INTERNAL APPLICATION: TIMELINE & CHECKLIST
For Students Applying to Veterinary Medical Schools for Entering Class 2019 (EC 19) – Fall 2019

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 2018 for 2019 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 committee interview for some time during the spring, but nothing is said about the nature of this interview. 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, committee interviews, 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 18, 2018. If you submit it by then, you are eligible for committee support for EC 19. Students who do not submit by this date are not. After the January 18 deadline, the following deadlines apply:
  • For students who submit VMCAS and other required documents1 by June 30, 2018 and take the GRE by the end of June 2018, the Premedical Committee will have the committee letter prepared for dental schools by August 15, 2018. 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, 2018, but intend to take the MCAT by the end of July 2018 must submit a request for an extension by June 30. This request will be automatically approved and will ensure that the Premedical Committee will have the committee packet prepared for medical schools by September 1, 2018.

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1 The required documents are itemized in the timeline below under “June 30 DEADLINE.”
Students who submit the common application and other required materials after June 30, but by August 1, 2018 or take the GRE after July must submit a request for an extension by June 30. This request will be automatically approved and will ensure that the committee packet will be prepared, but with no assurance it will be completed by September 1, 2018.

- A student whose file is not complete by August 1, 2018, will not be eligible for a committee letter for 2019 admission.
- A student who submits VMCAS or takes the GRE after June, but does not submit a request for an extension is ineligible for support in the EC19 application cycle.

GRE

- You can take the general subject GRE anytime between now and the end of July 2018, however, we recommend that you try to take it by the end of June.
- 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: [http://www.ets.org/gre/](http://www.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 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 18, 2018 and a revised draft one week before your committee interview (February-June).

**Committee Interviews:** The Premedical Committee conducts these interviews with prospective applicants during the spring semester. Prevets who submit their internal application by the January deadline will receive instructions for scheduling their interviews.

**Veterinary School 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 2018

- **January 18**
  - **Application Deadline for a Preveterinary Committee Letter** in support of your application to veterinary school. This is the deadline to submit questionnaire, essays, work & activities entries, VMCAS personal statement draft, photograph, universal waiver, and verification of clinical and animal experience to date. The online internal application is available here: [http://gs.columbia.edu/postbac/forms-apply](http://gs.columbia.edu/postbac/forms-apply). 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 an instructions on scheduling your Committee Interview** between late February and the end of June.
  - **[Postbacs only:] Save the Date: Postbac Class Day,** May 11, 2018 (each postbac finishing study in the spring or summer 2017 is welcome to invite two guests to attend).

FEBRUARY 2018

- Schedule your committee interview between 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: [http://www.gs.columbia.edu/postbac/forms-apply](http://www.gs.columbia.edu/postbac/forms-apply)
- Order a set of your transcripts to review for accuracy and to use when completing the VMCAS application in May/June (you will need to reorder your Columbia transcript showing your spring grades).

MARCH 2018

- Attend a personal statement writing workshop.

APRIL 2018

- Ask faculty of spring courses and year-long courses for recommendations. Letters should be submitted directly to VMCAS 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 2018

- **[Postbacs only] May 11, 2018:** Attend Postbac Class Day.
- After the spring semester, have a set of transcripts sent to you so that you can complete VMCAS. Check transcripts for accuracy.
- Begin to fill out VMCAS application, drawing on an accurate set of transcripts.

JUNE 2018

- Meet with the Writing Consultant to review your personal statement draft.
- Complete your VMCAS application online and file electronically at [http://www.aavmc.org/vmcas/vmcas.htm](http://www.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 e-mail a pdf of your VMCAS application to gs-amcas@columbia.edu. Please put your name and AAVMC ID number in the subject line of your e-mail.
- Have transcripts from all institutions you attended sent to VMCAS.
- Complete and submit applications for non-VMCAS schools, if necessary.
- Take the GRE by the end of June to be eligible for committee support by August 15.
**June 30.** **BY THIS DATE, YOUR FILE IN THE GS PREMEDICAL OFFICE MUST CONTAIN:**

- a PDF copy of the common application you submitted to VMCAS. Put your name and the common application service ID in the subject line of the e-mail and send it to gs-amcas@columbia.edu.

- A copy of your GRE registration confirmation (showing the date, time, and address of your GRE exam). This should be sent to gs-postbac@columbia.edu. In the subject line, please insert your exam date in the format: 00/00/00. Thus, if you are taking the exam on June 19, 2017, your subject line would read “06/19/17.”

- 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 complete and submit the Committee Letter Request Form for Non-VMCAS Schools: [http://gs.columbia.edu/postbac/committee-letter-request-form](http://gs.columbia.edu/postbac/committee-letter-request-form). This form will ensure the transmission of your committee letter to the schools you designate on it.

*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 to allow you time to submit the additional materials. If you submit your request by June 30, an extension will automatically be granted, and 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. The deadline cannot be extended beyond August 1. If you require an extension, but do not request it by June 30, you won’t be eligible for support in the EC19 application cycle.

**JULY 2018**

- If you submit VMCAS and other required documents by June 30, 2018 and take the GRE after June, but by the end of July 2018, the Premedical Committee will have the committee letter prepared for veterinary schools by September 1, 2017. (You must request a GRE extension by June 30 for this assurance date to apply.

**JULY/AUGUST 2018**

- 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 within two to three weeks.

**AUGUST 2018**

- **August 1 – For those who applied for a deadline extension by June 30th:**
  - This is the latest date to submit materials for EC 19 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 2019 admission.

- **August 15**
  - This is the date by which your committee letter will be submitted to VMCAS, if you have taken the GRE before July and have met the other deadlines.
SEPTEMBER 2018
September 1
• If you have submitted all of your materials by June 30, 2018 and have taken the GRE after June, but before August, your committee letter will be submitted to VMCAS by this date.

FALL 2018 AND SPRING 2019
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: http://gs.columbia.edu/postbac/forms-apply;
  • 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 (http://www.gs.columbia.edu/postbac/forms-apply).