veCollect Instructions

Medical and Dental School Applicants
Entry Year: 2023
Haverford College

REGISTRATION

1. Visit collect.virtualevals.net
2. Select "register for an account"
3. Watch the 3-minute instructional video
4. Select PA and Haverford College

*we do not require an authorization code

3-min Registration Instructional Video.

If you do not yet have ID numbers, these can be added at a later time.
3-STEP PROCESS

ADDING EVALUATORS;
CREATING NEW LETTER RECORDS;
REQUESTING LETTERS

Step 1: ADDING EVALUATORS

1. Select "My Evaluators"
2. Select "Add New Evaluator"
3. Watch 3-minute instructional video
4. Complete evaluator information
5. Select "Create Evaluator Record"

After you add each evaluator, these on-screen instructions guide you to the next step.

Fill out required information for your evaluator.

Create Evaluator Record

After creating an evaluator record, you will create a "letter record" for that evaluator. You will indicate the type of health professions school/program to which you are applying and you will address the confidentiality of the letter.

Create New Letter Record
Step 2: CREATING NEW LETTER RECORDS

1. Select letter type
2. Waive your right
3. "Sign" your name
4. Select "Create Letter Record"

Step 3: REQUESTING LETTERS

1. Select the letter icon in the gold box
2. Select "OK" at the confirmation
### FAQ

#### WHAT IS THE DEADLINE TO SUBMIT LETTERS TO VELECTLLECT?

<table>
<thead>
<tr>
<th>Alumni Applicants</th>
<th>Current Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Class of 2021 and earlier)</td>
<td>(Class of 2022 and later)</td>
</tr>
<tr>
<td>FEBRUARY 1, 2022</td>
<td>APRIL 1, 2022</td>
</tr>
</tbody>
</table>

#### WHAT DOES MY EVALUATOR RECEIVE?

When you send the request, your evaluator receives an email with instructions. They need to provide a letter on letterhead bearing the date, your name, title, and signature.

The email looks like this:

![Email example]

#### HOW WILL I KNOW THAT MY EVALUATOR RECEIVED THE EMAIL?

Some evaluators have numerous letters, all due at the same time. Therefore, we ask that you do not email your evaluator asking if they received the email. If you have questions about email receipt, please contact veCollect within seven days of sending: help@virtualevals.org

If you have spoken with your evaluator and they have not received an email, ask them to check their SPAM folder.

#### WILL I KNOW WHEN A LETTER HAS BEEN SUBMITTED?

Yes! You will be sent an email from veCollect alerting you that your evaluator has submitted their letter.

#### HOW DOES MY EVALUATOR SUBMIT A LETTER?

Each email is unique and attached to your account. Your evaluator simply needs to follow the instructions and reply to the email with the letter attached.

#### DO I REQUEST THE COMMITTEE LETTER BE SENT TO VELECTLLECT?

No. You will request a Committee Letter in your medical/dental school application portal. The Pre-Health office has access to your letters in VeCollect and will download them for use in committee letter.

#### WHAT HAPPENS WHEN ALL OF MY LETTERS ARE IN?

"Quiver" is the term that veCollect uses for the group of letters you ultimately decide to support your application. Once all of your letters are submitted, add in the letters from your list that you wish to include in your medical school application. For most applicants, this will simply mirror your evaluators list (on occasion, applicants may choose not to use a letter.)

Jennifer Barr will work with you to complete this step.