INTERNAL APPLICATION: TIMELINE & CHECKLIST
For Students Applying to Veterinary Medical Schools for Entering Class 20219 (EC 21) – Fall 2021

INTRODUCTION:

The instructions and timeline on the following pages are intended for GS postbac and undergraduate prevets who plan to apply, with the support of the GS Premedical Committee, to veterinary school over the summer 2020 for 2021 admission. We’ve packed quite a lot of information into just a few pages, and so our hope in this introduction is simply to help you get your bearings so that you don’t feel overwhelmed by an intimidating mass of text and you know where to find what you need.

Applying to veterinary school is a lengthy, complex, and challenging process. If you attended one of the Mandatory General Applicants Meetings, you should have an overview of the several phases and diverse components of this process and their interrelationships, but please see your advisor, if you have any questions. The main part of this document is a timeline summarizing what you need to do and by when. This way of organizing information, we believe, makes it easier for you to keep on track; as a result, however, the instructions tend to be concise. For example, the timeline tells you that, in February, you should schedule your portfolio review for some time during the spring, but nothing is said about the nature of this session. Our expectation is that if you encounter a “to-do” item on the timeline and need more information, you will look elsewhere on our website or consult with your advisor.

The timeline below is preceded by two brief sections. The first elaborates a schedule of assurance dates for transmitting committee letters. In short, the Premedical Committee is providing incentives for completing certain important tasks as early as feasible; but we also wish to provide options. Please read this section carefully and speak with your advisor, if you have any questions about it.

The second section provides suggestions and pointers on a select assortment of pertinent subjects: GRE, personal statements, portfolio reviews, interview workshops, and the like.

The Premedical Committee is eager to collaborate with you on the important project of applying to medical school and we look forward to getting to know you better in the course of doing so.

COMMITTEE LETTER ASSURANCE DATES:

• The main part of the internal application is due by January 23, 2020. If you submit it by then, you are eligible for committee support for EC 21. Students who do not submit by this date are not. After the January 23 deadline, the following deadlines apply:
  • For students who submit VMCAS and other required documents¹ by June 30, 2020 and take the GRE by June 21⁴, 2020, the Premedical Committee will have the committee letter prepared for veterinary schools by August 15, 2020. N.B. Dates of VMCAS submission and GRE guide decisions about the order in which to complete committee letters.
  • Students who submit VMCAS and other required documents by June 30, 2020, but intend to take the GRE after June 21⁴, but by the end of July 2020 must submit a request for an extension by June 21⁴; their request must indicate the planned GRE date. Extension requests should be made using the online form created for this purpose. The link to this form will be found on the application status page upon logging into the portfolio. The extension request will be automatically approved and will ensure that the Premedical

¹ The required documents are itemized in the timeline below under “June 30 DEADLINE.”
Committee will have the committee letter prepared for veterinary schools by September 1, 2020.

- Students who need to submit the common application and other required materials after June 30, but by August 1, 2020 must submit a request for an extension by June 30. This request must include an explanation for the delay and a proposed date by which the missing materials will be submitted. (Extension requests should be made with the online form created for this purpose. The link to this form will be found on the application status page upon logging into the portfolio.) Prevets whose requests are approved by the committee will have their committee letters composed, but with no assurance it will be completed by September 1, 2020.
- A student whose file is not complete by August 1, 2020, or who has not taken the GRE by this date, or who requires, but has not requested, an extension, will not be eligible for a committee letter for 2021 admission.
- A student who takes the GRE after June 21 or submits VMCAS after June, but does not submit a request for an extension is ineligible for support in the EC21 application cycle.
- When an assurance date falls on a weekend, the committee letter will be uploaded on the next business day.

GRE
- For the EC21 application cycle, you may take the general subject GRE any time before August 2020; however, we recommend that you try to take it by the June 21st.
- Be sure to check whether any of your schools requires a subject exam.
- VMCAS schools will not accept scores more than 2-3 years old.
- Registration: ets.org/gre/

Note: Be vigilant about the name under which you register for the paper-based exam. The ID you present at the test side must match your registration name exactly. J. Mary Smith is not the same as Mary Smith or Jane Mary Smith.

Personal Statement Development: Attend a personal statement workshop before the end of the fall semester. You will be required to submit a draft of your personal statement by January 23, 2020 and a revised draft one week before your portfolio review.

Portfolio Review: The Premedical Committee conducts these sessions with each prospective applicant during the spring semester (late February until early June). Prevets who submit their internal application by the January deadline will receive instructions for scheduling their interviews.

Interview Workshop: While you are not required to do so, it is recommended that you attend a workshop in the fall or spring.

Explanation of sanctions and convictions: In the internal application, you were asked whether you have ever been the subject of a disciplinary process as a student or were ever convicted of a criminal offense. If you answer yes, you must provide the committee with appropriate corroborating documentation.
JANUARY 2020

- Application Deadline for a Pre-veterinary Committee Letter in support of your application to veterinary school. This is the deadline to submit questionnaire, essays, work & activities entries, VMCA personal statement draft, photograph, universal waiver, and verification of clinical and animal experience to date. The online internal application is available here: gs.columbia.edu/content/forms-and-guides. Students who do not submit the internal application by this date will not be eligible for a committee letter in this cycle.
- Stay tuned for instructions on scheduling your Portfolio Review between late February and early June.
- [Postbacs only] Save the Date: Postbac Class Day, May 15, 2020 (each postbac finishing study in the spring or summer 2020 is welcome to invite two guests to attend).

FEBRUARY 2020

- Schedule your committee interview between late February and the first week in June. One week before your committee interview, you must e-mail your advisor a revised draft of your personal statement.
- Begin reading the Medical School Application Year Guidelines: https://gs.columbia.edu/content/forms-and-guides.
- Order a set of your transcripts to review for accuracy and to use when completing the VMCA application in May/June (you will need to reorder your Columbia transcript showing your spring grades).

MARCH 2020

- Attend a personal statement writing workshop.

APRIL 2020

- Ask faculty of spring courses and year-long courses for recommendations. Letters should be submitted directly to VMCA through its eLOR system. They do not need to be sent to the GS Premedical Office.
- Meet with your advisor to discuss the application requirements of the schools to which you plan to apply and GRE date.
- Attend Application Year Panel

MAY 2020

- After the spring semester, have a set of transcripts sent to you so that you can complete VMCA. Check transcripts for accuracy.
- Begin to fill out VMCA application, drawing on an accurate set of transcripts.

JUNE 2020

- Meet with the Writing Consultant to review your personal statement draft.
- Complete your VMCA application online and file electronically at aavmc.org/vmcas/vmcas.htm. In the eLOR section of the application, indicate that you will have a committee letter and register your advisor’s name. Keep a printed copy. Scan and upload your VMCA application to your portfolio.
- Have transcripts from all institutions you attended sent to VMCA.
- Complete and submit applications for non-VMCA schools, if necessary.
- Take the GRE by June 21st to be eligible for committee support by August 15.
June 30. By this date, your portfolio must contain:
- A PDF copy of the common application you submitted to VMCAS. Please upload it to your portfolio by this date.
- A copy of your GRE registration confirmation (showing the date, time, and address of your GRE exam). Please upload this to your portfolio. Verification of veterinary and animal-related field experiences (postbacs are required to complete at least 120 hours).
- If you are applying to veterinary schools that do not participate in VMCAS, you must notify your advisor of those schools.

*If your file is missing any of the above required materials on June 30 (i.e., common application, GRE registration confirmation, verification of animal care experiences), you must submit a request for an extension to the Premedical Committee no later than that date. Your request should contain an explanation for the delay and a proposed date by which the missing materials will be submitted. If your request is approved, you will continue to be eligible for committee support in the current application cycle; however, the committee letter assurance dates discussed at the beginning of this timeline will no longer apply.

JULY 2020
- If you submit VMCAS and other required documents by June 30, 2018 and take the GRE after June 21st, but by the end of July 2020, the Premedical Committee will have the committee letter prepared for veterinary schools by September 1, 2020. (You must request a GRE extension by June 21 for this assurance date to apply.

JULY/AUGUST 2020
- After submitting your common applications, though perhaps not until they have been verified, you may begin to receive secondary applications. These should be submitted within the time frame specified by the veterinary schools. If no return date is specified, we recommend that you submit them by the beginning of August (if received in August, then within two to three weeks).

AUGUST 2020
- August 1 – For those who applied for a deadline extension by June 30th:
  - This is the latest date to submit materials for EC 21 in order to receive committee support; however, if materials are submitted after the June 30 deadline, but before August 1, or if the MCAT is taken after July, we cannot assure you that your committee letter will be transmitted by September 1.
  - If your file is not complete by August 1, you will not be eligible for a committee letter for 2020 admission.
- August 15
  - This is the date by which your committee letter will be submitted to VMCAS, if you have taken the GRE by June 21st and have met the other deadlines.
SEPTEMBER 2020
September 1
• If you have submitted all of your materials by June 30, 2020 and have taken the GRE after June, but before August, your committee letter will be submitted to VMCAS by this date.

FALL 2020 AND SPRING 2021
Postbacs will be automatically enrolled in “maintenance of status,” unless they are otherwise enrolled in classes at Columbia during these semesters.

☐ After each interview:
  • Complete the interview feedback form found here: gs.columbia.edu/content/forms-and-guides; Send thank you notes to your interviewers.

☐ Keep in touch with your advisor throughout the application year.

For more information about the application year, please consult the Medical School Application Year Guidelines (gs.columbia.edu/content/applying-medical-school).