



Veterinary Medical College Application Service (VMCAS)

VMCAS On-Line Letters Of Reference

This portal is designed to allow applicants who are currently completing an application for the Veterinary Medical College Application Service (VMCAS) to request an on-line letter of reference. If multiple applicants use your email address to request a reference, this portal allows you to manage these applicants through a single account.

ONCE YOU SUBMIT THE REFERENCE, DO NOT SEND A HARD COPY TO VMCAS.

My Profile: Upon your first login, you will be presented with your profile screen. Please review your profile information for accuracy and make any necessary changes.

You **MUST** enter your Country or Territory at the bottom of the page and then click Save to accept your Profile regardless of whether you make any other changes.

My Applicants: Within this area, you have the ability to view all applicants that have requested a reference categorized by their reference statuses: Pending, Incomplete, and Submitted.

Reference Status:

1. **Pending:** The applicant has submitted a new request and the Reference has not started filling the request.
2. **Incomplete:** The Reference has started filling the request but has not yet completed the submission process.
3. **Submitted:** The Reference has completed and submitted the request.

Waiver: The Waiver status indicates whether or not the applicant has waived his/her right to view the content of the reference:

- ✗ Indicates that the Applicant has **NOT WAIVED** his/her right to view the content of the Letter of Reference.
- ✓ Indicates that the Applicant has **WAIVED** his/her right to view the content of the Letter of Reference. No content will be released to the Applicant by VMCAS.

Deny: If you choose to deny a request, you can click on the "Deny" button for the applicant in question. Once you deny a reference for an applicant, he/she will receive an email alert and the corresponding request will be removed from your list of references.

To complete a reference for an applicant, click on the name of the applicant for whom you

are completing a reference:

Ratings: Answer all of the questions within the Ratings page and click Save or Next to proceed to the Essay section. If you choose to change your answers within this section, you may do so by clicking on the Ratings tab, revise your answers, and save the information again.

Essay: Click on the Essay tab and write your letter of recommendation within the textbox provided. Click Save or Next to proceed to the Preview/Submit section.

Note: Please be sure to save your information often.

Preview/Submit: Click on the Preview/Submit tab to review the information that you have entered. You will be notified of any incomplete or missed section(s).

Click Submit if you are satisfied with the Letter of Reference you have created. Once you have submitted a reference you cannot go back and edit the information that you have entered. So, please carefully review the reference prior to submission.

A small blue rectangular button with a white double-headed arrow icon and the text "Close" in white.



Forgot your password?

Click here if you forgot your password:

VMCAS Evaluators for 2014 Enrollment

Using this site requires that your browser accepts cookies.

For the optimal browsing of this site, please use Microsoft Internet Explorer 8.0, Mozilla Firefox 17, Apple Safari 5.0.6, Google Chrome 25, or a later release. You may experience difficulties with the functionality of the website when using certain Apple-based internet browsers, such as Safari.

Username:

Password:

SAMPLE ONLY



2013
2014

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[My Profile](#) [My Applicants](#) [Instructions](#) [Contact](#) [Logout](#)

Please review your Profile information and then click Save to accept your profile, regardless of whether you make any changes.

*** Are you a veterinarian?:** Yes
Required No

*** Title:**
Required

*** First Name:**
Required

*** Last Name:**
Required

Middle Name:

Suffix:

*** Daytime Phone Number:**
Required

*** Occupation:**
Required

*** Institution, Practice or Place of Business:**
Required

*** Street Address 1:**
Required

Street Address 2:

*** City:**
Required

*** State:**
Required

Non U.S. residents should select 'Not Listed or Not Applicable'

*** Zip/Postal Code:**
Required

*** Country or Territory:**
Required

Clicking Save Profile will NOT submit or save your evaluation(s). Please click "save/submit" in the

evaluation section to ensure your evaluation is saved or submitted.



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Please click on the title to begin or review the reference.

New Requests

Applicant	Request Date	Type	Waiver	Deny
Wynne, Tony	05/06/13	e-LOR	X	

SAMPLE ONLY



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Applicant

Name: Tony Wynne

Email: twynne@aavmc.org

Waived: No

Last Modified:

[Ratings](#) [Comments](#) [Preview/Submit](#)

How long have you known or observed the applicant?

In what capacity have you known the applicant?

Approximate number of candidates I have evaluated in the past five years, for admission to veterinary medical colleges:

Initiative/Originality:

- Needs occasional prodding
- Does assigned work of own accord
- Completes suggested extra work
- Original, independent, imaginative
- Have not observed

Motivation (for becoming a veterinarian):

- Is uncertain of career goals
- Simply wants to be a professional (any type)
- Dedicated worker
- Is among the most motivated
- Have not observed

Intellectual capacity:

- Below average
- Average
- Above average
- Exceptional intellectual capacity
- Have not observed

Personal and social maturity:

- Below average
- Average maturity
- Above average
- Exceptionally mature
- Have not observed

Dependability and reliability:

- Doubtful reliability
- Usually reliable
- Above average reliability
- Unquestioned reliability
- Have not observed

Emotional stability:

- Very excitable
- Easily upset
- Usually stable, poised
- Stable, well balanced
- Have not observed

Leadership:

- Satisfied to follow
- Occasionally a leader
- Frequently a leader
- Outstanding leader
- Have not observed

Ability to work with others:

- Lacks interpersonal skills
- Occasionally uncooperative
- Works well with others
- Excellent interpersonal skills
- Have not observed

Character and integrity:

- Untrustworthy
- Occasionally compromises ethics for personal gain
- No serious flaws in ethics or integrity
- Absolutely trustworthy, observes high-quality ethics
- Have not observed

Verbal Skills:

- Below average
- Moderately articulate
- Above average
- Articulate, clear, fluent
- Have not observed

Acceptance of feedback and instruction:

- Resistant to constructive feedback
- Sometimes resistant to feedback
- Accepts feedback
- Seeks out feedback

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Ability to handle animals:

Have not observed

Below Average

Acceptable ability with small animals

Acceptable ability with large animals

Acceptable ability with small and large animals

Have not observed

Applicant's overall potential:

Below average Lower 40%

Average Middle 20%

Above average Next 15%



Good Next Highest 15%

Very good Next Highest 4%

Outstanding Next Highest 4%

Truly Exceptional Next Highest 2%

4%

SAMPLE



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[My Profile](#) [My Applicants](#) [Instructions](#) [Contact](#) [Logout](#)

Applicant

Name: Tony Wynne

Email: twynne@aavmc.org

Waived: No

Last Modified:

[Ratings](#) | [Comments](#) | [Preview/Submit](#)

You are encouraged to compose your comments in a text-only word processor (e.g., Notepad), review your text for errors, then cut and paste the final version into the appropriate text box below. Some formatting characters used in programs like Word (angled quotes, accents, special characters) will not display properly. Save your edits, review your final text, and make any edits necessary to correct the format.

A reference letter is often the most important part of the evaluation and lends credibility to the overall ratings given above. An evaluation without written comments offers little support for the applicant. Observations, which document your ratings of the candidate's personal and/or academic qualifications, as well as comments on specific strengths and weaknesses, are extremely helpful. On the free text field below, please add comments that you feel may assist the admissions committee in further considering this applicant for admission.

3000 character limit. Characters include spaces, carriage returns, numbers, letters, etc.

SAMPLE

This section is for you to elaborate on any answers that you gave to some previous questions in the evaluation form and is not intended as a continuation of your reference letter.

3000 character limit. Characters include spaces, carriage returns, numbers, letters, etc.

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◀ previous

⊞ reset

next ▶



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[My Profile](#) [My Applicants](#) [Instructions](#) [Contact](#) [Logout](#)

Applicant

Name: Tony Wynne

Email: twynne@aavmc.org

Waived: No

Last Modified: 05/07/2013

[Ratings](#) [Comments](#) [Preview/Submit](#)

Click submit if you are satisfied with the Letter of Reference you have created. Once you have submitted a reference, you cannot go back and edit the information that you have entered. Please be sure to review and print your evaluation prior to submission.

[previous](#)

[submit](#)

[preview](#)

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Please click on the title to begin or review the reference.

Submitted Requests

Applicant	Request Date	Type	Waiver	Submit Date	Print
Wynne, Tony	05/06/13	e-LOR	X	05/07/13	

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