The LAS Pre-Health Advising office provides a letter forwarding service to UIC students applying to medical or dental school. The diagram to the right outlines the process from beginning to end.

Note: Letters of Evaluation and Letters of Recommendation are used interchangeably in this instruction sheet, the application service sites and veCollect.

Applications to medical schools require letters of evaluation from individuals you know that can testify to the admissions committee your skills and accomplishments and your overall aptitude for the health profession chosen. The traditional recommended combination of letter writers is:

- 2-3 professors, two science faculty who have taught you in a class setting, and one non-science faculty. In some cases the second science faculty could be a research mentor/supervisor
- 1-2 other evaluators of your choosing (employer, volunteer supervisor, shadowing supervisor in healthcare field, physician)

** UIC College of Medicine requires three faculty recommendations; they do not require specific subjects (i.e. science vs. non-science recommendations)

**Remind all evaluators to use a general/universal greeting in the letter (Ex: Dear Members of the Medical School Admissions Committee) unless the letter is specifically written for a particular program or school.

LAS uses two online programs called veCollect and Virtual Evals to manage the collection and processing of letters to application services and medical schools. Through veCollect you can contact your evaluators, evaluators may send letters to be added to your file, you can monitor which letters have been received, organize a packet of letters to be sent to applications services or medical schools. Afterward, your advisor will submit these letters (using AMCAS or Virtual Evals) to the appropriate service or program.

In plain terms, veCollect provides a means to request, store and monitor letters of recommendation electronically.

Additional help is provided by veCollect via instructional videos within the web site. PLEASE watch these videos if you have any questions about the process once you have created a veCollect account.
To request the Letter Forwarding Service from LAS Pre-Professional Advising office please:

**Step 1: Establish a veCollect Account**

**Part A: Attend an Information Session for Letters of Recommendation (Mandatory)**
- Go to the Pre-Health web site: http://www.las.uic.edu/students/prehealth/
- Click on "Pre-Health Workshops" and register for a LOR Information Session
- When logging in with your UIC Net Id, please be sure to list netid with "@uic.edu" in the field
- Once you have attended a session your veCollect account will be activated within 48 hours
- If you are not a current UIC student (alumni), please complete the Pre-Health Alumni Information form found at: https://illinois.edu/fb/sec/6676367

**Part B: Create Account in veCollect (https://collect.virtualevals.net)**
- Go to the above web site and register for access
- Choose Illinois as your state and University of Illinois at Chicago as your institution and complete the login and password sections
- Familiarize yourself with the process by watching the video "Registering for veCollect"
- Add your UIN and any other known ID's to the "My Account" section in veCollect

**Part C: Once your account has been activated, please list as much information as possible in the "My Account" section of veCollect.**

Before you move on:
- It is HIGHLY important that you have contacted and met with your recommenders prior to adding their name to the veCollect system. Do not list an evaluator's name unless you have spoken with them prior and they have agreed to write a letter for you.
- Please reference a separate handout "Letters of Recommendation 2012-2013" for advice on how to request letters be written on your behalf. This document is found on the Pre-Health web site.
- You have the option to ask evaluators to submit the letter electronically or via mail/campus mail to the LAS Pre-Professional Advising Office.

If you are choosing the mail option: Have evaluators mail (provide your writer a stamped and addressed envelope or campus mail addressed envelope) the letter to the LAS Pre-Professional Advising office at: Pre-Health Professions Office - Office of the Dean (MC 228) College of Liberal Arts and Sciences 601 South Morgan Street Chicago, IL 60607-7104

Processing: Evaluator → LAS office → veCollect

If you are choosing the electronic submission option: Let evaluator know that they will receive an email from veCollect providing instructions how to email a letter to veCollect. Please remind evaluators to check their SPAM file once you submit the request.

Processing: Evaluator → veCollect  (It typically takes about 48 hours from the time the evaluator submits the letter to veCollect to the time it is listed in your account)

**Step 2: Updating and maintaining your veCollect Account**

**Part A: Create Evaluator Records and Letter Records under "My Evaluators" in veCollect**
- Click on “Add New Evaluator” in veCollect and fill in all the information for the recommender who will write a letter on your behalf (Note: Medical schools do not see the information listed here)
- Designate the type of letter (Medical Schools for those students applying to MD/DO schools, if the letter is specific to osteopathic schools list DO school by the letter type)
- You only need one evaluator record even if you are applying to MD and DO schools if the same letter will be sent to both applications/schools
- Once you finish with creating an Evaluator Record click on the "New Letter Record" icon in yellow near the top of the page
- Select whether or not to waive or not waive your FERPA rights (schools prefer that you waive). And sign (enter name) and complete the letter record
If your recommender wants to send the evaluation via email, click the email icon (an envelope) to send them the request (veCollect then contacts them and explains how to submit letters via email).

**Part B: Request Cover Letter**
- The purpose of the cover letter is to provide your name, applicant ID and explain the process UIC employs regarding letters of recommendation as UIC does not write a committee letter.
- Complete **LOR Cover Letter Request** form online (https://illinois.edu/fb/sec/2259906) to request the cover letter(s) be written for you.
- Create an Evaluator Record and Letter Record for Candice Eisenhauer to enable the posting of the cover letter for your Letter Packet using the instructions in Part A.
- The following information can be used in the Evaluator Record section:
  - First name: Candice
  - Last name: Eisenhauer
  - Address1: 601 S. Morgan (MC 228)
  - Address2: 309 University Hall
  - City: Chicago  State: IL
  - Province: leave blank  Country: leave blank
  - Postal Code: 60607
  - Evaluator type: Advisor
  - Email: candleis@uic.edu
  - Phone: 312-996-3366  Fax: leave blank
- For the evaluator record for Candice Eisenhauer, please list “MD school” if you are using the cover letter for AMCAS and list “DO school” if you are using the cover letter for Osteopathic schools. If you are also applying to TMDSAS please create a letter record as “Medical Schools.” Caribbean schools are dealt with separately so you do not need to do a cover letter for these schools.
- You can monitor the status of your letters; on veCollect you can see if your evaluator has submitted their letter by the adobe acrobat sign being posted.

**veCollect "My Evaluators" screen**

Example of two letter records; one for AMCAS application and the other for TMDSAS application.

This symbol designates that letters have been received for this evaluator.

Click here to request the evaluator send the letter to the veCollect system electronically. They will receive an email with this request.
Part 3: Sending Letters to Professional Schools (for application cycle 2012-2013)

If you are not in the current application cycle, please check back to the Pre-Health web site and access the instructions for the appropriate application cycle at a date closer to your application submission.

For students applying for the entering fall 2013 class, LOR updated instructions will be available May 2012.
For students applying for the entering fall 2014 class, LOR updated instructions will be available May 2013.

Part A: Create a “Quiver”
A quiver can be a group of letters (letter packet in AMCAS, TMDSAS and Osteopathic schools) or an individual letter that will be sent to a particular school as you designate in the application (only in AMCAS).

Osteopathic schools: create one letter packet that is sent to all schools

TMDSAS schools: create one letter packet that is sent to all schools

AMCAS schools: create letter packet(s), individual letters or a combination and send to AMCAS schools. You may create up to 10 quivers/letter packets.
You designate which schools receive each individual letter or letter packet in the AMCAS application. We do not recommend sending more than 6 letters to any particular school.

If you intend for all or most schools to receive the same letters, you should create a letter packet. Please see a pre-health advisor during walk-in advising if you have additional questions regarding the options for letters of recommendation in the AMCAS application.

Example: AMCAS Letter Packet
Example: Individual Letters for AMCAS
Example: Combination

Part A: Create Quiver
- Add your applicant ID(s) to the "My Account" section of veCollect if you have not done so already
- Click on "My Quiver" and create a new quiver (each quiver creation will serve as a Letter Packet or Individual Letter designation)
- Create a “Quiver” of the letters that will be used for your Letter Packet for medical schools.
- For AMCAS, if you want letters uploaded individually, please designate each letter separately as one quiver.

Part B: Lock your "Quiver" (s)
- If you are confident your "Quiver" is set with the letters needed, “Lock” the Quiver by clicking on the tab “Process My Letters”
- You do not need to lock all “Quivers” at one time. For example, you may lock the AMCAS Letter Packet “Quiver” before locking the ACOMAS “Quiver”. You may also lock the AMCAS Letter Packet Quiver then lock an individual letter “Quiver” at a later time.
- Once you lock the "Quiver" you cannot change this decision. You may create a different quiver however. If you realize you have made an error contact phletters@las.uic.edu.
Part C: Fill out the AMCAS or TMDSAS Letters of Evaluation Portion (if applicable)

- In the respective section of AMCAS or TMDSAS, fill in information that will identify the letters AMCAS will receive:
  - **Letter Packet Information**
    - Letter Title: Letter Packet
    - Institution Name: University of Illinois-Chicago
    - Primary Contact Prefix: Ms.
    - Primary Contact First Name: Candice
    - Primary Contact Middle Name: (leave blank)
    - Primary Contact Last Name: Eisenhauer
    - Primary Contact Suffix: (leave blank)
    - Primary Contact Title: Program Coordinator
    - Primary Contact Email candleis@uic.edu
    - Primary Contact Phone: 312-996-3366
    - Organization Name: (leave blank)
    - Address: 601 S. Morgan Street (MC 228)
    - Address 2: 309 University Hall
    - Country: United States
    - State: Illinois
    - City: Chicago
    - Postal Code: 60607

- **Individual Letters (AMCAS only)**
  - Enter the information for the evaluator writing the letter (name, title, email, phone, etc)

Part D: Complete the Letter Processing Form

- Contact the Pre-Professional Advising office by completing the Recommendation Letter Processing Form that can be found on the PH web site and https://illinois.edu/fb/sec/400067 to officially send letters or letter packets to chosen medical schools.
  - In the AMCAS application under section 7, Medical Schools, you will designate which letters (including the Letter Packet) will be sent to each school. LAS will upload the letters to the AMCAS application, therefore allowing AMCAS to match the letters to the medical school designations.
  - You will find a Letter ID that will be used on the Letter Processing Form. The LAS Pre-Health Advising office does not need the actual form.
  - On the Recommendation Letter Processing Form you will list information to facilitate sending letters to Osteopathic schools, TMDSAS or Caribbean schools. Read instructions very carefully!

Part E: LAS Pre-Health Advising office uploads/sends letters to application service and/or schools

- The Recommendation Letter Processing Form will assist the Pre-Health Advising office in completing your request.
- Requests are not processed immediately, LOR requests are often processed TWICE a week in the order they are received.
- It is your responsibility to make your request will before any medical school deadlines.
- Normally, letters are viewed by schools only after you have submitted your secondary application.

After you have read all instructions and watched the instructional videos offered by veCollect, you may contact the LAS Pre-Health Advising office by submitting an email to phletters@las.uic.edu or see an advisor during Pre-Health walk-in hours (8:30-10:00am and 2:30-3:30pm) on Tuesdays during the fall or spring semester. Your advisor has the ability to monitor your account and can help with any questions you have.

Pre-Health web site: www.las.uic.edu/students/prehealth