To make changes to your email, go to the [Profile Section](#)

- \* Email

Save and Continue

# Citizenship Information

## United States Citizenship Details

- ▶ Select your US citizenship status and country of citizenship, if applicable. If you have dual citizenship, indicate your second country of citizenship.
- ▶ When selecting your status, consider the following definitions which are adapted from the US State Department:
- ▶ **US Citizen:** an individual who was born in the US or attained citizenship through naturalization.
- ▶ **Permanent US Resident:** an individual who holds a **Green Card** and is permitted to permanently live and work in the US.
- ▶ **Temporary US Resident:** an individual who is an **alien** - a nonimmigrant foreign national - who is approved to **temporarily live** in the US for a specific purpose (e.g., as a student), has a permanent residence abroad, and does not hold a Green Card.
- ▶ **Non-resident:** an individual who is a nonimmigrant foreign national and who is permitted to travel in the US for **tourism or business** for stays of 90 days or less.
- ▶ **None:** an individual who has no US citizenship or visa (immigrant or nonimmigrant) status.
- ▶ Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the **International Organization for Standardization (ISO)**. For example, country answer options are derived from **ISO 3166**, which is the international standard for country codes and codes for their subdivisions.

## Residency Information

- ▶ Provide your residency information, including your legal state of residence.

The screenshot shows a web application interface for 'Citizenship Information'. On the left is a sidebar with a progress indicator showing '3/8 Sections Completed' and a list of sections: Release Statement, Biographic Information, Contact Information, Citizenship Information (highlighted), Race & Ethnicity, Parent/Guardian, Other Information, and Essays. The main content area is titled 'Citizenship Information' and contains instructions: 'Enter your citizenship information in this section. Click here for more information.' and 'Once you submit your application, you can only update visa information, if applicable.' A note indicates '\* Indicates required field'. The form is divided into three sections: 'United States Citizenship Details' with fields for U.S. Citizenship Status, Country of Citizenship, and a dual citizenship question; 'Residency Information' with fields for Legal State of Residence, Legal County of Residence, and two questions about residency duration; and 'Visa Information' with a question about having a U.S. Visa. A 'Save and Continue' button is at the bottom.

## Citizenship Information

Enter your citizenship information in this section. [Click here](#) for more information.

Once you submit your application, you can only update visa information, if applicable.

\* Indicates required field

### United States Citizenship Details

- \* U.S. Citizenship Status:
- \* Country of Citizenship:
- \* Do you have dual citizenship?  
 Yes  No

### Residency Information

- \* Legal State of Residence:
- \* Legal County of Residence:
- \* How long have you been a resident of your state?:
- \* How long have you lived in the U.S.?:

### Visa Information

- \* Do you have a U.S. Visa?  
 Yes  No



# Citizenship Information

## Visa Information

- ▶ If you currently have a US Visa, select **Yes** and enter all visa information. Please note that we cannot advise you on your visa status or any related details.
- ▶ When selecting your visa type, consider the following definitions which are adapted from the US State Department. Note that this list is not all-inclusive. Refer to the [US State Department](#) for more information.
  - ▶ **B-1 Visitor:** an individual who wants to enter the US [temporarily for business](#).
  - ▶ **F-1 Student:** an individual who wants to study at a US [academic institution](#). This is the most common student visa type.
  - ▶ **H1-B Employee:** an individual who wants to work in the US in a [specialty occupation](#).
  - ▶ **J-1 Student:** an individual who wants to study at a US [academic institution](#). This is generally used for students in educational exchange programs (e.g., Fulbright Program).
  - ▶ **J-1 Teacher, Researcher, or Trainee:** an individual who wants to [teach](#) at a US primary or secondary school, [research](#) at a US institution, or [train](#) in an occupational field at a US business.
  - ▶ **Refugee:** an individual who is located outside of the US, is of special humanitarian concern to the US, demonstrates that [they were persecuted or fear persecution](#) due to race, religion, nationality, political opinion, or membership in a particular social group, is not firmly resettled in another country, and is admissible to the US.
  - ▶ **Visa Waiver WB:** an individual from [a Visa Waiver Program \(VWP\) participating country](#) that allows travel to the US for business stays of 90 days or less without obtaining a visa.
  - ▶ **Visa Waiver WT:** an individual from [a Visa Waiver Program \(VWP\) participating country](#) that allows travel to the US for tourism stays of 90 days or less without obtaining a visa.
  - ▶ **Other:** an individual who has received a visa type not listed. Note that this list is not all-inclusive and more visa types may be available in the application.

# Parent/Guardian

- ▶ In this section, you can opt to enter demographic information about your parent(s) or guardian(s), including where they reside, their level of education, current occupation, and role within your household.
- ▶ **Add a Parent/Guardian**
- ▶ Click **Add a Parent/Guardian**.
- ▶ Select the relationship between you and the parent/guardian.
- ▶ Enter his/her first and last names.
- ▶ Select his/her gender.
- ▶ Indicate if he/she is living or deceased.
- ▶ Select his/her occupation.
- ▶ Select his/her residency information.
- ▶ Select his/her education levels.
- ▶ Indicate whether this parent/guardian is in your primary household (where you lived during the majority of your life, from birth to age 18).
- ▶ Click **Save and Continue**.
- ▶ Add additional parents/guardians, as needed.

The screenshot shows the VMCAS application interface. At the top, there are logos for VMCAS and AACMC. The main header includes "My Application" and "Add Program". A circular progress indicator shows "5/8 Sections Completed". A sidebar on the left lists sections: "Release Statement", "Biographic Information", "Contact Information", "Citizenship Information", "Race & Ethnicity", "Parent/Guardian", "Other Information", and "Essays". The "Parent/Guardian" section is active, displaying a form with the following fields: "Relationship to Applicant" (dropdown), "First Name" (text), "Last Name" (text), "Gender" (radio buttons for Male, Female, Decline to State), "Living?" (radio buttons for Yes, No, Don't Know), and "Occupation" (dropdown). A warning message at the top states: "You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited." A note indicates "\* Indicates required field".

The screenshot shows the continuation of the VMCAS application form. The "Parent Residency" section includes: "Country of Legal Residence" (radio buttons for United States, Canada, Other), "State/Province" (dropdown), and "County" (dropdown). The "Parent Education" section includes: "Highest Education Level" (dropdown) and "Highest Education Level School" (text). The "Parent Household" section includes: "Is this parent in your primary household?" (radio buttons for Yes, No) and a definition: "Your primary household is where you lived during the majority of your life from birth to age eighteen." At the bottom, there is a "Save and Continue" button.

# Race & Ethnicity

Programs fully recognize the importance of diversity in their student body and in the workforce. Accordingly, programs strongly encourage applications from persons from all socioeconomic, racial, ethnic, religious, and educational backgrounds and persons from groups underrepresented in the profession. Please select any and all of the options in this section which you feel best apply to you. Please note that this section is used for statistical purposes only and in no way affects your application or financial aid eligibility.

## ► Ethnicity

- Indicate whether you consider yourself to be of Hispanic or Latino origin. This question is optional.

## ► Race

- Select one or more of the groups of which you consider yourself to be a member. This question is optional.

The screenshot shows the VMCAS (Veterinary Medical College Application Service) application interface. At the top, there are logos for VMCAS and AAAPMC. Below the logos, there are two tabs: "My Application" and "Add Program". The main heading is "Race & Ethnicity". Below the heading, there is a progress indicator showing "4/8 Sections Completed" with a circular graphic. A sidebar on the left lists various application sections: "Release Statement", "Biographic Information", "Contact Information", "Citizenship Information", "Race & Ethnicity" (highlighted), "Parent/Guardian", "Other Information", and "Essays". The main content area contains instructions: "Select any and all of the options in this section which you feel best apply to you. Note that this section is used for statistical purposes only and in no way affects your application or financial aid eligibility. [Click here](#) for more information." Below this, it states "Once you submit your application, you cannot edit this section." and a note "\* Indicates required field". The "Ethnicity" section has a question: "Do you consider yourself to be of Hispanic/Latino origin?" with a dropdown menu. The "Race" section has a question: "Please select one or more of the following groups in which you consider yourself to be a member." and a list of checkboxes: "American Indian or Alaska Native", "Asian", "Black or African-American", "Native Hawaiian or Other Pacific Islander", and "White". At the bottom, there is a blue button labeled "Save and Continue".

# Other Information

## Language Proficiency

- ▶ Select your native language (the language of your birth). If you speak additional languages, click **Add Another Language**. Then, select the language(s) and the level of your proficiency in each.

## Military Status

- ▶ If you have US military experience, select your anticipated status at the time of enrollment from the drop-down. Select **Not a member of the military** if this does not apply.

## Felony and Misdemeanor Convictions

- ▶ Indicate whether you've ever been convicted of a misdemeanor or felony. Note that most programs require satisfactory background check results as a condition of acceptance. Failure to disclose and provide accurate information about prior convictions may have serious consequences, such as annulment of acceptance offers, program dismissal, or other sanctions.
- ▶ Background checks reflect all prior convictions, guilty pleas, city ordinance citations (such as public intoxication), illegal possession(s) including possession of alcohol under the legal age, payments of fines (including traffic violations), and, in some cases, prior records thought to have been expunged. Note that in some states, common traffic violations may be considered misdemeanors.
- ▶ Candidates with criminal records due to felony offenses are encouraged to be aware of the potential impact for program acceptance and future licensure. Contact the programs you wish to apply to and state licensing agencies where you hope to practice for advice if you have a felony conviction or a criminal record. If you are uncertain of the status of a charge versus a conviction on your record, or if you are uncertain as to whether your offense was an infraction, misdemeanor, or a felony, contact the city, county, or state jurisdiction where the incident occurred.
- ▶ If you are convicted of a misdemeanor or felony prior to admission and/or matriculation, it is your responsibility to immediately inform your program(s).
- ▶ Answering **Yes** to these questions will not automatically disqualify you from admission to veterinary school.

The screenshot displays the VMCAS (Veterinary Medical College Application Service) application interface. At the top, there are navigation tabs for 'My Application', 'Add Program', and 'Submit Application'. The main heading is 'Other Information'. Below the heading, there is a progress indicator showing '6/8 Sections Completed'. The form contains several sections:

- Language Proficiency:** A required field asking 'What is your First Language?' with a dropdown menu labeled 'Select Language' and a button to '+ Add Another Language'.
- Military Status:** A required field asking to 'Indicate your anticipated United States Military status at the time you enroll.' with a dropdown menu labeled 'Select Military Status'.
- Felony:** A required field asking 'Have you ever been convicted of a Felony?' with radio buttons for 'Yes' and 'No'.
- Misdemeanor:** A required field asking 'Have you ever been convicted of a Misdemeanor?' with radio buttons for 'Yes' and 'No'.

On the left side of the page, there is a sidebar menu with the following sections: Release Statement, Biographic Information, Contact Information, Citizenship Information, Race & Ethnicity, Parent/Guardian, Other Information, and Essays. The 'Other Information' section is currently selected.

# Other Information

## Academic Infraction

- ▶ Indicate whether you have ever been disciplined or placed on academic probation while attending an academic institution. If yes, enter an explanation in the spaces provided.

## Explanation Statement

- ▶ Use this **optional** section to record information that cannot be listed elsewhere within the application, such as missing parental information or disciplinary actions that require detailed explanation. You can also use this section to provide other additional information that you consider vital to your application, such as explanations of interruptions in your studies or experiences, unique circumstances you faced, or reasons for decisions you made.
- ▶ This section is limited to 2,000 characters (including spaces). **Do not use this section to continue an essay that exceeded the character limit.**

## Additional Information

- ▶ Select your answers to any additional questions. Answering these questions helps programs gather information to develop future recruitment strategies.

## Previous Applications

- ▶ If you previously applied to any veterinary medical colleges or universities, select the year(s) you applied. Use the entering year of the fall semester when you would have enrolled. Report only applications submitted **before** the current VMCAS application cycle.

## First Generation College Student

- ▶ Indicate if you are a first-generation student (i.e., neither parent/legal guardian completed a bachelor's degree or higher).

### Academic Infraction

\* Have you ever been disciplined for academic performance (e.g. academic probation, dismissal, suspension, disqualification, etc.) by any college or school?

Yes  No

\* Have you ever been disciplined for student conduct violations (e.g. academic probation, dismissal, suspension, disqualification, etc.) by any college or school?

Yes  No

### Explanation Statement

The explanation statement can be used to record information that could not be listed anywhere else within the web application, such as missing parental information, and disciplinary action(s) which require detailed explanation. This section can also be used to provide the admissions committee(s) additional information that you consider vital to your application. Your explanation statement should be clearly and succinctly written – 2000 characters (including spaces) have been allotted for this purpose. Examples of pertinent information might include explanations about interruptions in your studies or experiences, unique circumstances you have faced, or reasons for decisions you have made.

0 word 0/2000

### Additional Information

\* Current Student Status

\* Student Reported GPA from Primary School

\* Has there been any interval longer than 3 months during which you were not enrolled as a student or employed?

Yes  No

### Previous Applications

Have you previously applied to one or more colleges of veterinary medicine through VMCAS?

Yes  No

### First Generation College Student

\* A first generation student is defined as a student for whom neither parent / legal guardian has completed a bachelor's degree or higher. Are you a first generation student?

Yes  No

 Save and Continue

# Essays

The following three essay questions are required for the VMCAS application. Note that individual programs may require additional essays and/or short answer questions.

There are many career choices within the veterinary profession. What are your future career goals and why? (2,000 character limit)

In what ways do veterinarians contribute to society and what do you hope to contribute? (2,000 character limit)

Consider the breadth of society which veterinarians serve. What attributes do you believe are essential to be successful within the veterinary profession? Of these attributes, which do you possess and how have you demonstrated these in the past? (2,000 character limit)

## Requirements

- ▶ **Keep your topic general:** Follow the prompt in this section to write your statement. Keep the statement general as this essay is sent to all the programs you apply to. If you plan to only apply to one program, we still strongly recommend keeping your statement general in case you later apply to additional programs. Once you submit your application, the essay cannot be edited or changed.
- ▶ **Do not exceed the maximum length:** You can see both the word and character count below the field in the application. The right-hand number shows the maximum number of characters that you can use in your essay. As you type, you can see how many characters are still available and the associated word count. Characters include spaces, carriage returns, and punctuation. You cannot save your essay if it exceeds the character limit.
- ▶ **Use your own words:** Plagiarizing any part of your essay is a violation of the code of conduct and may subject you to sanctions.
- ▶ **Use simple formatting:** Formatting such as tabs, italics, multiple spaces, etc., will not be saved. To delineate paragraphs, type a double return between each paragraph.

## Proofreading

- ▶ Be sure to read over your essay several times to catch any spelling, grammar, punctuation, etc., errors before submitting. Once you submit your application, you cannot edit your essay. If you find an error after submission that you believe could have major effects on your application, we recommend sending a corrected copy directly to the programs you applied to.

The screenshot displays the VMCAS application interface. At the top, there are navigation buttons for "My Application", "Add Program", and "Submit Application". The main heading is "Essays". A progress indicator shows "7/8 Sections Completed" with a circular graphic. A sidebar on the left lists various sections, all marked with checkmarks: "Release Statement", "Biographic Information", "Contact Information", "Citizenship Information", "Race & Ethnicity", "Parent/Guardian", and "Other Information". The "Essays" section is currently active. The main content area contains three essay prompts, each with a text input field and a character/word count indicator (0/2000). The prompts are: 1. "There are many career choices within the veterinary profession. What are your future career goals and why?" 2. "In what ways do veterinarians contribute to society and what do you hope to contribute?" 3. "Consider the breadth of society which veterinarians serve. What attributes do you believe are essential to be successful within the veterinary profession? Of these attributes, which do you possess and how have you demonstrated these in the past?"

1. There are many career choices within the veterinary profession. What are your future career goals and why.
2. In what ways do veterinarians contribute to society and what do you hope to contribute?
3. Consider the breadth of society which veterinarians serve. What attributes do you believe are essential to be successful within the veterinary profession? Of these attributes, which do you possess and how have you demonstrated these in the past?

# VMCAS Academic History

This section is where you input the high schools and colleges you attended, as well as any coursework completed. Additionally, you can provide information about tests you have taken or plan to take, such as the GRE, MCAT, or TOEFL.

- ▶ High School Attended
- ▶ Colleges Attended
- ▶ VMCAS Transcript Entry
- ▶ Professional Transcript Entry Service (PTE)
- ▶ VMCAS Course Subjects
- ▶ Standardized Tests

The screenshot displays the VMCAS user interface. At the top, there are navigation tabs for "My Application", "Add Program", and "Submit Application". The main heading is "My Application", with a sub-header "Academic History" and a progress indicator "0/4 Sections Completed". A notification box on the left says "Welcome to the VMCAS application (save this email!)" with a "View My Notifications" button. On the right, a vertical menu lists the sections: "High School Attended", "Colleges Attended", "Transcript Entry", and "Standardized Tests". The background of the dashboard shows a blurred image of medical students in a classroom.

# High School Attended

- ▶ Add Your High School
- ▶ Click Add Your High School.
- ▶ Enter the name of your high school, the city and state where it is located, and graduation date, if applicable.
  - ▶ If you attended multiple high schools, only list the high school that you graduated and received a high school diploma from.
  - ▶ If you attended a high school outside of the United States, select **International**.
  - ▶ If you received your GED, please list GED as the name of the high school you attended, and the city/state which awarded your GED degree.
- ▶ Click **Save This School**.

The screenshot displays the VMCAS (Virginia Medical College Application Service) interface. At the top, there are navigation tabs: "My Application", "Add Program", and "Submit Application". The main heading is "High School Attended". On the left, a circular progress indicator shows "1/4 Sections Completed" with a graduation cap icon. Below this is a sidebar menu with "High School Attended" selected and marked with a green checkmark, and other options: "Colleges Attended", "Transcript Entry", and "Standardized Tests". The main content area is titled "Add Your High School" and includes a close button (X). Below the title, it says "Enter details from the high school where you received your degree below." and a note "\* Indicates required field". The form contains the following fields:

- \* What high school did you attend? (Text input field)
- \* City (Text input field) and \* State (Dropdown menu)
- \* Did you graduate from this high school? (Radio buttons for Yes and No)
- Save This School (Button with a checkmark icon)



# Colleges Attended

## Requirements

- ▶ **Report all institutions attended regardless of their relevance to the programs you are applying to.** Failure to report an institution may cause your application to be undelivered. This can significantly delay the processing of your application. Report all institutions attended, including but not limited to:
  - ▶ courses taken in high school for college or university credit
  - ▶ summer courses
  - ▶ community college courses
  - ▶ US military academies (note that this does not include courses on SMART or JST transcripts)
  - ▶ post-baccalaureate, graduate, and doctoral work
  - ▶ study abroad, Canadian, and foreign work, etc.
- ▶ **List all institutions on your application** even if the coursework completed there was transferred to another institution.
- ▶ **Report each institution only once**, regardless of the number of degrees earned or gaps in the dates of attendance.
- ▶ **Send official transcripts** for each institution (with the exception of study abroad; see [Study Abroad and Overseas US Institution Transcripts](#) for more information).

**VMCAS** Western Medical College Application Service

My Application Add Program Submit Application

## Colleges Attended

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. [Click here](#) for more information.

You must request an official Transcript or WES evaluation to be sent to VMCAS for ALL institutions with completed coursework.

Please note: VMCAS DOES NOT accept transcripts via email. Any transcript sent to the VMCAS email address will not be processed.

Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

**Information for Applicants Impacted by COVID-19:** VMCAS understands that as a result of COVID-19, some applicants may not be able to obtain official transcripts from all of the colleges and universities they have attended. To assist applicants with this hardship, VMCAS is granting some applicants an exception and allowing them to upload unofficial transcripts for their VMCAS application. If you believe you need this exception, please visit the [COVID-19 Transcript Hardships](#) page.

[Add a College or University](#)

# Colleges Attended

## Adding a College or University

- ▶ Click **Add a College or University**.
- ▶ Type and select your college or university. It may take several tries to find your school, especially if it shares its name with others or could be spelled differently. For example, if you attended "Saint John's University," you may need to try "Saint John," "St. John," or "St John" (no period) to bring the school up on the list. If you exhausted all options and it does not appear, select **Can't find your school?**
- ▶ Select if you obtained (or plan to obtain) a degree from the selected institution.
  - ▶ If you earned or plan to earn a degree, provide details about the earned or expected degree.
  - ▶ Click **Add another Degree** to add additional degrees for this same college or university.
- ▶ Select your college's or university's term system. You can usually find this on the back of your official transcripts, or you can contact your college's registrar.
  - ▶ Term system refers to the type of hours your credits are worth, not the length of the term or how many terms a year your college or university offered.
  - ▶ If your transcript lists some courses as quarter and others as semester, enter the term type that is most common (i.e., if you have six quarter terms and two semester terms, enter quarter).
- ▶ Select if you are still attending your institution. Enter dates of the first and last (if applicable) terms you attended. Be sure to only enter each college or university you attended once, regardless of gaps in your attendance there.
- ▶ Click **Save** to complete the entry.

The screenshot shows the 'Colleges Attended' form. On the left is a sidebar with a progress indicator '1/4 Sections Completed' and menu items: 'High School Attended' (checked), 'Colleges Attended' (active), 'Transcript Entry', and 'Standardized Tests'. The main form area is titled 'Colleges Attended' and contains the following sections:

- Add a College or University** (with a close icon): A note states, 'Report all institutions attended. Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.'
- What college or university did you attend?\***: A text input field containing 'UNIVERSITY OF GEORGIA'.
- Did you obtain or are you planning to obtain a degree from this college or university?\***: Radio buttons for 'Yes' (selected) and 'No'.
- Degree Info\*** (with a trash icon):
  - Radio buttons for 'Degree Awarded' and 'Degree In Progress' (selected).
  - What type of degree are you planning to earn?\***: A dropdown menu labeled 'Select Degree Type'.
  - When will you earn that degree?\***: Two dropdown menus for 'Select Month' and 'Select Year'.
  - What is your major?\***: A dropdown menu labeled 'Select Major'.
  - What is your minor?\***: A dropdown menu labeled 'Select Minor'.
  - A checkbox labeled 'Check if you were a double major'.
  - A link at the bottom: '+ Add another Degree'.

## Colleges and Universities Attended

The screenshot shows a table entry for 'UNIVERSITY OF GEORGIA'. The entry includes a date range 'August 2018 - Still Attending', a term system 'Semester System', and a degree 'Bachelor of Science Degree Earned: May 2021'. Below the entry, there is a section for 'Required Transcript Types' with a table:

Required Transcript Types		
Official Transcript ⓘ	Not Yet Received	Order

## ⚠ Transcripts Are Required

You can submit your application before transcripts are received. However, you must submit all required transcript and foreign evaluation types in order to complete your application.

Your programs require specific transcript types from your colleges and universities attended.

# COVID-19 Transcript Hardships

- ▶ VMCAS understands that as a result of the COVID-19 pandemic, some applicants may not be able to obtain official transcripts from all colleges and universities attended. To assist applicants with this hardship, VMCAS will grant some applicants an exception and allow them to upload unofficial transcripts instead. If you believe you need this exception, follow the steps below. Note that some schools may still require official transcripts before they review your application.
- ▶ If you can have your official transcripts sent to VMCAS from all colleges and universities attended, you do not need to pursue the exemption process. Select **Yes** and click **Save and Continue**. Do not upload any unofficial transcripts to the **Documents** section.
- ▶ Note that you can submit your unofficial transcript only once through the COVID-19 Transcript Hardships process. If you want to submit an updated official transcript, you must have your institution send VMCAS the official transcript. See **Sending Official Transcripts to VMCAS** and **Updating Your VMCAS Application** for more information.

# COVID-19 Transcript Hardships

## ▶ Requesting an Exception

- ▶ If you are not able to have official transcripts sent from each college or university attended, select **No**. Then, indicate if you already visited each institution's website for COVID-19 guidance and attempted to contact each institution to request official transcripts. If you haven't attempted this yet, you must visit your institution's website to review their COVID-19 guidance. Most institutions have staff working remotely to fulfill official transcript requests. If no guidance is available, contact them via email as they may be unable to respond to phone inquiries. **You must attempt to contact each institution electronically prior to requesting an exception.**
- ▶ Once you performed the steps above, select **Yes** and enter each college or university that you need an exception for. Then, indicate your agreement with the **Transcript Exception Certification** statement and click **Save and Continue**.
- ▶ Next, go to the [Documents](#) section of the application and upload the unofficial versions of your transcripts.

# Documents

- ▶ The **Documents** section should only be used by applicants who requested a COVID-19 transcript hardship exception. If you need this exception, you must complete the [COVID-19 Transcript Hardships](#) section before uploading any documents. If you can obtain your official transcripts, you are not eligible for this exception and should not upload any documents on this page as it may delay the processing of your application.
- ▶ If you qualify for the exception, follow the steps below to upload your unofficial transcript(s). You must submit your application first before your unofficial transcripts are processed. Note that once your exception is processed, any unofficial transcripts you uploaded will no longer appear on this page. Instead, the transcript will be marked as Arrived in the [Check Status](#) section of the application.
- ▶ **Upload an Unofficial Transcript**
  - Click **Add Document**.
  - Click **Choose File**.
  - Locate and select your file.
  - Click **Upload This Document**.
- ▶ Note: you are responsible for protecting any sensitive information in the documents you are uploading (for example, your Social Security Number). Use correction fluid or a security redacting marker to cover any sensitive information.

# Sending Transcripts

For each college or university entered, click **Order** and select if you are ordering electronic transcripts (recommended) or submitting a transcript via mail. See [Sending Official Transcripts to VMCAS](#) for more information.

Note that if you attended a foreign college or university - and depending on your program's requirements - you may be required to send a foreign evaluation. See [Sending Official Transcripts to VMCAS](#) for more information.

## Requirements




- ▶ Transcripts must be sent to VMCAS from all US and English-speaking Canadian institutions you listed in the **Colleges Attended** section of your application, even if the courses later transferred to another institution. We cannot process your application without receiving all of your transcripts.
- ▶ Do not send foreign transcripts (non-US/non-English-Canadian). This includes transcripts from Caribbean and French-Canadian schools. We cannot accept these documents and they will be destroyed. See the **Foreign and French-Canadian Transcripts** section for more details.
- ▶ Transcripts must be original. Transcripts that are photocopied, faxed, on file at a career center or Interfolio, etc. are not accepted.
- ▶ Transcripts must be addressed to VMCAS. Transcripts addressed to you, a program, school, or any address other than VMCAS are not accepted.
- ▶ Transcripts must be mailed by your registrar. For security purposes, we cannot accept transcripts mailed by you or anyone other than the registrar. If anything on your transcript indicates that it was issued to the student, picked up by you, or mailed to any address other than VMCAS, your transcript will be rejected and you will need to send a new one.
- ▶ In rare occurrences where a school's computer system can only include the applicant's name in the transcript's Issue to field, instruct the registrar to mail the transcript to VMCAS and include a letter stating the registrar's policy for addressing transcripts. Transcripts will not be accepted without this letter. Additionally, the transcript cannot have an "Issued to Student" or "Student Copy" stamp and cannot be picked up by the applicant.


# Sending Transcripts Electronically

- ▶ In rare cases, if your institution cannot submit official transcripts by mail or electronically from Credentials Solutions, Parchment, or National Student Clearinghouse due to the COVID-19 pandemic, we can accept official transcripts sent via email from the Registrar directly. Your institution can contact the Customer Service team for more information.
- ▶ We cannot accept transcripts sent via email from applicants.
- ▶ VMCAS only accepts electronic transcripts from Credentials Solutions, Parchment, and National Student Clearinghouse. If your school does not offer any of these services, your transcript must be sent by mail.
- ▶ If your school requires that you use a service other than Credentials Solutions, Parchment, or National Student Clearinghouse, you should ask that service to mail the transcripts instead of sending them electronically. Since you cannot include the Transcript Request Form, you should include your full VMCAS ID number when entering the VMCAS mailing address.
- ▶ When using any of these services, select VMCAS as the recipient. If you can't select VMCAS and instead are asked for an email address, your transcript must be sent by mail. Do not send your transcript to the VMCAS customer service email.
- ▶ **UGA uses Parchment:**
  - ▶ **Parchment**
  - ▶ [Click here](#) to see if your school offers the Parchment service. If your school is not listed, your transcript must be sent by mail. Otherwise, follow the instructions to proceed. Once your transcript is requested, it takes up to seven business days for it to post to your application. If your transcript is not posted after this timeframe, contact Parchment directly to confirm the order was completed, then contact customer service.

# Transcript Process

## Colleges and Universities Attended

UNIVERSITY OF GEORGIA		 
August 2017 - Still Attending   Semester System   Bachelor of Arts Degree Earned: May 2021		
Required Transcript Types		
Official Transcript 	Not Yet Received	<a href="#">Order</a>

 **Transcripts Are Required**

You can submit your application before transcripts are received. However, you must submit all required transcript and foreign evaluation types in order to complete your application.

Your programs require specific transcript types from your colleges and universities attended.

1. Under each institution you enter, you will need to select “order,” to send your transcripts electronically.


2. Once you select order, you will be taken to another page that lists an option to choose your e-transcript service. You will select parchment for your UGA transcript.


Order Your Official Transcript  
University Of Georgia


Select how you want to order your official transcript.

[Option 1: Order an Electronic Transcript](#) | [Option 2: Order a Mailed Paper Transcript](#)

First, confirm with your school that they participate in one of the following e-transcript services. Then select their preferred service to order your transcript. If you cannot find your school in these services, please use Option 2 to order a paper transcript.







[I Will Do This Later](#) | [I Ordered My Transcript](#)

3. Once you select parchment you will need to copy step 3 which is your Transcript ID number. You will need this when you order your transcripts in Athena.


4. Next, click on I will do this later after you copy your link and head to the UGA [portal](#).


Order Your Official Transcript  
University Of Georgia


Select how you want to order your official transcript.

[Option 1: Order an Electronic Transcript](#) | [Option 2: Order a Mailed Paper Transcript](#)

First, confirm with your school that they participate in one of the following e-transcript services. Then select their preferred service to order your transcript. If you cannot find your school in these services, please use Option 2 to order a paper transcript.







Step 1: Search for University Of Georgia to see if your school participates.

Step 2: Select VMCAS - Association of American Veterinary Medical Colleges (AAVMC) as the recipient.

Step 3: Include your Transcript ID number: [9335870187-8207528-X] [Copy](#)

[Visit Parchment Now](#)

[I Will Do This Later](#) | [I Ordered My Transcript](#)



# Transcript Process

- Once you are on the UGA portal site, choose Order Transcripts (Parchment). Log in with your student ID and password. Then select transcript.

Instant Access

ATHENA UGAMAIL DigitalWorks

lynda.com ATHENA STUDENT ACCOUNT Order Transcripts

@Learning Commons Parking Services handshake

Employee Services PURCHASE MEAL PLAN Food Services Libraries

ARC Academic Resource Center UGA Career Outcomes

Athena Student Record

- Register for Classes
- View My Course Schedule
- Check My Holds
- UGA Bulletin
- Schedule of Classes
- View My Test Scores
- Update My Address and Contact Information

Athena Financial Aid

View My 2015-2016 Financial Aid Award  
Fall 2015, Spring 2016, Summer 2016

Once you click on the Parchment icon it will direct you to another page. Type in VMCAS under institution and follow the instructions. Remember **DO NOT** send your transcripts before the application opens.

Make sure you select VMCAS from the results

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

UNIVERSITY OF GEORGIA  
Office of the Registrar

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:  
Institution Name, Acronym, Location, or State

VMCAS SEARCH

180 Matches Found:

INSTITUTION	LOCATION
VMCAS - Association of American Veterinary Medical Colleges (AAVMC)	Waterloo, MA, US
AVMCAS	Washington, DC, US

Home | My Account | Order Status | Support | Contact Us Shopping Cart: \$0 | Sign Out

UNIVERSITY OF GEORGIA  
Office of the Registrar

1. Login or Register 2. Select Documents 3. Order Details 4. Provide Consent 5. Billing Info 6. Review Order

Where would you like your document(s) sent?

**Coronavirus Message**

Electronic transcripts, printed transcripts, replacement diplomas, and in-network transcripts are being processed but please understand that there may be a delay in processing time.

Before placing your request, verify the delivery method and address with the intended recipient.

To send your transcript electronically to UGA Admissions, another academic organization or another institution's admissions office: use the recipient search box below. Do not use this search box to send a transcript to yourself.

To send your transcript electronically or via mail to yourself, another individual, or third party: please click on the blue hyperlink under the search bar to select the delivery method of your transcript.

Please verify the recipient you select to ensure that your transcript is delivered to the correct office. FERPA regulations prohibit UGA from altering the recipient on an existing order, even if the requester placed the order in error. Once an order has been placed, it can not be cancelled.

vmcas SEARCH

Or Send to 'yourself', Another Individual, or Third Party

Parchment Ordering Service v2.9  
Copyright © 2008-2020 Parchment Inc. All Rights Reserved.  
Privacy Policy, Refund Policy.  
11/11am PDT



# UNIVERSITY OF GEORGIA

## Office of the Registrar

- 1. Login or Register
- 2. Select Documents
- 3. Order Details**
- 4. Provide Consent
- 5. Billing Info
- 6. Review Order

### Product Description

Order an electronic copy of your official transcript. Orders are generally processed within 5 business days.

Once the delivery message has been sent, recipients have 21 days to download an eTranscript. After 21 days, the link provided in the delivery email will expire.

- A forwarded eTranscript is not official. Official transcripts must be sent directly to the final recipient.
- All charges are nonrefundable.
- Transcripts will not be processed for those with flags on their account for financial obligations to the University.
- If you need assistance or have questions, please contact 706-542-4040 or email us at [reghelp@uga.edu](mailto:reghelp@uga.edu). Business hours are 8:00 a.m. to 5:00 p.m., Eastern Time, Monday through Friday.
- If your transcript request requires an attachment, please make sure to attach it electronically in your request at the time of ordering. No refunds will be issued for orders where a necessary attachment is not included at the time of ordering.
- LSAC, AMCAS, and other transcript processing center requests will include a pop-up window with a field where you may enter your application ID number. No attachment is required.

All transcripts are printed immediately and cannot be held for future release after such things as grades and/or degrees have been posted. Active students may review their unofficial transcript in ATHENA before placing an order.

Please DO NOT put your SSN in any field when placing an order.

Destination: VMCA 8 - Association of American Veterinary Medical Colleges (AAVMC) Watertown, MA 02471

Document Name: eTranscript - **Send**  
[Switch to Mail Delivery](#)

Order Options

Delivery Mode:  Electronic

Purpose for Request: --

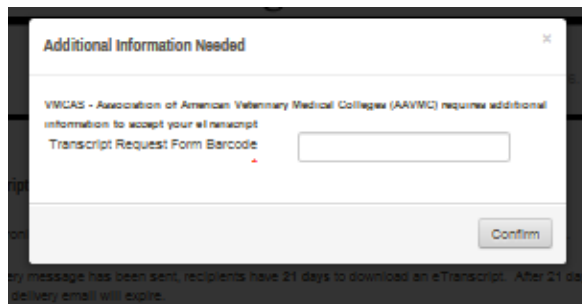
Attachment (Optional):  No file selected.

Note: Email Providers use filtering systems to reduce spam. Sometimes, they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com).

Total \$8.00

# Transcript Process

In this section you will select continue under Document name and paste the Transcript ID that you copied in the previous section. Hit confirm and it will take you back to the main page.



Next make sure the delivery mode is electron and under purpose of request you will select applying to gradate/professional program.



Now you are ready to checkout. You will see the cost is \$8.00 and you will be taken to a FERPA disclaimer, click next, confirm your order and check that your transcript will be sent to VMCAS. Then click confirm and complete payment.

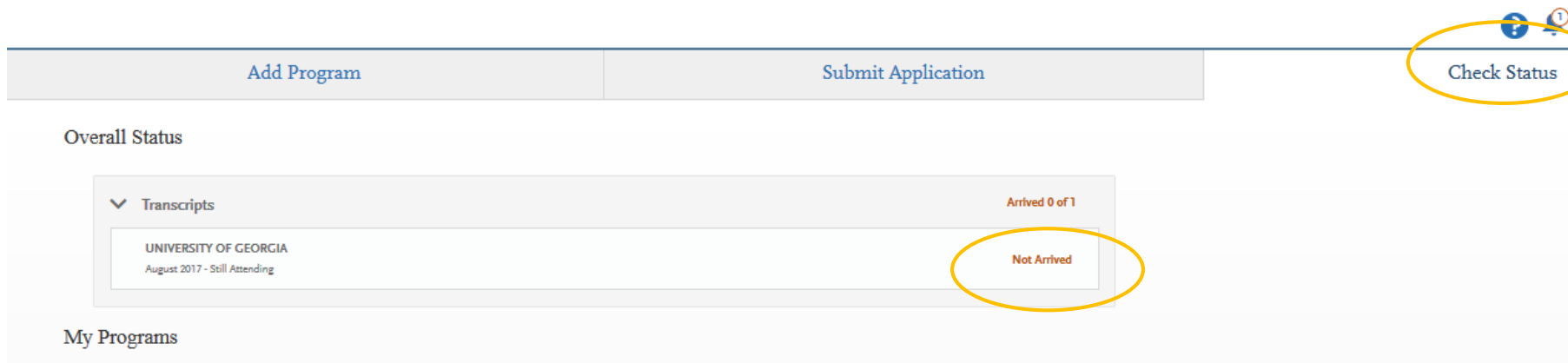
# Transcript Process

▪ Here are the top three things you should do to ensure you successfully match your transcript to your VMCAS application:

1. List the institution in the **“Colleges Attended”** section.
2. Copy the “Transcript ID,” and copy it into the official transcript request form.
3. Request **ALL** transcripts the moment the application opens.

NOTE: Please list any alternate names used such as nickname, maiden name, or name variance in the Alternate Name field under the Biographic section of the application.

\*\*\*Monitor the application to ensure the transcript is received. It is the applicants responsibility to monitor their application for transcript receipt, even after the application is submitted. VMCAS will **NOT** notify applicants concerning missing transcripts. If it has been longer than **10 business days** since the transcript was mailed and it has not been posted, the materials should be resubmitted. The status of all transcripts can be view in the **“Check Status”** tab at the top of the application home screen.



# VMCAS Transcript Entry

## ► Requirements

- Reporting coursework accurately is your responsibility. Since credit values, grade values, and course subjects vary widely from school to school, your programs need some type of standardization so they can accurately compare applicants. This standardization is achieved by using your coursework to create a standard set of GPAs, ensuring you are compared to other applicants fairly and equally.
  - Complete the **Colleges Attended** section before entering your courses.
  - Report all courses on your transcripts, not just prerequisites. Be sure to include courses from which you withdrew, repeated courses, ungraded labs, test credits, gym courses, orientations, or other non-graded courses.
  - Use official copies of your transcripts. Coursework must exactly match your official transcripts; don't use an unofficial version, like a printout from your school's website. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.
  - Enter courses under the institution where you originally took the course, exactly as they appear on the original school's transcript. Don't list courses under the school in which the credits were transferred. You may need to go back to your Colleges Attended and add a school to enter the transfer credits for.
- Note that if you don't want to enter all your coursework yourself, our specialists can enter it for you for an additional fee. See the **Professional Transcript Entry Service (PTE)** topic for more information.

# VMCAS Transcript Entry

Transcript Entry

Please save your work before leaving this page!

### BALL STATE UNIVERSITY Transcript

Fall September 2012 - Still Attending Semester System

1/6 Sections Completed

High Schools Attended

Colleges Attended ✓

Transcript Entry

GPA Entries

Continuing Education Courses

Standardized Tests

Need help with Transcript Entry? Watch this video.

Also, remember: transcripts are not required for courses listed as in progress or planned.

Transcripts are not required for the courses listed as In Progress or Planned.

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
PHYC 120	Gen P physics I	Physics	5.0		
BIO 100	People & Life Sci	Biology	3.0		

Summer 1 2016 Senior In Progress/Planned

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
SOC 341	Health Illness	Sociology	3	00	

Save All Cancel

\*\*Click on image to take you to video. If you have issues with this click [here](#).

# VMCAS Transcript Entry

## ▶ Enter a Term

1. Click **Start** to begin entering courses for a college or university.
2. Add a semester, quarter, or trimester depending on the term system you selected in the **Colleges Attended** section.
3. Select a term.
4. Select a year. Options are based on the time spans you selected in the **Colleges Attended** section.
5. Select an academic status. Academic status refers to your status during the term you are inputting, not your current status. Refer to the list of Academic Status definitions below for more information. If you're entering courses for a term that is currently in progress or planned, select **In Progress/Planned**.
6. Click **Save**.
7. Continue adding terms, as needed.

## ▶ Academic Status Definitions

- **Freshman-Senior:** Applies to all college- or university-level courses taken prior to your first bachelor's degree. In general, four-year students should list one year per designation and five-year students should list their last two years as senior. Non-traditional students should label their terms as evenly as possible in chronological order.
  - Dual enrollment courses (college courses taken during high school) are considered Freshman and should be listed under the college where you took them. Do **not** report these courses again as transfer credits at your undergraduate institution.
- **Post-Baccalaureate:** Applies to undergraduate level courses taken after your first bachelor's degree is earned. If you earned a second bachelor's degree, that is considered post-baccalaureate.
- **Graduate:** Applies to master's degree- and doctorate degree-level work only, regardless of whether the degree was earned. Work such as that taken in pursuit of a Ph.D, MD, PharmD, JD, JurisD, LL.D, DC., etc. are considered doctorate degree-level.

# VMCAS Transcript Entry

## ▶ Enter Courses for a Completed Term

- ▶ Click **Add A Course** under the appropriate term.
- ▶ Enter the course code. Department prefixes and course numbers must exactly match what appears on your official transcript.
- ▶ Enter the course title. You can abbreviate it if it does not fit in the text box.
- ▶ Select the course subject. If you're unsure, make your best guess; our team will help you if it doesn't match.
- ▶ Enter the course credits exactly as they appear on your transcript. See the **Course Credits** section below for more details.
- ▶ Enter the grade exactly as it appears on your transcript, including any pluses or minuses.
  - ▶ If your grades are listed as "BA," "CB," or "DC," you must list them as "AB," "BC," and "CD" in order for the system to recognize them.
  - ▶ If your grades are listed as numbers (e.g., 93), enter them exactly as they appear on your transcript. They will automatically convert to the equivalent CAS letter grade.
- ▶ The **CAS Grade** populates automatically. This allows us to standardize your coursework for all programs and cannot be edited.
- ▶ Click **Save**.
- ▶ Continue adding courses, as needed.

## ▶ Enter Courses for an In-Progress or Planned Term

- ▶ You should enter any courses that you are currently taking or plan to take in the near future. This is not required, but is strongly recommended, as some programs require it. Note, however, that any term containing In Progress/Planned courses cannot be marked as complete; the entire term must be marked as In Progress/Planned. Contact your programs to determine if they require planned or in-progress coursework to be listed. Once you complete in-progress courses, you can update them in the application.
- ▶ Make sure that you selected **In Progress/Planned** for the term you're listing the course under. This alerts the system that you aren't required to enter a grade for this course.
- ▶ Enter the course code.
- ▶ Enter the course title. You can abbreviate it if it does not fit in the text box.
- ▶ Select the course subject. If you're unsure, make your best guess.
- ▶ Enter the expected course credits. Depending on the format of your credits, you may need to convert them. See the **Course Credits** section below for more details.
- ▶ Click **Save**.
- ▶ Continue adding courses, as needed.

# Credits

## ▶ Enter Narrative Transcripts

- If your institution uses a narrative transcript, enter your coursework as described above. If the transcript lists "suggested" credits and/or grades, be sure to enter those as well; otherwise, list the course credits as "0.0" and the grades as "Pass."
- Your programs will see the list of classes you took, along with a copy of the official narrative transcript that you submit.
- **Course Credits**

## ▶ Semester, Trimester, and Quarter Credits

- If your course credits are mostly in "3.0," "4.0," or "5.0" format, then your transcript is listing normal semester, trimester, or quarter credits and no conversion is necessary. Enter the credits exactly as they appear on your transcript.

## ▶ Unit Credits

- If all of your course credits are listed in "1.0" or "0.50" format, then your transcript is listing credit units and you need to perform a conversion. Check the back of your transcript for a conversion ratio, which will say something like "1 unit is equivalent to 4 semester hours."
- If there is no conversion on the back of your transcript, contact your registrar's office to determine the conversion ratio. Then, convert the credits by multiplying the number of units listed on your transcript by the conversion factor. For example, if your conversion is 1 unit = 4 hours and your transcript lists 1 unit for a course, you would enter 4.00 credits on your application. If 0.50 is listed, you would enter 2.00.
- Review **VMCAS Grade Value Charts** to view some Canadian institutions' unit conversion ratios.



# Credits

## ▶ Lab Credits

- If your transcript lists labs separately, you must list them as separate courses on your application as well. Record the labs exactly as they appear on your transcript. If your transcript combines lab and lecture courses into one course, list it as one course on your application.

## ▶ Test Credits

- You can only list test credits if they were awarded by one of the schools you attended and they appear on your transcript. Test credit types include Advanced Placement (AP), International Baccalaureate (IB), CLEP, DANTE, Regents, and courses you "tested out of" at college or university. List these credits under your first term at the school that awarded you the credit and enter "CR" as the grade. If no course prefix or number appears on the transcript, enter "N/A" for Not Applicable.
- Be sure to designate these test credits appropriately in the Transcript Review section (below).

# Course Types

## ▶ Enter Course Types (Transcript Review)

- Once you enter and save all your courses, click **Review & Finalize My Transcripts**. Your next step is to designate specific courses as study abroad, Advanced Placement, repeated, etc. You must complete Transcript Review before you can add prerequisites in the Program Materials section.

## ▶ Primary College

- Identify your primary undergraduate institution. This is typically considered the college or university where you earned (or will earn) your first Bachelor's Degree. If no degree is planned, select the college or university where you completed the majority of your undergraduate coursework.

## ▶ Repeated Classes

- Indicate if you repeated any of your courses. Courses should only be marked as repeated if you repeated them at the same institution (i.e., you retook the course for a higher grade). Withdrawn courses, courses taken at different schools, and courses taken multiple times for new credit (i.e., school band, physical education, etc) are not considered repeated.
- Record full credit values and grades for all repeated courses. VMCAS is required to include all repeated courses in GPA calculations, regardless of an institution's or state's academic forgiveness policies.
- If you repeated courses, select **Yes** and click **Continue**. Then, click the plus sign next to the repeated courses for each college or university you attended.

# Course Types

## ▶ Advanced Placement Credit

- Indicate if you received Advanced Placement (AP) credit on the College Board Advanced Placement Exams for any of your courses.
- If you received AP credit, select **Yes** and click **Continue**. Then, click the plus sign next to the advanced placement courses. Be sure to only select courses that are clearly marked as AP on your transcript.

## ▶ Other Test Credit

- Indicate if you received credit for tests other than the AP exam, including International Baccalaureate (IB), CLEP, DANTE, Regents, or Institutional/Departmental exams (i.e., courses you "tested out of" at college or university).
- If you received test credits, select **Yes** and click **Continue**. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as test credits on your transcript.

## ▶ Honors Courses

- Indicate if you took any honors courses, which are generally college or university courses taken at an honors level. These are usually designated with an "H" in the course number on your transcript. Note that earning Latin honors upon graduation does not mean your courses are retroactively considered "Honors."
- If you took honors courses, select **Yes** and click **Continue**. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as honors on your transcript.

## ▶ Study Abroad Courses

- If you studied abroad, indicate the courses you took as part of your institution's study abroad program. Refer to the Sending Transcripts section for more information.
- If you studied abroad, select **Yes** and click **Continue**. Then, click the plus sign next to the courses.

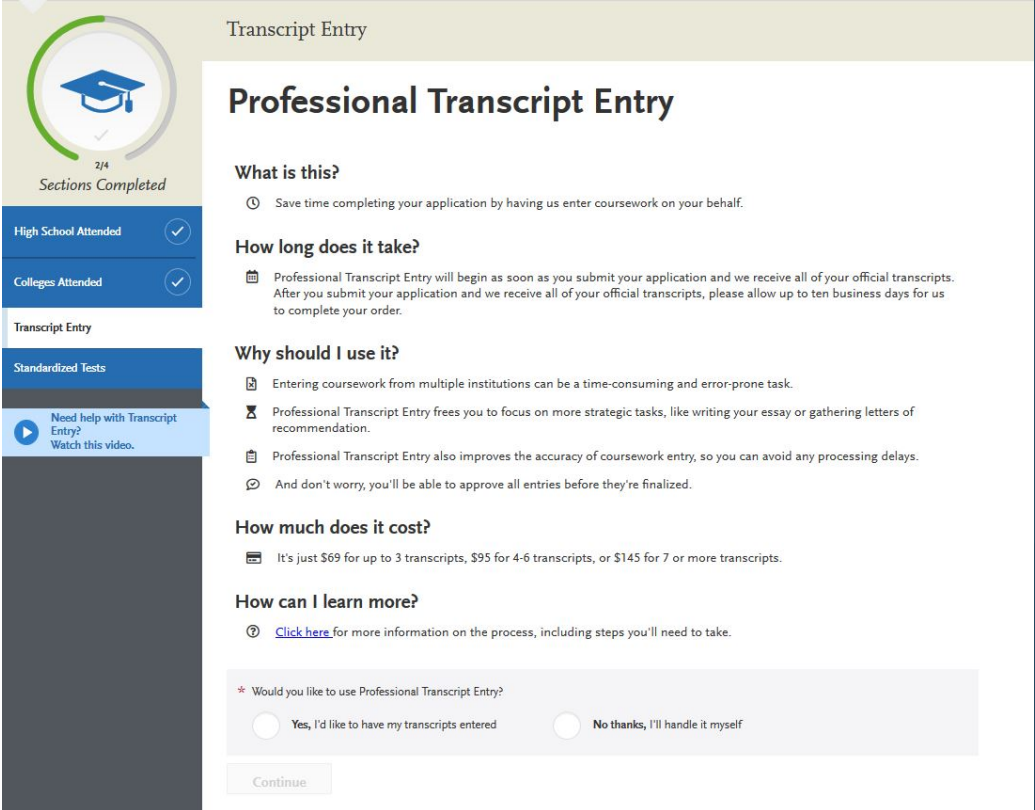
# Professional Transcript Entry

If you prefer not to enter all your coursework yourself, the Professional Transcript Entry Service (PTE) specialists can enter it for you for an additional fee. This service is only available for completed coursework from accredited schools. Coursework from unlisted schools, foreign coursework, and planned/in-progress courses are ineligible for PTE and must be entered by you.

Note that the PTE specialists only enter the information listed on your official transcripts and do not correct errors for coursework you have already entered. If you entered coursework and made a mistake or did not report an institution, these errors will be communicated to you during the verification process, at which point it will be your responsibility to correct them.

Please refer to the **Refunding/Withdrawing Your Application** page for further payment policies.

If you choose to use PTE, be aware that you must order it by **August 14, 2020**.



The screenshot shows a web interface for 'Transcript Entry'. On the left is a navigation menu with a progress indicator showing '2/4 Sections Completed' with a graduation cap icon. The menu items are: 'High School Attended' (checked), 'Colleges Attended' (checked), 'Transcript Entry' (selected), 'Standardized Tests', and 'Need help with Transcript Entry? Watch this video.' The main content area is titled 'Professional Transcript Entry' and contains several sections: 'What is this?' (Save time completing your application by having us enter coursework on your behalf.), 'How long does it take?' (Professional Transcript Entry will begin as soon as you submit your application and we receive all of your official transcripts. After you submit your application and we receive all of your official transcripts, please allow up to ten business days for us to complete your order.), 'Why should I use it?' (Entering coursework from multiple institutions can be a time-consuming and error-prone task. Professional Transcript Entry frees you to focus on more strategic tasks, like writing your essay or gathering letters of recommendation. Professional Transcript Entry also improves the accuracy of coursework entry, so you can avoid any processing delays. And don't worry, you'll be able to approve all entries before they're finalized.), 'How much does it cost?' (It's just \$69 for up to 3 transcripts, \$95 for 4-6 transcripts, or \$145 for 7 or more transcripts.), and 'How can I learn more?' (Click here for more information on the process, including steps you'll need to take.). At the bottom, there is a question: '\* Would you like to use Professional Transcript Entry?' with two radio button options: 'Yes, I'd like to have my transcripts entered' (selected) and 'No thanks, I'll handle it myself'. A 'Continue' button is located at the bottom right.

# Professional Transcript Entry

- ▶ **Fees:** Fees for PTE are as follows:
  - 1-3 transcripts: \$69 - 4-6 transcripts: \$95 - 7 or more transcripts: \$145
  - These fees apply only to coursework entry and are in addition to regular application fees. Fee waivers and coupon codes are not available for PTE. Additionally, your PTE payment cannot be transferred to another cycle (e.g., re-applicants, applicants applying in multiple cycles, etc.).
- ▶ **Process:** To successfully sign up for PTE, complete the following required steps:

## 1. Enter any coursework that is not eligible for PTE.

Before the PTE process can start, you must enter any coursework that is ineligible for PTE. Ineligible coursework includes planned or in-progress courses and courses taken at unlisted US schools. We cannot enter these courses on your behalf and they must be entered by you before you pay for PTE.

Note that once you make your PTE payment, you will be unable to enter any additional planned/in-progress courses until the verification process is complete.

## 2. Send us your official transcripts.

We must receive all required transcripts before PTE can begin. See [Sending Official Transcripts to VMCAS](#) for more details. Monitor your application to ensure your transcripts are received. On average, it takes up to seven business days from the date we receive your transcripts to post them to your application. Once your transcripts post, you will receive a confirmation email and you can view your transcript receipt dates on the [Check Status](#) tab.

## 3. Sign up and pay for PTE.

Click [Tell Me More](#) at the bottom of the [Transcript Entry](#) page and follow the prompts to sign up for PTE and enter your payment information. Payments are non-refundable and can only be made online via credit card. After making your payment, you can continue adding colleges attended for PTE until you submit your application. You cannot add any colleges attended for PTE once your application is submitted or during the Academic Update period (if applicable).

## 4. Submit and complete your application

Before PTE, you must submit and pay for your application. Once your application is submitted and we receive your transcripts, we will begin work on your application within ten business days. Note that applications are placed in line for PTE on a first-come, first-served basis.

# Professional Transcript Entry

## ▶ Turnaround Time

- Once all the requirements are met, it may take up to ten business days for transcript entry to be completed. Your application will not be given a Complete Date and moved into the verification queue until your coursework entry is approved, at which point it can take up to an additional two weeks to be verified. Please keep these turnaround times and your program's deadline requirements in mind. We are not responsible for missed deadlines due to PTE procedures or turnaround times.

## ▶ Reviewing and Approving Your Coursework Entry

- You will receive a notification once your PTE is complete. You should then review the coursework entered by the PTE specialists to ensure it is accurate and approve the entry. You should also match your coursework to any required prerequisite courses in the **Program Materials** section before approving the entry.
- If you find any issues with the coursework entry, email customer service to determine how to proceed. Wait for corrections to be confirmed and implemented before approving the coursework entry.
- Once you approve your coursework entry (and complete all other application requirements), your application is given a Complete Date and placed in line for verification. Be sure to approve your coursework in a timely manner to avoid any delays in processing your application.
- If you reapply in a future cycle, your PTE coursework will only carry forward if you submit your application and approve the PTE coursework entry in the current cycle.

# VMCAS Course Subjects

- ▶ When completing the Transcript Entry section, you select your course subjects from a standardized list that was created in conjunction with the Association of American Veterinary Medical Colleges (AAVMC). These course subjects fall into categories that VMCAS uses to help [calculate several GPAs](#). All course subjects are included in an overall GPA calculation, including course subjects not listed here.
- ▶ If you're not sure which course subject to choose based on the course title, default to the department the course is offered through. During [verification](#), our team will update any course subjects that were incorrectly listed.
- ▶ If you disagree with a course subject selected during verification, refer to [Disputing and Correcting Course Subjects and GPAs](#) for information on how to dispute a course subject decision. You can only dispute the subject assigned to your course; you cannot dispute the GPA that subject factors into.
- ▶ Click [here](#) for the course subjects list.

# Standardized Tests

## Self-Reported Test Scores

You can self-report your Standardized Test scores or report tests you plan to take in the **Standardized Tests** section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you are completing all requirements.

Note that self-reporting your scores is not the same as providing official scores to your programs. If your programs require official test scores, see **Sending Official Test Scores** for more information.

The screenshot shows the VMCAS (Virginia Medical College Application Service) interface. At the top, there are logos for VMCAS and AAMC. The navigation bar includes "My Application" and "Add Program". The main heading is "Standardized Tests".

On the left, a circular progress indicator shows "2/4 Sections Completed" with a graduation cap icon. Below it, a sidebar lists sections: "High School Attended" (checked), "Colleges Attended" (checked), "Transcript Entry", and "Standardized Tests" (selected).

The main content area contains the following text:

You can self-report your standardized test scores or report tests you plan to take in this section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you're completing all requirements. [Click here](#) for more information.

Once you submit your application, you cannot edit previously entered tests, but you can add new tests.

Note that self-reporting your scores isn't the same as providing official scores to your programs. If your programs require official test scores, see [Sending Official Test Scores](#) for more information.

A button labeled "I Am Not Adding Any Standardized Tests" is visible.

Below this, there are four sections for test scores, each with a progress bar and a checkmark:

- GRE: Add Test Score
- IELTS: Add Test Score
- MCAT: Add Test Score
- TOEFL: Add Test Score

At the bottom, there is a button labeled "+ Add a Standardized Test".



# Standardized Tests

## Add a Test Score

1. Navigate to the **Standardized Tests** section.
2. Find the test you took in the list and click **Add Test Score**. In some cases, you may only be able to enter scores for certain tests.
3. Select **Yes** under **Have you taken the test**.
4. Enter the date you took the test.
5. Enter all applicable scores.
6. Click **Save This Test**.

After submitting your application, you can continue to add new test entries to this section, but you cannot update or delete previous entries.

## Add a Planned Test

1. Navigate to the **Standardized Tests** section.
2. Find the test you took in the list and click **Add Test Score**. In some cases, you may only be able to enter scores for certain tests.
3. Select **No** under **Have you taken the test**.
4. Enter the date you plan to take the test.
5. Click **Save This Test**.

The screenshot displays the 'Standardized Tests' section of an application portal. On the left, a sidebar shows progress indicators for 'High School Attended', 'Colleges Attended', and 'Transcript Entry', all marked as complete. Below this is the 'Standardized Tests' section, which is currently empty. The main content area is titled 'GRE' and contains a form with the following fields:

- \* Have you taken the test?**: Radio buttons for 'Yes' (selected) and 'No'.
- \* When did you take this test?**: A date picker showing '06/01/2020' and a placeholder 'MM/DD/YYYY'.
- ETS Registration Code**: A text input field.
- Quantitative**: A text input field.
- Quantitative Percentile**: A text input field.
- Verbal**: A text input field.
- Verbal Percentile**: A text input field.
- Analytical Writing**: A text input field.
- Analytical Writing Percentile**: A text input field.

At the bottom of the form is a blue button labeled 'Save This Test' with a checkmark icon. A small red 'X' icon is in the top right corner of the form area. A note '\* Indicates required field' is located in the top right of the form area.

# VMCAS Supporting Information

Add Program

Submit Application

## My Application

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications

Welcome to the VMCAS application (save this email!) Today

[View My Notifications](#)



### Supporting Information

0/5 Sections Completed

- Recommendations
- Experiences
- Achievements
- COVID-19 Transcript Hardships
- Documents

# Letters of Evaluation

## ► Before You Begin

- Recommendations (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the recommenders themselves; they cannot be completed or submitted by the applicant or another party on behalf of the recommender. We are not responsible for verifying recommenders' identities. If a discrepancy is found, we reserve the right to contact the appropriate individuals to investigate and to share the discrepancy with all programs.
- Before getting started, consider the following:
  - **All recommendations can be submitted electronically** by recommenders using [Letters by Liaison](#), our Recommender Portal.
  - **Research each program's requirements.** You should determine whether your programs have specific requirements regarding recommender roles or relationships before listing recommenders on your application. Many programs have strict guidelines and completed recommendations cannot be removed or replaced.
  - **Prepare your recommenders.** Once you choose your recommenders, be sure to inform them about the process and that they will be completing the recommendation electronically. We recommend getting their preferred email address and asking that they monitor that inbox for your recommendation request (which will come from [vmcasinfo@vmcas.org](mailto:vmcasinfo@vmcas.org)), including any junk or spam folders.

## ► Requirements

- You are required to request **at least 3** and may request a **maximum of 6** recommendations. Recommenders must meet the application deadline of **September 15, 2020**. No exceptions are possible.

# Recommendations

## Submit an Evaluation Request

1. In the **Recommendations** section, click **Create Recommendation Request**.
2. Enter the recommender's full name and email address.
3. Select the date by which you would like this recommendation completed. This date should be before your program(s) deadline.
4. Enter a brief message or note for the recommender.
5. Select whether you want to waive your right of access to the recommendation. See **Waiver** below.
6. Click the checkboxes to indicate your permission for us (and programs) to contact your recommenders.
7. Click **Save This Recommendation Request** to submit it. Once you do so, an email is immediately sent to the recommender.
8. Confirm with your recommenders that they received the email notification.
9. Use the **Check Status** tab to monitor the status of your recommendations. Completed recommendations are marked as "Complete" and have a Complete Date listed. Follow up with your recommenders if their recommendations are still marked as "Requested" or "Accepted." It is your responsibility to ensure that recommendation requests are received and completed on time. We will not notify applicants about missing recommendations.

The screenshot shows the VMCAS (Virginia Medical College Admission Service) interface. At the top, there are logos for VMCAS and AAMC. The navigation bar includes "My Application" and "Add Program". The main heading is "Recommendations".

On the left, a sidebar shows a progress indicator for "Sections Completed" with a folder icon and a checkmark, showing "0/5" completed. Below this are menu items: "Recommendations" (highlighted), "Experiences", "Achievements", "COVID-19 Transcript Hardships", and "Documents".

The main content area contains the following text:

You must have a minimum of 3 **requested recommendations** in order to submit your application. You may enter a maximum of 6.

Once you have saved an electronic recommendation, an email request will automatically be sent to the recommender on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

In this section, you can send requests for recommendations. Recommendations (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the recommendors themselves via **Letters by Liaison**, our recommender portal; they cannot be completed or submitted by the applicant or another party on behalf of the recommender. [Click here](#) for more information.

Please note: You do not need to wait for your recommendations to be written. Please complete and submit your application as soon as the first three requests have been made. To resend a recommendation request, click on the blue pencil icon and select the "Resend This Recommendation Request" button.

You can edit and delete requests that are in Requested or Accepted status. Once a request is Completed, you cannot make any changes regardless of whether you've submitted your application or not.

The interface displays three recommendation slots, each with a progress bar and a checkmark icon:

- Recommendation 1: Progress bar is full, with a checkmark icon.
- Recommendation 2: Progress bar is full, with a checkmark icon.
- Recommendation 3: Progress bar is full, with a checkmark icon.

Each slot has a blue button with a plus sign and the text "Create Recommendation Request".

At the bottom, there is a dashed box containing the heading "Create Recommendation Request" and a blue button with a plus sign and the text "Create Recommendation Request".

# Recommendations

## Resend the Recommendation Request

If you need to resend a request:

- In the **Recommendations** section, locate the request you wish to resend.
- Click the **pencil icon** to edit the request.
- Scroll to the bottom of the page and click **Resend this Recommendation Request**.

## Change the Recommender's Email Address

- If you entered an incorrect email address for any recommenders (or if any recommender asks that you send the request to a different email address), you must delete these requests and then re-add them with the correct email.

## Waiver

- The Family Education Rights and Privacy Act of 1974 (FERPA) gives you the right to access recommendations unless you choose to waive your right of inspection and review. Prior to requesting any recommendations, you are required to indicate whether you wish to waive your rights. VMCAS will release your decision to waive or not waive access to your recommenders and designated programs. Your waiver decision serves the same purpose as a legal signature and is binding.
- Selecting **Yes** indicates to programs that your recommender completed their recommendation with the understanding that you would not be able to view it. This means you will not be able to see the content of the recommendation. Programs may view this type of recommendation as a more accurate representation of an applicant's qualifications.
- Selecting **No** indicates to programs that your recommender completed their recommendation with the understanding that you may choose to view it in the future. Selecting this option does not allow you to view your recommendation via the application. If you do not waive your right to view the recommendation, you may ask your recommender for a copy of the recommendation. Programs may view this type of recommendation as a less accurate representation of an applicant's qualifications.
- Once you make a selection, you can't change it, so consider the choices carefully.

## Letters of Recommendations

### Create Letters of Recommendation Request ✕

\* Indicates required field

#### Evaluator's Information

\* Are you requesting a committee evaluation  Yes  No

\* First Name

\* Last Name

\* Email Address

\* Due Date  MM/DD/YYYY

Message to the evaluator

0 word 0/300

#### 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.

# Letters Of Evaluation

When an applicant saves an evaluation request, the evaluator will receive an email request to complete the evaluation.

The email will include a link to an online portal where the evaluator can upload a letter.

Hi Jane,

[REDACTED] is applying to **VMCAS** and is requesting an online recommendation from you. [REDACTED] provided the following comments with this request:

As per our discussion

**Please complete your recommendation by June 30, 2020.** If you can't provide your recommendation by this date, notify [REDACTED] directly.

You can access *Letters by Liaison*, the Recommender Portal, here:  
<https://recommendations.liaisoncas.com/>.

To learn more about the **VMCAS** recommendation process, visit the [Letters by Liaison Help Center](#). Here, you'll find answers to most commonly asked questions. If you need additional assistance, contact Customer Service.

Thanks,

**VMCAS** Customer Service  
[Help@UniCAS.com](mailto:Help@UniCAS.com)

# Letters Of Evaluation

- When an applicant saves an evaluation request, the evaluator will receive an email request to complete the evaluation.
- VMCAS does not provide a prompt or set of characteristics to include in the letter.
- Evaluators will need to complete an evaluation rating before submitting their letter of recommendation.
- Letters should be on letterhead and include a signature.
- You can check the status of your LORs on the Check Status page of the application.

Overall Status

Add Program		Submit Application		Check Status
>	Transcripts	Arrived 0 of 1		
▼	Recommendations	Requested > Accepted 0 of 1		
	Jane Smith Individual	Needed By: All Programs	Requested	

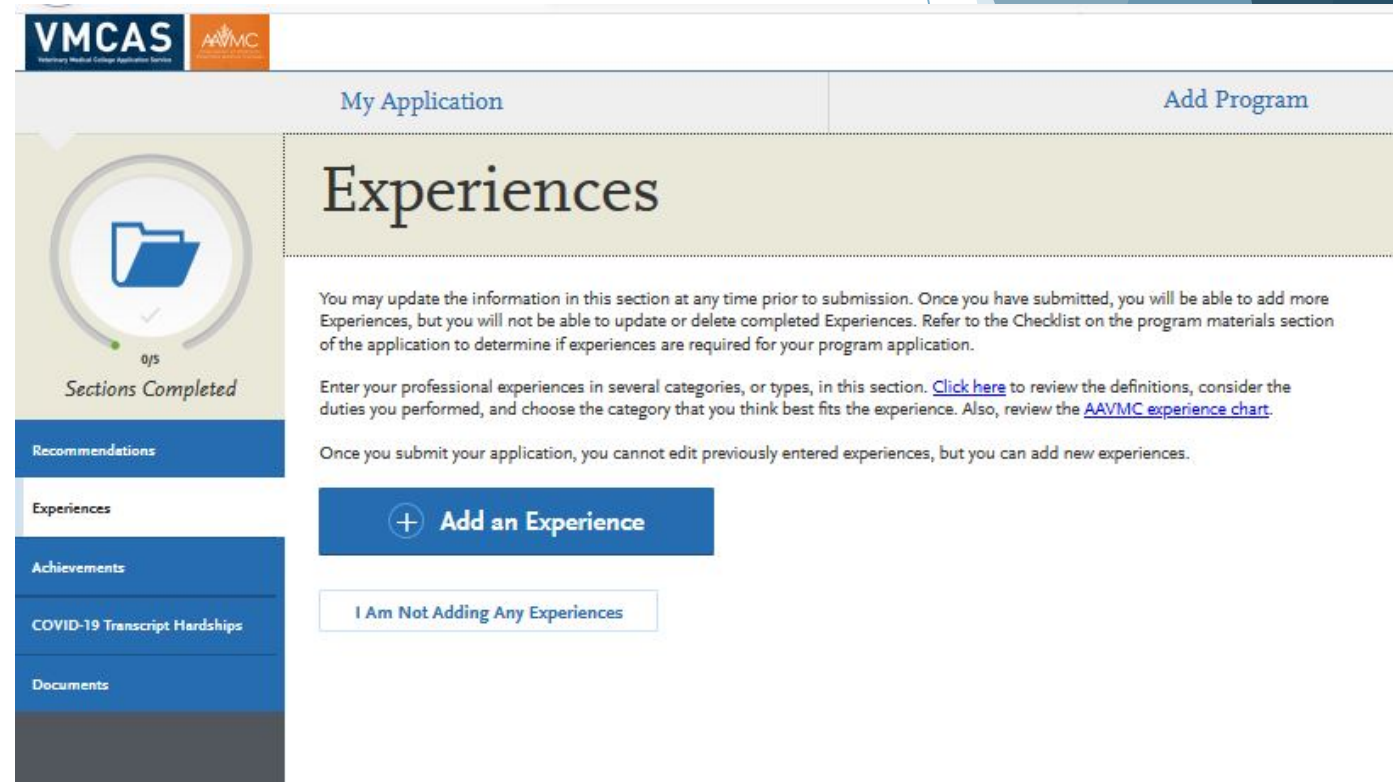
Please select from the ratings in the below section.

	Not Observed ①	Poor (1) ①	Below Average (2) ①	Average (3) ①	Good (4) ①	Excellent (5) ①
Overall Evaluation	<input type="range"/>					
Ability to handle Animals	<input type="range"/>					
Emotional Stability	<input type="range"/>					
Empathy	<input type="range"/>					
Ethics	<input type="range"/>					
Initiative/Motivation	<input type="range"/>					
Intellectual Ability	<input type="range"/>					
Integrity	<input type="range"/>					
Interpersonal Relations	<input type="range"/>					
Judgment	<input type="range"/>					
Leadership	<input type="range"/>					
Oral Communication	<input type="range"/>					
Personal and Social Maturity	<input type="range"/>					
Professional Demeanor	<input type="range"/>					
Reaction to Criticism	<input type="range"/>					
Reason for becoming a veterinarian	<input type="range"/>					
Reliability	<input type="range"/>					
Self-Awareness	<input type="range"/>					
Team Skills	<input type="range"/>					
Time Management	<input type="range"/>					
Written Communication	<input type="range"/>					

# Experiences

In this section, you can enter your professional experiences in several categories, or types. Review the type definitions below, consider the duties you performed during the experience, and use your best judgment to determine which category your experience falls into. If you have any questions about your experiences fulfilling an individual program's requirements, inquire with that program directly.

Although you can enter any experiences that you believe are relevant to your application, we recommend focusing on those experiences within the last 10 years and at the collegiate level and above. Enter only current and in-progress experiences, and check your program's requirements regarding documentation.



The screenshot displays the VMCAS (Veterinary Medical College Application Service) interface. At the top, there are logos for VMCAS and AAVMC. The main navigation bar includes "My Application" and "Add Program". The central heading is "Experiences". Below the heading, there is a progress indicator showing a folder icon and "0/5 Sections Completed". A sidebar on the left lists navigation options: Recommendations, Experiences (highlighted), Achievements, COVID-19 Transcript Hardships, and Documents. The main content area contains instructions: "You may update the information in this section at any time prior to submission. Once you have submitted, you will be able to add more Experiences, but you will not be able to update or delete completed Experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application." It also includes a link to "Click here" for definitions and a link to the "AAVMC experience chart". A note states: "Once you submit your application, you cannot edit previously entered experiences, but you can add new experiences." There are two buttons: a blue "Add an Experience" button with a plus sign, and a white "I Am Not Adding Any Experiences" button.



# Experiences

## ► Experience Types

- **Animal Experience (no Veterinarian involved):** Animal Experiences include farm and ranch experience, 4-H membership, animal training, or similar activities that were **not under the supervision of a veterinarian**. Experiences listed as Animal Experience should be different from those entered for Veterinary and Employment experiences.
- **Employment (not animal-related):** Employment includes paid work done outside of the animal or veterinary field - for example, a retail or restaurant job. Do not include any experiences listed as Veterinary, Animal, or Research.
- **Extracurricular Activities:** Extracurricular activities include experiences you were involved with from high school until the present, including sports/intramurals, clubs, honor societies, committees, community activities, social activities, fraternities/sororities, certifications, and hobbies. List the most recent first.
- **Research:** Research experience includes any animal and veterinary research, as well as other field and/or laboratory-based research. Include specific details about your work/involvement, including whether the research experience provided an opportunity to present or publish.
- **Veterinary Experience (with a Veterinarian):** Veterinary Experience includes any veterinary clinical, agribusiness, or health science experiences that took place under the supervision of a veterinarian. Experiences listed as Veterinary Experience should be different from those entered for Animal and Employment experiences. Do not list any veterinary research experience.
- **Volunteer (not animal-related):** Volunteer work includes experiences outside of the animal care field - for example, Habitat for Humanity, tutoring students, participating in or working for a fundraiser walk or blood drive, etc.

# Experiences

## Experiences

### Add Your Experiences ✕

Update your experiences any time prior to submission. After submission, you can add more experiences. However, you cannot update or delete completed experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application.

0/5  
Sections Completed

Recommendations

Experiences

Achievements

COVID-19 Transcript Hardships

Documents

\* Indicates required field

#### Experience Type

\* What type of experience do you want to add?

#### Organization

\* Name

Address

Address 2

City

\* Country

Zip Code

\* State/Province

#### Supervisor

First Name

Last Name

Title

Contact Phone

Contact Email

#### Experience Dates

\* Start Date

\* Current Experience  Yes  No

\* End Date

\* Status

#### Experience Dates

\* Start Date

\* Current Experience  Yes  No

\* End Date

\* Status

#### Experience Details

\* Title

\* Type of Recognition

Compensated

Received Academic Credit

Volunteer

\* Average Weekly Hours

\* Number of Weeks

\* Total Hours

\* Description/Key Responsibilities

0 word 0/500

\* Release Authorization (May we contact this organization?)  Yes  No

# Experiences

## Enter Your Experience

1. Click **Add an Experience**.
2. Select the appropriate experience type from the drop-down.
3. Enter information about the organization where the experience took place.
4. Enter information about your supervisor at the organization. This is a person that programs can contact to verify that this experience occurred. If the experience was a student-organized group and there was no advisor, list a member who can verify your experience.
5. Enter the date or date range in which the experience took place. Note that your experiences will not display on your application in any specific order, regardless of the dates entered.
6. Enter additional details about the experience, including the title of the experience and the time commitments. Enter the average weekly number of hours that you completed for this experience during the date range that you indicated.
7. Select **Yes** or **No** to indicate a release authorization to allow your selected programs to contact the organization.
8. Click **Save & Continue**.

Note that you cannot repeat hours between Experience types. So, if position duties encompass more than one section, enter the position in both sections and divide the hours and duties accordingly.










# Utilize Core Competencies For Experience Section

- ▶ There are 15 Core Competencies created by the AAMC (Association of American Medical Colleges) and you can utilize these Core Competencies to help you write your 600 character description for all your experiences. Even though this was created for pre-med students, it is still useful to use as a pre-vet student. A competency is an observable behavior that combines knowledge, skills, values, and attitudes related to a specific activity. There are four categories: Interpersonal, Intrapersonal, Thinking and Reasoning and Science
- ▶ This will help you understand how your experiences, particularly those which are not related to healthcare, are viewed and evaluated.
- ▶ The work and activities you are already involved with, and your life experiences, likely demonstrate these competencies. For example, you can demonstrate the scientific inquiry competency by excelling in scientific research, or illustrate a service orientation competency by leading a service trip.
- ▶ Click [here](#) for a Core Competencies Worksheet.

# Utilize Core Competencies

## Medical School Core Competencies










### Pre-Professional Competencies

-  **Service Orientation:** Demonstrates a desire to help others and sensitivity to others' needs and feelings; demonstrates a desire to alleviate others' distress; recognizes and acts on his/her responsibilities to society; locally, nationally, and globally.
-  **Social Skills:** Demonstrates an awareness of others' needs, goals, feelings, and the ways that social and behavioral cues affect peoples' interactions and behaviors; adjusts behaviors appropriately in response to these cues; treats others with respect.
-  **Cultural Competence:** Demonstrates knowledge of socio-cultural factors that affect interactions and behaviors; shows an appreciation and respect for multiple dimensions of diversity; recognizes and acts on the obligation to inform one's own judgment; engages diverse and competing perspectives as a resource for learning, citizenship, and work; recognizes and appropriately addresses bias in themselves and others; interacts effectively with people from diverse backgrounds.
-  **Teamwork:** Works collaboratively with others to achieve shared goals; shares information and knowledge with others and provides feedback; puts team goals ahead of individual goals.
-  **Oral Communication:** Effectively conveys information to others using spoken words and sentences; listens effectively; recognizes potential communication barriers and adjusts approach or clarifies information as needed.
-  **Ethical Responsibility to Self and Others:** Behaves in an honest and ethical manner; cultivates personal and academic integrity; adheres to ethical principles and follows rules and procedures; resists peer pressure to engage in unethical behavior and encourages others to behave in honest and ethical ways; develops and demonstrates ethical and moral reasoning.
-  **Reliability and Dependability:** Consistently fulfills obligations in a timely and satisfactory manner; takes responsibility for personal actions and performance.
-  **Resilience and Adaptability:** Demonstrates tolerance of stressful or changing environments or situations and adapts effectively to them; is persistent, even under difficult situations; recovers from setbacks.
-  **Capacity for Improvement:** Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback.

# Utilize Core Competencies

## Medical School Core Competencies

### Pre-Professional Competencies

-  **Service Orientation:** Demonstrates a desire to help others and sensitivity to others' needs and feelings; demonstrates a desire to alleviate others' distress; recognizes and acts on his/her responsibilities to society; locally, nationally, and globally.
-  **Social Skills:** Demonstrates an awareness of others' needs, goals, feelings, and the ways that social and behavioral cues affect peoples' interactions and behaviors; adjusts behaviors appropriately in response to these cues; treats others with respect.
-  **Cultural Competence:** Demonstrates knowledge of socio-cultural factors that affect interactions and behaviors; shows an appreciation and respect for multiple dimensions of diversity; recognizes and acts on the obligation to inform one's own judgment; engages diverse and competing perspectives as a resource for learning, citizenship, and work; recognizes and appropriately addresses bias in themselves and others; interacts effectively with people from diverse backgrounds.
-  **Teamwork:** Works collaboratively with others to achieve shared goals; shares information and knowledge with others and provides feedback; puts team goals ahead of individual goals.
-  **Oral Communication:** Effectively conveys information to others using spoken words and sentences; listens effectively; recognizes potential communication barriers and adjusts approach or clarifies information as needed.
-  **Ethical Responsibility to Self and Others:** Behaves in an honest and ethical manner; cultivates personal and academic integrity; adheres to ethical principles and follows rules and procedures; resists peer pressure to engage in unethical behavior and encourages others to behave in honest and ethical ways; develops and demonstrates ethical and moral reasoning.
-  **Reliability and Dependability:** Consistently fulfills obligations in a timely and satisfactory manner; takes responsibility for personal actions and performance.
-  **Resilience and Adaptability:** Demonstrates tolerance of stressful or changing environments or situations and adapts effectively to them; is persistent, even under difficult situations; recovers from setbacks.
-  **Capacity for Improvement:** Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback.

# How to Demonstrate Core Competencies



Student 1

- Lab Assistant: Teamwork, Oral Communication, Reliability & Dependability, Ethical Responsibility, Critical Thinking, Written Communication, Scientific Inquiry, Quantitative Reasoning, and Capacity for Improvement.

Communicate effectively with the PI, graduate students, and other lab members to ensure that projects and experiments are completed in a time efficient and economical manner. Manage individual projects with limited resources and keep detailed records of results and procedures. Design and optimize experimental procedures to maximize output and limit waste. Follow

# How to Demonstrate Core Competencies



Student 2

- Working as an EMT: **Reliability & Dependability**, **Service Orientation**, **Teamwork**, **Ethical Responsibility**, **Critical Thinking**, and **Living Systems**.

As an EMT, I would **respond to emergency calls in order to provide efficient and immediate care to the critically ill and injured, and to transport the patient to a medical facility**. This job provided me with real world experience dealing with patients and **taught me how to work in very high-pressure situations**. Before administering any patient care **my team and I would need to evaluate the entire scene to determine the best course of action**. This included **evaluating if the scene was safe, how many people were injured, severity of injuries and if we needed to request additional help**. Due to the nature of the



# Recommendations

- ▶ Be sure to register a minimum of three recommenders in the eLOR section as soon as you begin your application to allow the maximum time for recommenders to complete your letters of recommendation.
- ▶ Be sure to verify that your recommenders have received the e-mail request and have submitted your recommendations by September 15, 2020. (*VMCAS requires three (3) recommendations to be submitted prior to releasing your application for transcript verification*) See: [Transcript Verification Page](#) for more information)
- ▶ VMCAS only accepts electronic recommendations submitted through the VMCAS Recommendation Portal.
- ▶ Check the eLOR section to verify that your recommendations have been received by VMCAS.

# How to Demonstrate Core Competencies



Student 3

- Customer service part-time job:

Collaboration, Teamwork,  
Oral Communication, Resilience (Problem solving)

As a hostess at Chili's I was responsible for greeting and seating 50 groups of customers per shift. I had to coordinate with the wait staff in order to balance serving stations and ensure customer needs were being met. During peak hours I would need to communicate with the team to help any sections that were overwhelmed while also cleaning tables when needed to be able to seat more patrons.

# Achievements

## Overview

In this section, you can enter any relevant professional or academic achievements in several categories, or types. Review the definitions below, consider the achievement you earned, and choose the category that you think best fits.

Although you can enter any achievements that you believe are relevant to your application, we recommend focusing on those achievements within the last 10 years and at the collegiate level and above.

### ▶ Achievement Types

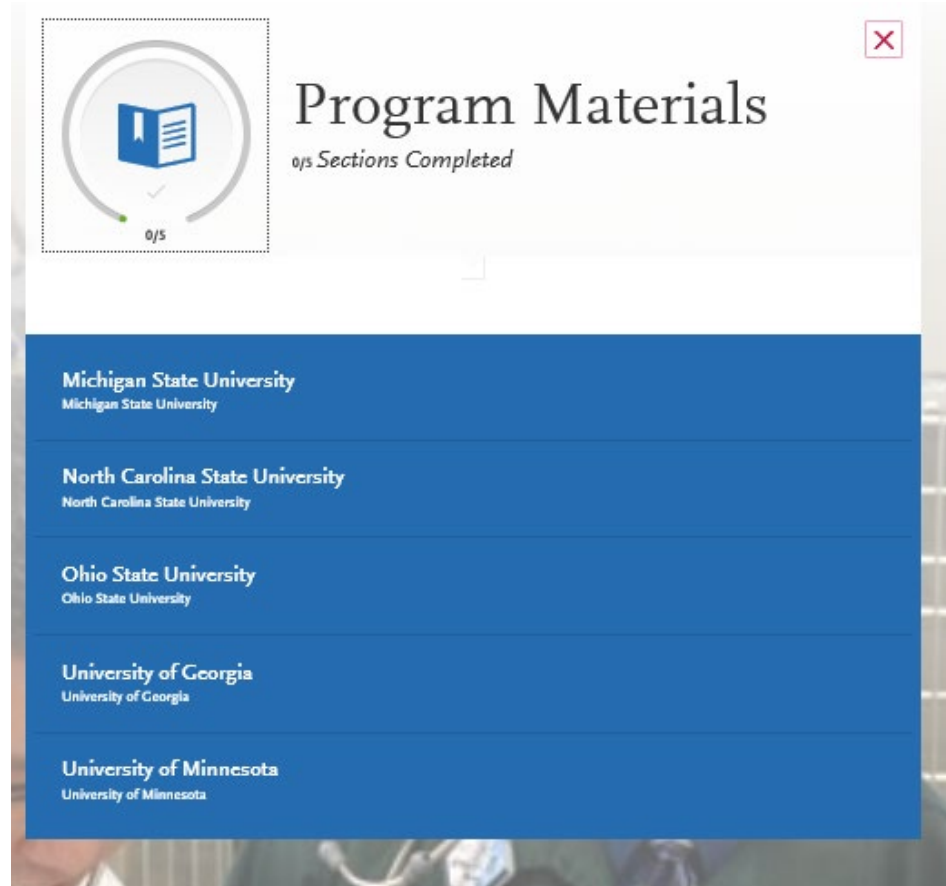
- ▶ **Awards:** Awards received as a prize, such as trophies and medals.
- ▶ **Honors:** Honors received as a special distinction for work done, including Dean's List and memberships in honor societies.
- ▶ **Scholarships:** Scholarships earned based on academic, athletic, and other achievements.

### ▶ Add an Achievement

- Click **Add An Achievement**.
  - Select the type of achievement.
  - Enter the name of the achievement.
  - Enter the name of the organization that presented the achievement, if applicable.
  - Enter the issued date.
  - Enter a brief description, especially if the achievement is not clear based on its title. You can also note if any special circumstances surrounded it. If your achievement was awarded multiple times (e.g., Dean's List), use this field to explain that instead of creating multiple instances.
  - Click **Save This Achievement**. Your saved achievements will not display in any particular order, regardless of the order or dates you enter.
- ▶ Note that once you submit your application, you cannot edit or remove your achievements; however, you can continue to add new achievements, as needed.

# VMCAS Program Materials

If the specific programs you are applying to have any additional application requirements, use this section to provide the requested information. You can also view important information about each program you are applying to, including deadline requirements.



The screenshot displays the 'Program Materials' section of the VMCAS application. At the top left, there is a circular progress indicator with a book icon and a checkmark, showing '0/5' sections completed. To the right of this indicator, the text 'Program Materials' is displayed in a large font, with '0/5 Sections Completed' underneath it. A red 'X' icon is visible in the top right corner of the section. Below the progress indicator and title, there is a list of five universities, each with its name and a smaller version of the same name below it:

- Michigan State University  
Michigan State University
- North Carolina State University  
North Carolina State University
- Ohio State University  
Ohio State University
- University of Georgia  
University of Georgia
- University of Minnesota  
University of Minnesota

# VMCAS Program Materials

## ► Overview

- The **Program Materials** section includes additional information and requirements for the programs you selected in the **Add Programs** section. Each program's requirements may vary, so it's important you review this section in detail.
- Your selected programs appear on the left side of this page; click each program's name to begin your review. Note that depending on your program's requirements, you'll see one or more of the tabs outlined below.


## ► Home

- The **Home** tab contains the Program Details provided by each program at the start of the application cycle. It includes deadlines and other information specific to the program. Be sure to review this page carefully for any additional instructions, information, and/or requirements.

## ► Documents

- The **Documents** tab is only available for certain programs. If applicable, you can upload documents that will only be visible to that particular program. Documents that do not have a red asterisk are optional and do not need to be uploaded for you to submit your application.
- Contact the program directly if you have any questions about their specific requirements.
- If your program provides a PDF form to fill out and upload in this section, you must save and upload it as an image. Depending on your computer's operating system, there may be multiple ways to do this; a Google search can point you in the right direction.
- Once your application is submitted, you cannot re-upload, update, or edit the documents in any way; however, you can upload new documents.

My Application Add Program



Ohio State University Deadline: 09/15/2020

Home Questions Prerequisites

The Ohio State College of Veterinary Medicine offers a four-year Doctor of Veterinary Medicine degree that educates students in the broad field of veterinary medicine, encourages critical and analytical thinking, and prepares students for lifelong learning and professional growth. The Ohio State University is located in Columbus, the state's capital and the nation's 15th largest city. Columbus offers all the cultural perks you would expect from a metropolitan area including one of the top zoo's in the country.

The Veterinary Medical Center includes the Hummel and Trueman Hospital for Companion Animals, the Hospital for Food Animal, and the Galbreath Equine Center. The patient load is one of the highest in the country and farmlands can be accessed 10 miles from campus. The Ohio State College of Veterinary Medicine is part of one of the largest and most comprehensive health sciences centers in the country that includes dentistry, medicine, nursing, optometry, pharmacy, public health, and veterinary medicine.

For information regarding our admissions process, requirements, required prerequisite courses and what we look for in an applicant, please go to our website at: <https://vet.osu.edu/education/professional-dvm-program-admissions>. Our website has the most up to date information so we strongly encourage you to read each page thoroughly.

If you have questions after reviewing our website, please call (614) 292-1171 to speak to an admissions counselor or email us at [cvm-dvmadmissions@osu.edu](mailto:cvm-dvmadmissions@osu.edu).

We are delighted that you are considering The Ohio State University and interested in pursuing a career in veterinary medicine.

### Program Details

Program Name: Ohio State University	Start Year: 2021	Deadline: September 15, 2020
State: OH	Start Term: Fall	City: Columbus
Level: DVM		

# VMCAS Program Materials

## ▶ Prerequisites

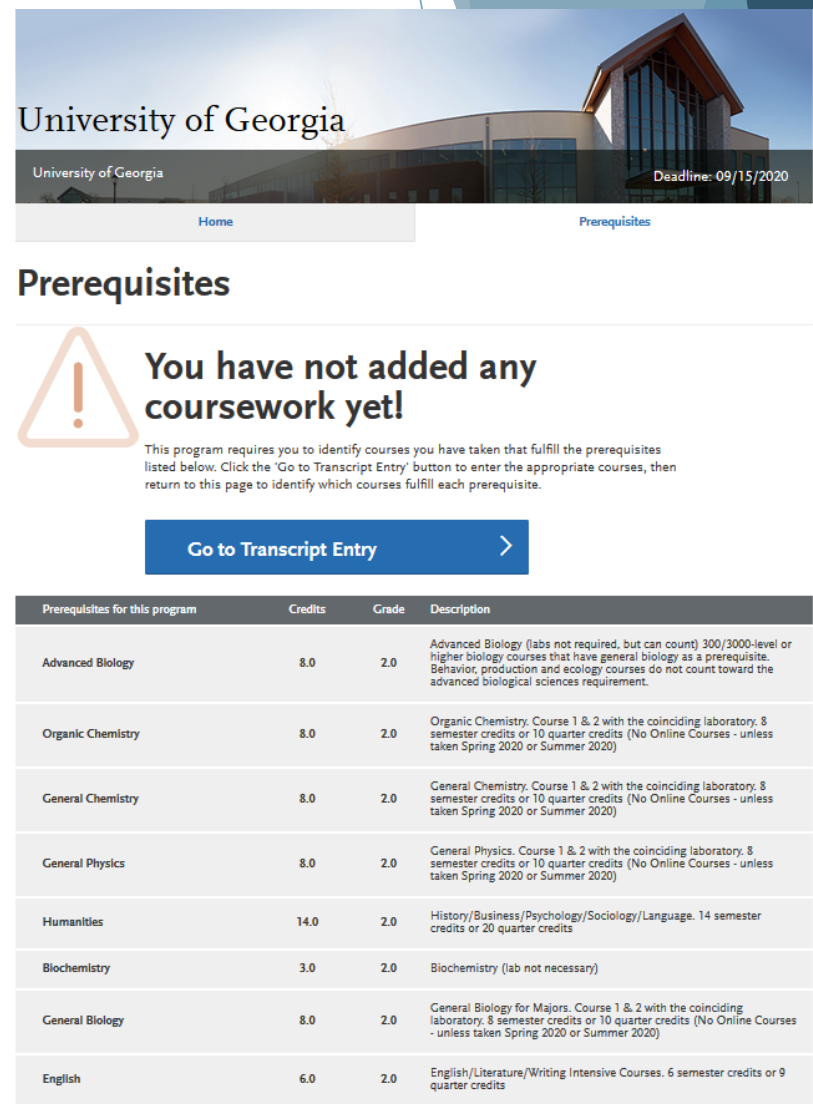
- The **Prerequisites** tab is only available for certain programs. In it, you can assign courses you took (or plan to take) to fulfill the program's required prerequisites. You must complete Transcript Entry and Transcript Review in order to complete this section.
- Note that assigning these courses **does not necessarily mean you meet the program's prerequisite requirements**; the program wants you to self-identify these courses for their review. Contact each program directly if you have questions about these prerequisites.

## ▶ Assign a Prerequisite

- Click **Assign Course**.
- Click the plus sign next to the course(s) that you believe fulfill the prerequisite. You can match multiple courses to one prerequisite, if applicable.
- Click **Save and Exit**.

## ▶ Questions

- The **Questions** tab is only available for certain programs. Here, you can answer questions specific to each program. Questions may be multiple choice or open-ended text boxes. Some programs require an additional essay. Contact each program directly if you have questions.
- Select your answers for each question and then click **Save My Responses**. If copying a response into a text box, check for possible formatting changes. We suggest using simple formatting, as tabs, italics, multiple spaces, etc., will not be saved. To delineate paragraphs, type a double return between each paragraph.




University of Georgia

University of Georgia Deadline: 09/15/2020

[Home](#) [Prerequisites](#)

### Prerequisites

 **You have not added any coursework yet!**

This program requires you to identify courses you have taken that fulfill the prerequisites listed below. Click the 'Go to Transcript Entry' button to enter the appropriate courses, then return to this page to identify which courses fulfill each prerequisite.

[Go to Transcript Entry](#) >

Prerequisites for this program	Credits	Grade	Description
Advanced Biology	8.0	2.0	Advanced Biology (labs not required, but can count) 300/3000-level or higher biology courses that have general biology as a prerequisite. Behavior, production and ecology courses do not count toward the advanced biological sciences requirement.
Organic Chemistry	8.0	2.0	Organic Chemistry, Course 1 & 2 with the coinciding laboratory. 8 semester credits or 10 quarter credits (No Online Courses - unless taken Spring 2020 or Summer 2020)
General Chemistry	8.0	2.0	General Chemistry, Course 1 & 2 with the coinciding laboratory. 8 semester credits or 10 quarter credits (No Online Courses - unless taken Spring 2020 or Summer 2020)
General Physics	8.0	2.0	General Physics, Course 1 & 2 with the coinciding laboratory. 8 semester credits or 10 quarter credits (No Online Courses - unless taken Spring 2020 or Summer 2020)
Humanities	14.0	2.0	History/Business/Psychology/Sociology/Language. 14 semester credits or 20 quarter credits
Biochemistry	3.0	2.0	Biochemistry (lab not necessary)
General Biology	8.0	2.0	General Biology for Majors, Course 1 & 2 with the coinciding laboratory. 8 semester credits or 10 quarter credits (No Online Courses - unless taken Spring 2020 or Summer 2020)
English	6.0	2.0	English/Literature/Writing Intensive Courses. 6 semester credits or 9 quarter credits

# Submitting and Completing Your VMCAS Application

## Before Submitting

- ▶ Before you submit your application, be aware of the following:
  - **You can make limited changes after your application is submitted.** You will be able to add new experiences, achievements, and test scores, but you cannot edit existing entries. You can also update recommendations with "new" or "in-progress" statuses and select additional programs to apply to. All other sections will be read-only. Additionally, after October 13, 2020, the application portal will be completely shut down and your file will be locked and unavailable for viewing, edits, additions, and changes. For your records, we strongly recommend that you [print a PDF copy](#) of the application before this date.
  - **You can submit your application before your transcripts and Recommendations are received.** Please note, however, that your application will not be considered "complete" until we receive all official transcripts and payments, and at least three Recommendations are requested and listed.
  - **Do not wait until the last minute.** You can submit your application up until 11:59 PM ET on the deadline date; however, ensure you allow for time to complete the required payment section. You must click **Submit** and complete the final payment information before the deadline in order to guarantee your submission is accepted. Additionally, be aware that during our busiest times you may experience page loading delays, and these may occur outside of customer service's hours of operation. We cannot grant deadline extensions if you miss your deadline.

# Submitting and Completing Your VMCAS Application

## ▶ Submitting Your Payment

- When you are ready to submit your application, go to the **Submit Application** tab and click **Submit**. Payments can only be made in the application via a credit card. We accept Visa, Mastercard, American Express, and Discover. Credit card payments cannot be made over the phone.
- Once you submit your application and payment, click **View Payment History** for each program on the **Check Status** page to confirm your payment's receipt.

## ▶ After Submitting

- You'll receive a confirmation email acknowledging that your application was submitted. Note that submitting does not mean your application is being reviewed by your programs. Depending on what materials were already received, submitting changes your application status from "In-Progress" to "Received" or "Complete."

## ▶ Completing Your Application

- Your application must be considered "complete" to be placed in line for verification. In general, an application is complete when:
  - All official transcripts have been received and posted to your application.
  - Your application fee payment was submitted and marked as received.
  - You submitted your application and received an email confirming it was successfully submitted.
  - Your application Program Status is "Complete."
- ▶ Note that your selected programs may have specific requirements for completion (i.e., supplemental applications, official transcripts, document uploads, etc.). We recommend contacting your programs directly to ensure you are meeting all requirements. Failure to submit all required materials may jeopardize your eligibility for admission consideration. Review each [program's homepage](#) to ensure you are meeting all requirements.



# Check Your VMCAS Notifications and Status

- ▶ **Notifications:** As you progress through the application process, you'll receive important notifications and critical alerts. Applicants are responsible for monitoring these notifications and following up on any required actions. To view your notifications, click **View My Notifications** on the left side of the application dashboard.
- ▶ **Application Statuses**
  - Applicants are responsible for monitoring the status of an application. Notifications are not sent for any missing items. To help you keep track of your application and all materials, click **Check Status** at the top of the application dashboard.
  - Keep in mind that it takes 7-10 business days from the date of receipt to post transcripts and official test scores to your application. Recommendations are immediately updated once received from your recommender.
  - Your application status may be:
- ▶ **In Progress:** Your application has not yet been submitted or you haven't paid the application fee.
- ▶ **Received:** Your application has been submitted, but you are missing required documents.
- ▶ **Complete:** All required materials were received and your application is in line for verification and is considered complete. Note that your programs may require additional materials for your application to be considered complete. Check with each program for more details. Once your application enters this status, it takes two weeks (on average) to move to the Verified status.
- ▶ **Undelivered:** This status indicates that an error was found and your application was returned to you for corrections. See **Correcting an Undelivered Application**.
- ▶ **Verified:** Your application was processed and, if applicable, your GPA was calculated and made available to your programs. You'll receive a confirmation notification that your application was verified. Once your application is verified, you should direct any questions about its status to the program(s) you applied to.

# Check Your VMCAS Notifications and Status

- ▶ **Transcript Statuses:** If you submit transcripts to VMCAS, your transcript's status may be:
- ▶ **Not Arrived:** This status indicates that your transcript is still being processed and has not been posted to your application yet. On average, it takes up to seven business days for your transcript to post to your application from the date we receive it.
- ▶ **Arrived:** This status indicates that your transcript has been processed and is now posted to your application. Your transcript will be shared with all your programs.
- ▶ **Recommendation Statuses:** If you submit recommendation requests, your recommendation's status may be:
- ▶ **Requested:** This status indicates that the request was sent to the recommender, but they have not accepted or declined it. They must accept your request before they can submit their recommendation.
- ▶ **Accepted:** This status indicates that the recommender accepted your request but has not yet submitted their recommendation.
- ▶ **Completed:** This status indicates that the recommender completed and submitted their recommendation and it was sent to your program(s).
- ▶ **Declined:** This status indicates that the recommender declined your recommendation request. You can click **Update Recommenders** to add a new recommendation request.
- ▶ **Test Score Status:** If you submit official test scores to VMCAS, your official test score's status is listed as **Accepted** with the date VMCAS received it.

# What is VMCAS Verification?

## ▶ Definition

- ▶ Verification is the process used to ensure all of your coursework was entered correctly and consistently. Since credit values, grade values, and course subjects vary widely from school to school, your programs need some type of standardization so they can accurately compare applicants. This standardization is achieved by using your coursework to create a standard set of GPAs, ensuring you are compared to other applicants fairly and equally.

## ▶ Several things happen during verification:

- ▶ Each course you entered in the [Transcript Entry](#) section gets placed under a specific [course subject category](#).
- ▶ Each grade you entered in the [Transcript Entry](#) section gets converted to a [VMCAS grade value](#).
- ▶ [GPAs are calculated](#) using the converted grade values.
- ▶ Your degrees are confirmed as awarded, if applicable.
- ▶ If significant mistakes are found in your application during the verification process, your application will be [undelivered](#), or returned to you for corrections.

## ▶ Timeline

- ▶ Once all of your required application materials are received, your application's status changes to **Complete** and your application is placed in line to be verified. Verifications occur in chronological order and on average take two weeks to complete. Once your application is verified, you will receive a notification and your application's status will change to **Verified**.

# How VMCAS Programs Receive Your Application

## When Programs Review Your Application

- ▶ Once you pay for and submit your application, you'll receive a confirmation email and we'll send your application electronically to your programs. Your programs choose when to review your application. Once your application is verified, contact the programs directly with any questions about your application's status.
- ▶ Note that programs to which you applied may also require you to submit additional fees and/or application materials (e.g., supplemental applications, letters of recommendation, official transcripts) directly to the institution. Failure to submit all required materials may jeopardize your eligibility for admission consideration. Contact each program directly to ensure you have met **all** requirements.

# How VMCAS Programs Receive Your Application

## Why Programs Don't Receive Your Application

- ▶ Programs don't receive your application when the following occurs:
- ▶ You did not submit your application to the program.
- ▶ You did not submit payment.
- ▶ Your application has an Undelivered status.
- ▶ Your application has been placed on hold. Applications are placed on hold when:
  - ▶ You have created more than one application account for the cycle, and the duplicates are placed on hold.
  - ▶ You have chosen to withdraw your application for the cycle.
  - ▶ Your application has been suspended as a result of a code of conduct or ethics violation.
  - ▶ A credit card payment was charged back.
- ▶ If your application is on hold, contact your program(s) for more information.

# Viewing and Downloading the VMCAS Application PDF

- ▶ You can download and view your application in PDF format. From the application dashboard:
  - ▶ Navigate to the **Check Status** tab and click the download button next to a program, or
  - ▶ Navigate to the **Submit Application** tab and click the download button next to a program.
- ▶ Once you download the application PDF, you can print it or save it on your computer.
- ▶ After the VMCAS application lockdown on October 13, 2020, you cannot log in and access your application. It is in your best interest to check your application status before October 13, 2020 to ensure that your file is complete and in the Verified status. After this date, no information or data can be updated by VMCAS and all additional changes must be directed to your school designations.

# Calculating Your VMCAS GPAs

## ► Overview

- During verification, VMCAS uses the information you entered in the **Transcript Entry** section to calculate several GPAs, including GPAs for each institution you attended. To calculate these GPAs, each A-F or 0-100 grade you entered in the **Grade** field is first converted to a VMCAS numeric grade value, then multiplied by the attempted credits. The resulting product is Quality Points.
- Your total Quality Points are then divided by your Attempted Credits to determine your GPA.
- Non-graded credits are not included in your GPAs. Non-graded credits are earned credits for which you did not receive actual letter grades (e.g., advanced placement credits, "pass" or "satisfactory" credits, college board AP exams, etc.). Note: a grade of WF (i.e., equivalent of a withdrawn with penalty, withdrawn failing, etc.) is factored into GPA calculations as an F.
- VMCAS calculates all GPAs in semester hours. Courses that were completed in quarter hours are converted to semester hours. The conversion ratio is 1.0 quarter hour = 0.667 semester hours.
- Use the [GPA Calculator](#) to see how VMCAS will calculate your GPA.

Example:

Course	Transcript Grade	Converted Numeric Grade Value	Attempted Credits	Calculation	Quality Points
MATH 1100	A	4	4	4 × 4	16
ENGL 1310	B	3	3	3 × 3	9
GEOL 1610	C	2	4	2 × 4	8
PHED 1000	D	1	3	1 × 3	3
PSCI 1040	F	0	3	0 × 3	0
Total			17		36

GPA Calculation: 36 (Quality Points) / 17 (Attempted Credits) = 2.12 (GPA)

# Calculating Your VMCAS GPAs

## ▶ GPA Types

- ▶ VMCAS calculates several GPA types, including:

## ▶ Year-Level GPAs

- ▶ Using Quality Points, VMCAS calculates a GPA for each academic year. GPAs from your Freshman, Sophomore, Junior, and Senior academic years are subsequently:
  1. Combined with any post-baccalaureate coursework to create a cumulative undergraduate GPA, and
  2. Combined with any post-baccalaureate coursework plus any graduate coursework to create an overall GPA.

Year-Level GPA Example:

Year	Credits	Quality Points	GPA
Freshman	66	166.2	2.52
Sophomore	48	119.4	2.49
Junior	66	223.2	3.38
Senior	60	169.2	2.82
Total	240	678	2.83
Post-Baccalaureate	28	112	4.0
Cumulative Undergraduate	268	790	2.95
Graduate	66	245.4	3.72
Overall	334	1035.4	3.10



# Calculating Your VMCAS GPAs

## ▶ Course Subject Category GPAs

- ▶ Course Subject Category GPAs are based on your overall GPA in each course subject category, regardless of academic year. During verification, VMCAS ensures course subjects are placed in the correct categories so that GPAs reflect the appropriate coursework. To view which course subject GPAs are calculated by VMCAS, refer to [VMCAS Course Subjects](#).

Course Subject Category GPA Example:

Course Subject Category	Graded Credits	Quality Points	GPA
Biology/Chemistry/Physics	84.0	270	3.21
English	6.0	15.0	2.50
Mathematics	6.0	18.0	3.00
Other Science	34.0	90.1	2.65

# Calculating Your VMCAS GPAs

## ► Science GPAs

- Science GPAs divide each Year-Level GPA into Science and Total (science plus non-science) sections. To view which Science GPAs are calculated by VMCAS, refer to [VMCAS Course Subjects](#).
- In the following example, note that the applicant's overall science GPA is 3.08 and overall total GPA is 3.10.

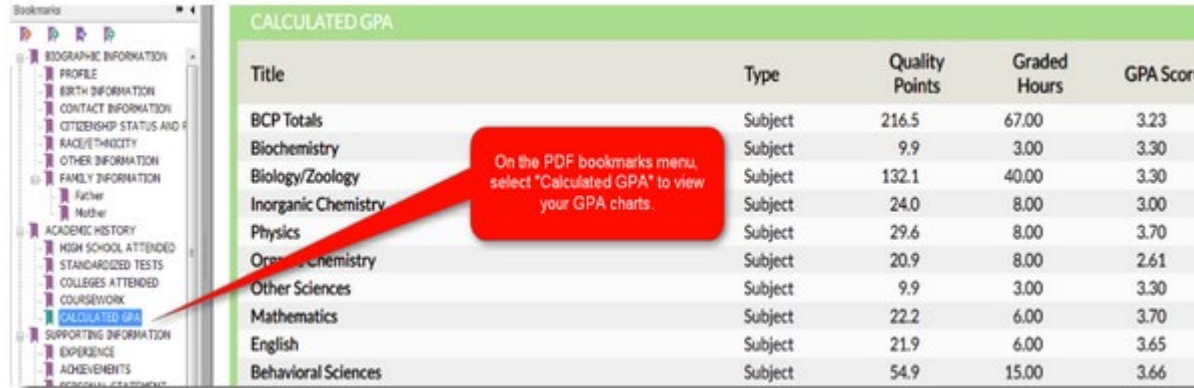
Science and Total GPA Example:

Year	Category					
	Science			Total		
	Credits	Quality Points	GPA	Credits	Quality Points	GPA
Freshman	18.0	42.6	2.37	33.0	83.1	2.52
Sophomore	18.0	49.8	2.77	24.0	59.7	2.49
Junior	18.0	60.9	3.38	33.0	111.6	3.38
Senior	30.0	84.6	2.82	30.0	84.6	2.82
Total	84.0	237.9	2.83	120.0	339.0	2.82
Post Baccalaureate	3.0	12.0	4.00	14.0	56.0	4.0
Cumulative Undergraduate	87.0	249.9	2.87	134.0	395.0	2.95
Graduate	30.0	110.7	3.69	33.0	122.7	3.72
Overall	117.0	360.6	3.08	167.0	517.7	3.10

# Finding Your VMCAS GPA Calculations

## ► Find Your GPA Calculations

- You can view your VMCAS GPAs once your application has been verified. To view your VMCAS GPAs:
- From the application dashboard, navigate to the **Submit Application** tab.
- Click the download button located next to any program you applied to.
- Open the PDF and use the bookmarks to navigate to the **Calculated GPA** section.



Title	Type	Quality Points	Graded Hours	GPA Score
BCP Totals	Subject	216.5	67.00	3.23
Biochemistry	Subject	9.9	3.00	3.30
Biology/Zoology	Subject	132.1	40.00	3.30
Inorganic Chemistry	Subject	24.0	8.00	3.00
Physics	Subject	29.6	8.00	3.70
Organic Chemistry	Subject	20.9	8.00	2.61
Other Sciences	Subject	9.9	3.00	3.30
Mathematics	Subject	22.2	6.00	3.70
English	Subject	21.9	6.00	3.65
Behavioral Sciences	Subject	54.9	15.00	3.66

## Discrepancies

Because of the standardization that occurs during verification, it is not uncommon to see GPA discrepancies between what your schools calculate and what VMCAS calculates. Discrepancies occur because:

- VMCAS does not recognize an individual school's policies for forgiveness, academic renewal, or grade replacement for repeated courses. All grades earned for repeated courses are factored into your VMCAS GPA.
- VMCAS's numeric grade values differ from an individual school's.
- VMCAS calculates all GPAs in semester hours. Courses that were completed in quarter hours are converted to semester hours. The conversion ratio is 1.0 quarter hour = 0.667 semester hours.
- VMCAS breaks down your GPA by academic year, not by college or university. Coursework completed at multiple schools for similar academic years get combined. For example, if you completed freshman coursework at College ABC and freshman coursework at College XYZ, VMCAS uses all of that coursework to calculate the GPA for your freshman academic year.
- Click [here](#) for VMCAS Grade Value Charts.
- Information on Disputing and Correcting Your VMCAS Course Subjects and GPAs can be found [here](#).

# Updating Your VMCAS Application

- ▶ Once you submit your application, most sections are locked to prevent edits. Updates you can make include:
  - Editing your contact information.
  - Editing your profile information (username, password, security question, etc.).
  - Adding programs with deadlines that have not yet passed.
  - Editing or deleting recommendations that remain incomplete.
  - Adding new test scores, experiences, achievements, and/or certifications, if applicable (you are unable to edit or delete existing entries).
  - Editing program materials for programs you have not yet submitted to (programs you have already submitted to will be locked).
  - After making your updates, click **Update my application** to send the changes to your programs. If you have updates for other sections of your application, submit these updates directly to your programs.
- ▶ **Important Note:** after **October 13, 2020**, the application portal will be completely shut down and your file will be locked and unavailable for viewing, edits, additions, and changes.

# GOOD LUCK!!!

