



VETERINARY MEDICAL COLLEGE APPLICATION SERVICE (VMCAS) INSTRUCTIONS

VMCAS 2015

TABLE OF CONTENTS

Table of Contents

About VMCAS	1
Instructions	2
Applying As a Re-Applicant	3
Address Information	4
Background information	4
Personal Data	6
Personal Statement	8
Parent/Guardian	9
High School	9
Institutions Attended	9
How to Enter Institutions	10
Adding Degree Information	10
Transcripts	12
Coursework	16
Special Coursework Types	20
Other/Previous Applications	21
Tests	22
Experiences	23
Letters of evaluations	27
Explanation Statement	30
Designations	31
E-Submitting the Application	33
Application Payment	34
VMCAS Application Fees	35
Final Reminders	36
VMCAS Glossary	38
Appendix	42
VMCAS 2015 Course Subject Classifications	42
Contact Information	44

VMCAS INSTRUCTIONS 2015

About VMCAS

GENERAL INFORMATION

The Veterinary Medical College Application Service (VMCAS) is a centralized application service sponsored by the Association of American Veterinary Medical Colleges (AAVMC). Applicants use VMCAS to apply to most of the AVMA/COE accredited colleges in the United States and abroad.

VMCAS collects, processes, and delivers application materials to veterinary colleges designated by the applicant, and responds to applicant inquiries about the application service. This service is the data collection, processing, and distribution component of the veterinary admissions process for colleges participating in VMCAS. VMCAS, however, does not take part in the admissions selection or advising processes.

Twenty-seven (27) of the thirty (30) U.S. veterinary institutions participate in VMCAS, along with two (2) Canadian, two (2) Scottish, one (1) English, one (1) Irish, and one (1) New Zealand veterinary institutions. Application material deadlines, prerequisite courses, and other aspects of the admissions process differ from school to school. Applicants are responsible for being informed of all instructions provided by VMCAS and the associated member colleges. Questions about using VMCAS should be directed to the VMCAS Student and Advisor Hotline via phone (617) 612-2884 or e-mail (vmcasinfo@vmcas.org).

APPLICATION CYCLE TIMELINE

- VMCAS goes live: June 5, 2014 at 1:00pm Eastern Time
- Get S.E.T. for Verification Date: September 2nd, 2014
- VMCAS Application Deadline: Thursday, October 2, 2014 at 1:00pm Eastern Time
- AAVMC Acceptance Deadline: April 15th, 2015

IMPORTANT WEBSITE LINKS

- VMCAS Main Website: <http://www.aavmc.org/vmcas.aspx>
- AAVMC Main Website: <http://www.aavmc.org>
- Transcript Verification: <http://aavmc.org/transcriptver.aspx>
- Fee Reimbursement: <http://aavmc.org/feereimbursement.aspx>
- Online Instructions: <https://portal.vmcas.org/vmcasHelpPages/instructions/>

VMCAS INSTRUCTIONS 2015

Instructions

The Veterinary Medical College Application Service (VMCAS) makes every attempt to provide you with pertinent information about how to complete the VMCAS application. Rarely, schools will make changes to requirements throughout the application cycle. Please be sure to watch the VMCAS website (<http://www.aavmc.org/vmcas.aspx>) and Look into the College Descriptor Pages (http://aavmc.org/College-Specific-Requirements/College-Specific-Requirements_College-Specifications.aspx) for important information throughout the admissions cycle.

Every year, VMCAS comes across applicants who wait until the last minute to submit their application. Statistics show that most applicants last year applied within the final two weeks of the cycle.

NOTE: You should allow 10-15 minutes after hitting the e-submit button to complete the payment portion of the application.

VMCAS and the Veterinary schools recommend that you submit your application to VMCAS EARLY!! Applying before the last two weeks leading up to the deadline will help you avoid any unforeseen circumstances that may cause delays when completing the Web application. This may include: web congestion, internet service provider problems, or credit card challenges. Waiting until the final weeks of the cycle increases the risk of these issues and may prevent you from successfully submitting your application on time. This could cause you to have to wait another year to apply to veterinary school.

VMCAS rarely approves deadline extensions and the appeal process through the Admissions Committee can be quite lengthy. Please note that you can submit your completed application, including your three registered evaluators, to VMCAS prior to your evaluators submitting their electronic letters of reference (ELOR). VMCAS and the Veterinary schools strongly recommend that you take this warning seriously. All time is Eastern Daylight Time and is determined by the clock on the application server. Server time is set by the official atomic clock at (www.time.gov.) It is your responsibility to meet the application deadline.

VMCAS recommends that you complete your online application using the current version of Mozilla Firefox as your web browser. You can also use MS Internet Explorer (IE) 9.0, Apple Safari 5.1 and above or the current version of Google Chrome. JavaScript and cookies must be enabled. Pop-up windows are also used, therefore, pop-up blockers must be disabled.

*VMCAS **STRONGLY** recommends that you get **S.E.T.** for verification by **September 2nd!***

S.E.T. stands for

***Submission** – Have your application E-submitted and paid for*

***Evaluations** – Have at least one of your required three completed evaluations*

***Transcripts** – Have all (U.S. and English Speaking Canadian) transcripts posted to your application*

*Because verification can take as many as four weeks, if you are **S.E.T.** by September 2nd your application has the best chance of being verified before the October 2nd deadline!*

VMCAS INSTRUCTIONS 2015

APPLYING AS A RE-APPLICANT

Who is Eligible?

All applicants who began an application during our previous application cycle are eligible to have their application information imported to the new cycle. If you wish to do so, please click the large blue “Reapplying to VMCAS?” button on the login page to proceed with creating a re-applicant account. **DO NOT CLICK “CREATE NEW ACCOUNT” ON THE HOME PAGE.**

Once you click the “Reapplying to VMCAS?” button on the login page, you will be asked to provide your login information from last cycle. If you do not remember your login information, you will be asked to provide the e-mail address which you used to create last year’s account to have an access code e-mailed to you. Once you have logged in, you will be prompted to enter new “create account” information, including your name, e-mail, and login information. When you click “create account” you will be taken to your NEW account, with all importable data from your prior account already in place.

Information Which IS Carried Over:

Applicant Information, Academic History (Institutions Attended and Coursework), and Additional Information (w/ exception of Experience hours)

Most of the information you entered in your previous application has been automatically carried over to your new account. When you first arrive at the home page of your application, however, none of the sections will appear as completed. To see your imported information and complete these sections, please review each section of the application and be sure to update or correct the information as necessary. Once you are satisfied with the information as entered, you must then press the “Save” button at the bottom of the page to confirm the entry. Until you have done so for all required sections of the application, they will not be marked as completed and you will therefore not be able to submit your application. **It is an applicant’s responsibility to review all imported information and ensure it is complete and accurate.**

Information Which Is NOT Carried Over:

Letters of recommendation, payments, and transcripts.

In addition, there are fields on the VMCAS application which may have changed or been added since last cycle which will NOT be filled in by the import. You will have to go over ALL sections of the application and ensure new sections are filled in, as it will not necessarily be readily apparent from your application checklist that something is missing if the field is not required.

Please note: Experience hours will not carry over this cycle. This information must be re-entered.

VMCAS INSTRUCTIONS 2015

ADDRESS INFORMATION

Helpful Hints:

- DO NOT complete the other name section if you have not used alternate names on academic records.
- Current Mailing address should be the address where you would like to be contacted throughout the application cycle.
- Changes in contact information after application submission must be sent directly to schools.

List any nicknames or maiden names you may have used on previous academic records

Complete this item only if you know you have used an alternate name on previous academic records. If any part of your alternate name is different from the name you entered in the 'Account Information' section, enter all parts of your alternate name.

Current mailing address

Please provide the address and phone number(s) where you can reliably receive mail and messages. If you are unsure of a "Current Until" date, please provide an estimate of how long you foresee being at that address. If your day and evening phone numbers are the same, enter that number in both boxes. Be sure to keep VMCAS colleges informed of all changes in your address and phone numbers.

Permanent address

If your permanent address is the same as your current address, remember to check the box at the end of the "Current Address" section. Your data will automatically be transferred to this section.

If your address information changes before you submit, you can update this information on the application. You will only be able to make these changes up until you submit your application. If you need to change your contact information **after** you have submitted your application, send this information directly to your designated colleges.

BACKGROUND INFORMATION

Helpful Hints:

- Report your primary school's GPA in the Student Reported GPA
- For these text boxes, we recommend using a word processing program and then copying and pasting.
- Remember character counts include spaces
- Summer break from school should not be included in "interval longer than 3 months"

Current Student Status

Select only one choice from the drop-down menu. Put your current student status as of your most recently completed semester prior to starting your VMCAS application.

VMCAS INSTRUCTIONS 2015

NOTE: VMCAS suggests completing large text fields in a word processing program and then copying and pasting your responses from your word processing program into the web application. As the word count can vary depending on your word processing program, please refer to the character count on the application.

Student Reported GPA

If you have attended multiple colleges, list the GPA for your primary college. "Primary" indicates whether the selected institution is the primary institution from which you earned your undergraduate or bachelor's degree, or the most credits, or completed the majority of your prerequisites.

Has there been any interval longer than 3 months during which you were not either enrolled as a student or employed? (Mandatory)

360 characters have been allotted for your response.

Administrative Actions (Mandatory)

You must answer yes to this question if you ever received any administrative action resulting from unacceptable academic performance or a conduct violation. If your response is yes, you must provide a full explanation in the designated box. You have 2100 characters for your response.

Have you ever pled nolo contendere (no contest) or been convicted of either a felony or a misdemeanor, other than a minor traffic violation? (Mandatory)

You must answer yes to this question if you ever pled nolo contendere (no contest) or have ever been convicted of either a felony or a misdemeanor, other than a minor traffic violation. If your response is yes, you must provide a full explanation in the designated box. You have 360 characters for your response.

It is important to note that answering yes to the two previous questions will not automatically disqualify you from admission to veterinary school. As with most professional schools, veterinary schools understand that many individuals learn from the past and emerge stronger as a result. If, however, you fail to provide accurate information when answering this question, schools to which you have applied may reject your application.

Regional Application (MANDATORY)

You are a WICHE (Western Interstate Commission for Higher Education) applicant if you are a resident of Arizona, Hawaii, Montana, Nevada, New Mexico, North Dakota, Utah, or Wyoming AND if you have applied for and/or received notice from the certifying office in your state that you are a duly certified applicant for the Professional Student Exchange Program. For further information, contact your WICHE State Certifying Office whose contact information is listed at (<http://www.wiche.edu/psep/cert-off>). Additional information about WICHE's "cooperative admissions procedure" for veterinary medicine is located at (<http://www.wiche.edu/psep/vetmed>.)

VMCAS INSTRUCTIONS 2015

PERSONAL DATA

Helpful Hints:

- If you have or are applying for a visa be sure to enter that information on this section.
- VMCAS cannot advise students on legal residency issues.

Place of Birth

Enter information about your place of birth here.

Ethnic and Race Identity (Optional)

You may indicate your ethnic and race identity by checking one or more of the boxes that apply to you. Your response(s) to this item is optional and will be treated confidentially.

U.S. Citizen Status

If you are a U.S. citizen you must check this box.

Canadian Citizen Status

If you are a Canadian citizen you must check this box.

Note to Reapplicant: This question was not on last cycle's application. You must choose one of the options.

Immigrant Type

If you are a non-immigrant, select from the following the type of visa you hold, for which you have applied, or for which you plan to apply:

Code	Visa Description
A1	Diplomatic
A2	Other foreign government official or employee and members of immediate family
B2	Visitor or Pleasure/prospective student
E1	Treaty trader or family
E2	Treaty investor or family

VMCAS INSTRUCTIONS 2015

F1	Student
F2	Family of Student
H1	Temporary worker of distinguished merit and ability
H2	Temporary worker performing services otherwise unavailable in the United States
H4	Family of H visa holder
I	Representative of foreign information media or family
J1	Exchange visitor
J2	Family of exchange visitor
L1	Intercompany transferee
L2	Family of alien who is classified L1
M1	Vocational school student
M2	Family of vocational school student
AM	Amnesty recipient defined by INS
AS	Political/religious asylum defined by INS

VMCAS INSTRUCTIONS 2015

State of Legal Residence (Mandatory)

Enter only one state of residency. The state listed in this section should be the state of legal residence at the time of application, not at the time of expected enrollment in a veterinary medical institution. Enter the number of years and months you have lived in this state. If you are unsure of years and months, please estimate. If you believe you can claim legal residency or domicile in more than one state, or your residency will change prior to enrollment, please contact the schools to discuss this matter. Contact your selected schools to obtain residency requirement information. **VMCAS cannot advise applicants on legal residency issues.**

Military Service

Enter information on any military service here.

PERSONAL STATEMENT

Helpful Hints:

- You have 5000 characters (including spaces) to answer the prompt.
- For your personal statement, we recommend using a word processing program and then copying and pasting your statement into the text box.
- Prompt: Discuss briefly the development of your interest in veterinary medicine. Discuss those activities and unique experiences that have contributed to your preparation for a professional program. Discuss your understanding of the veterinary medical profession, and discuss your career goals and objectives.
- As the character count can vary depending on your Word Processing program, please refer to the character count provided on the application.

Your personal statement should be written clearly and succinctly – 5000 characters (including spaces) have been allotted for your statement.

Discuss briefly the development of your interest in veterinary medicine. Discuss those activities and unique experiences that have contributed to your preparation for a professional program. Discuss your understanding of the veterinary medical profession, and discuss your career goals and objectives.

NOTE: The print button on this screen of the application will not print your entire personal statement! Only what is currently on screen in the textbox will be part of the print-out. Please also note that the printed version of your personal statement may not display paragraph indentations or carriage returns. However, the copy received by your selected colleges will display proper formatting such as paragraph indents and carriage returns.

FORMATTING:

The VMCAS text box standardizes text formatting. Special characters such as bullets, bold text, italics, underlining, spacing, and indenting will NOT be retained from programs such as Microsoft Word. VMCAS highly recommends using a simple text editor (such a Notepad or TextEdit) to adjust the spacing in your personal essay.

VMCAS INSTRUCTIONS 2015

PARENT/GUARDIAN

Helpful Hints:

- Parent/Guardian questions are required for **ALL** applicants.
- Please note that you can use the explanation statement for any responses in this section that require more information.
- VMCAS institutions **MAY** use this information to determine residency.

Responses to these questions are mandatory. If a parent is deceased, select that option; no further information is required. If unknown, select that option. If needed, please make any notes in the field provided or indicate that information will be provided in the explanation statement. Some VMCAS institutions may use this information to determine residency. If you do not have contact information for your parent or legal guardian, then please enter the following place holders for these fields:

Telephone 999-999-9999

State of Legal Residence: Select “not listed/not applicable if unknown”;

Since: enter “01/01/1900” if unknown

HIGH SCHOOL

In this section, enter information about the high school from which you graduated or whether or not you received a GED.

INSTITUTIONS ATTENDED

Helpful Hints:

- List each institution only **ONCE** on your application, even if you received multiple degrees at that institution or there are gaps in your dates of attendance.
- You must report all US and foreign institutions, even if your courses there:
 - were taken several years ago
 - transferred to another institution
 - are not required for admission to your DVM programs
 - were taken in a non-degree program
- Your primary institution is the school from which you earned your undergraduate or bachelor’s degree. If you have not obtained your bachelor’s degree, it is the school from which you have received the most credits or at which you have taken the most prerequisites.
- In order to complete this section, you will need to have degree information listed for every institution.

VMCAS INSTRUCTIONS 2015

HOW TO ENTER INSTITUTIONS

To enter a new school on your VMCAS application, click on 

Official Name of School

Click on box to select the location of the first college or university you have attended. Once you have selected the appropriate state or province, you will be able to click on the name of the school.

Do **NOT** select “Not Listed US Institution” or “Not Listed Canadian Institution” unless you have been instructed to do so by VMCAS staff.

Name if “INSTITUTION NOT LISTED or FOREIGN”

If you entered a Not Listed Canadian Institution, Not Listed US Institution, or a Non US/Canadian (Foreign) Institution, please list the name of your school.

Is this your primary school?

Indicate whether this is your Primary school. This should be the school where you were awarded your most recent degree or are currently working to earn your first degree.

Is this your current school?

Indicate whether this is your current school or not.

Dates of Attendance

Enter the beginning and end date (or anticipated end date) of study at the institution, regardless of any gaps in between those two dates when you did not attend that school. Your designated programs will be able to see which terms you were an active student at this institution by the sessions entered in the coursework section.

Don't forget to have your official transcripts sent to VMCAS from every U.S. and English-speaking Canadian institution you have attended!

ADDING DEGREE INFORMATION

When first entering a college, you will be automatically guided through to the page where you will enter degree information for each school. If you received two degrees at the same institution, enter your first degree, select “save”. You will then be able to click on “Add Degree” to enter the information for your second degree.

Degree

Select the appropriate degree from the dropdown menu.

Degree, if Other:

If you selected “Other Other”, please enter the name of your degree on this line.

VMCAS INSTRUCTIONS 2015

Degree Status:

Select “Degree Awarded”, “Degree Expected”, or “No Degree Planned” depending on the status of your degree for this institution at the time you submit your application to VMCAS.

Date Degree earned or anticipated:

Enter the month and year in which you earned or expect to earn the degree. If you will not earn a degree from this institution, leave this field blank.

Major for Degree:

Enter in your official major course of study at the institution. Select “No Major” if you did not have a major. Select “Other” if you have a major which is not on the dropdown menu.

1st Major, if Other:

Type in the name of your major if you selected “Other” for the previous question.

Second Major for Degree:

Enter your second official major for this degree, if applicable.

2nd Major, if Other:

Type in the name of your major if you selected “Other” for the previous question.

Minor for Degree:

Enter your minor for your degree, if applicable.

Minor, if Other:

Type in the name of your major if you selected “Other” for the previous question.

NOTE: But I didn't earn a degree at this school! How do I complete this section?

If you don't plan to earn a degree at any given school, you will need to let your designations know that you do not intend to earn a degree from this institution. To do so, simply click on “Add Degree” next to the name of the school, and select “No Degree Planned” from the dropdown menu, then click on “Save”.

Degree:	N. Deg. Non Degree
Degree, if Other:	
Degree Status:	No Degree Planned
Date Degree earned or anticipated:	(Month) (Year)
Major for Degree:	NO MAJOR
1st Major, if Other:	
Second Major for Degree:	NO MAJOR
2nd Major, if Other:	
Minor for Degree:	NO MAJOR
Minor, if Other:	

SAVE PRINT CANCEL

VMCAS INSTRUCTIONS 2015

TRANSCRIPTS

Arrange for VMCAS to receive one official transcript from every U.S. and English-speaking Canadian college and university you attended. VMCAS will not verify or forward your application until it has been E-Submitted, all official transcripts have been received, at least one of the required three references has been completed, and a correct fee has been received.

Transcript Rules

- **Transcripts must be sent directly from the registrar's office to VMCAS, NOT your veterinary programs.** Issued to Student transcripts cannot be posted to your application.
- Send transcripts for **all** postsecondary institutions you have attended, regardless of whether course credit transferred to another college or university and appears on that transcript.
- **Arrange for your official transcripts to be sent to VMCAS early!** Your designated Colleges of Veterinary Medicine may not consider your application for admission if your transcripts are late.
- When ordering your transcript to be sent to VMCAS, **request a second copy for your own records. Do NOT use your course record, course schedule, or memory** to complete the Coursework section because they may differ from your official transcripts. If a significant number of discrepancies are found, your processing will be delayed.
- All transcripts sent to VMCAS must be in English.
- All foreign transcripts sent to VMCAS must be evaluated for U.S. equivalency. Please do NOT send us your original foreign (non-study abroad) transcript.
- Keep in mind, it can take as many as **ten business days** from the day your transcript is sent by the registrar for it to be posted to your application!
- Fall and Spring transcripts should be sent directly to your designated schools since they will be generated **AFTER** you've submitted your application.

Transcript Request Form

Including the Transcript Request Form with your official transcript allows VMCAS to more efficiently match your transcript to your application. It is not, however, required, particularly if the system for requesting your transcripts will not accept attachments.

Please follow these steps to print your VMCAS Transcript Request Form

1. Login to your VMCAS application, and select the Institutions Attended link from the Application Checklist.
2. Enter your institutional information (see instructions above).

*VMCAS **STRONGLY** recommends that you get **S.E.T.** for verification by **September 2nd!***

*The **T** in **S.E.T.** stands for:*

***Transcripts** – Have all (U.S. and English Speaking Canadian) transcripts posted to your application by September 2nd.*

*Keep in mind it can take as many as **ten business days** from the day your transcript is sent by the registrar for it to be posted to your application!*

*Because verification can take as many as **four weeks**, if you are **S.E.T.** by September 2nd your application has the best chance of being verified before the October 2nd deadline!*


VMCAS INSTRUCTIONS 2015

3. To the left side of your school's name, in the "Transcript Request Form" column, locate the Transcript Request Form icon.







Application > **Institutions Attended**

+ ADD NEW ENTRY

INSTRUCTIONS FOR THIS SECTION

Note: Please be sure to print out the Transcript Request Form for each of your institutions attended by clicking the  icons below. Failure to include this form with your transcripts may increase the processing time of your documents once they arrive at VMCAS.

Orange color indicates Primary College Attended

Institutions Attended		
TRANSCRIPT REQUEST FORM	INSTITUTION ATTENDED	ACTIONS
		  ADD DEGREE
		  ADD DEGREE

4. Click on the Transcript Request form. This will start the PDF download of your Transcript Request Form. You will need the [Adobe Acrobat Reader](#) to view and print this file.

5. Print out and then complete the form and submit it to the Registrar's Office of your institution. If you are no longer in the same location as your institution, you may want to see if there is an e-mail address you can send the form to as an attachment.

6. Be sure to advise the Registrar's Office to enclose the Transcript Request Form with your official sealed transcript and mail it directly to the VMCAS Transcript Processing Center at:

VMCAS Transcripts
P. O. Box #9126
Watertown, MA 02471

Official transcripts that are not accompanied by the Transcript Request Form when they arrive at VMCAS may take longer to post to your application.

7. Be sure to print and complete the Transcript Request Form for each institution you have attended. The barcode generated for each institution is unique. Be sure that you send the correct Transcript Request Form to each of your institutions.

As part of the application process, you will need to contact each US and English-speaking Canadian Institution you have attended to request that they send your transcript to VMCAS. It is the applicant's responsibility to contact the registrar's office, and to monitor the status section for receipt of transcripts.

VMCAS INSTRUCTIONS 2015

U.S. Military Transcripts

For transcripts from U.S. military institutions not listed in the “List of Colleges” in the Institutions attended section, forward transcripts that contain military credits or are official military transcripts to your designated Colleges of Veterinary Medicine, if required by your institutions. CVM policies vary. Please contact the institutions directly if you have any questions.

No Transcript Available

VMCAS does not waive transcript requirements due to an applicant’s financial obligations to a college or university. Applicants who are unable to obtain an official transcript from a college or university due to extenuating circumstances must submit a signed letter of explanation on official letterhead from the appropriate institution or state department of education. VMCAS will evaluate transcript waiver requests on a case-by-case basis.

Study Abroad Transcripts

Please refer to the instructions listed under coursework.

Overseas U.S. Institutions

VMCAS recognizes “overseas U.S. institutions” that:

- are located outside U.S. borders,
- are regionally accredited, and
- use English as the primary language of instruction and documentation.

If you attended an overseas U.S. institution, report it to VMCAS in the same manner as your U.S. institutions by sending an official transcript to VMCAS and listing all coursework on your VMCAS application.

English-speaking Canadian Institutions

English-speaking Canadian institutions are treated the same way as U.S. colleges and universities. You must list these schools on your application, and must send transcripts to VMCAS.

French-speaking Canadian Institutions

If your French-speaking Canadian institution issues an English language transcript, select your school’s name from the search tool next to “Official Name of School”. Send your school’s English language transcript to VMCAS.

If your French-speaking Canadian institution does NOT issue an English language transcript, do NOT select the name of the college from your institutions list. Select the “Non-US/Canadian (Foreign) Institution” option and type in the name of your school. Follow the instructions below for sending transcripts from international institutions.

****Please note that VMCAS does not determine which Canadian schools issue English language transcripts. Please consult your school’s Registrar’s office to determine if a transcript can be issued in English.*

VMCAS INSTRUCTIONS 2015

International Transcripts

- VMCAS will not accept non-U.S. transcripts, with the exception of Canadian transcripts in English.
- VMCAS will NOT hold your file in processing for missing foreign transcript evaluations.
- Enter all of your Canadian/foreign institutions attended
- VMCAS will NOT verify your foreign courses.

Review the program-specific admission requirements to determine if foreign transcript evaluations for foreign coursework must be submitted directly to the college or to VMCAS.

Foreign Transcript Evaluation Services

Your College of Veterinary Medicine may specify which agency you must use. VMCAS does not verify that you have used the correct agency for a particular college. Arrange for the course-by-course report to be sent from the agency to VMCAS and/or your designated programs, if required. VMCAS only accepts foreign transcript evaluations from the five agencies listed below:

WORLD EDUCATION SERVICES, INC P.O. BOX 5087 NEW YORK, NY 10274-5087 (212) 966-6311 INFO@WES.ORG HTTP://WWW.WES.ORG	JOSEF SILNY & ASSOCIATES, INC INTERNATIONAL EDUCATIONAL CONSULTANTS 7101 SW 102 AVENUE MIAMI, FL 33173 (305) 273-1616 HTTP://WWW.JSILNY.COM/
Educational Credential Evaluators, INC P.O. Box 514070 Milwaukee, WI 53203-3470 (414) 289-3400 eval@ece.org http://www.ece.org	American Association of Collegiate Registrars and Admissions Officers (AACRAO) Foreign Education Credential Services One Dupont Circle, NW, Suite 520 Washington, D.C. 20036 (202) 296-3359 oies@aacrao.org http://www.aacrao.org/international/foreignEdCred.cfm
International Education Research Foundation (IERF) Post Office Box 3665 Culver City, CA 90231 (310) 258-9451 info@ierf.org http://www.ierf.org	

VMCAS INSTRUCTIONS 2015

COURSEWORK

Helpful Hints:

- You must fill in your Institutions Attended section before completing the Coursework section.
- Enter **ALL** of your courses, even if they do not fulfill a prerequisite, or you repeated or withdrew from them.
- Get a personal copy of your official transcript from your registrar's office to help you enter your coursework section. Sometimes course titles and prefixes on the official transcript don't match those on unofficial transcripts or online student records.
- Enter courses chronologically, beginning with the oldest and ending with the most recent.
- Use the transcript from the school where the course was originally taken, even if the credits transferred to another institution. You must also have a transcript from the original school sent to VMCAS.

Report ALL coursework taken at U.S. and English-speaking Canadian institutions.

Do not enter your coursework from memory.
If the information you enter in your coursework section does not match your official transcript, your application will be returned to you for corrections. In order to avoid additional processing time, please obtain official transcripts to assist you in entering your courses.

Step-by-Step Coursework Entry

1. Add your first term

Your coursework section is organized by term. Each semester, quarter, trimester and unit is considered a separate session. Before you can add any courses, you will add your first term by clicking on the "Add New Session" button. You will click on this button before entering EVERY semester, quarter, trimester or unit you attended college.

Application > Coursework

INSTRUCTIONS FOR THIS SECTION

To edit and/or delete session/term information, use the circular buttons located next to the Add Course prompt.
To edit an individual course, use the circular buttons under update.

ADD NEW SESSION

2. Fill in information about your first term at this school.

Academic Status

This refers to your status when you took the courses, NOT your status NOW. So, for example, all of your freshman courses are listed as "freshman," sophomore courses "sophomore," and so on. Please see the status definitions below:

Freshman-Senior: All college level courses taken prior to your first bachelor's degree. VMCAS does not monitor credit levels in regards to freshman-senior designations. In general, four year students list one year per designation and five-year students list their

VMCAS INSTRUCTIONS 2015

last two years as senior. Non-traditional students label their terms as evenly as possible, but should remain in chronological order (i.e. do not report yourself as a junior in 1999 and as a freshman in 2000).

Post-Baccalaureate: Undergraduate level courses taken after your first bachelor's degree is earned. If you earned a second bachelor's degree, your entire second degree would be considered "post-baccalaureate."

Graduate: Graduate level courses taken toward a graduate degree. (Examples: Ph.D. Master of Science Master of Art)

Professional: Courses taken toward a professional degree. (Examples: M.D., D.V.M.)

Vocational/Trade: Certification: Courses providing job-focused training for specific roles/careers. (Examples: fashion, cosmetology, computer technology, farrier)

Term

The season this term took place, usually written on your transcript.

Type of Term

VMCAS term type does not refer to the length of the term or how many terms a year your school offered, but instead what type of hours your credits are worth. **ALL TERMS SHOULD BE LABELED "SEMESTER," "QUARTER," or "TRIMESTER"** depending on the system your school uses. **Do NOT label any term as "UNIT."** Check the back of your transcript to ensure you are labeling your terms properly. If you are still unsure, check with your school's registrar.

Year the Course Began

The year this term began. Please note that the VMCAS system considers "winter" terms to begin in January, even though many winter terms begin in December. Therefore, when selecting "Winter 2009," the computer reads this as January 2009, not December 2009. If you took a December 2009 winter term, you should list this on your application as "Winter 2010" to ensure your coursework remains in chronological order.

Session Status

Any term you have finished should be marked as "completed." Only your current or future terms should be marked as "planned/in-progress." If you have finished some of your courses, but not all for a particular term, the entire term must be listed as "in-progress." You may not "split" terms between in-progress and completed.

Once you have filled out all of the information above, click "Save" to save the term information. You will then automatically be prompted to enter a course.

VMCAS INSTRUCTIONS 2015

3. Enter the following information for the first course which appears in this term on your official transcript.

Course	
Course Title: ■	<input type="text"/>
Course Prefix and Number: ■	<input type="text"/> <small>(e.g. Chem 101)</small>
Course Level Description: ■	<input type="text"/>
Course Subject: ■ ?	<input type="text"/> <small>Click here to view Course Subject list</small>
Grade as it appears on the transcript: ■	<input type="text"/> <small>Click here to input grades</small>
Grade using VMCAS conversion table: ■	<input type="text"/> <small>Click here for the VMCAS conversion table</small>
Numeric value of VMCAS Grade: ■	None
Number of Credit Hours: ■	<input type="text"/> <small>Credit hours generally refer to the number of hours per week spent in the classroom--typically 3 or 4. If your institution uses a different system, please contact the registrar's office for conversion to credit hours.</small>
Classification Description: ■ ?	<input type="text"/>

Course Title: Copy the exact course title that appears on your official transcripts. If your official transcripts read “Introduction to Biology”, do NOT report your course title as “Microbiology.”

If you’re not able to fit your course title within the 40 character limit, you can abbreviate your course titles, as long as your abbreviation reflects the correct course title, e.g. “Introduction to Biology” could be abbreviated to “Intro to Bio” but not “General Biology”

Course Prefix and Number: Report the prefix and number (e.g. CHEM 101) which appears on your official transcript. Please be careful to match the course prefix exactly. If your transcript reports CHEM 101, you must enter CHEM 101 and not CHE 101.

Course Level Description: Refer to the back of your transcript to help you select the appropriate course level. Generally lower division classes are 100 and 200 level, and upper division are 300 and above. The answer to this section may be different from your academic status at the time.

Course Subject: Select the most appropriate course subject from the VMCAS course subject list. (Provided in the Appendix of these instructions p.42) Usually the title of a course will provide you with the best guidance for selecting a course subject. If that is unclear, look to the departmental prefix to guide your selection. Selecting a course subject in this section does not guarantee that your school will accept your course as fulfilling any particular prerequisite.

Grade as it appears on the transcript: Enter the grade which appears on your official transcript.

VMCAS INSTRUCTIONS 2015

Grade using VMCAS conversion table:

- If you entered a letter grade in the previous field, this section will automatically fill in. Do NOT change this field if it filled in automatically.
- If you entered a numeric grade in the previous field, please use the conversion table listed on your official transcript to find the appropriate conversion. Note that this conversion table may be on the back of your transcript. If there's **nothing** listed on your transcript, use the VMCAS conversion table.

Number of Credit Hours: Credit hours refer to the number of semester or quarter hours your course was worth—typically 3 or 4. If your institution uses a different system, please refer to the back of your transcript or contact the registrar's office for conversion to semester or quarter hours.

Classification Description: Select the most appropriate classification from the dropdown menu. The majority of your classes should be labelled as "Not Applicable".

4. Click on "Add Course", and enter the second course for your first term. Repeat this step for every course you took during your first term.

Session/Term Information 1: 2011 Winter Semester Freshman



5. Click on "Add New Session", and enter your second term. Repeat for as many terms as are on your official transcript.

Application > Coursework

INSTRUCTIONS FOR THIS SECTION

To edit and/or delete session/term information, use the circular buttons located next to the Add Course prompt.
To edit an individual course, use the circular buttons under update.

  ADD NEW SESSION

VMCAS INSTRUCTIONS 2015

SPECIAL COURSEWORK TYPES

Study Abroad

1. MOST STUDY ABROAD EXPERIENCES:

1. If your study abroad experience DOES NOT fit into any of the categories BELOW and your FULL CREDITS AND GRADES for these courses APPEAR on your undergraduate transcript, then you should list these courses normally with the rest of your undergraduate work. For course type, you would select "Study Abroad." No additional documentation is necessary. Do NOT report your study abroad school as a foreign institution.
2. If your study abroad experience DOES NOT fit into any of the categories BELOW and your FULL CREDITS AND GRADES for these courses DO NOT APPEAR on your undergraduate transcript, you should report that you attended a foreign institution. List your courses under the foreign school with the classification description "Study Abroad." DO NOT SEND ANY DOCUMENTATION UNLESS AN EVALUATION IS REQUIRED BY YOUR COLLEGE OF VETERINARY MEDICINE. Please check with your CVM to determine if they will require a foreign evaluation.

2. STUDY VIA AN OVERSEAS U.S. INSTITUTION:

Did you study at any of the schools on our Overseas U.S. Institutions List? If so, report the school from the list and list your coursework under the overseas school with the course type "Study Abroad." You are required to have a transcript sent to VMCAS directly from the Overseas U.S. Institution. COMMON SCHOOLS which fall under this category include RICHMOND INTERNATIONAL UNIVERSITY OF LONDON and JOHN CABOT UNIVERSITY in Italy.

3. STUDY VIA ANOTHER U.S. INSTITUTION:

Did you use another U.S. school's program to study abroad? If so, report the U.S. school whose program you used, and list your coursework under this U.S. school with the course type "Study Abroad." You are required to have a transcript sent to VMCAS from the U.S. school. COMMON SCHOOLS which students study through include ARCADIA UNIVERSITY, BUTLER UNIVERSITY, and SIT (School for International Training) which is on our school list under Vermont.

4. STUDY VIA A COMPANY WITH ADDENDUM TRANSCRIPTS:

Did you study abroad via IES (International Education of Students), CIEE (Council on International Educational Exchange), CCCS (Center for Cross-Cultural Study), API (Academic Programs International), DIS (Danish Institute for Study Abroad), or SFS (School for Field Studies)? If so, list your coursework under your undergraduate institution with the course type "Study Abroad." You are required to have the company send VMCAS a company transcript, which is NOT a copy of your foreign transcript. This company transcript will be uploaded under your undergraduate school and is considered an addendum to your regular transcript. Do NOT list the company as an institution attended. If you did not use any of the companies listed above, please proceed to question #4 below:

5. STUDY VIA A COMPANY WITH INDEPENDENT TRANSCRIPTS:

Did you study abroad via ISA (International Studies Abroad) or ASA (Academic Studies Abroad)? If so, you should report that you attended a foreign institution and list your study abroad courses under the foreign school with the classification "Study Abroad." You should send VMCAS your ISA or ASA transcript (NOT your foreign transcript), which will be uploaded under the foreign school and is considered the equivalent of a foreign evaluation.

VMCAS INSTRUCTIONS 2015

Advanced Placement Credits

If you received college credit for your AP exam scores, you will list these credits as courses under the institution which first awarded you that credit. You should enter them under the first term of your freshman year as they appear on your transcript. For your grade, you should select "Credit" and for the classification description, you should select "Advanced Placement." If no course prefix or number is issued, you may put "N/A" for "Not Applicable"

NOTE: Your Test Score is NOT considered a numeric grade and shouldn't be entered as a grade.

Foreign Coursework

Have your foreign transcript evaluated for U.S. equivalency and sent to VMCAS. You are not required to list courses from foreign institutions in your coursework section, nor will these be incorporated into your VMCAS GPA See list of evaluation services earlier in this instruction manual.

U.S. Military Coursework

Do NOT list any military courses completed or credits received unless they come from the U.S. military institutions listed in the "List of Colleges" in the Institutions attended section.

Planned/In Progress Courses

The process for entering planned/in progress courses is similar to the process for entering completed courses. When adding a Planned/In Progress session, select "Planned/In Progress" in the Session Status section. When this has been done correctly, you will be presented with a course entry screen that does not ask you to specify your grade information.

OTHER/PREVIOUS APPLICATIONS

Helpful Hints:

If you are applying to Colleges of Veterinary Medicine outside of VMCAS, you **MUST** report that in this section of your application.

Other Applications

This section is where you list the other Colleges of Veterinary Medicine that you are applying to outside of VMCAS.

- If you are applying to a veterinary medical college other than those you checked in the College Designations section, please select the college using the "Application" drop-down boxes provided.
- Leave this section blank **only** if you are applying to Colleges of Veterinary Medicine through VMCAS only, and click the link for the next section in the application.
- Any information entered in the "Other Applications" section will not be sent to your designated schools.

VMCAS INSTRUCTIONS 2015

Previous Applications

- If you have previously applied to one or more Colleges of Veterinary Medicine, list the all years for which you submitted applications.
- For each application submitted, please select the entering year of the fall semester.
- Report only applications submitted BEFORE the current VMCAS application cycle in this section. Please do not report the entering year for the current application cycle (2015) or the entering year for any future application cycles.

TESTS

Helpful Hints:

- Send **ALL** official test scores directly to the colleges you are applying for. Do **NOT** send your official scores to VMCAS.
- The following webpage can be used to determine what tests are required for your schools, and to determine the latest date you should take your tests (<http://aavmc.org/testdeadlines.aspx>.)

In this section, you are to enter information concerning all tests you have taken. Add one entry for each time you've taken each specific test.

To add a test, first select one of the following test types from the dropdown list and then click

- TOEFL
- IELTS
- GCE
- GRE: General Test (V, Q, W) is the test given between April 2002 and July 2011. The Revised General Test (V, Q, W) is the test offered as of August 2011.
- MCAT
- MELAB
- OTHER (select this option if you need to enter a test which is not listed)

Important Information for VMCAS 2015 Applicants: GRE®

Make sure you check with your chosen CVMs to determine their GRE® deadline date!!

Please visit the Educational Testing Service (ETS) for more information about the new Graduate Record Exam and test dates and scoring system at (www.ets.org.)

You will then be presented with appropriate fields for that test. If you plan to take a test in the future, add that entry as "Planned".

Note to reapplicants: You must go into EACH test entry and SAVE it for these entries to appear in your application and complete the Tests section of the application.

VMCAS INSTRUCTIONS 2015

EXPERIENCES

Helpful Hints:

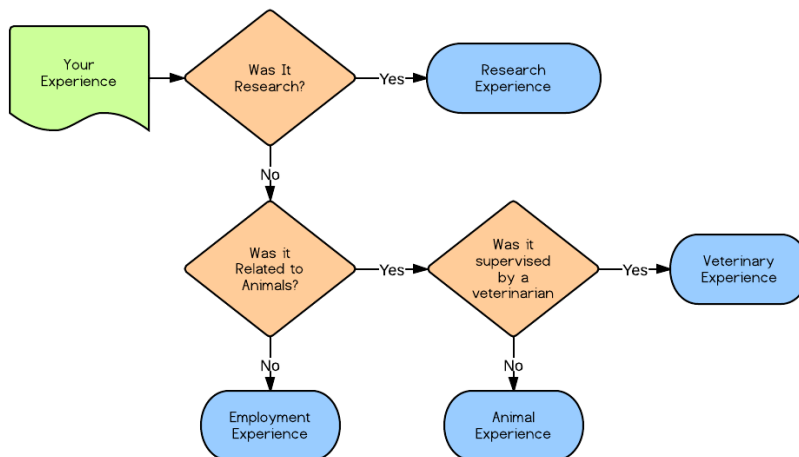
- You must have at least one entry listed for every category.
- If you do not have an experience to report in any category, you will need to select the category, and select "I DO NOT HAVE ANY EXPERIENCE" in order to complete this section.
- Please select one category which best describes each of your experiences. Do not list experiences more than once in this section.

In this section, enter any of the following experiences:

- ❖ [Veterinary](#)
- ❖ [Animal](#)
- ❖ [Research](#)
- ❖ [Employment](#)
- ❖ [Honors and Awards](#)
- ❖ [Community Activities](#)

(Click on the experience for instructions)

Use this chart to understand how you should classify your experiences:





Note: Veterinary and Animal Experiences can appear very similar!

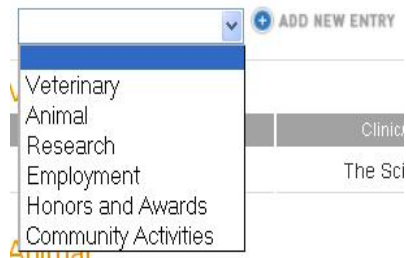
To help distinguish the differences between Veterinary and Animal use the following examples as well:

- Giving a dog a shot in an animal clinic is an example of Veterinary.
- Milking a cow on a farm is an example of Animal.



VMCAS INSTRUCTIONS 2015

To Add an Experience:

1. Select the type of experience you wish to enter from the dropdown menu and then click the  button.
2. Enter all information related to your experience.
3. If you do not have any of that type of experience, select the "I DO NOT HAVE ANY _____ EXPERIENCE" box.
4. Click the  button at the bottom of the page.



To Edit an Entry:

1. Click the  button next to the experience you wish to change.
2. Once you have completed your changes, click the  button at the bottom of the page to save the change.

Not to Reapplicants: You must go into EACH experience entry which has been imported, check it, and SAVE it for that experience to appear as part of your application and complete the Experiences Section.

Veterinary Experience

Helpful Hints:

- Veterinary Experiences are experiences which are related to animals AND were supervised by a veterinarian.
- Do NOT list any veterinary research experiences in this section. ALL research opportunities should be listed in the Research section.

The experiences you report in this section should be different from those entered for Animal and Employment experience. Veterinary experiences should relate to any veterinary clinical, agribusiness, or health science experiences that you have had with veterinarians.

Include all relevant experiences, whether they are voluntary, paid, or academic experiences, beginning with the most recent. If you are unsure of the dates or number of hours worked, please estimate. If your current experience will continue beyond when you submit your application, list the **expected ending date**. However, the total hours should reflect **completed** hours (total hours-to-date), and should **NOT** include future hours.

If your experience was over broken periods of time (for example, summer break), enter the average number of weekly hours and note the periods worked in your description of duties. List average weekly hours and total hours for each experience. You are allowed 480 characters in the Description of Duties section. If you need additional space, use the Explanation Statement.

If you have NO relevant experience to report, check the box "I DO NOT HAVE ANY VETERINARY EXPERIENCE."

VMCAS INSTRUCTIONS 2015

Animal Experience

The experiences you report in this section should be different from those entered for Veterinary and Employment experience. They should include farm and ranch experiences, 4-H membership, animal training, or other similar activities, and **should not have occurred under the supervision of a veterinarian.**

Include all relevant experiences, whether they are voluntary, paid, or academic experiences, **beginning with the most recent.** If you are unsure of the dates or number of hours worked, please estimate. If your current experience will continue beyond when you submit your application, list the expected ending date. However, the total hours should reflect **completed** hours (total hours-to-date), and should **NOT** include future hours.

If your experience was over broken periods of time (for example, summer break), enter the average number of weekly hours and note the periods worked in your description of duties. List average weekly hours and total hours for each experience. You are allowed 480 characters in the Description of Duties section. If you need additional space, use the Explanation Statement.

If you have NO relevant experience to report, check the box "I DO NOT HAVE ANY ANIMAL EXPERIENCE".

Research Experience

Research should include any experience in a research environment. Please research experiences in this section, even if they were also veterinary experiences. Be very specific about your work/involvement in the research experiences entered in this section. Veterinary schools can weigh your level of involvement according to their school's standards.

If you have NO relevant experience to report, check the box "I DO NOT HAVE ANY RESEARCH EXPERIENCE."

Community Activities

List and describe extracurricular and/or community activities in which you were engaged, including those during high school beginning with the most recent first. You may include sports and hobbies.

You have approximately 480 characters per activity to provide a brief description. If you are unsure of dates, please estimate.

If you have NO relevant experience to report, check the box "I DO NOT HAVE ANY EXTRACURRICULAR OR COMMUNITY ACTIVITY EXPERIENCE."

VMCAS INSTRUCTIONS 2015

Honors and Awards

List and describe honors or awards you have received, including those in High School. For honors or awards received in multiple years or semesters, you may either enter them as multiple entries with the same name, or, if the honor or award was received consecutively, as one entry spanning multiple years.

You have approximately 480 characters per award to provide a brief description. If you are unsure of the date you received the award, please estimate.

If you have NO relevant experience to report, check the box "I HAVE NOT RECEIVED ANY HONORS/AWARDS."

Employment

Do not include any experience listed in Veterinary, Animal, or Research experience.

If you are unsure of the dates or number of hours worked, please estimate and provide details in the description. If your current experience will continue beyond the date you submit your application, list the expected ending date. However, the total hours should reflect **completed** hours (total hours-to-date), and should **NOT** include future hours.

If your experience was over broken periods of time (for example, summer break), enter the average number of weekly hours and note the periods worked in your description of duties. List average weekly hours and total hours for each experience. You are allowed 480 characters in the Description of Duties section. If you need additional space, use the Explanation Statement.

If you have NO relevant experience to report, check the box "I DO NOT HAVE ANY EMPLOYMENT EXPERIENCE."

VMCAS INSTRUCTIONS 2015

LETTERS OF EVALUATION

Helpful Hints:

- List a minimum of three evaluators on your VMCAS application. If you do not list three evaluators, this section will not become complete and you will not be able to submit your application.
- You can list up to 6 evaluators on your VMCAS application.
- All references on the VMCAS application system must be submitted via the electronic reference portal. If you have questions about this policy, please contact VMCAS at 617-612-2884.
- All evaluations submitted to VMCAS are sent to ALL of your designated Colleges of Veterinary Medicine. Thus, they should not make references to specific programs.
- You can only add evaluators in the Evaluators section of your application. The Evaluations section of the status sidebar will enable you to see the status of your electronic letters, but you will NOT be able to add new evaluators or delete unresponsive ones in the status section.
- If you choose not to waive your right of access to the evaluation, you still won't be able to see the evaluation until you are admitted and enrolled into a College of Veterinary Medicine.
- Any reference which is listed as "New" or "In Progress" can be deleted and replaced.

*VMCAS **STRONGLY** recommends that you get **S.E.T.** for verification by **September 2nd!***

*The **E** in **S.E.T.** stands for:*

***Evaluations** – Have at least **one of your three required** evaluations "Complete" by September 2nd.*

*Because verification can take as many as four weeks, if you are **S.E.T.** by September 2nd your application has the best chance of being verified before the October 2nd deadline!*

Responsible Applicant Actions

Before You Add an Evaluator on Your VMCAS Application:

- Confirm the individual is willing to provide a letter of reference on your behalf.
- Let him/her know to look for an e-mail from noreply@vmcas.org with the subject line "VMCAS Evaluation Request".
- Discuss the VMCAS deadline date with your evaluator, and be sure that he/she understands that **evaluations MUST be received by Thursday, October 2nd, 2014 at 1pm Eastern Time.** VMCAS recommends that references submit their letters well in advance of this deadline.
- If your evaluator is not located in the Eastern Time zone, use the Deadline Time Zone Chart (<http://aavmc.org/deadlines.aspx>) to help them determine when the deadline is in their local time.

VMCAS INSTRUCTIONS 2015

When Entering Your References on Your VMCAS Application:

- Enter each evaluator with a unique e-mail address, and make sure it is typed in accurately.
- Once you register an evaluator, you cannot make any additional changes to the evaluator information. Be sure your titles (Dr, Ms., Mr., etc.) and e-mail addresses are correct.
- Insert the evaluator's contact information that will be best to reach him/her at.
- Enter at least three evaluations to enable you to submit your VMCAS application.

After You Add an Evaluator on Your VMCAS Application:

- Follow up with your evaluator to make sure he/she has received the e-mail containing their login information. Tell the evaluator to check their e-mail's spam/bulk/junk folders if they do not see the request e-mail in their inbox.
- Monitor the evaluations section of your VMCAS application. It is your responsibility to follow up with your evaluators and be sure your evaluations are submitted before the deadline date.

What Happens After You Add a Reference to Your Application:

- Your evaluator is sent an e-mail request containing a username, password, and a link to the online VMCAS evaluator portal.
- Your evaluator will log in, and begin filling out information on your reference. As soon as this happens, the status for that evaluator will change to "In Progress."
- Once this evaluator completes your evaluation, he or she will click on "Submit". This will make the status for that evaluator change from "In Progress" to "Complete." Only completed references can be sent to your CVMs.
- VMCAS recommends that references submit their letters well in advance of this deadline.

Note: Applications can be submitted prior to having completed evaluations. You may e-submit at any time once you complete your application.

Adding an evaluator to my VMCAS application:

Click on the  button to list your evaluator's information.

The first question you will need to respond to is the waiver selection:

Waiver

Waiver: ■

Yes

No

- If yes, I hereby waive my right of access to the applicant evaluation provided by the evaluator named below.
- If no, I do not waive my right of access to the applicant evaluation provided by the evaluator named below. He or she should be made aware that I retain my right of access and that the confidentiality of the evaluation is not guaranteed.

VMCAS INSTRUCTIONS 2015

The Family Education Rights and Privacy Act of 1974 (FERPA) gives applicants the right to access letters of reference written unless they choose to waive their right of inspection and review. Prior to requesting a reference from an evaluator, you are required to indicate whether you wish to waive your rights. VMCAS will release your decision to waive or not waive access to this reference to your evaluator and your designated Colleges of Veterinary Medicine. Schools may interpret references as more honest and candid if you waive your right to see the letters. If you retain access, you may be asked to explain your reasons for your choice during interview(s).

Your waiver decision on the VMCAS application serves the same purpose as a legal signature, and is binding. If you decide to change your waiver decision, you must login to your VMCAS application to edit your selection online. Once your reference's status has changed to "In Progress", you cannot make changes to your waiver decision.

Evaluator Information

Title: ■	<input type="text"/> <small>(Dr., Mr., Ms., ...)</small>
Evaluator First Name: ■	<input type="text"/>
Evaluator Middle Name:	<input type="text"/>
Evaluator Last Name: ■	<input type="text"/>
Evaluator Occupation: ■	<input type="text"/>
Institution, Practice, Place of Business: ■	<input type="text"/>

In this section, you will need to report your Evaluator's Name, Occupation and Institution, Practice or Place of Business.

Evaluator Contact Information

Street Address Line 1: ■ ?	<input type="text"/>
Street Address Line 2:	<input type="text"/>
City: ■	<input type="text"/>
State: ■	<input type="text" value="v"/>
ZIP or Postal Code: ■	<input type="text"/> <small>(99999-9999, enter "99999" for International Addresses)</small>
Country: ■	<input type="text" value="v"/>
Daytime Telephone: ■	<input type="text"/> <small>(Please format telephone number as 999-999-9999 (eg. 202-682-0750). If international, begin with "011-")</small>

Enter your evaluator's address and daytime telephone number. Input the contact information where your veterinary school will be best able to contact your reference.

VMCAS INSTRUCTIONS 2015

Evaluator e-mail address

Evaluator Email: ?

Email Confirmation:

(Once you have registered an evaluator, you cannot make any additional changes to the evaluator information. Be sure your salutations (Dr., Ms., Mr.) and email addresses are correct.)

Enter your evaluator's e-mail address here. **Be sure this address is accurate and active.** This is the address to which your request for evaluation will be sent.

As soon as you click on the "Save" button, the request e-mail will be automatically sent to your reference. Please confirm with each individual that they are willing to write a letter of reference for you before adding them on your application.

If your evaluator is having trouble receiving or finding the email, please encourage them to check in their email's junk/spam folders.

Committee Letters

If you wish to submit a committee letter as part of your VMCAS application.

1. Enter the committee chair or their alternate as an evaluator.
2. The evaluator can then complete the assessment section of the evaluation.
3. The committee letter must be combined into a single document which can then be uploaded using the upload option in the evaluation.
4. A committee letter only counts as one reference for the purposes of fulfilling the minimum three references required.

EXPLANATION STATEMENT

While this section is NOT required, you can use it to record information that could not be listed anywhere else within the web application, such as missing parental information, and disciplinary action(s) which require detailed explanation. This section can also be used to provide the admissions committee(s) additional information that you consider vital to your application. Your explanation statement should be clearly and succinctly written – 2000 characters (including spaces) have been allotted for this purpose.

Examples of pertinent information might include explanations about interruptions in your studies or experiences, unique circumstances you have faced, or reasons for decisions you have made.

DO NOT use this section for spillover for a personal statement which exceeds the character limit.

VMCAS INSTRUCTIONS 2015

DESIGNATIONS

In this section you can select the Colleges of Veterinary Medicine to which you wish to apply. You can only select from those CVMs which are currently participating in VMCAS. You can add up to 37 designations on your application. If you are applying to a CVM other than those you check in this section, please list that college in the “Other Applications” section.

Before completing this section, **VMCAS strongly recommends that you review the requirements of each college to which you are applying** and make sure that you meet all of their criteria. Review the page of each school you wish to apply to on the College Descriptor Pages: (http://aavmc.org/College-Specific-Requirements/College-Specific-Requirements_College-Specifications.aspx.)

To Add a College of Veterinary Medicine to Your Application

1. Click the   UPDATE DESIGNATIONS button.

2. Designate the school(s) you want your application sent to by checking the box next to the name of the college.

3. Click on the  SAVE button.

4. The designations you selected will display, along with the corresponding fee. Review and confirm your designations to be sure they are accurate. To remove a designation, click the delete button.

VMCAS will not delete college selections after a designation had been saved and your application has been submitted with that designation. You can only ADD designations up until the October 2nd, 2014 1:00 PM Eastern Time application deadline.

Supplemental Applications and Fees

Individual colleges may require supplemental applications and/or fees. Send these directly to the college. Visit the college descriptor pages for information regarding supplemental applications and fees.

Please see the supplemental requirements chart (<http://www.aavmc.org/supplemental.aspx>) to see if your school requires a supplemental application.

Important: *It your responsibility as a VMCAS applicant to ensure that you have met the criteria of the schools to which you are applying.*

*While the VMCAS application deadline for all VMCAS Colleges is October 2nd 1:00 PM Eastern Time. Be sure to check your designated colleges for specific deadlines for **other** application materials*

VMCAS will NOT hold your applications if you do not meet a school's requirements or deadlines, and refunds will NOT be given if you submit to a school you are not qualified for.

VMCAS INSTRUCTIONS 2015

The following schools require a VMCAS application from U.S. applicants. Canadian applicants must contact the school directly to obtain an application.

University of Guelph–Ontario Veterinary College (Canada)	University of Prince Edward Island–Atlantic Veterinary College (Canada)
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U.S. and Canadian citizens must use the VMCAS application to apply to the following schools. International students must contact the school directly to obtain an application.

Royal Veterinary College (England)	University of Glasgow (Scotland)
University of Edinburgh (Scotland)	University College Dublin (Ireland)

U.S. and Canadian citizens may use either VMCAS or may contact the school directly to apply to the following school. International students must contact the school directly to obtain an application.

Massey University (New Zealand)

VMCAS INSTRUCTIONS 2015

E-SUBMITTING THE APPLICATION

Once you have filled out your entire online VMCAS application and selected which CVMs you would like to apply to, you must “E-Submit” to officially turn your application in to VMCAS. **E-submitting does NOT mean your application is being reviewed by your CVMs.**

Please be Aware of the Following Before E-Submitting Your Application:

No Changes Allowed After You E-submit

Once you e-submit your application, your VMCAS application is locked and you may NOT make changes to it for the rest of the application cycle. The only sections you may change after submitting are: your contact information, your password and security information, references which have a status of “new” or “in-progress”, and you may add additional school designations. All other sections will be read-only. Make sure you check over your application information closely **before E-Submitting** to avoid any errors as these **cannot** be corrected later.

Transcripts and References Not Required to E-Submit

You may e-submit your application at any time once the required information has been filled out on the online application, whether or not your transcripts and letters of reference have been received by VMCAS. Please note, however, that **VMCAS will NOT begin to verify your application until all of your transcripts, payments, and one of your three letters of reference have also been received.**

Do NOT Wait Until the Last Minute (Literally)

You are permitted to submit your application up until **1:00 PM EASTERN STANDARD TIME** on October 2nd. **Please note your submission is NOT recorded when you click the E-SUBMIT button. There are several pages of checklists which must first be completed, and the submission is only recorded at the end of this process.** If you press e-submit at 1:00 and get through the final screen at 1:01, the submission will not go through. In addition, times close to 1:00 PM on October 2nd will have a high volume of applicants submitting which can cause delays. **VMCAS CAN NOT GRANT YOU A DEADLINE EXTENSION OR HELP YOU TO SUBMIT LATER IF SOMETHING GOES WRONG!**

Once you are ready to e-submit, you can do this by clicking the orange “E-SUBMIT” button at the bottom of your application. Once you have completed the submission checklists, you will be brought to the payment screen.

*VMCAS **STRONGLY** recommends that you get **S.E.T.** for verification by **September 2nd!***

*The **S** in **S.E.T.** stands for:*

***Submission** – Have your application E-Submitted and Paid For by September 2nd.*

*Because verification can take as many as four weeks, if you are **S.E.T.** by September 2nd your application has the best chance of being verified before the October 2nd deadline!*

VMCAS INSTRUCTIONS 2015

APPLICATION PAYMENT

Your VMCAS Application fee is paid to VMCAS directly through the application. The VMCAS application fee pays for the VMCAS System Hosting, Student and Advisor Hotline, and application processing. This fee does **NOT** include any additional fees due to your designated school(s). All supplemental and/or other fees are paid directly to your designated schools.

AAVMC Application Fee Reimbursement Program:

A limited number of VMCAS fee reimbursements are available through this program. Reimbursements are granted to financially disadvantaged applicants on a first-come, first-serve basis, and the program will close once the allotted funds are exhausted.

AAVMC will decide if you qualify for a reimbursement based on your income, or your parent's income (if you are claimed as a dependent) as reported on the 2013 Federal Income Tax Return.

To be considered for a VMCAS reimbursement, you must:

- Be a U.S. Citizen, U.S. Permanent Resident, or have refugee/asylum status.
- You must have submitted your VMCAS 2015 application prior to submitting a request.
- You must upload your (or your parent's if you are a claimed as a dependent) 2013 Federal Income Tax Return.

The VMCAS 2015 Reimbursement Request form must be submitted to AAVMC after you submit your VMCAS application, and can be found [HERE](#), or by copying the link below:

<https://adobeformscentral.com/?f=Fh0GXjEbysl8DYvjTKLxqQ>.

Application Fee: Credit Card Payments

VMCAS only accepts credit cards as payment. If you have questions, please contact VMCAS. Resubmitting credit card information can result in multiple charges. Credit card information should **NOT** be emailed to VMCAS. **If you are unable to pay your application fee by credit card, you must contact VMCAS at: 617-612-2884**

PLEASE ALLOW 10-15 MINUTES FOR THE PROCESSING OF YOUR CREDIT CARD. Payment attempts at deadline time are at risk of taking longer that you expect. You may possibly miss the deadline because of it.

If you click the "Pay by Credit Card" button and receive an error message. You are most likely encountering an issue with your internet browser. Please log out of your application and log back in using the current version of Mozilla Firefox as your web browser. You can also use MS Internet Explorer (IE) 9.0, Apple Safari 5.1 and above or the current version of Google Chrome. JavaScript and cookies must be enabled. Pop-up windows are also used, therefore, pop-up blockers must be disabled.

Remember to PRINT YOUR RECEIPT. That is your proof of payment.

VMCAS INSTRUCTIONS 2015

VMCAS APPLICATION FEES

VMCAS 2015 Fees			
# of Designations	2015 Fee	# of Designations	2015 Fee
1	\$195	19	\$1,995
2	\$295	20	\$2,095
3	\$395	21	\$2,195
4	\$495	22	\$2,295
5	\$595	23	\$2,395
6	\$695	24	\$2,495
7	\$795	25	\$2,595
8	\$895	26	\$2,695
9	\$995	27	\$2,795
10	\$1,095	28	\$2,895
11	\$1,195	29	\$2,995
12	\$1,295	30	\$3,095
13	\$1,395	31	\$3,195
14	\$1,495	32	\$3,295
15	\$1,595	33	\$3,395
16	\$1,695	34	\$3,495
17	\$1,795	35	\$3,595
18	\$1,895	36	\$3,695

VMCAS INSTRUCTIONS 2015

FINAL REMINDERS

- Make sure you have sent official transcripts from every U.S. and English-speaking Canadian Institution to VMCAS.
- Review the AAVMC Privacy Policy at:
http://www.aavmc.org/data/files/students_advisors/aavmcprivacypolicy.pdf
 - Make sure you have registered at least three evaluators in the Evaluators section. You can register a maximum of six evaluators in this section.
 - **ALL EVALUATIONS MUST BE SUBMITTED TO VMCAS ELECTRONICALLY.**
 - Make sure you have verified that the evaluator's computer system accepts emails from noreply@vmcas.org and that the email request, once sent, has been received by your evaluator.
 - If there are extenuating circumstances as to why an evaluator cannot complete an electronic evaluation, contact VMCAS.
- **Do not send test scores, supplemental applications and supplemental fees (if applicable) to VMCAS. Send these materials to your designated colleges prior to the deadline.**
- **VMCAS does not provide refunds under any circumstances**, including when an applicant accidentally chooses the wrong school or if an applicant pays but never "Meets VMCAS Requirements". Sending payment to VMCAS signals your intent for VMCAS to process your materials, regardless of whether they are completed or not.
- **Changes cannot be made to the application once it has been submitted. Proofread your application before submitting.**
- **Review college specific requirements**
 - **College Descriptor Pages**
http://www.aavmc.org/College-Specific-Requirements/College-Specific-Requirements_College-Specifications.aspx
 - **Supplemental Applications**
http://www.aavmc.org/College-Specific-Requirements/College-Specific-Requirements_Supplemental-Information.aspx
 - **Veterinary School Websites**
<http://www.aavmc.org/AAVMC-Members/Full-Member-Listing.aspx>
- **Print a copy of your completed application and confirmation page for your records.**
 - To print your submitted application, go to the College Designations section at the bottom of the Application Checklist and click the "Application Preview" button on the right next to whichever School you choose. This will bring up a PDF of your entire application. Save and print this PDF for your records. The application preview is not available until after you E-Submit your application.

Submitted Programs

School Name	Deadline 1:00 PM Eastern Time	Date Designated	Application Preview
Designations			
Fees			



○

VMCAS INSTRUCTIONS 2015

- You will not be able to access your application once the VMCAS application closes for the season. **Your confirmation page is proof that your application was submitted and received successfully by VMCAS.**
- Record and file your VMCAS ID, user name and password.

Application Certification

I certify that all the information and statements I have provided in this application are correct and complete, including any statement regarding my state of residence. I certify that, as required in the application, I have read all application instructions, identified all sources of information related to my college attendance and credits, all actions by a university or other institution, and all information of any criminal record in any jurisdiction. I have read and understand all notices contained with the application and the VMCAS Web page informing me of my obligation to provide true and complete answers to all questions. I understand that withholding pertinent information requested on this application, or giving false information, may be grounds to deny me admission to a veterinary college participating in VMCAS or may be grounds to expel me from such college after I have been admitted. I have read and understand the VMCAS Application Deadline Policy and the VMCAS Refund Policy.

I give my permission to officials at all institutions that I have attended to release information requested by any college of veterinary medicine to which I have applied.

VMCAS INSTRUCTIONS 2015

VMCAS Glossary

These definitions are specific to the VMCAS application.

Terms related to application status are in **red**.

A

Application cycle: The VMCAS application cycle refers to the time during which the application for a particular entering class is active. The VMCAS 2014-2015 application will open on June 5th, 2014 and will officially close in March 2015*. Unless otherwise noted, you are applying to begin courses in Fall 2015.

*Note: While the application cycle will officially close in March 2015 the VMCAS deadline is 1:00 PM Eastern Time October 2nd, 2014.

Application status: Your application status tells you how far along you are in the application process. You can see if your application is “In Progress”, “Submitted”, “Meeting VMCAS Requirements”, “Verified”, or “Undelivered”.

C

College of Veterinary Medicine (CVM): the schools to which you submit your application using the VMCAS application.

Committee letter: A committee letter is defined by VMCAS as a single evaluation letter signed by multiple evaluators.

Composite letter: Defined in VMCAS as multiple letters individually signed and grouped together. These should be submitted electronically by the individual evaluators.

Credit hour: Credit hours generally refer to the number of hours per week spent in the classroom—typically 3 or 4. Usually this number can be reported on your application as it appears on your official transcripts. If your official transcripts lists .5 or 1, please refer to the back of your transcripts or contact your registrar’s office for instructions on how to convert these to semester or quarter hours.

Coursework: The coursework section of your VMCAS application is where you will enter every course you have taken at a U.S. or English-speaking Canadian institution.

D

Designation: Another term for the Colleges of Veterinary Medicine which you will select on the VMCAS application and to which you will submit your application.

Doctorate of Veterinary Medicine (DVM): The degree which you will obtain once you have successfully completed a course of study at a College of Veterinary Medicine.

VMCAS INSTRUCTIONS 2015

E

E-Submit: The button at the bottom of your Application Checklist which starts the submission of your application to the CVMs listed in the College Designations section. E-submitting your application tells VMCAS and your designated CVMs that you have completed all sections of your application to the best of your ability, and that you're ready to enter the verification process pending receipt of all required documents and payments.

You can e-submit your application as soon as all sections of your application are complete, even if your transcripts haven't arrived at VMCAS yet or your evaluations aren't yet complete.

Evaluation deadline: The deadline for submitting electronic evaluations to VMCAS is **October 2nd, 2014 at 1PM Eastern Time.**

Evaluator portal: The site where your evaluators will log in to fill out and submit your electronic letters of reference. They are given the URL together with their login information in the request e-mail which is sent when you add them in the Evaluator section.

F

Final deadline: The final deadline for the VMCAS application is **October 2nd, 2014 at 1pm Eastern Time.** After that time, you will not be able to submit your application in the 2014-2015 application cycle. VMCAS strongly recommends you submit your application and arrange for your documents to have arrived at VMCAS by the September 2nd 2014.

G

Graduate: This academic status indicates a session which contains graduate level courses taken toward a graduate degree (examples: Ph.D. Master of Science, Master of Art)

I

In-Progress: This application status indicates that you have created your application, but you have not yet E-Submitted it.

M

Meeting VMCAS Requirements: The Meeting VMCAS Requirements status tells you that VMCAS has received all required elements to begin the verification process. From the time your application is marked as "Meeting VMCAS Requirements," it can take up to 4 weeks for your application to be verified. Your application is given the status "Meeting VMCAS Requirements" when:

- You have E-submitted your VMCAS application
- The following are marked as "Received" on your application:
 - Your Payment
 - One (1) transcript from every U.S. and English-speaking Canadian institution you have attended
- At least one (1) of your three (3) required letter of evaluations is marked as "Completed"

VMCAS INSTRUCTIONS 2015

The VMCAS “Meeting VMCAS Requirements” status does not guarantee that you have met the requirements of your Colleges of Veterinary Medicine. It is your responsibility to make sure you have met ALL of your school’s requirements including the remaining two (2) letters of reference.

P

Post Baccalaureate: This academic status indicates a session which contains undergraduate level courses taken after your first bachelor’s degree is earned. If you earned a second bachelor’s degree, your entire second degree would be considered “post-baccalaureate.”

Primary institution: The school from which you have received or intend to receive your undergraduate degree. If you do not intend to receive an undergraduate degree, please select the school from which you have earned the most credits.

Professional: This academic status indicates a session which contains courses taken toward a professional degree (examples: M.D., D.V.M.)

Program: Often used interchangeably with “Designation”, this is a term used to refer to the Colleges of Veterinary Medicine you can select in your “College Designations” section.

R

Reapplication: The process of applying through VMCAS working from information imported from last cycle’s application.

S

Submitted: This status indicates that you have E-Submitted your application to VMCAS, but VMCAS has not yet received all the elements required to begin verification.

Supplemental Application: An additional application required by a CVM which is not a part of the VMCAS application. There may be additional fees associated with a supplemental application. These fees are paid directly to the appropriate CVM.

T

Transcript request form: The form available in the Institutions Attended section of your application with a barcode in the upper left hand corner. You are strongly encouraged to provide the appropriate form to the registrar’s office of each institution you have attended and request that it be included when your transcript is sent to VMCAS. Including this form allows VMCAS to more easily and quickly attach the transcript to your application, as the unique barcode identifies the school and applicant information.

U

Undelivered: This status tells you that in the process of verifying your application, VMCAS staff has identified a number of discrepancies between the official transcripts on your application and the self-reported coursework section. If your application status is undelivered, please check your “My Messages”

VMCAS INSTRUCTIONS 2015

section as well as the e-mail listed on your application for detailed instructions on how to correct your application.

Once your application has been undelivered, you MUST resubmit it once you have made the necessary corrections. If you do not, your application cannot be process and cannot be mailed to your schools.

V

Verified: This status tells you that your application has been verified and your VMCAS GPA has been calculated. Once your application has been verified it is immediately available to your designations for review.

Verification: VMCAS will check over your self-reported coursework line by line against your official transcript to ensure you have correctly entered your courses. Because VMCAS verifies every course on every application, the process can take up to four weeks from the date your application status becomes “Verified”.

VMCAS ID number: A unique 11 digit ID number that identifies your application. Please provide this number in all communication with VMCAS customer service

Vocational/Trade: This academic status indicates a session which contains courses providing job-focused training for specific roles/careers (examples: fashion, cosmetology, computer technology, farrier)

Appendix

VMCAS 2015 COURSE SUBJECT CLASSIFICATIONS

Biochemistry

Biochemistry
Physiological Chemistry
Bio Metabolism w/ BIO prefix
Bio-Molecules w/ BIO prefix

Animal Science

(ANY course with Animal Science or Vet Med prefix)

Advanced Evaluation-Animal Products
Animal Behavior
Animal Breeding and Genetics
Animal Nutrition
Animal Practices
Animal Science
Beef and Sheep Production
Dairy Heifer Management
Entomology
Equine Science
Equine Facility Development/Management
Horse/Livestock/Poultry Evaluation
Intro to Companion Animals
Veterinary Medicine

Biology

AIDS Courses (w/ BIO prefix)
Biology
Biometrics
Cellular & Molecular Biology
Cellular Physiology
Embryology
Genetics
Herpetology
Histology
Morphology
Neurology
Neuroscience
Pathology
Toxicology (BIO prefix)
Zoology

Other Life Science

Anatomy (Human/Comparative)
Anatomy and Physiology
Botany
Earth Science (BIO prefix)
Ecology
Economic Botany (BIO prefix)
Exercise Physiology

Horticulture (BIO prefix)
Natural Science
Oceanography (BIO prefix)
Physiology

Microbiology

Bacterial Pathogenesis
Bacteriology
Hematology
Infectious Diseases
Immunology
Medical Microbiology
Microbiology
Micro-organisms
Microbial Genetics
Mycology
Pathogenics
Parasitology
Virology

Inorganic Chemistry

Analytical Chemistry
Bio-Inorganic Chemistry
Chemistry, General
Environmental Chemistry (CHEM prefix)
Molecular Chemistry
Medical Chemistry
Pharmaceutical Chemistry
Physical Chemistry
Qualitative Analysis
Quantitative Analysis
Readings in Chemistry
Research in Chemistry
Special Topics in Chemistry
Structures & Bonds

Organic Chemistry

Bio-Organic Chemistry
Organic Chemistry
Readings in Organic Chemistry
Structures and Reactions
Special Topics in Organic Chemistry

Other Science

Agricultural Science / Agriculture
Astronomy
Audiology
Bio-Anthropology
Bio-Medical Engineering

Bio-Psychology (BIO prefix)
Biology Safety (BIO prefix)
Bio-Technology (BIO prefix)
Chemistry Safety (CHEM Prefix)
Chiropractic
Cognitive Science (with COG prefix)
Communication Disorders (SPE prefix)
Dietetics
Dentistry
Earth Science (Geology prefix)
Electronics
Emergency Med-Tech
Engineering
Environmental Science
Epidemiology (w/ BIO prefix, etc.)
Forensic Science
Forestry (Environmental prefix)
Geology (Physical Geology, etc.)
Health Science (w/ PE prefix, ACT prefix, etc.)
Horticulture (Environmental prefix)
Human Ecology (Geology prefix)
Human Sexuality (BIO prefix)
Intro to Vine (VIT EN prefix)
Kinesiology (Non PE)
Medical Technology
Meteorology
Molecular Pharmacology (w/ BIO prefix)
Molecular Pharmacology (w/ MicroBIO prefix)
Nursing
Nutrition
Occupational Therapy
Oceanography
Pharmacology
Pharmacy Calculations
Physical Anthropology (w/ ANTHRO prefix)
Physical Geography (w/ GEOG prefix)
Physical Geology
Physical Science
Physical Therapy
Physician Assistant
Public Health
Radiology
Respiratory Therapy
Speech Pathology
Statics
Teaching Science
Toxicology (Non BIO prefix)
Wildlife (WIS prefix)

VMCAS INSTRUCTIONS 2015

Physics

Electricity & Light
Magnetism
Mechanical Heat
Physics
Thermodynamics

Math

Algebra
Behavioral Statistics
Biostatistics
Calculus
Chemical Math
Geometry
Math
Statistics
Trigonometry

Business

Accounting
Banking
Econometrics
Economics
Finance
General Business
Macroeconomics
Management
Marketing
Microeconomics
Organizational Behavior (Management or Business prefix)
Principles of Banking (Finance prefix)
Taxes

Public Speaking

Communication
Debate
Public Speaking
Speech

Social/Behavioral Science

Anthropology
Bio-Psychology (Psych prefix)
Child Development
Community Health
Counseling
Criminal Justice
Educational Psychology
Ethnic Studies
Forensic Anthropology
Gerontology

Health Education (Health prefix)
Health Psychology
Human Anthropology
Human Development (HD prefix)
Human Sexuality
Linguistics (w/o English prefix)
Marriage/Family
Personal Health
Psychology
Psycho-pharmacology
Social Science/Sociology
Social Work
Urban Studies

Computer Science

Algorithms
Artificial Intelligence
Computer Animation
Graphic Design
Operating Systems
Programming Languages
Software Engineering

English/Literature

Bible Literature
Composition
Develop Reading
English
Journalism
Linguistics (with English Prefix)
Literature
Medical Terminology
Poetry
Reading Skills (Not ESL)
Rhetoric
Scientific Writing
Technical Writing
Theater Literature

General Non-Science

Acting
Archeology (w or w/o Anthropology prefix)
Art
Art History
Automotive Repair
Aviation Flight Studies with
Bioethics (w/ or w/o BIO prefix)
Classics (w/out Literature titles; e.g. Mythology, etc.)
Cooking Classes
Cultural Geography

Dance
Education
Environmental Ethics (with BIO prefix)
ESL – English and Public Speaking – All ESL classes (EAP) – foreign student courses
Ethics
Ethics in Health Care
Fire Aid
Folklore/Storytelling (even w/ Anthropology prefix)
Foreign Language
Forestry
Geography
Government
Health/Personal Hygiene/Wellness
Health Care Ethics
Health Education
History
Home Economics
Honors Colloquium (Honors prefix)
Human Geography
Humanities
Intellectual Heritage
International Relations
Kinesiology that are Gym Classes (not Other Science)
Law
Library Science
Logic
Medical Ethics
Military Science
Music
Non Verbal Communication (Communication prefix)
Philosophy
Physical Education
Physiological ethics
Political Science
Refrigerator Repair
Religion
Sign Language
Social Ethics
Textile/Textile Science
Theater
Theology
Typewriting/Keyboard
Western Civilization
Women's Studies
Word Processing

Contact Information

**THE ASSOCIATION OF AMERICAN VETERINARY MEDICAL
COLLEGES (AAVMC)**

1101 VERMONT AVENUE, NW SUITE 301
WASHINGTON, DC 20005
TEL 202-371-9195
FAX 202-842-0773

**THE VETERINARY MEDICAL COLLEGE APPLICATION SERVICE
(VMCAS)**

VMCAS-TRANSCRIPTS
PO BOX 9126 | WATERTOWN, MA | 02471
TEL 617-612-2884
FAX 617-612-2051

