

# Contacting a Vet School about Prerequisite courses

## **Step 1: DO YOUR RESEARCH FIRST**

Discuss course with your pre-vet advisor, look on the website, etc. DO NOT contact vet schools to ask questions they have already answered online.

## **Step 2: Find out the appropriate person to contact.**

Usually DVM admissions, but some schools have a specific person/email to contact

## **Step 3: Determine if the school has a “Prerequisite Course Substitution Request” Form (or similar)**

If they do, FOLLOW THE DIRECTIONS and use the form appropriate to the specific school you are contacting. You can find most school’s forms linked to the prerequisite information page

## **Step 4: IF the school does not have a specific form you will need the following information:**

1. Institution name
2. Course title and course number
3. Prerequisite(s) required for the course – include title
4. Number of credits (indicate semester or quarter system)
5. Grade received (if applicable)
6. Course description

## **Step 5: Compose an email with the following included**

1. The vet school requirement you are inquiring about
2. The information found in Step 4

## **Hints**

1. Make your email short, professional and to the point
2. DO NOT give the school your life history. A brief professional introduction stating the following will suffice; your name, the institution you plan on taking the course in question from, and a brief summary of your question
3. Only ask about a few courses at a time. Vet schools WILL NOT look over your entire schedule
4. Attaching your unofficial transcript can be beneficial
5. SAVE all positive responses so that you have written proof of approval
6. Forward approval to your pre-vet advisor so that they know