

CLAS Academic Advising Center

Academic advising for students pursuing majors and/or minors offered by the College of Liberal Arts and Sciences
Call Us: (616) 331-8585 • Visit us On-line: www.gvsu.edu/clasadvising

GVSU Pre-Professional Program Application Process

- Meet with a Pre-Professional Advisor to discuss your plans. To schedule an appointment, call the CLAS Academic Advising Center at 616-331-8585.
- Submit file and application waiver forms and have your picture taken.
- Create your profile in veCollect.
 - After your profile is activated, create evaluator (letter writer) profiles.
 - Update your profile with Application ID numbers and schools applied to.
- Pay \$5 fee for veCollect (www.gvsu.edu/clasadvising/ecommerce.htm).
- When completing your AMCAS application, please select “committee letter” under the letter of recommendation section and designate the pre-professional advisor as your contact person. E-mail the AMCAS Letter Request Form (.pdf) to the pre-professional advisor.
- Pay \$10* VirtualEvals fee to post your letters (*See Joanie for more details) (Only for MD, DO and some Podiatry applicants).
- When all your letters are loaded to veCollect please create your “quiver”. This tells us what letters should be sent to your schools (MD, DO, Dental ...).
- Schedule an appointment with the Writing Center to review your personal statement.
- Provide us with your student information sheet and a copy of your submitted application(s) to include in your file and to assist us when we write your committee letter. We need ample time to complete this process.
- Provide us with a list of schools to which you plan to apply and list your schools in veCollect.
- Provide us with your Applicant ID number(s) (should be in your applicant file in veCollect).
- Notify us immediately of any changes (i.e., schools you either have decided not to apply to or schools you plan to add).
- Check in with your schools regarding status of your letters (let us know in a timely fashion if a school has not received them).
- If invited for an interview, schedule a mock interview with Career Services and/or Pre-Professional Advisor.
- Keep us posted as to the status of your process. Have you heard back (or not) from schools? Have you been invited for an interview? Have you been accepted (or not) to schools? What are your final decisions and next steps?
- Meet with Pre-professional Advisor if you need to discuss parallel plans and/or explore additional options.