veCollect Instructions
for
Medical and Dental Applicants

Johns Hopkins University
Office of Pre-Professional Programs and Advising
veCollect overview

Johns Hopkins University applicants to medical and dental schools are supported by letters of recommendation (also known as letters of evaluation) obtained from faculty, administrators, and other professionals from both inside and outside of the university. These letters can be stored in veCollect, an online system that enables applicants to manage individual letters of recommendation. In using this service, letter authors submit letters of recommendation (on department letterhead, with their written signature) electronically to veCollect. When the time comes to apply to medical or dental schools, Pre-Professional Advising will access your individual letters of recommendation through veCollect, attach them to the end of your Committee Letter, and upload all of the letters as one PDF to the primary application service(s) of your choosing.

IMPORTANT NOTES:

- Juniors, seniors, and alumni may open a veCollect account at any time.

- Letters of recommendation in veCollect may only be used for the pre-medical and pre-dental application process when receiving a Committee Letter; letters may not be stored in veCollect for other graduate programs, internships, jobs, etc.

- If an applicant stores letters of recommendation in veCollect but then becomes ineligible to use the Committee process (ex: they become advanced alumni or miss the HPCA deadline), s/he will not be able to receive a Committee Letter, and thus individual letters of recommendation in veCollect will not be accessible.

- Please ask your letter writers to save copies of your recommendations on their computers; they should not give you a copy of the letters for your files or your computer.
Getting started with veCollect

➤ For those who already have a veCollect account, please move to the next page.

To register for veCollect, you must complete the veCollect Registration Form, available on the “Forms” page of the Pre-Professional Advising website.

The one-time, non-refundable fee for creating a veCollect account is $25.00, payable online. You can find the online payment site at https://studentaffairs.jhu.edu/preprofadvising/make-a-payment/. If you received a fee waiver from the AAMC (or other centralized application service), the fee for veCollect will be waived as well. A copy of the waiver should be sent to preprofessional@jhu.edu along with the veCollect form. Once completed, please submit your form and payment to preprofessional@jhu.edu.

Both the form and fee must be received by Pre-Professional Advising to set up your veCollect account.

To get started, visit: https://collect.virtualevals.net/login to log in. This page appears:

Instructions
1. Select “MD” in response to the question “In which state is your institution [meaning JHU] located?”
2. A BLUE BOX will indicate that Johns Hopkins requires an authorization code for registration. Enter your authorization code to create your account. (You will be provided the authorization code in a confirmation email from Pre-Professional Advising.)
3. Complete the required (asterisk *) fields.
4. You will then follow a series of prompts. NOTE: Don’t worry if you do not know any ID numbers (AAMC, AACOMAS, etc.) as you can update your account with this information at a later time.
5. Once you have completed this form, click “Register for veCollect.”
6. After you register, you will receive a confirmation email within 48 hours from veCollect that your account is activated. You will then have full access to your veCollect account. You can also check to see if your account has been activated by looking at your account and seeing ‘pending’ or ‘active’ below your name.
ONCE YOUR ACCOUNT IS ACTIVATED

How do I enter my evaluator information and request a letter?

Step 1: Create an Evaluator Record

When you first log in to veCollect, you will see a screen with a navigation bar that includes the following:

You will click on “My Evaluators” to get started. Once you reach that screen, you will click on the “Create New Evaluator Record” link. Complete the screen and click “Create Evaluator Record.” NOTE: when creating a record, please add your evaluator’s business/work address, not home address.

The next screen will confirm that you successfully created the evaluator record. You have the chance to review the information you have entered and to make any necessary changes. If you make changes, you must click the “Save Evaluator Record” at the bottom of the page.

Step 2: Create a Letter Record

You will now create a letter record for this evaluator. To do so, scroll towards the bottom of the page and click on the “Create New Letter Record” link.
Step 3: Select Letter Type

When you reach this screen, you will select the “letter type.” The dropdown menu looks like this:

Any student applying to medical school (MD, DO, MD-PhD) will select the “Medical Schools” option. Dental applicants will select the “Dental Schools” option.

You must also read the FERPA statement. You will see that the screen defaults to “I request a CONFIDENTIAL evaluation” because medical schools prefer confidential letters of evaluation that applicants have been able to read. We strongly encourage you to request a confidential evaluation.

To continue and create a letter record, you must confirm your confidentiality preference by typing in your name to serve as a signature. (See screenshot below for more information.) Then click “Create Letter Record.”

FERPA Statement: This describes your right to waive or not waive access to your letters. We encourage you to waive.

You must select one of these options. Remember that medical schools prefer confidential letters of evaluation.

You must type your name here to acknowledge your selection. Then, click “Create Letter Record.”
**Step 4: Request the Letter from the Evaluator**

On the next screen, you will see a message that says “Letter record was successfully created.” However, an email has not yet been sent to your evaluator.

To request a letter from the evaluator, click the envelope icon on the right (it has a BLUE square around it), and an email will automatically be sent to your evaluator. See screenshot below for more information. Please feel free to share the AAMC’s letter writing guidelines with your recommenders.

Once you have entered a letter record, you will return to the “My Evaluators” page.

When a letter has arrived, you will see a PDF icon next to the type of letter.

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**What if one of my evaluators chooses not to use veCollect?**

If an evaluator is not comfortable using veCollect, the Pre-Professional Advising staff will assist you with the necessary steps needed to add your recommender. Please contact Mrs. Krause (ckrause@jhu.edu) if your last name starts with A-L, or Mrs. Sanders (ladytee@jhu.edu) if your last name starts with M-Z.
How will I know when letters have arrived?

When a letter is uploaded, a PDF icon will appear to the left of the type of letter.

When a letter is uploaded, a PDF icon will appear. Make sure to send your evaluators a brief email or note to let them know the letter has been received and to thank them for their efforts on your behalf.
Utilizing veCollect as an applicant*

* Only medical and dental applicants for the 2022 cycle should use veCollect for storing individual letters of recommendation; this system might not be available after the 2022 cycle.

Once all of your letters have arrived, your screen will look like this:

How do I create, label, and lock my “Quiver”? 

1. When your individual letters of evaluation have all been submitted, proceed to the “My Quiver” section of the navigation bar and click the “Create New Quiver” link (just above the orange video link).
2. On the “My Quiver[s]” page, you will see the yellow folder on the screen (your quiver) that lists all of your individual evaluators. When all of your individual letters of evaluation are in, you will click the “Process My Letters” link on the top of the navigation bar.
3. Review all of the evaluators in your quiver to ensure they are correct.
4. Before locking your quiver, you must certify that the information you entered into veCollect is truthful and accurate by entering your name into the space provided.
5. Click the “Process and Lock this Quiver” button.
6. The labeling of quivers is very important. Quivers are to be labeled with the type of school and application year associated with that quiver.

For example:
- MD EY22
- DO EY22
- Dental EY22

If you are applying to MD and/or MD-PhD programs, please create one quiver (for example, MD EY22).

If you are applying to DO programs, please create a second quiver (for example, DO EY22).
7. Click on the “Process My Letters” link on the top navigation bar...

... and proceed to **lock your quiver**.

8. Once you have created a quiver, you can click the link “Back to Quivers” to see a screen displaying the letters in that quiver.

**IMPORTANT:**

- **Once your quiver is labeled and locked, you will complete the “veCollect Locked Quiver Notification Form.”** (The veCollect Locked Quiver Form will be available when you apply to medical/dental school, but a sample is on the last page of these instructions for your review.)
- **Please upload your veCollect Locked Quiver Form to the application cycle’s Blackboard site.**
- **Once a quiver is locked, you will not be able to make changes to it.**
Please remember:

1. All letters of recommendation must be in veCollect before locking your Quiver.
2. You must upload your veCollect Locked Quiver Form to the 2022 Blackboard site by mid-June 2021. The form will be available on the 2022 application Blackboard site, but a sample is on the last page of these instructions for your review.
**Frequently Asked Questions**

**What deadline should I give my recommenders for writing their letters?**
You should begin thinking about a potential list of recommenders in the fall before the application cycle opens. Most students begin approaching recommenders in the late winter to early spring (January to April), to gain the greatest benefits from developing rapport and increasing longevity of classroom interaction, research, or other projects and endeavors. **We suggest you ask your recommenders to complete their letters by mid-June.**

**What should I do if I am having trouble getting one of my recommenders to submit his/her letter?**
Sometimes it is helpful to provide a “gentle reminder” to a writer who has not yet submitted a letter by mid or late June of your application year. If it is getting late into the summer and the letter has not been written, you can try calling the office in which your recommender works, and asking someone on staff to assist you in communicating with the writer.

**Do letters of recommendation need to be submitted prior to submitting my primary application?**
No. In fact, do NOT delay your primary application in an effort to simultaneously submit your application and letters of rec. Submit your application as early as possible, even though you likely will still be waiting for your letters of recommendation and Committee Letter.

**How can I delete a letter from my quiver, or delete the quiver completely?**
If you have prematurely locked your quiver and want to add or subtract an evaluator, or delete the quiver completely, (1) click on the “My Quiver” tab at the top of your veCollect page and (2) once you see the quiver, click on “Add/Remove letters” or “Delete this quiver,” depending on the action you wish to take.

**What happens to my letters of recommendation if I delay my application or need to reapply?**
If you delay your application or reapply to a later cycle and are no longer eligible for a Committee Letter (please read our [Alumni Policy](#)), you will not have access to your letters of recommendation. In addition, if you are applying but miss the HPCA deadline and therefore can’t obtain a Committee Letter, you will not have access to your letters of recommendation. Therefore, please ask your letter writers to keep copies of their recommendations for potential future application cycles.

**What should I do if I would like an evaluator to update a letter of evaluation?**
In this situation, the updated letter of evaluation will overwrite the existing letter. You do not create a “New Evaluator Record” for the recommender. You return to the “My Evaluators” page of your veCollect account where you will see a small envelope icon on the right side of each evaluator’s name/email address. Simply click on this icon and the veCollect system will resend the link and necessary information to your evaluator so they can upload the updated letter of evaluation into veCollect.

**Can I add letters of evaluation to veCollect and my locked quiver after my Committee Letter packet has been uploaded to medical schools?**
No. The Pre-Professional Office only uploads your materials once to each application service. If you wish to have additional letters sent to medical schools, you will need to instruct your evaluator(s) to send the letters through the AMCAS Letter Service. Please see the AMCAS Applicant Guide for complete details.

**What if an evaluator has not received the veCollect notification email?**
This is primarily a result of applicants (1) creating an Evaluator Record but not a Letter Record or (2) forgetting to click the envelope icon. Please check with all of your evaluators to make sure they have
received the email that is generated when you create an Evaluator Record and a Letter Record for each evaluator. We count on you to follow up with your evaluators to ensure they receive the email request and understand how to use the veCollect system.

**As a reapplicant, can I use the same letters from my previous application cycle? And should I use the same quiver?**

Reapplicants must be aware of our [Alumni Policy](#). If you reapply within the timeline outlined in our Alumni Policy, you can use the same letters from a previous application cycle. We recommend you speak to an advisor about your letters if you’re reapplying, to determine whether you should request updated letters and/or add new evaluators, and to determine if you are still eligible for a Committee Letter. **Also note that all reapplicants are required to create a new quiver, labeled with the new application year (MD EY22, DO EY22, etc.).**

Once I have matriculated to medical school, can I request that my letters of evaluation in veCollect be forwarded to another medical school in an attempt to transfer institutions?  
When an alum of our institution matriculates to a medical program, their file is not retained. Therefore, matriculants will no longer have access to letters of evaluation stored in veCollect.

For additional questions regarding the administrative handling of your letters of evaluations, please email [preprofessional@jhu.edu](mailto:preprofessional@jhu.edu).
**veCollect Locked Quiver Notification Form—SAMPLE**

Once your individual letters of evaluation have been submitted, a PDF icon will appear next to the evaluator’s name. When all of your letters are received, you will need to create and lock your quiver. (Please refer to previous pages in this guide for complete information.)

Once your quiver is locked, complete this form and upload it to Blackboard as a Word document or PDF.

The Office of Pre-Professional Programs and Advising will not be able to forward your letters of evaluation and Committee Letter to medical/dental schools until you have completed this form and uploaded it to Blackboard.

I confirm that my quiver is locked and ready to be sent to medical/dental schools.

Applicant Name: ___________________________________________________________

Name of Quiver: (ex. MD EY22)____________________________________________