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School of General Studies

APPLICATION TIMELINE & CHECKLIST
For Students Applying to Veterinary Schools for Entering Class 2025 (EC25)

INTRODUCTION

The instructions and timeline on the following pages are intended for GS postbac and undergraduate prevets who plan to apply, with the support of the GS Preveterinary Committee, to veterinary school in 2024 for 2025 admission. We've packed a lot of information into just a few pages, with the goal of providing a concise summary of the key milestones and action items. For thorough and more detailed information about all aspects of the application process, see the document "Application Year Guidelines" available on the web site under the tab "Applying to Medical School" (https://gs.columbia.edu/content/applying-medical-school).

This document consists of two parts. The first section provides a month-by-month timeline and checklist, beginning in Fall 2023, for applying for the EC25 general admission cycle. The second describes the schedule of assurance dates by which the Postbac Program will submit committee letters of support to VMCAS.

The Preveterinary Committee is eager to collaborate with you on the important project of applying to veterinary school and we look forward to getting to know you better while doing so.

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TIMELINE AND CHECKLIST
FOR EC25 GENERAL APPLICATION CYCLE

FALL 2023

❏ **October 2023**
- Attend one of the required general applicant meetings for students planning to apply in 2024:
  - October 17 at 11:30 a.m. (in person)
  - October 18 at 10 a.m. (in person)
  - October 25 at 7:30 p.m. (online)
- After attending a general applicants meeting, initiate your online internal application portfolio, complete the fields of the web forms, and begin uploading the required documents once they are ready. You can initiate your internal application portfolio here: https://admissions.gs.columbia.edu/apply/?pk=PI

JANUARY 2024

❏ **January 18**
- Submit your internal application by <u>noon</u> on this date in order to be eligible for a Preveterinary Committee Letter for EC25. Students who do not submit the internal application by this date will not be eligible for a committee letter in this cycle. Materials in this internal application include:
  - web form questionnaire responses,
  - essays,
  - a draft of your work & activities entries,
  - a draft of your common application personal statement,
  - photograph (head shot), and
  - verification of clinical experience to date.
  The required components of the internal application are described in the document "Essays and Uploads" available at https://gs.columbia.edu/content/applying-medical-school.

❏ [*Postbacs only:*] Apply for the Certificate in Premedical Sciences through the Student Success Portal.

❏ Begin reading the Medical School Application Year Guidelines available at: https://gs.columbia.edu/content/applying-medical-school.

FEBRUARY 2024

❏ Schedule a portfolio review for some time between February and the end of May.

❏ Order a set of your transcripts to review for accuracy and to use when completing the VMCAS application in May/June (you will need to reorder your Columbia transcript showing your spring grades).

MARCH 2024

❏ Attend a personal statement writing workshop, if you have not already done so.

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APRIL 2024

❐ Ask faculty of spring courses and year-long courses for recommendations, if appropriate. Letters should be submitted directly to VMCAS through its eLOR system. They do not need to be sent to the GS Premedical Office or uploaded to your portfolio.

❐ If you plan to take the GRE, tell your GS prevet advisor when.

❐ Attend Application Year Panel.

MAY 2024

❐ [*Postbacs only:*] Attend Postbac Class Day (each postbac finishing study in the spring or summer 2024 is welcome to invite two guests). Tentative 2024 date: May 10.

❐ Begin to fill out VMCAS application, drawing on an accurate set of transcripts.

❐ Meet with the Postbac Program's writing consultant to discuss drafts of your personal statement.

❐ Before submitting your VMCAS application, ask your advisor to read over the final drafts of your personal statement and work & activities entries. Be sure to give your advisor sufficient lead time.

❐ Meet with your preveterinary advisor to discuss where you plan to apply. Notify your advisor if you are applying to any non-VMCAS schools.

❐ If you did not do so previously, order a complete set of transcripts after the spring semester. Check them for errors. If there are errors, follow up with the appropriate registrar.

❐ Have transcripts from all institutions attended sent to VMCAS.

❐ Once your spring grades have been recorded, have your Columbia transcript sent to VMCAS electronically through Student Services Online (SSOL).

JUNE 2024

❐ **June 15**
- Submit VMCAS application and upload a PDF copy to your portfolio by June 15 noon.

❐ **June 30**
- If you are taking the GRE, do so by June 30. If you plan to take the GRE after this date, you must submit an extension request by June 30 at noon. By this date at noon, your portfolio in the GS Premedical Office must contain the items listed below. If it is missing any of these items, you must submit an extension request by June 30 at noon.
  - a PDF copy of the common application you submitted to VMCAS.
  - A copy of your GRE registration confirmation (showing the date, time, and address of your GRE exam).
  - Verification of veterinary and animal-related field experiences (at least 120 hours).

JULY 2024

❒ **July 31**
- The GRE must be taken by this date (for those who applied for a deadline extension by June 30).

❒ **July 31**
- Your portfolio must be complete by noon on this date (for those who applied for a deadline extension by June 30).

JULY/AUGUST 2024

❒ If a school has a supplemental application separate from VMCAS, it will be sent after your VMCAS application has been verified. Aim to submit secondary applications by the first week of August regardless of the date provided by the veterinary school. (If you receive secondary applications in August, plan to submit them within two weeks.)

AUGUST 2024

❒ **August 15**
- This is the date by which your committee letter will be uploaded, if you have met the relevant deadlines listed below under "Overview of Committee Letter Eligibility and Assurance Dates."

SEPTEMBER 2023

❒ **September 1**
- This is the date by which your committee letter will be uploaded, if you took the GRE by July 15 and your portfolio was complete by July 31 (with approved extensions beyond the June 30 deadline).

FALL 2024 AND SPRING 2025

❒ Postbacs will be automatically enrolled in "maintenance of status," unless they are enrolled in classes at Columbia during these semesters.

❒ Please keep the status of your application at each of the schools to which you are applying current on your portfolio status page. If you have invitations for interviews, update the application tracker in Slate and schedule a mock interview with a GS prevet advisor.

❒ After each interview:
- Complete the interview feedback form found at the link above.
- Send thank you notes to your interviewers.

❒ Keep in touch with your advisor throughout the application year.

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OVERVIEW OF COMMITTEE LETTER ELIGIBILITY AND ASSURANCE DATES

The GS Preveterinary Committee provides a committee letter of support for every student who meets eligibility criteria (outlined at https://gs.columbia.edu/content/medical-school-letters-of-recommendation). In order to receive a committee letter for the EC25 application cycle, students must submit an internal application (components of which are listed on p. 2 of this document) via the Slate portal by **January 18, 2024, at noon**. Students who submit by this date are eligible for committee support for EC25. Students who do not submit by this date are not.

A student's committee letter will be uploaded either by **August 15** or by **September 1**, depending on when the student submits the VMCAS application, takes the GRE (if necessary), and has a complete portfolio on file with the Premedical Office (see the required elements of a complete portfolio below). The deadlines are shown in the table below.

If you meet these deadlines…	Your letter will be uploaded by…
- VMCAS submitted by June 15 - GRE taken by June 30, if required - Portfolio complete by June 30	August 15
- VMCAS submitted by June 30 *with approved extension request* - GRE taken by July 15 *with approved extension request* - Portfolio complete by July 31 *with approved extension request*	September 1

If you miss <u>any</u> of these deadlines…

- Submit your internal application by January 18 at noon
- Submit your VMCAS application by June 30 at noon
- Take the GRE by July 15, if necessary
- Have a complete portfolio by July 31 at noon

…you will not be eligible to receive a letter of committee support for the EC25 cycle.

Notes on the deadlines above:
- Students who intend to **submit VMCAS (or other common application) after June 15** must request an extension by noon on that date. A student whose request is approved will be allowed to submit the common application as late as noon on June 30.
- Students who intend to **take the GRE after June 30** must submit a request for an extension by noon on that date; their requests must indicate the planned GRE date.
- Students whose **portfolio will not be complete by June 30** must submit a request for an extension by noon on that date. This request must include an explanation for the delay and a proposed date by which the outstanding materials will be submitted.
- Requests for an extension to the VMCAS submission deadline, the GRE deadline, or the complete portfolio deadline should be made with the online form on Slate. Students will find the link to this form on their application status page when they log into their portfolios.

- A portfolio will be considered incomplete on July 31 at noon if it does not contain all of the following:
    - A copy of the VMCAS application that was submitted electronically to VMCAS. The only common application that will be accepted is one that has already been submitted. You must upload a pdf of your common application to your portfolio on the internal application status page by the deadline.
    - A screenshot of your GRE registration confirmation for an exam date *before* July 16 (showing the date, time, and address of your GRE exam, if you need to take it).
    - Verification of pertinent health care experience.