

PRINCETON UNIVERSITY HEALTH PROFESSIONS ADVISING
2019 VETERINARY APPLICANT CHECKLIST



Fall semester 2017

- Attend Applicant Workshop.
- Enroll in Blackboard Coursesites: HPA will email you instructions.
- Hand in **Applicant Intake Form** and **CV/resume** (in person at intake session or via Coursesites).
- Determine with adviser whether you would like to participate in Committee Letter/PAI process.
- Begin drafting your autobiography, short essays and activities list.

January 2018

- Sign up for Pre-Application Interview (PAI) with HPA (if desired).
- Set up [veCollect](#) account.
- Continue to prepare your PAI materials, and to ask for letters of recommendation.
- Begin to ask for letters of recommendation. Let your recommenders know that they will need to submit a copy of their letter to HPA, and also complete an online version of the letter (with additional questions) in the summer.

One week before your Pre-Application Interview

- Deadline for submitting to HPA (by hard copy or through Coursesites):
 - Autobiography, short essay answers and activities list**
 - Form 1** (Pre-Health Student Information Sheet)
 - Form 2** (Request for Composite Letter/Waiver Statement)
 - Form 3** (Release of Information/Institutional Action Disclosure)
 - Form 4** (Preliminary School List)

**If materials are not submitted by the deadline, your PAI will be canceled. PAIs are difficult to reschedule.*

February – May 2018

- Consult the [Veterinary School Admissions Requirements \(VMSAR\)](#) (available at HPA) and begin to create your list of schools.
- Pre-Application Interview with HPA.
- Attend Personal Statement Workshop and work on your personal statement.

June 10, 2018

- HPA's absolute deadline to schedule a Pre-Application Interview: If you have not scheduled your PAI by June 10, we will not be able to provide a committee letter on your behalf (or an updated letter, if you are a reapplicant). We can forward individual letters of recommendation to your schools.
- Deadline for submitting to HPA by email for fastest committee letter processing:
 - Pre-Health Course list:** Should be submitted electronically with spring grades included.
 - Letters of recommendation from each recommender.
 - File Completion Form** (when all letters and other materials have been received). *Allow about four weeks between time when the form is received and when HPA will be able to write and submit your committee letter.*

June – September 2018

- Study for and take the GRE. The GRE is a computer-based test, and is offered almost every day. Official score reports should be sent directly to your designated schools.
- Begin working on VMCAS data entry. Refer to VMCAS Instruction Manual for tips on completing the application.
 - Request a copy of your official transcript from the Registrar's Office to aid in data entry.
- Submit VMCAS Transcript Request Form to Registrar's Office. Submit transcript request forms to Registrars' Offices at any other US college or university that you attended (if you don't know how to do this, contact HPA).

- Work through VMCAS Recommendation Letter (eLOR) process.
 - Contact individual recommenders to remind them that they will need to submit their letters of recommendation electronically through VMCAS.
 - Research which schools will accept your committee letter in its entirety, and which will only accept a committee letter through eLOR. Let HPA know which schools should receive your entire committee letter (including individual letters), and which we should send via the eLOR system. We can send a shortened version of your committee letter through eLOR, but would prefer to send the entire letter to schools that will accept it.
 - Register HPA as one of your designated evaluators in the eLOR system using the following information:

Author: Kate Fukawa-Connelly **Email:** hpa@princeton.edu **Phone:** 609-258-3144

Address: Health Professions Advising, 36 University Pl, Suite 230 Princeton University, Princeton, NJ 08544

- Submit VMCAS online.
- Some supplemental applications are embedded within the primary application – Go to the College Descriptor Pages on the VMCAS webpage and follow the instructions for each school. You might want to print out the “additional information” sections (or save to a single document) to keep school information organized
- Submit pdf of verified VMCAS application to hpa@princeton.edu.
- If applying to Tufts University, complete their application process (detailed on their website). We will send your full committee letter with all individual letters of recommendation to Tufts.

September 1, 2018

- HPA’s absolute deadline by which you must submit your VMCAS to receive a composite letter: if you have not submitted VMCAS (the application and your transcripts) by now, we will not be able to provide a composite letter on your behalf.

January 2019

- Attend (or watch online) HPA Interview Workshop (date TBA).
- Accept invitations to interview (once invited, try to schedule earliest possible date).
 - Review HPA Interview Reports (on HPA website) for schools where you’re interviewing.
 - Let HPA know when and where you’re interviewing so we can connect you with other Princeton applicants. Ask HPA for contact info for alums at schools where you’re interviewing (if desired).
 - Within 2-3 days following an interview: send thank you notes to your interviewers, complete HPA Interview Reports.

Throughout the process

- Read Advice to Applicant emails sent by HPA, respond to requests for updates.
- Keep in touch with HPA via emails, appointments, online gchat with applicant hours.
- Let HPA know where you’ve been accepted, rejected and waitlisted, and where you ultimately decide to attend.

April 15, 2019

- Deadline to commit to a single veterinary school, if you have been offered multiple acceptances.