

VMCAS Guidelines for Recommendation Letter Writers

To assist recommendation letter writers, the information below is for your consideration when writing a unique and original letter of recommendation. While your experiences may not encompass all of the examples below, feel welcome to choose those that best represent your interactions and impressions of the applicant.

- Beyond the answers already provided in the relationship information section, please elaborate on the nature of your interaction with the applicant. This could include time spent in a veterinary experience, academic advising, or a professional capacity.
- Please provide two strengths of this applicant and how you believe these strengths will benefit their success in veterinary school.
- Please provide any recommended areas of improvement for this applicant and the applicant's awareness of these areas.
- How has this applicant demonstrated their commitment to the veterinary profession or education?
- Please describe a situation where this applicant demonstrated effective interpersonal skills. This could be interacting with peers in an academic setting, staff in a work setting, or clients.
- Pick one or two characteristics from the Likert Criteria list to describe this individual in greater detail.
- Please feel free to address any other characteristics or observances not mentioned previously.
- If you select "I recommend this applicant with reservation," please provide a reason or explanation for your reservation.

General Tips and Reminders:

- **Use Official Letterhead:** Use your organization's official letterhead (Electronic letterhead or scanned copy of your letter on Letterhead). PDF format is recommended.
- **Date and Sign your Letter:** Ensure your letter includes the date it was written and your signature (physical or electronic).
- **Be Specific:** Provide specific examples and details to support your statements.
- **Highlight Unique Strengths and Experiences:** What sets the candidate apart from others? What can they uniquely bring to the profession?
- **Be Objective and Honest:** Discuss experiences/achievements you can personally attest to.
- **Letters Should be Written in English:** Include a copy of the recommendation in the native language, along with the English translation.

Your recommendation submission is complete when you have fulfilled the following:

- Completed the Relationship Information section
- Assessed the applicant on the Likert Criteria
- Uploaded your recommendation letter document (confirm the document you upload is your recommendation letter)
- Hit Preview & Submit (a new window will populate displaying a review of your completed recommendation) and then hit "Submit" to fully submit your recommendation
- Submit your Recommendation letter no later than September 15, 2026

Note that you and the applicant will receive a confirmation email of the submitted recommendation.

Liaison Letters Portal: <https://recommendations.liaisoncas.com/recommendation/ui/login>

Where do I start? You will receive an email from the applicant who requested your recommendation. Click the link in the email. There are a few different ways to view and complete the recommendation request:

- Log in with an existing Liaison Letters account. If you forgot your password, you can reset your password. **OR**
- Create a new Letters by Liaison account.

What if I need to edit it after I submit the recommendation? You can edit a submitted letter of recommendation by clicking Edit next to the applicant's name. After editing, *make sure to resubmit the letter of recommendation*. Once the deadline has passed, you are not able to make additional edits.

Questions? Reference the [Liaison Letters Help Center](#) for more information about the recommendation letter portal.