VMCAS Application Walkthrough

Veterinary Medical College Application Service

The 2020-2021 VMCAS Application Cycle Opens January 21, 2021

First Day of Submission on May 12, 2021

Deadline September 15, 2021

Veterinary Admissions Virtual Fair
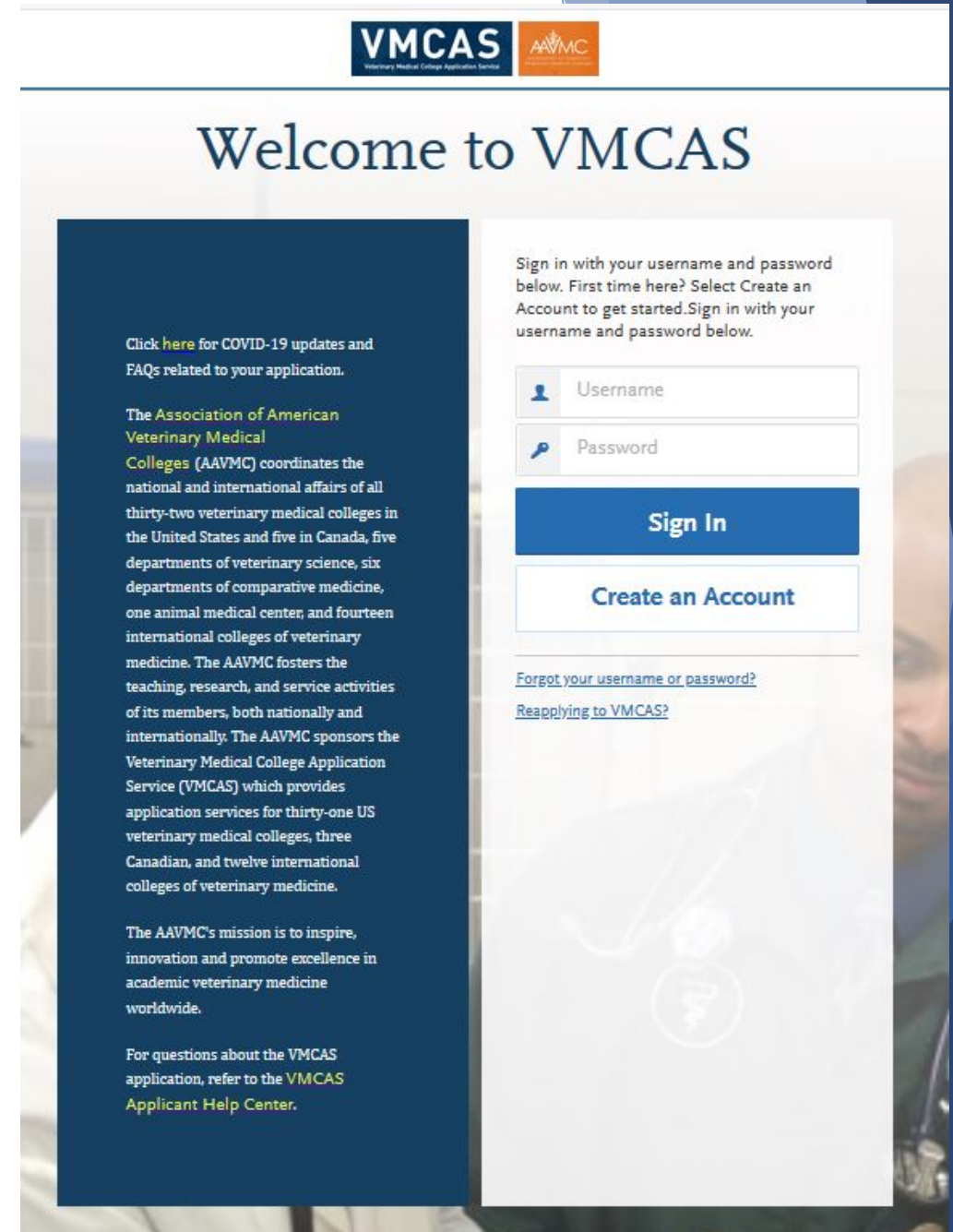

Click here to register for the Veterinary Admissions Virtual Fair.

Before You Begin

The 2021-2022 VMCAS application cycle will open on **January 21, 2021.**

First Day of Submission on May 12, 2021

- ▶ 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, 2021 @ 11:59PM, Eastern Time**. No late documents are accepted.

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!

    <u>**Key Dates for 2021-2022 VMCAS Application Cycle**</u>

▶ **1/21/21: VMCAS Application Opens**

▶ **5/12/21: Colleges are Available/Applicants Have the Ability to Submit Applications**

▶ **9/15/21, 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

▪ **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
- Tuition Map

School Information

- General Info Chart
- VMSAR
- Scholarship Information
- School Cost Comparison Tool

Application Resources

- FAQ
- VMCAS Quick Start Guide
- VMCAS Instructions
- VMCAS 2021 Sample Application

Please review the "Before Applying" section for information about school prerequisites, general information, and cost comparison (VMSAR Directory of schools and requirements), among and other tips to help you prepare for applying to veterinary medical school. Also, join us for interested applicant Webinars and Other Events throughout the year.

When To Apply/Checklist

- The 2021-2022 VMCAS application cycle will open on January 21, 2021.

- First Day of Submission on May 12, 2021

- **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.

▶ 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 (unless otherwise noted). Requirements here may vary from information contained in the VMSAR 2020 Edition for 2021 Enrollment.

UPDATED AS OF AUGUST 21, 2020

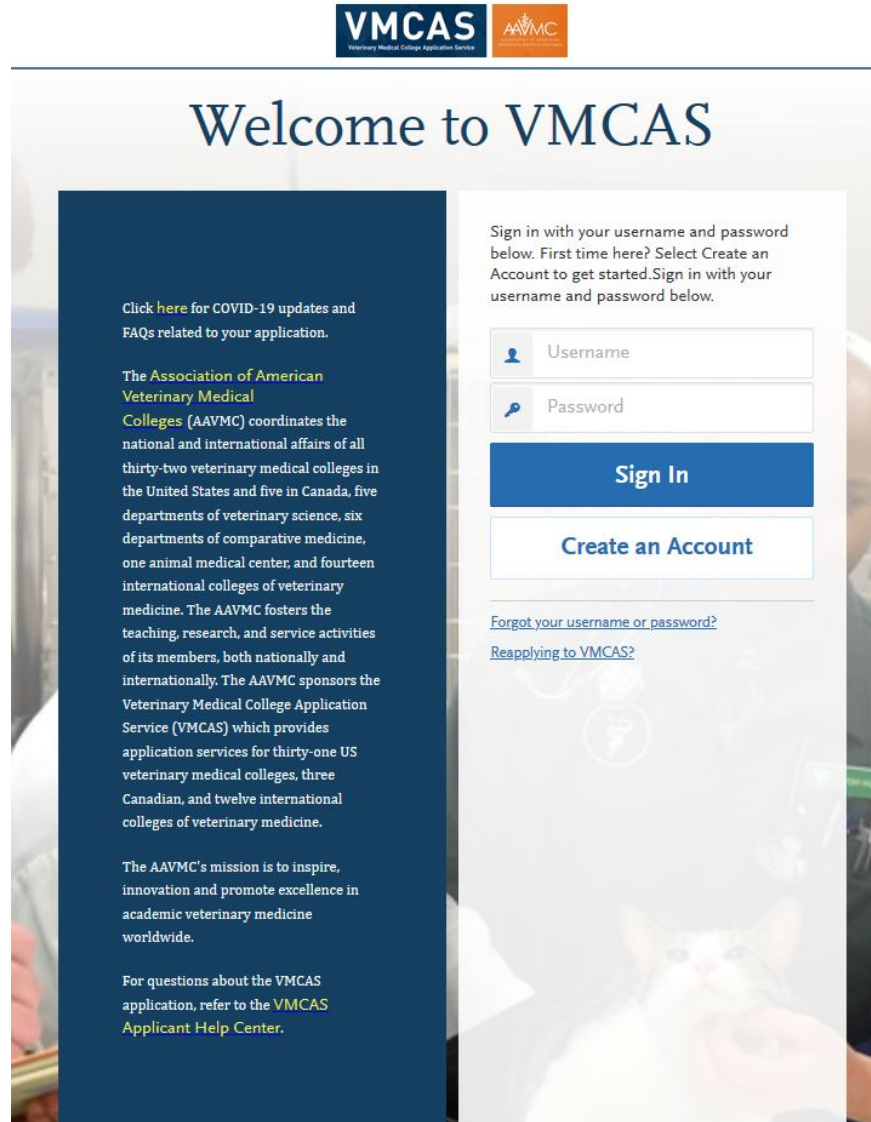| School or College of Veterinary Medicine	Admissions Website for more details regarding changes in protocols	Accepts online coursework to fulfill prerequisite requirements	Accepts pass/fail coursework to fulfill prerequisite requirements	Accepts online lab coursework	Relaxing Letter from DVM requirement	Relaxing GRE requirement	Relaxing Experience Hours	Changes in Interviews for 2021 Cycle	Other Changes
Atlantic Veterinary College at the University of Prince Edward Island	https://www.upei.ca/programs/doctor-veterinary-medicine	Yes for Spring, Summer and Fall 2020, but only in certain circumstances: We have always accepted online prerequisite courses that did not require a laboratory component.	Yes for Spring 2020 only. Not accepted for Summer and Fall 2020.	For the Winter 2020 and Summer 2020 semesters we will allow online laboratories as other options will not be available to students. Undecided for Fall 2020.	My institution does not require recommendation letters	The GRE is no longer a requirement for the 2020-2021 cycle due to limitations on testing opportunities arising from the COVID-19 pandemic.	We do not have a set number of hours required	Virtual interviews for the 2021 cycle.	
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)	GRE waived for this cycle	No		
Colorado State University	https://vetmedbiosci.colostate.edu/dvm/covid-19-admissions-faq/	Yes, for Spring, Summer and Fall 2020	Yes, for Spring, Summer and Fall 2020	Yes, for Spring, Summer and Fall 2020	No	We do not require GRE	Yes	We are cancelling MMI interviews moving forward	
Cornell University	https://www.vet.cornell.edu/education/doctor-veterinary-medicine/admissions/requirements/prerequisite-courses/course-guidelines	Yes	Yes, will accept pass/fail for prerequisite courses for the Spring and Summer 2020 terms. For other semesters, please visit the Cornell DVM Admissions Web Site for details.	Will accept online labs for required prerequisites for Spring and Summer 2020 terms. For Fall, will accept required online labs on a case by case basis. Visit the Cornell DVM Admissions web site for more info or contact vet_admissions@cornell.edu.	No, A letter from a DVM will still be required	We no longer require GRE	Undecided at this time, but maybe		
Iowa State University	https://vetmed.iastate.edu/future-dvm-students/apply	Yes, for Spring, Summer and Fall 2020	Yes, for Spring, Summer and Fall 2020	Yes, for Spring, Summer and Fall 2020	Do not require DVM letter, only strongly recommended	We do not require GRE	Will take impact of COVID-19 in reviewing experience hours	We do not conduct inerviews	
Kansas State University	https://www.vet.k-state.edu/ https://www.vet.k-state.edu/admissions/requirements/prerequisites.html https://www.vet.k-state.edu/admissions/faqs.html	Yes, for Spring, Summer and Fall 2020	Yes, for Spring and Summer 2020. Undecided for Fall 2020	Yes, for Spring, Summer and Fall 2020	No	We do not require GRE	We do not have a set number of hours required	Zoom interviews will be held rather than in-person	KSU CVM has also added the CASPer assessments to the requirements to apply for the 2020-2021 application cycle.
Lincoln Memorial University	No website at this time	Yes	Yes	Yes	No	Waived for 2020-2021 application cycle.	Institution does not require experience hours	Virtual Interviews	
Long Island University	www.liu.edu/vetmed	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.	Yes	Yes	Yes	No	Waived for 2020-2021 application cycle.	We do not have a set number of hours required.	Virtual interviews via Zoom.	
Massey University	Massey University Admission Requirements – Please read section entitled "Group 2 International students".	Yes, Spring, Summer, and Fall 2020.	Yes, Spring, Summer, and Fall 2020.	Yes, Spring, Summer, and Fall 2020.	My institution does not require recommendation letters	We do not require GRE	Undecided at this time, but maybe	No Change.	
Michigan State University	https://cvm.msu.edu/future-students/dvm	Yes	Yes	Yes	Yes	We do not require GRE	Yes		
Midwestern University	No website provided at this time	Yes	Yes	Yes	Undecided at this time, but maybe	We do not require GRE	Undecided at this time, but maybe	We do not conduct interviews	
Mississippi State University	No page at this time	Yes	Yes	Yes	Undecided at this time, but maybe	We do not require GRE	We do not have a set number of hours required		

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.

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.

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 deleted 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.

Selecting VMCAS Programs

▶ 1 school $220 <mark>**This is subject to change once you can add programs this cycle.</mark>

▶ 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.

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.

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

[text box]

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

▶ Your personal statement is a one-page essay that gives veterinary admissions committees a clear picture of who you are and, most importantly, **why you want to pursue a career in veterinary medicine**. Click here for more information.
Once you submit your application, you cannot edit this section.

▶ Although there is no set of rules mandating what a strong personal statement should include, here are a few tips to help you successfully craft an effective personal statement: **Explain a defining moment** that helped steer you toward a career in veterinary medicine. Consider using that moment as the focal point of your essay.

▶ Be original and thoughtful: Discuss how you would **contribute to the profession** and patient care, all of which will help you stand out from other applicants.

▶ As you are telling us **why you want to pursue a career in veterinary medicine**, explain why you are good candidate for veterinary school. Ask yourself—in a pile of 100 applications, would I enjoy reading my statement? Be sure to convey your passion for veterinary medicine in your statement.

▶ Many of you have had meaningful experiences with animals or veterinarians as children and these are important but should only be mentioned briefly.

▶ Your application materials already contain a summary of your accomplishments, so avoid repeating information from your transcripts or reference letters.

▶ Give yourself time to organize your thoughts, write well and edit as necessary.

▶ Ask yourself if this essay is a good representation of your character, ideals and aspirations.

▶ Don't forget to proofread!

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

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.**

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).

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.

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   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.

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.

○ 🅒 Credentials Solutions

● 🌳 National Student Clearinghouse

● 📄 parchment

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

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.

○ 🅒 Credentials Solutions

○ 🌳 National Student Clearinghouse

○ 📄 parchment

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.

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.

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

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.

Add Program	Submit Application	Check Status

Overall Status

⌄ Transcripts	Arrived 0 of 1
UNIVERSITY OF GEORGIA August 2017 - Still Attending	Not Arrived

My Programs

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

**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**.

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.

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.**

VMCAS Supporting Information

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**), 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, 2021**. 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.

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 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,

███████████ is applying to VMCAS and is requesting an online recommendation from you. ██████████ 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 ███████████ 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

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 statue of your LORs on the Check Status page of the application.

Please select from the ratings in the below section.

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

Add Program	Submit Application	Check Status

Overall Status

> Transcripts		Arrived 0 of 1
∨ Recommendations		Requested > Accepted 0 of 1
Jane Smith Individual	Needed By: All Programs	Requested

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.

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

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.

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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.

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, 2021. *(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.

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.

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.

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.

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 the deadline, 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.

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 x 4	16
ENGL 1310	B	3	3	3 x 3	9
GEOL 1610	C	2	4	2 x 4	8
PHED 1000	D	1	3	1 x 3	3
PSCI 1040	F	0	3	0 x 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	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.

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.

GOOD LUCK!!!