Health Professions Advising
Open File Information
2018 Admission Cycle
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Part I: The Strong Candidate

Purpose of This Document

The purpose of this document is to provide details and guidance about the application process to health professions schools—in particular, to schools of medicine and dentistry. Rice submits a Health Professions Advising Committee (HPAC) letter to formally introduce you to schools and provide a narrative on your candidacy. This is an optional service but a Rice tradition for over 25 years. Students are welcome to apply to schools directly.

If you would like to have an HPAC letter written on your behalf, we require that all applicants read this document carefully, follow instructions, consider guidelines and suggestions, and adhere to all deadlines. This will significantly enhance your chance for acceptance to a health professional school and reduce inefficiencies in the process. Throughout the document, we provide context and explanations as to why the required materials and information are necessary to your finalized application. On page 4 of this document, you will find a timeline and checklist for each step in the process.

The Strong Candidate

If you are planning to apply for Fall 2018 admissions, we recommend that you reflect and determine if you meet all the components for a strong applicant, which include:

- Academic Performance at Rice (overall GPA and science GPA)
- Standardized Test Scores (ex. MCAT, DAT, etc.)
- Clinical Exposure and Experiences
- Service and Community Involvement (Altruism/Empathy)
- Uniqueness: Interests, Perspectives, and Experiences
- Leadership and Teamwork
- Research (Intellectual Curiosity)
- Interpersonal/Communication Skills
- Character: Ethics, Integrity, Honesty, Responsibility
- Letters of Evaluation

If you are unsure, students can make an appointment with an advisor to discuss their candidacy. It is best to apply when you are ready and feel your application is at its strongest.

Importance of Deadlines

As part of the open file process, we will need significant information from you. Without sufficient information in an organized and timely manner, our ability to best represent your
candidacy is hindered, so we encourage you to commit the time and energy necessary for each task. Please also consider that most health professional schools operate on rolling admissions, so delays in submitted materials may significantly impact your admission. Our office is typically well ahead of the timelines, but we need your help to maintain this standard.

### Timeline and Checklist

<table>
<thead>
<tr>
<th>√</th>
<th>Task</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pay $100 Registration Fee (<a href="#">here</a>)</td>
<td>December 16, 2016</td>
</tr>
<tr>
<td></td>
<td>Complete HPA Applicant Information Form (<a href="#">Google Form here</a>)</td>
<td>December 16, 2016</td>
</tr>
<tr>
<td></td>
<td>Submit Materials in OWL-Space Drop Box</td>
<td>February 3, 2017 (by 11:59 p.m.)</td>
</tr>
<tr>
<td></td>
<td>• Submit SJP Disciplinary Request Waiver</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Submit High School Paragraph</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Submit Curriculum Vitae (CV)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Submit Draft Personal Statement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Submit Pre-Application Appointment Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letters of Evaluation</td>
<td>February 3, 2017</td>
</tr>
<tr>
<td></td>
<td>• Request Letters of Evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Activate veCollect account</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Schedule Pre-Application Appointment (Strongly Suggested)</td>
<td>February 8 – March 31, 2017</td>
</tr>
<tr>
<td></td>
<td>Complete Pre-Application Appointment (Strongly Suggested)</td>
<td>April 7, 2017</td>
</tr>
<tr>
<td></td>
<td>Start Applications to AMCAS, TMDSAS, AADSAS</td>
<td>Beginning May 1, 2017</td>
</tr>
<tr>
<td></td>
<td>Supporting Letters of Evaluation Received</td>
<td>May 19, 2017</td>
</tr>
<tr>
<td></td>
<td>Complete Applications in AMCAS, TMDSAS, AADSAS</td>
<td>May 1 – Oct 1, 2017 (ASAP)</td>
</tr>
</tbody>
</table>

### Opening your HPA Applicant File

Opening your Health Professions Applicant File is a two-step process.

The first step is to pay your $100 registration fee: [https://signup.rice.edu/2018HPFile/](https://signup.rice.edu/2018HPFile/)

The second step is to fill out your Health Professions Applicant Information form at: [https://goo.gl/forms/sdLuqeoVOg5PEIIi2](https://goo.gl/forms/sdLuqeoVOg5PEIIi2)
The Health Profession Applicant Information form asks for comprehensive details, including contact information, health professional program of interest, academic record (major, minor, etc.), and admission test scores. All of this information is crucial to our Office’s records and organization and is required for us to know how to advise you and prepare your Health Professions Advising Committee Letter.

In addition, you will provide the following:

- Waiver to your right to access your confidential Health Professions Advising Committee (HPAC) letter of evaluation from the Office of Academic Advising (OAA)
- Waiver to your right to access your letters of evaluation from faculty and community members
- Authorization for the Office of Student Judicial Programs (SJP) to release your disciplinary record information to the Office of Academic Advising.
- Authorization to release basic information to the Rice Alumni in Medicine group

Confirmed receipt of your registration fee and completion of your Health Profession Applicant Information form officially opens your Health Professions File as an applicant for 2018. These are required steps before we provide you access to the OWL-Space account for HPA-2018 Applicants and the registration code to sign-up for your veCollect account. If you are an alumnus, contact the OAA at hpa@rice.edu for a new NetID.

Any major communication from our office will be sent through the OWL-Space account, be sure to check the announcement section and your email regularly throughout the application process.

**Completing Your File**

Completing your file with the Office of Academic Advising includes several steps and all are necessary prior to our completion of your Health Professions Advising Committee letter and subsequent submission to the appropriate application services. Each of these steps is included in the “Timeline and Checklist” on page 4 of this document:

- Submit to OWL-Space Dropbox:
  - SJP Disciplinary Waiver Request
  - Paragraph outlining your high school accomplishments
  - Detailed curriculum vitae (CV)
  - Draft of your personal statement
  - Pre-Application Appointment Form
- Request letters from your evaluators
- Schedule and complete a brief pre-application appointment clarifying content of the Pre-Application Appointment Form (optional, but strongly suggested)
• Submit your application to:
  - American Medical Colleges Application Service (AMCAS)
  - Texas Medical and Dental School Application Service (TMDSAS)
  - Or other appropriate application service

Please recognize that the Health Professions Advising Committee will draft and complete ~200 letters for health professions applicants in spring/early summer 2017. This task is not possible without your compliance with the stated deadlines. Each letter contains considerable detail specific to the candidate and requires personalization. For this reason, non-compliance with deadlines will result in a shorter and less descriptive HPAC letter or potentially a letter packet that includes a basic cover letter along with your supporting letters of evaluation. Immediately following deadlines for submission, we will check applicant drop boxes for requested materials. **Students who do not comply with the deadlines are ineligible for pre-application appointments with an advisor as well as the RPMS and RPDS mock interview programs.**

The following sections provide some basic guidelines regarding the submissions listed above, but greater details are available in OWL-Space.

**SJP Disciplinary Waiver**

The SJP Disciplinary Waiver allows communication between Student Judicial Programs (SJP) and the Office of Academic Advising (OAA) regarding your disciplinary record. If an applicant has any honor code or conduct violations, please review the SJP website for additional information.

Please release your record to the “Office of Academic Advising” and sign the bottom of the form. You **do not need** to upload a copy of your ID.

**High School Paragraph – Summary of Achievements**

The purpose of this section is to provide guidelines for the paragraph summarizing your high school achievements. We have provided a few examples for your reference. Keep in mind that the Health Professions Advising Committee will use this paragraph to provide context about your high school accomplishments with respect to your transition to college and to your more recent preparation for acceptance to a health professional school. Be sure to write in third person and to include details such as your GPA, test scores and significant honors or scholarships.

You are required to write and submit a summary of your high school accomplishments in a format similar to those shown below:

**Sample 1:** In the spring of 2012, Sarah graduated as valedictorian of her class (1/361) from Medical Scholars High School in Baltimore, Maryland with a 6.5/6.0 cumulative grade point average. During her high school years Sarah was very active, often in leadership roles. She was...
the President of the Student Council, the Vice President of Senior Women, the Treasurer of the National Honor Society and the Drum Captain. She volunteered in a nursing home, in the hospital emergency room, and accompanied physicians on clinical rotations in the Health Occupations Students of America Program. She was honored as a National Merit Commended Scholar, a Hugh O’Brian Youth Leadership participant, and as a UIL State Solo and Ensemble musician. She came to Rice University with a 2360 SAT score and academic achievements earning her no less than four scholarships.

**Sample 2:** In the spring of 2013, Joseph graduated as valedictorian of his class from Rollins High School in San Diego, California with a perfect 4.0/4.0 cumulative grade point average, a perfect 2400 SAT score and a perfect 36 ACT score. He had also amassed 51 hours of Advanced Placement credit. While in high school, Joseph was also actively involved with Habitat for Humanity, and he participated in theater while competing on the tennis and golf teams. He was named a National Merit Scholar and upon his matriculation at Rice, he was given the Trustee Distinguished Brown Scholarship and the W.L. Moody, Jr. Engineering Scholarship.

**Sample 3:** In the spring of 2012, Anya graduated from Hundred Forest High School in Phoenix, Arizona in the top 5 percent of her class and with an outstanding 3.9/4.0 cumulative grade point average. Her strong scholastic aptitude is evidenced by her AP Scholar Award receipt, her National Merit Scholarship Qualifier status and her inclusion in the Hundred Forest School District’s Highest Honors cohort. She was very active in her community, holding membership on the math team and the International Club. Other extracurricular activities included her work as a tutor at the Canton Institute and her volunteer work at the Kissinger Senior Center. As a result of her accomplishments, Anya received the Arizona Governor’s Scholarship and the Peterson International Science Scholarship (Highest Honors).

**Curriculum Vitae (CV)**

The HPA-2018 Applicant OWL-Space Account includes the curriculum vitae template all applicants are **required** to use for their CV submission. Its design allows you to provide us with relevant, specific information regarding your candidacy for health professional school. Therefore, we look for academic achievement, research experience, clinical exposure, leadership experience, volunteerism and other altruistic activities, extracurricular involvement, honors and awards, etc. Please put considerable time and energy into your curriculum vitae as it is a reflection of your preparedness for your health professional goals. Be sure to list all your activities, not just medically-related activities. A general rule of thumb is never to place something on your curriculum vitae if you are not willing and able to answer specific questions about it. The Center for Career Development can provide guidance regarding the creation of your CV.
Pre-Application Appointment Form

This form asks specific questions which allow you to expand upon elements of your CV, reflect on your motivations for pursuing health professional school, and articulate your views about the profession. We have designed the questions to solicit information that admissions committees want to know, so please thoughtfully consider your answers.

For language proficiency, please refer to the chart below:

<table>
<thead>
<tr>
<th>Native/Functionally Native</th>
<th>I converse easily and accurately in all types of situations. Native speakers may think I am a native speaker too.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced</td>
<td>I speak very accurately, and I understand other speakers very accurately. Native speakers have no problem understanding me, but they probably perceive I am not a native speaker.</td>
</tr>
<tr>
<td>Good</td>
<td>I speak well enough to participate in most conversations. Native speakers notice some errors in my speech or understanding, but my errors rarely cause misunderstanding</td>
</tr>
<tr>
<td>Fair</td>
<td>I speak and understand well enough to have extended conversations about current events, work, family or personal life. Native speakers may notice many errors in my speech or my understanding.</td>
</tr>
<tr>
<td>Basic</td>
<td>I speak the language imperfectly and only to a limited degree and in limited situations. I have difficulty in or understanding extended conversations.</td>
</tr>
</tbody>
</table>

Personal Statement

You will find resources and guidelines about personal statements from a variety of perspectives including those of medical school admissions deans in the HPA-2018 Applicant OWL-Space Account. Rice Pre-Medical Society will host workshops in the coming months. In addition, The Center for Written, Oral, and Visual Communication (CWOVC) at Rice has offered to provide consultations regarding personal statements for those applying to various professional schools. As a starting point, reflect on the experiences listed in your CV and describe how they have shaped your motivation to pursue medicine. For CWOVC consultations, it is recommended that students produce a list of fifteen experiences outside of the classroom that have impacted your life and future career goals or a copy of your pre-application appointment form. We strongly suggest that you start with a draft of your personal statement as soon as possible, if you have not done so already. The process takes several iterations and significant revision following feedback from a variety of individuals. Again, we suggest that you avoid topics of a nature about which you are not willing or able to answer specific questions.
Letters of Evaluation

Please refer to Part II: Letters of Evaluation and veCollect

Additional Resources in HPA-Applicant OWL-Space

There are more resources in the HPA-Applicant OWL-Space account to assist with your application processing. These resources include but are not limited to:

- Health Professions Open File Information document (i.e. this document)
- Guidelines (and template) for the high school paragraph submission
- Guidelines (and template) for health professions applicants’ Curricula Vitae (CV)
- Guidelines for personal statements and optional essays
- Pre-Application Appointment Form
- Interview resources
- Announcements of programmatic opportunities (ex. personal statement workshops, mock interview opportunities, etc.)
- Guidelines for application services
- MCAT data and more

Pre-Application Appointment

After meeting the OWL-Space submission deadline (February 3), applicants can schedule a brief Pre-Application Appointment with a member of our committee to clarify or expand on any aspect of your materials. The appointment also allows us to get to know you better and offers perspective about the steps you have taken to prepare for that opportunity. The tone of the meeting is relatively informal, but it is an opportunity to practice your interviewing skills. Please dress business casual. We expect professional demeanor and communication style from you. Keep in mind that every interaction is an opportunity to provide an impression.

Research Schools

Deciding where to apply is critical to your application yet challenging and time-consuming. Several important factors to consider include:

- Public school residency requirements
- Curricular approach
  - Traditional lecture or problem-based learning
  - Schedule (block class or multiple classes)
  - Basic sciences structure
  - Grading system
  - Focus on research, primary care or specialty
• School culture
• Location
• Cost of attendance: tuition and living expenses

In addition, it is costly to apply to health profession programs. Consider all costs including application fees, transportation to/from interviews, lodging, meals, etc.

There are several resources to assist applicants with their research including the Medical School Admission Requirements and Texas and Medical Dental School Application Service. American Association of Colleges of Osteopathic Medicine and Associated American Dental Schools Application Service books are available during business hours in the OAA.

**Application Processing Details**

*Updating Required Materials in Owl-Space*

If you would like to update any of your materials after the February 3, 2017 deadline, you may upload a new copy to your OWL-Space drop box. Please do not delete old documents in your dropbox.

*Application Manuals*

To prepare for the application cycle, students should carefully read the applicant manual for each application service. Applications generally open in May; check each service for their specific dates. Most schools operate on rolling admissions thus, it is best to apply early.

Questions regarding your application should be directed to each application service.

AMCAS: amcas@aamc.org

TMDSAS: info@tmdsas.com

*Letters of Evaluation*

While completing your application, please use the contact information below when listing Rice. Please select committee letter.

• Letter Title: Rice_(Your Last Name)_Committee Letter
• Institution Name: Rice University
• Name: Christine Martinez
• Title: Assistant Director of Academic Advising
• Email: hpa@rice.edu
• Phone: 713-348-4060
• Organization: Office of Academic Advising
Transcripts

Students are required to submit transcripts for each accredited institution attended. To request a transcript from Rice, please visit the Registrar’s website. Each service requires a Transcript Request Form to be sent with your transcript. Be sure to include your applicant ID with your form.

Study Abroad courses taken through a Rice approved study abroad program is generally accepted on a Rice transcript.

Be sure to follow the guidelines for each application service regarding transcript submission and study abroad credits.

Secondary Applications

After you submit your primary application, set your focus on secondary applications. Secondary applications vary among institutions. Certain institutions do not have a secondary application while others become available after confirmed receipt of your primary application. Check with each school for their secondary application policy. It is best to submit applications as soon as possible, it is recommended to submit within two weeks of receipt.

Interviews

To prepare for interviews, research each school’s interview format (traditional vs. multiple mini interviews). Practice possible interview questions and be ready to articulate your story in a concise manner.

Rice Pre-Medical Society and Rice Pre-Dental Society will host programming for mock interviews in the spring of 2017. Mock interviews will also be conducted by the CWOVC and the Center for Career Development.

Interview resources can be found in the HPA-2018 Applicants OWL-Space Account.
Part II: Requesting Letters of Evaluation and veCollect

Purpose of Letters of Evaluation

Health professional school admissions committees consider letters of evaluation very carefully in their decision-making, and the supporting letters of evaluation are also invaluable when our office writes your HPAC letter. At Rice, applicants are responsible for generating letter requests and monitoring the receipt of letters in their file through the web-based system, veCollect.

We will outline: (1) requesting letters of evaluations, including email templates; (2) setting up your veCollect account; (3) using veCollect as an applicant.

Professionalism

The way in which you ask for a letter of evaluation is too often under-emphasized. This document provides guidelines about how to request letters from potential evaluators including details about timing, email correspondence, in-person communication, provision of necessary information, being considerate and respectful of evaluator’s time, and being appreciative of their commitment to your future professional goals.

Requesting Letters of Evaluation

Requesting supporting letters of evaluation from professors and other community members is a critical aspect of your application. To successfully obtain strong letters of evaluation from evaluators, you need to consider the following:

- Number of letters
- Who, how, and when to ask
- Guidelines and deadlines for evaluators
- Relinquishing your right to see letters

While there is no exact number, typically students request evaluations from three or four individuals, as less than three is too few, and there is no additional benefit from more than four letters unless a specific program makes this request. MD/PhD applicants must request evaluations from a supervisor from each research project in which the applicant has participated.

Although the ideal set of evaluators is highly dependent on the applicant, selecting the right evaluators should be considered very carefully. We suggest the following letters if possible:

- Professor in your academic major
- Professor of a science or engineering course (could overlap with major professor)
- Supervising research professor or someone related to your clinical activities
- Letter from individual who can provide a strong character reference
Most schools accept the HPAC letter in lieu of a second letter of evaluation from a professor of science or engineering. A small number of schools still require two letters from science/engineering professors in addition to the HPAC letter. Please consult specific schools’ instructions to be certain you are adhering to their requirements.

There could easily be overlap among these individuals. The character reference could come from a wide range of possible evaluators who you know well through your research, health-related positions, volunteer work, or other Rice or non-Rice related programs. The most important factors are familiarity and commitment to providing a strong letter of evaluation.

Timing is critical, so you will need to ask early. Faculty members receive many requests for letters of evaluation, and to write a thoughtful, meaningful letter takes time. Providing your prospective letter writers with adequate notification and appropriate supporting documents is a must.

Be sure to provide an evaluator the option of saying no. If an evaluator does not have time or is uncomfortable writing on your behalf, it will likely result in a shorter, less descriptive letter. It is best to have honesty from an evaluator, which will allow you to find another who is enthusiastic to support your application.

We encourage all applicants to request their letters of evaluation by February 3, 2017 to allow evaluators adequate time to write a strong letter of evaluation. Make sure your evaluator is aware that letters are due by **Friday, May 19, 2017 in veCollect**.

Waiving your right to see your evaluations provides greater credibility. Non-confidential requests can make it more difficult for your evaluators to write honest, candid, and objective letters. Likewise, schools are informed if evaluation letters are non-confidential, and whether correctly or incorrectly, perceive them with less credibility.
# Checklist for Applicant

<table>
<thead>
<tr>
<th></th>
<th>Task</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Contact</strong></td>
<td>Request/schedule in-person meeting with potential letter writer via email or in person</td>
<td></td>
</tr>
<tr>
<td><strong>In-Person Meeting</strong></td>
<td>Attend meeting on-time and in professional dress</td>
<td></td>
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<tr>
<td></td>
<td>Prepare to talk about why you are asking that particular instructor and what your future plans are</td>
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<tr>
<td></td>
<td>In an organized folder, supply hard copy versions of the following materials:</td>
<td></td>
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<tr>
<td></td>
<td>• A draft of Personal Statement</td>
<td></td>
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<tr>
<td></td>
<td>• Unofficial Transcript</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Letter Writer Instructions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Current CV</td>
<td></td>
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<tr>
<td></td>
<td>• Unofficial Test Scores (Summary of MCAT, DAT, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Specific program instruction &amp; instructions (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Summary dates and deadlines (if applicable)</td>
<td></td>
</tr>
<tr>
<td><strong>After Meeting</strong></td>
<td>Follow up with a ‘Thank You’ email and electronic versions of the materials provided in hard copy at meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Check in to see progress and help address any questions after about a month (if there has not been communication beforehand)</td>
<td></td>
</tr>
<tr>
<td><strong>After Submission</strong></td>
<td>Thank individual letter writers with hand-written notes after letters were submitted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Follow up with individual letter writer with results of application process via email or schedule an in-person meeting.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Regardless of admission outcomes, express gratitude for their time and effort.</td>
<td></td>
</tr>
</tbody>
</table>
Template Email to Request an In-Person Meeting

Dear Dr. Potential Evaluator,

I am currently working on my application materials to go to Medical School/Dental School/etc. I was hoping to meet with you in the upcoming week(s) to talk to you about my future professional endeavors and academic interests.

Would you have any availability to meet in the next two weeks? I am available on Monday, Wednesday and Friday afternoons from 1-5 pm. Please let me know what time and date would be most convenient for you.

I look forward to hearing from you.

Thanks,

Name

Rice University Class of ’
Major
College
Rice Email address
Phone Number

Template Email after Meeting with Evaluator

Dear Dr. Evaluator,

Below is a summary of all the graduate programs I will be applying to for next year. They are all in the field of Medicine, although some have differing degree paths. Most are combined programs with a Master’s in Public Health, but a few are just stand alone MD programs. I plan on submitting all my materials by June 15th, as all of these programs operate on rolling admissions. The deadline for letters of evaluation to be submitted is May 19, 2017 to veCollect.

<table>
<thead>
<tr>
<th>School</th>
<th>Program</th>
<th>Application Open</th>
<th>Deadline to OAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Tech</td>
<td>MD/MPH</td>
<td>May 1</td>
<td>May 19</td>
</tr>
<tr>
<td>UT Galveston</td>
<td>MD/MPH</td>
<td>May 1</td>
<td>May 19</td>
</tr>
<tr>
<td>UTSA</td>
<td>MD/MPH</td>
<td>May 1</td>
<td>May 19</td>
</tr>
<tr>
<td>Vanderbilt</td>
<td>MD</td>
<td>June 1</td>
<td>May 19</td>
</tr>
<tr>
<td>Duke</td>
<td>MD</td>
<td>June 1</td>
<td>May 19</td>
</tr>
<tr>
<td>Baylor</td>
<td>MD/MPH</td>
<td>June 1</td>
<td>May 19</td>
</tr>
</tbody>
</table>

Please let me know if you have any questions about these programs or how I selected them.

Sincerely,

Name

Rice Email Address
Phone Number
Example Program Information with Instructions

This is only necessary if you are planning on applying to different types of health professions programs. For instance, if some programs are MD and some are MD/MPH, it is helpful for your evaluator to understand the differences between the programs and why you are applying to both. This also allows the evaluator to tailor a letter that fits both goals for MD and MPH programs.

Example:

Thank you very much for your willingness to write an evaluation on my behalf. I sincerely appreciate your help. Below I have included information on each program and specific instructions for its evaluation letter. If you have questions at any time, please do not hesitate to contact me. I look forward to staying in touch.

Kindest Regards,

Name
Rice Email Address
Phone Number

1) Baylor

M.D. and M.P.H

The MD/MPH initiative really demonstrates BCM’s drive to provide opportunities for future physicians to expand their understanding of health and health care. The training, resources, and faculty support truly opens up a vast array of possibilities in traditional realms such as patient care and research as well as other realms of health including community-based health programs, health policy development, and healthcare administration.

Students accepted into the program spend their first three years at BCM. In addition to medical school classes, students will take five online public health classes. The fourth year is spent taking classes at UTHealth School of Public Health. The fifth year, it’s back to BCM for the last year of medical school.

2) Vanderbilt

M.D.

The School of Medicine at Vanderbilt University is committed to the education of physicians who are firmly grounded in the basic medical sciences, will provide compassionate care to their patients based upon their evaluation and application of the latest scientific research, and will become leaders and scholars in their field.

The medical school’s major strength lies in the quality of its students and faculty. The school provides a supportive and stimulating environment where students are encouraged to pursue individualized interests in clinical medicine and research. Our graduating students traditionally gain entrance to high quality residency programs of their choice throughout the country. The faculty, which represents a variety of specialties and research programs, has a national and international reputation for excellence in the biomedical sciences and clinical care.
Setting up veCollect

Rice applicants’ letters of evaluation from faculty, staff, and individuals’ on-campus and off-campus are submitted through the web-based system, veCollect. It is a secure, online service where applicants can manage their letters of evaluation including requesting letters, tracking if they have been received and informing the OAA that they are ready to be transmitted to medical and dental programs.

The service allows evaluators to submit letters of evaluation electronically to veCollect.

veCollect Process

The veCollect process is as follows:

1. After creating your veCollect account, you will enter the contact information for your individual evaluators including their email.

2. You will send an email request to your evaluator by clicking on the envelope icon near their name.

3. Indicate if you waive your right to access your individual letters of evaluation.

4. Evaluators will send veCollect your letter of evaluation via email. Once the system verifies your letter, you will see a PDF icon to notify you that the letter has been matched to your account.

5. After all letters are received, you will bundle them into a quiver and let the OAA know that they are ready to be transmitted to medical or dental programs.

Before beginning to request letters through veCollect, please be sure to let your evaluators know they will receive an email from veCollect requesting that they submit a letter on your behalf.
Creating your veCollect Account

To create your account, go to: https://collect.virtualevals.net.

Click one of these links to create your account.

1. In which state is your institution? Select “TX”
2. A blue box will indicate the Rice University requires an authorization code to register. You will be provided the code in your confirmation email after completing the Health Professions Applicant Information Form and confirmed receipt of your Open File Fee.

It is not necessary to add these numbers at registration.
3. Create your own username and password
4. You will follow a series of prompts. You do not need to provide your AAMC, AACOMAS, AADSAS or TMDSAS IDs.
5. When you complete the form, click “Register for veCollect”
6. After you register, you will receive a confirmation email within 24-72 informing you that your account is now active. Upon receipt of this email, you will have full access to your veCollect account.

Creating an Evaluator Record

After logging in to veCollect, the screen will display a navigation bar as shown below:

Click on “My Evaluators” to begin. When you reach the screen, click on “Create New Evaluator Record”. Complete the screen and click “Create Evaluator Record”.

You will arrive at a confirmation screen. Here, you will have a chance to review the information for accuracy. If changes are needed, make necessary edits and click “Save Evaluator Record”.

Creating a Letter Record

After you have created an Evaluator Record, you can now create a Letter Record for this evaluator. Scroll down and click “Create New Letter Record”.

Need help? Instructional videos are found on the right side of the page.

This area allows you to review information for accuracy. You can click “Save Evaluator Record” at the bottom if you made any changes.

Click here to create the new letter record.
Select Letter Type

From the dropdown menu, select the type appropriate for your application.

FERPA Statement: This describes your rights to waive access to your letters.

Schools prefer confidential letters thus students are highly encouraged to request CONFIDENTIAL letters of evaluation.

To acknowledge your selection, you must type your name.

Request the Letter from Your Evaluator

To request a letter from your evaluator, click on the envelope icon and an email will automatically be sent to your evaluator.

If your evaluator does not receive the veCollect notification email, this is primarily a result of applicants (a) creating an evaluator record but not a letter record or (b) forgetting to click on the envelope icon or (c) email was identified as spam or junk by their email provider. Please be sure to check with all of your evaluators to confirm that they have received the veCollect notification email.

When a letter has arrived, allow veCollect 48-72 hours to verify your letter. Once it has been processed, you will see a PDF icon next to the letter type. At this point, be sure to follow up with your evaluator and thank them for their time.

If for whatever reason, your evaluator submits an updated letter on your behalf, it will overwrite the original letter submission.
Creating a Quiver

Create a Quiver by clicking “Create New Quiver”.

In the description, label your quiver by referencing the program to which you are applying and include the entry year, i.e. MD 2018, DO 2018, Dental 2018.

Select all letters to be included in the committee packet then click “Create New Quiver”.

If you are interested in applying to both MD and DO programs, please be sure to create two quivers (one for each program). Select the appropriate letters for each quiver. You may need to include a letter of evaluation from a DO that should be included in the DO Quiver.

Editing a Quiver

If you would like to add or delete letters in your Quiver or prematurely created a Quiver, visit “My Quiver” and choose either Add/Remove Letters or Delete This Quiver.
Locking your Quiver

When all of your letters of evaluation have been received, you will click “Process My Letters” in the top navigation bar.

Review the letters that are in the Quiver to ensure it is complete and correct. Before you can lock your Quiver, you must certify that the information you entered in to veCollect is truthful and accurate. You acknowledge this by entering your name into the block provided; this is considered your signature.

After you complete these steps, click on “Process and Lock this Quiver”.

Inform the OAA your Quiver is Locked

Go into the HPA 2018- Applicants Owl-Space, complete the veCollect Locked Quiver Form.

Submit the completed form to hpa@rice.edu with the subject line: veCollect Locked Quiver Form – Last Name, First Name

Please allow the OAA adequate time to process all committee letters. If your Quiver is locked and you have submitted the notification form, please refrain from contacting the OAA until Friday, July 14, 2017 to check on the status of your committee letter submission.

The OAA will submit your HPAC letter along with individual letters of evaluation to the application services. After it is uploaded, you will receive an email confirmation from the OAA.

Designating Schools in veCollect

We do not use this feature in veCollect. It is not necessary for you to enter schools into veCollect.

Closing

Please remember that the application process is long and challenging. Prepare ahead of time by reading the application service manuals when they are released in late spring. We understand it can be overwhelming but have patience. We wish you luck as you pursue your academic and professional goals.