ADEA Associated American Dental Schools Application Service (ADEA AADSAS®) Application Instructions 2019

Contents

Overview: 2019 ADEA AADSAS®

The American Dental Education Association Associated American Dental Schools Application Service (ADEA AADSAS) is the centralized application service for dental school. ADEA AADSAS simplifies the application to dental school process by providing one standard application. Applicants save time and energy by completing one application for multiple dental schools. ADEA AADSAS is open from early June through February each year. New for this cycle, **ADEA AADSAS "soft opens"** on **May 15, 2018**, allowing applicants to start the 2018-2019 application three weeks prior to the official opening. For applicants, this added preparatory time ends the pressure to submit same-day, resulting in applications at-the-ready for submission on **June 5, 2018**.

All U.S. dental schools participate in ADEA AADSAS and require it as the primary application. Texas residents applying to Texas dental schools, though, will need to apply through the Texas Medical & Dental Schools Application Service (TMDSAS).

Foreign trained dental graduates interested in completing an advanced standing program at a U.S. dental school will need to apply through the ADEA Centralized Application for Advanced Placement for International Dentists (ADEA CAAPID®).

Create an Account

To create an account, select "Create an Account" beneath the log in information on the ADEA AADSAS homepage. Applicants will be asked to create a username, password and security question, as well as to supply valid contact information, release statement, before selecting the "Create My Account" button to activate a new account and be assigned an ADEA AADSAS identification number. For security, applicants should not share the password or account information with anyone.

Applicants may only create one account per application cycle. Creating more than one account will lead to delays and difficulty in handling the receipt of transcripts and letters of reference. Any applicant who creates multiple accounts will have their duplicate accounts terminated, including any documents associated with those accounts.

Reapplicants – Applicants who applied in the 2017-2018 ADEA AADSAS cycle will be able to carry over their information to the 2018-2019 ADEA AADSAS. All application information and documents will need to be update including official transcripts, test scores and letters of evaluation.

FAQ

How do I reset my password?
The ADEA AADSAS staff do not have access to applicant password information. To retrieve your password, please click the "Forgot your username or password?" under the log in prompt, and an email will be sent to you prompting you to reset your login information. Please note that password and username are case sensitive.

When can I start my application?
The 2018-2019 ADEA AADSAS application will open on May 15, 2018. Applicants should request all postsecondary transcripts as early as possible. ADEA AADSAS will not process any document that is received prior to May 15, 2018.

Review Required Components

The sections each applicant needs to read/complete include:
1. Fee Assistance Program (optional),
2. Add Programs, Submit Application and Check Status tabs,
3. Personal Information,
4. Academic History,
5. Supporting Information, and
6. Program Materials.

The documents each applicant needs to submit include:
1. Official Transcripts from every postsecondary institution attended.*
2. Letters of Evaluation.*

*Transcripts and letters of evaluation can be received after the application is submitted. Dental schools may require additional information in addition to a complete ADEA AADSAS application. To ensure all the necessary requirements have been completed, be sure to review each school's website and profile in the *2017-2018 ADEA Official Guide to Dental Schools.*

Fee Assistance Program (optional)

ADEA AADSAS FAP is designed to assist students who demonstrate extreme financial need while applying to ADEA AADSAS. ADEA AADSAS FAP is an independent program offered by ADEA AADSAS, and is not affiliated with any government, college or university, scholarship, grant or fellowship program. Approval for a fee assistance is at the sole discretion of ADEA.

*Any applicant requesting to be considered for the ADEA AADSAS FAP must be a U.S. Citizen or Permanent Resident. The income for the applicant, parent/guardian **and/or** spouse (if married) must not exceed 200% of the U.S. Federal Poverty Guidelines.*

2017 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA		
PERSONS IN FAMILY/HOUSEHOLD	U.S. POVERTY GUIDELINE 100%	ADEA POVERTY GUIDELINE 200%
1	$12,060	$24,120
2	$16,240	$32,480
3	$20,420	$40,840
4	$24,600	$49,200
5	$28,780	$57,560
6	$32,960	$65,920
7	$37,140	$74,280
8	$41,320	$82,640

ADEA AADSAS FAP Launch Date

The 2019 ADEA AADSAS will initiate a soft launch of the 2019 ADEA AADSAS application starting May 15, 2018. During this time, applicants can submit a request for fee assistance. Applicants that submit request for FAP during soft launch of 2019 ADEA AADSAS will not receive a decision until June 5, 2018, at the start of the 2019 ADEA AADSAS application cycle. ADEA AADSAS FAP will be available until February 1, 2019, or until all funds have been expended.

Required Supporting Documents (*these documents must be accompanied by the ADEA AADSAS FAP Cover Form*) located on the last page of the 2019 ADEA AADSAS FAP Instructions:

- **Applicants born after January 1, 1993** must submit self, parents/guardians, and spouse (if married) 2017 1040 tax returns, W2s/1099s, and Schedule A (if itemizing deductions).

- **Applicants born before January 1, 1993** must submit self and spouse (if married) 2017 1040 tax returns, W2s/1099s, including schedule A (if itemizing deductions).

- Applicants enrolled in a college/university for the 2017–2018 academic year, and receiving financial aid, must submit a **Financial Aid Award Notification** (downloaded from the institution's website).

- Applicants must submit a "**2019 ADEA AADSAS Income Verification Form**" if the applicant have additional income that may not show on the 2017 1040 tax returns.

If the applicant is unable to submit any of the required supporting documents listed on the 2019 ADEA AADSAS FAP Cover Form, **including the 2017-2018 Financial Aid Award Notification**, the applicant **must write a letter of explanation**. If a letter of explanation is not included, the applicant will be denied fee assistance automatically.

Note: Tax return transcripts will not be accepted.

Fee Assistance Benefits

Applicants approved for fee assistance will receive a total of $449 in fee waivers which will cover the initial ADEA AADSAS Program designation ($245) and two additional program designations ($102 each) for a total of three designations. The amount of fee assistance granted will be subtracted from the total fees the applicant must pay. **If the applicant chooses to submit the ADEA AADSAS application with fewer than three dental program designations, the applicant will only receive fee assistance for the number of programs designated initially. The remaining funds are forfeited and cannot be used in the future**. Applicants must click the "*Submit All*" button when submitting the ADEA AADSAS application to receive fee assistance for all three dental programs designated.

Processing ADEA AADSAS FAP Requests

Applicants are responsible for mailing the "**2019 ADEA AADSAS FAP Cover Form**" and all required supporting documents. Applicants have only one opportunity to submit all documents, and all

documents must be received at one time. Any documents received without the "**2019 ADEA AADSAS FAP Cover Form**" will be automatically denied.

- Upon the receipt of the applicants' **2019 ADEA AADSAS FAP Cover Form, along with the CAS id#, email address**, and all required supporting documents, processing starts and will take approximately four to five business days for applicants to receive a decision.
- If an ADEA AADSAS application is submitted before the ADEA AADSAS FAP request has been processed, the individual seeking fee assistance will no longer be eligible to receive ADEA AADSAS FAP and the ADEA AADSAS FAP request will be withdrawn.

- ADEA AADSAS FAP Decisions:
    - Approved – applicants approved for a fee waiver will have 14 calendar days from the date of the FAP approval to submit the 2019 ADEA AADSAS Application.
    - Denied – applicants denied for fee assistance can submit the ADEA AADSAS Application at any time until February 1, 2019.

How to Submit the Application After Having Been Granted Fee Assistance

Applicants approved for fee assistance will receive a total of $449 in fee assistance which will cover the initial ADEA AADSAS dental school designation ($245) and two additional dental school designations ($102) for a total of three designations. The amount of fee assistance (three designations) granted will be subtracted from the total fees you must pay.

In order to redeem the full amount of FAP granted, THREE (3) designations must be ready for submission at the time you submit your application. If you choose to submit with fewer than three dental school designations, the remaining funds are forfeited and cannot be used in the future.

When you select the Submit Application tab in your application, you will find a large blue "Submit All" button near the top of the page and individual submit buttons for each program that is complete and ready to submit. For example:

APPLICATIONS READY
FOR SUBMISSION
2

TOTAL FEE(S)
$542

Submit All

Sort By   Deadline ∨

West Virginia University School of Dentistry (WVA)

Doctor of Dental Surgery ⓘ   Deadline 11/01/2017

///Submit///

Western University of Health Sciences College of Dental Medicine (WESTU)

Doctor of Dental Medicine ⓘ   Deadline 12/01/2017

Submit

University of Puerto Rico School of Dental Medicine (UPR)

Doctor of Dental Medicine ⓘ   Deadline 12/01/2017

Submit

Medical University of South Carolina James B. Edwards College of Dental Medicine (MSC)

Doctor of Dental Medicine ⓘ   Deadline 12/01/2017

///Submit///

Do not use the individual submit buttons. Click on the blue "Submit All" button. You will then be prompted to select the designations to which you wish to submit. Only the dental school designations that are ready for submission will appear on this page. Click the blue ➕ buttons to add the desired designations to your cart.

My Application	Add Program	Submit Application ❷

Pay and Submit your Application

①————————②————————③
Select Applications   Payment Information   Review and Submit

Select the Programs You Want to Pay for and Submit

Available Programs ⓘ   Sort by   Deadline ∨

PROGRAM NAME	DEADLINE

Western University of Health Sciences College of Dental Medicine (WESTU)

➕ Doctor of Dental Medicine   12/01/2017

University of Puerto Rico School of Dental Medicine (UPR)

➕ Doctor of Dental Medicine   12/01/2017

Your cart is empty.
Select available programs from the list to the left to continue.

///Continue///

This applicant only has two dental school designations ready for submission. *If you see only one or two designations available to select, but you intend to apply to three or more, DO NOT SUBMIT!* Go back to My Application and complete the Program Materials for additional dental schools. Once you have three dental school designations ready to submit, you will be able to redeem the full amount of your FAP.

After clicking on the ➕ buttons to select your designations, a blue "Continue" button will appear. Above it, the Fee Total will reflect your total application fees. If you have designated more than three schools, your Fee Total will reflect fees for the number of schools you have designated minus three (3).

Please mail the 2019 ADEA AADSAS FAP Cover Form and all required supporting documents to:

American Dental Education Association
ADEA AADSAS FAP
655 K Street, NW
Suite 800
Washington, DC 20001

Manage My Programs

To create an application, each applicant must first select at least one dental school to apply to. Selections can be edited while the application is in-progress and new selections, also called designations, can be added after the initial submission.

"Manage My Programs" contains three sections: *Add Program, Submit Application* and *Check Status*.

- **Add Program:** This list includes all participating dental schools and includes their deadline dates. Schools can be filtered by state where the dental school is located and by the name of the dental school applicants are interested in applying to. Applicants may filter for all programs, any past programs whose deadlines have already passed, and any future programs whose open dates are in the future. Select the blue plus symbol (+) to the left of a program's name to add this dental school. Select "UNDO" button to the right of the dental school to remove it. Please note that the application requires applicants to have at least ONE program selected at all times. When a school is selected, its profile will appear in the Program Materials section.

- **Submit Application:** This list includes all programs selected. Applicants can submit and make changes in this section.

- **Check Status:** This list includes the status of an application after submissions occurs and is listed for each school. Applicants may also download a copy of their Full Application PDF, Applicant Summary Page, and Academic Audit in the Program Status section.

After creating an application, it is encouraged that applicants request all postsecondary transcripts. To avoid an unnecessary delay, requesting an official transcript from the institution(s) should be

completed as early as possible in the application cycle. To obtain a Transcript Request Form, applicants should first complete the "Colleges Attended" section in Academic History.

<u>FAQ</u>

How many schools should I apply to?
It is important to determine the best fit in advance of applying by looking at each school's mission statement, focus, location, size and other relevant factors. On average, ADEA AADSAS applicants apply to about ten schools.

Personal Information

- **Release Statements**
  Provide responses to three required releases:

  <u>Pre-Submission Release of Information</u>
  Selecting "Yes" authorizes ADEA AADSAS to release the applicant's name and contact information to the designated programs BEFORE the submission of the final application. This will allow the dental schools to send the applicant important information about the local admissions process before the application is completed.

  <u>Advisor Release</u>
  Selecting "Yes" authorizes ADEA AADSAS to release applicant's selected information regarding ADEA AADSAS application and admission status to the health professions advisory committee of the postsecondary institution(s) the applicant has attended. By releasing this information, the applicant's advisor is better able to assist in the admissions process, as well as better guide other students in the future. The applicant cannot make changes to this item after the application is submitted to ADEA AADSAS.

  This is an optional release, and the applicant may select "No." ADEA AADSAS encourages applicants to authorize this release, as it is useful to advisors assisting applicants with the application process; however, it will not affect the consideration given to the application.

  <u>ADEA AADSAS Release</u>
  This statement serves as a contractual agreement between the applicant and ADEA AADSAS. Each applicant is required to agree to these terms in order to submit the application. Part of these terms indicates that the applicant agrees to all of the ADEA AADSAS instructions, so it is important to read and understand these instructions.

<u>FAQ</u>

What happens if I say no to the release statements?
By selecting "No" to the pre-submission release, dental schools will not be able to view your name and contact information until you submit the application. Conversely, if you select "Yes," only your name and contact information will be displayed. By selecting "No" to the advisor release, the health professions advisor on your campus will not be able to view your application

to assist you in your application. By selecting no to the ADEA AADSAS release statement, the application is terminated and no further information can be supplied.

- **Biographic Information**
  Provide alternate names, and birth information.

- **Contact Information**
  Provide current address and contact information.

- **Citizenship Information**
  Provide citizenship, residency, visa, and DACA status information. DACA, or Deferred Action for Childhood Arrivals, is an American immigration policy that allows certain undocumented immigrants who entered the country before their 16th birthday and before June 2007 to receive a renewable two-year work permit and exemption from deportation. For further information, visit the Department of Homeland Security (DHS) website, [DACA](#).

- **Family Information**
  Provide information about each parent/guardian. If an applicant adds a parent/guardian, information about that person's relationship to applicant, name, gender, occupation, residency, education and status as a member of the applicant's primary household is required. By providing information about family, schools are better able to understand an applicant's background.

- **Socioeconomic Status and EO Indicator**
  The EO indicator is derived from an applicant's parental education and occupation information. Four education levels and two aggregate groups of occupations provide the schema that is used to determine the EO indicator for each parent of each applicant.

  One of the following EO indicators will be displayed for each parent of each applicant on the ADEA AADSAS application: EO-1, EO-2, EO-3 or EO-4, NC (not calculated). The lowest socioeconomic group is EO-1 and the highest is EO-4. As shown on the chart below, the occupational categories are aggregated into service, clerical, skilled and unskilled labor; and executive, managerial, and professional. These categories are based upon the U.S. Department of Labor Standard Occupational Classification scheme. The educational categories are aggregated into less than a bachelor's degree, bachelor's degree, master's degree and doctorate/professional degree.

		Parental Occupation	
		Service, clerical, skilled and unskilled labor	Executive, managerial, professional position
Parental Education Level	Doctorate/professional degree	EO-3	EO-4
	Master's degree	EO-3	EO-4
	Bachelor's degree	EO-2	EO-3
	Less than Bachelor's degree	EO-1	EO-2

The EO indicator is based upon having complete information for each parent. An indicator of NC (not calculated) will display when the parental occupation is listed as retired, military, homemaker, other, unknown or not applicable. Additionally, when the parent is deceased and/or the education/occupation information data is not available, NC will be the EO indicator listed.

The EO indicator is a tool that is intended to provide additional information on an applicant's socioeconomic status which can aid a dental school's review of applicants as part of a holistic review process. It is intended to help schools more accurately identify individuals who may be from a socioeconomically disadvantaged background. Dental schools can use these data along with other important factors to identify which applicants best help them to achieve their institutional goals and support their core missions.

- **Environmental Factors**
  Provide information about childhood residency location and description, family and limited financial situation during childhood, disadvantaged consideration and relatives in dentistry.

  The childhood residency section will ask for the following information: county, city and state of residency, whether the area was medically underserved, income levels of the family during childhood, and the family's receipt of federal or state assistance. Questions about high school situations regarding graduation rates, matriculation into college rates, and free or reduced prices lunches are also included.

  The relatives in dentistry section will request this information of all family members in dentistry: relationship to applicant, name, school attended and graduation or anticipated graduation date. Applicants can include a maximum of four family members.

- **Race and Ethnicity**
  Provide information on race and ethnicity. Dental schools recognize the importance of diversity in their student body and in the profession. Accordingly, programs strongly encourage applications from persons from all socioeconomic, racial, ethnic, religious, and educational backgrounds and persons from groups underrepresented in health care. This section is optional to complete.

- **Other Information**
  Provide DENTPIN number, language proficiency, felony and misdemeanor convictions, academic and license infractions, military status, previous applications to dental school, previous attendance at a health professions program and any education interruption.

  Applicants who have felony or misdemeanor convictions or academic or license infractions will be asked to provide an explanation including a brief description of the incident, specific charges made, related dates and a reflection on the incident. Applicants should carefully review their responses to these questions. This section cannot be edited post-submission.

  Applicants who have previously applied to dental school will be asked to indicate the year(s), to which schools and what has changed since last applying.

Applicants who have previously attended a health professions program will be asked to indicate which type of program, the school and degree, related dates and eligibility to return.

<u>FAQ</u>

How do I update my contact information?

You may update your contact information at any time, even if you have already submitted your application. Once you have made the necessary changes, return to your application home screen and click on the blue "Update My Application" button near the top of the screen. This will send all the new information to your dental schools.

Do I have to report an arrest, a charge that did not result in a conviction, traffic violations, convictions that have been expunged, records that are sealed, or campus policy violations?

You should use your judgment in including criminal and campus arrests and convictions on the application. Remember, dental schools conduct criminal background checks on applicants who have been accepted so if it will appear on the record, it is best to disclose it early to avoid appearing to hide the information.

I have a felony or misdemeanor on my record. Can I still apply to dental school?
Many dental schools look to state licensing board policies to determine if they can accept an applicant with a felony or misdemeanor on record. If the state will not allow a person in that situation to become licensed, it is unlikely you will be considered. Check with the state licensing board and individual dental schools for more information on each one's policy.

What is the EO indicator and what will it be used for?
The EO indicator is a tool that is intended to provide additional information on an applicant's socioeconomic status which can aid a dental school's review of applicants as part of a holistic review process. The indicator- EO1, EO2, EO3, EO4, or NC- is derived from your parent's occupation and highest level of education obtained. It will be used by the dental schools as part of a holistic review and is intended to provide the school more information about your background.

Academic History

- **High School Attended**
  Provide the name, location and graduation date.

- **Colleges Attended**
  Provide the name, location, dates of attendance and graduation, and type of degree earned or in-progress. Send in all official U.S. and Canadian Transcripts. Applicants should enter each school attended only once.

  Applicants are required to report all postsecondary institutions attended, including but not limited to: Courses taken for college credit in high school; summer courses; community college courses; military institutions; postbaccalaureate, graduate and doctoral work; study abroad and

foreign work. Report each institution once, regardless of the number of degrees earned or gaps in the dates of attendance.

When adding a college, type the beginning of the name in the box so that several options display. If the name is not immediately available, try different spellings or punctuation (i.e. Saint James or St. James). If the name is still not available, check with the institution to see if it has had a name change. If all options have been exhausted and it does not appear, select "Non-Listed" from the list.

Add the degree type earned or in-progress. Multiple degrees may be added by selecting "Add Another Degree." Enter the in-progress or most recent degree first. Include the degree type, the date earned or expected graduation, and the major and minor.

Add the term system used (semester, quarter or trimester). Transcripts specify the term type on the back of the page; term type refers to the type of hours the credits are worth.

Add the dates of first attendance and the final term unless the coursework is still in-progress. When all of the required information has been completed, click "Save this College" to complete this section. When complete, a Transcript Request Form will be generated.

Repeat all the steps for each institution attended. Applicants are required to report every U.S. and Canadian postsecondary institution from which credit has been received, regardless of whether or not the work is relevant to the pursuit of a dental education. This includes but is not limited to: Schools which granted credit while the applicant was a high school student; schools whose credits transferred to a primary university; doctorate classes, summer classes, community college classes or technical/vocational classes; military; massage and/or alternative medicine classes, etc. If the applicant attended schools within a college consortium, each school must be reported separately.

Study Abroad and Overseas U.S. Institutions
Please use the checklist below to determine how best to report the study abroad and/or overseas college transcript and coursework:

1. If coursework was completed at a U.S. institution overseas (i.e. American University Beirut or Carnegie Mellon University in Qatar), report the institution from the dropdown list and proceed to enter in all related information, including coursework in the Transcript Entry section. In Transcript Review, mark the courses as study abroad.

2. If coursework was completed using another school's program to study abroad, i.e. Semester at Sea (University of Virginia), SIT, or a CEA Global Campus Network (University of New Haven), report the U.S. school whose program was used and proceed to enter in all related information, including coursework in the Transcript Entry section. In Transcript Review, mark the courses as study abroad.

3. If coursework was completed via a study abroad company such as IES, ISA, CIEE, or DIS, directly via the undergraduate institution, or by any other method proceed with the options below:

- If your **FULL CREDITS AND GRADES for these courses appear on your undergraduate transcript**, then you should list these courses normally with the rest of your undergraduate work. During the transcript review process, you would mark these courses as "Study Abroad." No additional documentation is necessary. Do NOT report your study abroad school as a foreign institution. Acceptable grades include A-F, Credit, Pass, etc. "TR" for "transfer" is NOT an acceptable grade, nor are credits and grades which do not match those on the rest of your undergrad transcript (i.e. the grades are not U.S. grades). If your courses have grades of TR, or are recorded in foreign grades, please use the second option below.

- If your **CREDITS AND/OR GRADES for these courses DO NOT APPEAR on your undergraduate transcript**, you should report that you attended a foreign institution. You do not need to list your courses under the foreign school, as ADEA AADSAS does not allow foreign coursework to be recorded. **DO NOT SEND ANY DOCUMENTATION UNLESS AN EVALUATION IS REQUIRED BY YOUR DENTAL SCHOOL.** Please check with the Dental School to determine if they will require a foreign evaluation.

Sending Transcripts Electronically
ADEA AADSAS only accepts transcripts electronically from the Credentials Solutions and Parchment electronic transcript services. If your school does not use these services, you must provide your transcripts to ADEA AADSAS via paper mail.

Credential Solutions:
Click here to see if your school offers the Credentials Solution Services. If your school does participate, please read further instructions on how to proceed.

Parchment:
Click here to see if your school offers the Parchment Service. If your school does participate, please read further instructions on how to proceed.

Turnaround Times:
Once your transcript has been requested electronically, it will take 7-10 business days to post to your application. Utilizing electronic services will not expedite the processing of transcripts. If you do not see your transcript posted to your application within the allotted 10 business days after it was requested, please contact the electronic service directly to confirm the order was completed.

U.S. and Canadian Transcripts
All U.S. and Canadian transcripts are required to be sent to ADEA AADSAS. The application cannot be processed without official transcripts sent directly to:

ADEA AADSAS Transcript Processing Department
P.O. Box 9110
Watertown, MA 02471

Only original, official transcripts will be accepted. To send a transcript:

1. List all schools in "Colleges Attended."

2. Download the "Transcript Request Form" for each college and provide it to the college registrar who will, in turn, attach to the official transcript. While transcripts can be sent directly to ADEA AADSAS from the college registrar without the Transcript Request Form, asking the registrar to submit with a personalized Transcript Request Form will expedite the process. If sent in without the form, request that the ADEA AADSAS identification number is included somewhere on the transcript or accompanying document.

3. Request all transcripts from all U.S. and English speaking Canadian colleges attended to be sent to ADEA AADSAS.

4. Monitor the application to ensure the transcript is received. It is the applicant's responsibility to monitor their application for transcript receipt, even after the application is submitted. ADEA AADSAS will not notify applicants concerning missing transcripts. If it has been longer than 10 business days since the transcript was mailed and it has not been posted, the materials should be resubmitted. The status of all transcripts can be viewed in the "Check Status" tab at the top of the application home screen.

- **Transcript Entry**
  Provide course specific information for each post-secondary class taken.

  By entering coursework into the ADEA AADSAS application, the electronic transcript format and content is standardized so that dental schools may compare course subjects, credit values, and grade values on a level field for all applicants who are seeking admission.

  Preparing for Transcript Entry
  1. Obtain an official copy of each college level transcript. It is highly recommended that applicants acquire a new copy of the transcript to ensure the coursework entered matches the official transcript.
  2. Complete the "Colleges Attended" section.
  3. Decide whether or not to take advantage of the Professional Transcript Entry.
      All applicants must enter in coursework. It can be done by the applicant or Liaison International, ADEA's technology partner. By selecting "Professional Transcript Entry," the applicant relies on Liaison to enter and verify all coursework. This process will begin as soon as all official transcripts are received and can take up to ten business days to complete. The application will then be placed into a verification queue which can take an additional four weeks. The service is $65 for 1-3 transcripts, $90 for 4-6 transcripts, and $140 for 7 or more transcripts.

  Applicants who choose to enter in their own coursework should allot at least half a day to enter and review coursework to prevent errors. Errors will delay the verification the application.

  Entering Coursework
  1. Add a term for the first institution.

Term choices are Fall, Winter, Spring, Summer or Interim. Academic status choices are Freshman, Sophomore, Junior, Senior, Graduate and Postbaccalaureate.

FRESHMAN-SENIOR: All college-level courses taken prior to graduation from a bachelor's degree. ADEA AADSAS does not monitor credit levels in regard to freshman-senior designations. In general, four-year students list one year per designation and five-year students list their last two years as senior. Non-traditional students label their terms as evenly as possible, but should remain in chronological order (i.e. do not report yourself as a junior in 1999 and as a freshman in 2000).

POSTBACCALAUREATE: Undergraduate level courses taken after the first bachelor's degree is earned. If a second bachelor's degree is earned, the entire second degree would be considered "postbaccalaureate."

GRADUATE: Master's degree and doctorate degree-level work only. Applicants do not need to have earned the degree in order for the work to be graduate degree level. Work taken in pursuit of a Ph.D., M.D., Pharm.D., J.D. and JurisD are all considered doctorate degree-level.

2. Add all courses for the new term.

    Use a recent copy of the transcript to enter in the course code, course title, subject, credits and grade.

Fall 2002 Freshman						
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE	
		Select Subject ∨		∨			Save
Examples: BIO 101	Introduction to Biology	Biology	3.25	85 or B	85 or B	Cancel

Course Code: List the department prefix and number of the course, which will look something like this: "BIOL 101" and cannot be shortened or altered. Some schools have a numeric department prefix instead of a letter one, so instead of "BIOL 101," enter "367 101."

Course Title: The title of the course, just as it appears on the transcript, which will say something like: "Anatomy and Physiology I." The course title may be abbreviated if it does not fit into the space provided and it is clear that it corresponds with the title listed on the transcript, i.e. "Anat and Phys I."

Credits: Enter the number of credits for each course. A "credit" is the value of the course, and remains the same no matter the grade. If the transcript lists both attempted and earned credits, list attempted credits.

- Semester, Trimester or Quarter Credits: If your course credits are mostly "3.0," "4.0," or "5.0," the transcript is listing either semester, trimester, or quarter credits and NO conversion is necessary. List the credits as they appear on the transcript.
- Unit Credits: If all of the course credits are listed as "1.0" or 0.50," the transcript is listing credit units and a credit conversion is required. Check the back of the transcript and search for a conversion ratio, which will say something like "1 unit is equivalent to 4 semester hours." If there is no conversion on the back of the transcript, contact the registrar's office to determine the conversion ratio. Once conversion ratio is determined, convert the credits by multiplying the number of units listed on the transcript by the conversion factor. For example, if the conversion is 1 unit = 4 hours and the transcript lists 1 unit for a course, enter in 4.00 credits. If 0.50 is listed, enter in 2.00.

ADEA AADSAS Grade: Enter the grade exactly as it appears on the official transcript. Once a grade is entered, ADEA AADSAS automatically converts it to the equivalent for ADEA AADSAS. This section allows ADEA AADSAS to standardize transcripts for dental schools and this box cannot be edited. The charts which detail how grade conversions work can be viewed by clicking here. Please note that there are different conversions for numeric grades depending on attendance at a U.S. or Canadian institution.

3. Repeat 1 and 2 for all terms and courses at an institution.

4. Once all courses have been entered, a blue button will appear on the Transcript Entry page which says "Review and Finalize My Transcripts." This process will allow applicants to designate specific courses study abroad, repeat, advanced placement, etc.

5. Repeat steps 1, 2 and 3 with each institution listed.

Transcript Review
- o Primary College: The "Primary College" is the school at which the applicant earned his/her first Bachelor's Degree. Designate the primary college by clicking the circle next to the institution at which the first Bachelor's Degree was earned.

- o Repeated Classes: Courses retaken at the same school for a higher grade are considered "Repeated." Withdrawn courses, courses taken at different schools or courses taken repeatedly but not retaken for a better grade (i.e. school band, gym courses, etc.) are NOT considered repeated. If you have repeated a course, select "Yes," and then check off each attempt at the class to mark it as "Repeated."

  ADEA AADSAS is required to factor ALL attempts at courses into the GPA calculation, regardless of a school or state's academic forgiveness policies. Marking a course as "repeated" will NOT exclude it from your GPA calculation.

- o Advanced Placement: Credits granted by a college or university for a performance on the College Board Advanced Placement Exam are considered "Advanced Placement."

o   Other Test Credit: If the applicant has other test credits including International Baccalaureate (IB), CLEP, DANTE, REGENTS, or Institutional/Departmental exams (courses a person "tested out of" at the college), click "yes".

o   Honors Courses: A college course taken at an honors level is considered "Honors." These are usually designated on a transcript by an "H" in the course number. Please note that earning Latin honors upon graduation does not mean courses are retroactively considered "Honors."

o   Study Abroad: If courses were taken as part of a study abroad program, mark them as Study Abroad here. Please double check the "Study Abroad and Overseas U.S. Institutions" section of the instructions to ensure these are reported correctly. PLEASE

o   NOTE: study abroad work listed in any way other than as a foreign school WILL factor into the GPA.

ADEA AADSAS allows each dental school to request applicants to identify prerequisite coursework. Once the "Colleges Attended" and "Transcript Entry" sections are complete, go to "Program Materials" to identify prerequisite coursework for each dental school.

FAQ

Can I send my transcripts before beginning my application?
No. Please do not send transcripts to ADEA AADSAS before creating your 2018-2019 ADEA AADSAS account. Doing so will cause delays in processing.

How long will it take before I see that my transcript list is received in the Check Status tab of my application?
Transcripts processing takes 7-10 business days from the date it arrives at the ADEA AADSAS processing facility.

When should I send my transcript?
Aside from creating an account on ADEA AADSAS, this is the first item that should be on every applicant's checklist. Due to mailing and processing times, transcript verification can take up to six weeks. It is best to start the process early.

Do I have to report all of the colleges I attended if the transfer credit appears on my home school transcript?
Yes. You are required to list all undergraduate and graduate institutions you have attended or plan to attend through the summer.

I attended a foreign school. What kind of documentation is required?
ADEA AADSAS does not have foreign documents requirements; these requirements are sent by the dental schools and not by ADEA AADSAS. Dental schools may require a foreign transcript evaluation made by WES (World Education Services) or Education Credential Evaluators (ECE). Please check with the dental school(s) to determine whether they prefer evaluations made by a particular company.

ADEA AADSAS receives both WES and ECE evaluations electronically ONLY. To request that your evaluation be sent electronically, go to the Colleges Attended folder in the Academic History section of your application. Select "Order WES Evaluation" or "Order ECE Evaluation," depending on which one(s) your schools prefer. Doing so will automatically populate your CAS ID in the order form once you log into the WES or ECE website. You must order your electronic evaluation using the link in your ADEA AADSAS application. Evaluations ordered by going directly to the WES or ECE website will be sent in hard copy and will not be accepted. If you mail these materials, they will be discarded and ADEA AADSAS is under no obligation to return the documents back to you.

Please note that ADEA AADSAS does not verify foreign coursework, and therefore your application will not be delayed awaiting the arrival of a foreign transcript evaluation.

What are the top three things I should do to ensure I successfully match my transcripts to my ADEA AADSAS application?
1.) List the institution in the "Colleges Attended" section.
2.) Make sure your ADEA AADSAS identification number is included on or with each transcript.
3.) Send in ALL transcripts EARLY.
Note: Please list any alternate names used such as a nickname, maiden name, or name variance in the Alternate Name field under the Biographic section of the application.

Can I send in an unofficial copy of my transcript?
No. Don't send an unofficial copy or a copy that is marked "Student-issued."

Can I submit my application before my transcripts are received by ADEA AADSAS?
Yes. Once you have successfully filled out your application, you can submit it to ADEA AADSAS at any time. However, your application will not be processed until ADEA AADSAS has received all official transcripts and your payment.

Can I print one transcript matching form and send it to all the colleges I attended?
No. Each institution you have attended has a unique transcript matching form which you are to use specifically for that institution; however, refer back to Sending Transcript Electronically if using the electronic process. When mailing the transcript matching forms, pay attention to the name of the institution which is printed on each form. Transcripts sent without the appropriate transcript request form may result in the delay of your application.

If I have attended multiple colleges and transfer credit is listed on the transcript of my primary institution, do I still need to send a transcript from each school?
Yes. You are required to send ONE transcript from each college you have attended regardless of the number of courses you have taken.

Should I send my high school transcript?
No. To report university-level credit earned while a high school student, these courses must be reported under the college or university which awarded you the credit. This includes both Advanced Placement or dual-enrollment credit.

Do I need to send transcripts for planned or in-progress coursework?

No. You are only required to send transcripts covering all of your completed coursework. ADEA AADSAS does not require transcripts for coursework labeled as "Planned/in-progress." Please note that when you do complete these courses, updated transcripts can be submitted directly to the schools to which you are applying, or you can use the Academic Update to update this information in your ADEA AADSAS application.

Do I also need to send copies of my transcripts to the dental schools I am applying to?
In general, you only need to submit transcripts to ADEA AADSAS. Some schools, if you reach a certain point in the admissions process, may request additional transcripts at a later date while others will not. You should contact the program(s) directly to determine if they require any additional transcripts.

I have a different name on my transcript than on my application. Will that cause a problem?
This can delay the processing of your transcript, but there are steps you should take to minimize any difficulties. FIRST, fill out the "materials under another name" section under "Personal Information." SECOND, ask your registrar's office to physically write your current name and ADEA AADSAS identification number on the transcript. FINALLY, include the transcript request form with your transcript. If you have done step one, your former or alternate name will print out on this form.

My school won't issue a transcript to ADEA AADSAS and must use my name. What do I do?
ADEA AADSAS can accept transcripts issued to an applicant's name and address as long as they are accompanied by a letter from the school registrar's office stating their policy for addressing transcripts and confirming that the transcript was mailed by the registrar to ADEA AADSAS directly. The transcript still cannot have an "Issued to Student" or "Student Copy" stamp and may not be picked up by the student. Transcripts without this letter will not be accepted.

Can my designated programs view the transcripts I send to ADEA AADSAS?
Yes. The transcripts that you are required to send to ADEA AADSAS are visible electronically to your designated program(s). Please note that upon a program's request, you may still be asked to send an official transcript directly to the school.

Can ADEA AADSAS forward my transcripts to me, my schools, or schools not affiliated with ADEA AADSAS?
No. As per the Family Educational Rights and Privacy Act of 1974 (FERPA), ADEA AADSAS may not release transcripts to anyone other than your designated schools, including other schools or the applicant themselves.

What is a course credit and how do I enter my course credits into the Transcript Entry section?
By credits, ADEA AADSAS means the number of credit hours the class is worth or attempted credits, regardless of your grade. In general, this number is usually a "3.0" or a "4.0" for a full semester or quarter course. If your credits are reported in semester or quarter hours no conversion is necessary. The only time a conversion is necessary is if your courses were reported in "units." This is generally "1.0" for full courses and represents a number of semester or quarter hours predetermined by the school (for example, 1 unit= 4 semester hours). Since our system cannot automatically account for this, applicants with this type of reporting system must convert these to semester or quarter hours to enter their credits. There is usually a

conversion on the back of your transcript which will indicate how many semester or quarter hours each unit is worth. If you cannot locate the conversion, we recommend contacting your registrar's office

How do I list a repeated course?
For repeated courses, both grades must be reported as they appear on the official transcript. If the course was retaken at the same school, please select "Repeated" as the Special Classification the final time it was taken. If the courses were taken at different schools, the Special Classification should remain "Not Applicable" for both attempts. In either case, both grades will factor into your ADEA AADSAS GPA calculation. Because ADEA AADSAS is required to standardize grades across all colleges, we cannot accept individual schools' "forgiveness policies" regarding repeat course grades. Please note that your individual schools are under no obligation to use the ADEA AADSAS GPA and may or may not decide to recalculate the GPA for their own institutional use.

What if I received credit for coursework taken through the military?
Individuals in the U.S. Armed Services frequently receive credit for courses they have taken while in service. Sometimes these courses do not appear on any college transcript even if they are considered postsecondary. If that is the case, please do not enter your military coursework into your application. In other situations, information about these courses may be posted to something called a JST (Joint Services Transcript). ADEA AADSAS does not consider courses that appear on a JST to be college courses and they should not be entered into your Coursework section.

Sometimes, individuals in the U.S. Armed Services receive academic credit for courses completed while serving. In such cases, the individual is officially enrolled in a college/university: Community College of the Air Force, West Point, United States Army Command and General Staff College or University of Maryland, which has an extensive network of branch campuses for the military. If you attended one of these accredited institutions, you should select your school from the ADEA AADSAS list of military institutions and report your coursework as it appears on your official transcript from CCAF, West Point or University of Maryland under the appropriate college. In this case, the courses are treated as regular college courses. Please note that you will be required to have your accredited military institution transcript sent directly to ADEA AADSAS.

How do I list a lab?
If the transcript lists labs separately, then they must be listed separately on the application as well. Record the lab as it appears on the transcript, with the title, prefix/number, amount of credits, and grade given. If the transcript combines lab/lecture courses into one class on a transcript, they should be reported as one entry on the application.

How do I enter in planned or in-progress terms and courses?
1. List the school in the "Colleges Attended" section of the application. Make sure that the attendance dates entered for this school include the time period for in-progress or planned courses. For example, if the applicant is entering a planned Spring 2019 term, end date should include Spring 2019.

2. In the coursework section, add the planned or in-progress term and year. Select "In-Progress/Planned" from the drop-down menu rather than "Completed."

3. Enter the course information. The box for the grade will be grayed out so that nothing can be entered into it.

4. Add additional planned/in-progress terms if necessary.

5. Update in-progress and planned coursework grades during the Academic Update. Information can be added to the application as soon as it is verified.

How do I edit a course or term I have already entered?
As long as you have not yet submitted your application, you can edit courses or terms by clicking the pencil icon to the right of each entry. You can delete courses or terms by clicking the trash icon. You cannot edit or delete term information when classes are listed underneath the term. The classes must be removed to edit term information.

My school uses a narrative transcript. What do I do?
To enter this school into your coursework section, you should list all of your courses as you would for a regular institution. If your transcript provides "suggested" credits and/or grades, enter those as well. Otherwise, list the credits as "0.0" and the grades as "Pass." Although these will not factor into your GPA, your schools will see the list of classes you took, and a copy of the official narrative transcript from your school which you will submit to ADEA AADSAS can be viewed by dental schools.

I don't know the specific course information for my planned coursework, such as the course prefix and number. What do I do?
Enter the course information to the best of your ability. Planned/in-progress courses can be edited in the future once you have more information.

Can I update my coursework after I submit my application?
No. Once you have submitted your application to ADEA AADSAS, no changes to coursework can be made. If you submit your ADEA AADSAS application before your updated grades are available, you may update your coursework during the Academic Update period. An email will be sent to applicants when the Academic Update period opens.

Can you tell me how my coursework looks on my transcripts or send a copy/fax of my transcripts to me?
No. As per the Family Educational Rights and Privacy Act of 1974, once a transcript arrives at ADEA AADSAS, it becomes illegal for us to release that information to any third party, including the individuals who originally sent it. All applicants must obtain their own copy of their official transcripts in order to properly fill out their application.

Use Paid Transcript Entry
Applicants who prefer not to enter your coursework can use the Professional Transcript Entry Service provided by Liaison International.

- **Report ALL Colleges Attended.**
  You are required to report all institutions attended, including but not limited to: courses taken for college credit in high school, summer courses, community college courses, military institutions, post-baccalaureate, graduate, and doctoral work, study abroad, foreign work, etc. Failure to report an institution runs the risk of your application being undelivered back to you by our verification staff. For detailed information, please see the "Colleges Attended" section of our instructions.

- **Complete any Coursework Ineligible for Professional Entry**
  ADEA AADSAS can NOT enter not-listed U.S. schools, planned/in-progress, or foreign coursework. These MUST be entered BEFORE you sign up for the professional entry service. If you do NOT enter your planned/in-progress work prior to paying for the professional entry service, you WILL be locked out from entering this work yourself after making your payment. If you neglect to enter your planned/in-progress work prior to paying for PTE, you will have to wait until after verification and add this into your application.

- **Select the Professional Transcript Entry option**
  Click "Tell Me More" on the coursework page to be taken to the professional entry page, and select YES at the bottom of the screen. You will then be asked to select which schools you would like to pay for coursework entry for.

- **Make Your Payment**
  Review and agree to the Transcript Entry Service Agreement and make your coursework entry fee payment. After making your payment, you may ADD additional schools to the service until you submit your application. Once your application has been submitted, you may not add any additional schools to the coursework entry service. Payments must be made online via credit card ONLY. Payments may not be sent via mail. As per the Transcript Entry Service Agreement you submit with your payment, the professional transcript entry fee is <u>nonrefundable</u>. These funds cannot be refunded at any time for any reason once payment has been made.

- **Request Transcripts be Sent to ADEA AADSAS**
  ADEA AADSAS must receive all required transcripts before coursework entry can begin. Please review the "U.S. and Canadian Transcripts" section of the instructions for details on how to properly provide ADEA AADSAS with transcripts. Monitor the application to ensure that transcripts are received. On average, it takes 7-10 business days for transcripts to post to the ADEA AADSAS application from the date it is mailed by the school. Once the transcripts post, applicants will receive a confirmation email and the applicant can view the transcript receipt dates on the application under the "check status" tab.

- **Submit and COMPLETE Your Application**
  Before professional transcript entry can begin, the applicant must have a submitted, paid application with all transcripts posted and at least two letters of evaluation completed. Please note that the pre-requisite sections of programs materials will be DEACTIVATED until the coursework has been entered for you, so you may submit without entering pre-requisite information.

- **Professional Transcript Entry Begins**
  Once the criteria above have been met, your application will be placed in line for professional transcript entry. The service will begin work on your application within 10 business days. Applications have their coursework entered on a first come, first served basis by completion.

- **Review Your Coursework, Enter Prerequisites, and Submit Your Approval**
  Once your transcript entry is complete, you will receive a notification. It is your responsibility to review the coursework entered by our staff for accuracy and approve the entry. If you find any issues with your coursework entry, please submit this issues in writing to our email address: aadsasinfo@aadsasweb.org. Wait for corrections to be approved and made before approving your coursework entry. You should also report any required prerequisite courses in the Program Materials section before approving your coursework entry. Once you have approved your coursework entry, your application will be given a Complete Date and placed in line for normal verification.

  IMPORTANT: Your application will be placed in line with the date you APPROVED your coursework entry, which will be your COMPLETE DATE. Make sure you approve your coursework entry in a timely fashion to avoid delays in processing

Standardized Tests
Provide the date(s) of all taken or planned American Dental Association Dental Admissions Test (DAT) administrations as well as the DENTPIN.

The U.S. DAT, which measures academic ability, scientific understanding and perceptual ability, is:
- In English,
- Multiple choice,
- Computer-based,
- $445 each time you take it,
- Given most days of the year,
- Required by all U.S. dental schools,
- Over four hours in length, and
- Taken at specified testing centers throughout the country.

ADEA AADSAS allows applicants who have taken it to provide U.S. DAT scores in two ways: manually entering in score information in the application and sending official score reports from the ADA. ADEA AADSAS applicants who have taken the Canadian DAT can manually enter in the score information in the application.

1.) Self-Reported U.S. DAT Scores
Applicants will be asked if they have already taken the test. If yes, reporting a date is required and all scores are optional. Applicants should use their unofficial score report. Upon completion of the test, an unofficial score report at the Prometric Test Center will be made available to the applicant. In the unofficial score report, scale scores are reported. All scores entered as completed cannot be edited after the application is submitted.

2.) Official U.S. DAT Scores

When registering for the U.S. DAT, applicants can select any number of schools to receive the DAT score at no additional cost. It is strongly encouraged that an applicant selects *all* dental schools s/he plans on applying to, as the dental school can also access official score through an online portal outside of ADEA AADSAS. The test fee remains the same regardless of how many schools are selected at this time. There is an additional fee if schools are added at a later time.

If any U.S. dental school is selected, the official score will be sent electronically to ADEA AADSAS 3–4 weeks after the test date and be matched to the application based on the name, birthdate and DENTPIN of the applicant. Because ADEA AADSAS is a centralized application, the official score will be shared with all dental schools the applicant applies to, even if a school was not selected by the applicant at the test administration site.

Self-Reported Canadian DAT

Applicants will be asked if they have already taken the test. If yes, reporting a date is required and all scores are optional. Applicants should use their unofficial score report.

Other Tests

ADEA AADSAS does not collect other official or unofficial test scores.

FAQ

How do I send U.S. DAT scores to ADEA AADSAS?

When you register for the American Dental Association Dental Admission Test (DAT), you are encouraged to indicate the dental schools where you would like for your scores to be sent. This will ensure that each of these schools can receive your DAT scores directly from the American Dental Association (ADA), in addition to your scores being reported electronically through ADEA AADSAS. We realize that when you sign up for the DAT, you may not have decided on the dental schools to which you will be applying. As long as you have indicated at least one dental school in your DAT registration, your official DAT scores will be imported into your ADEA AADSAS application. ADEA AADSAS includes your official DAT scores in the application file that is sent to every dental school you have designated in your ADEA AADSAS application. Even so, you should still request that the ADA send your official DAT scores to any additional dental schools to which you later decide to apply, as the schools are expecting to receive your official score report from the ADA in hard copy as well as electronically from ADEA AADSAS.

DAT scores are automatically matched to your application using your DENTPIN number and your date of birth. Please verify that you have entered your DENTPIN correctly into the "Account Information" section of your application and correctly entered your date of birth in the "Biographic Information" section. For further information regarding sending your test scores, please call the ADA at 1-800-232-2162 or email them.

How long will it take for my DAT scores to be received by ADEA AADSAS?

It will take about 3-4 weeks from the date you took the exam for your DAT scores to post to your ADEA AADSAS application. ADEA AADSAS will use your DENTPIN number and date of birth to electronically match your scores and post them to your application. Since ADEA AADSAS will not be able to match your scores if your date of birth and/or DENTPIN number are incorrectly reported on either your application or with the ADA, please ensure that you

have reported your DENTPIN and date of birth correctly to the ADA and in your ADEA AADSAS application.

It has been more than four weeks from the test date and my scores haven't been received by ADEA AADSAS. What should I do?
First, double check to make sure that your DENTPIN and date of birth are correct in both your ADEA AADSAS account and your account with the ADA. If not, you will need to correct this information in order for your scores to post.

If it has been more than 10 days since the scores were sent or more than 3-4 weeks since you sat for the DAT and your scores have not been posted, please email aadsasinfo@aadsasweb.org with the following information:
* Name, ADEA AADSAS ID, DENPTIN, Date of Birth, date ADA sent scores to ADEA AADSAS, once we receive this information, our staff will conduct a manual search for your DAT scores. This process typically takes about 5-7 business days to complete.

How do I check if my official DAT scores have been received?
Once official DAT scores will be imported into your profile, they will be viewable on the in-progress PDF available to applicants. To view the PDF, you should go to the Check Status tab of your application and click the download button next to each program selection.

I took the test more than once. How many scores are reported to ADEA AADSAS?
The most recent four test administrations are reported. Dental schools have different policies on how they review applications with more than one DAT score; applicants are encouraged to contact the individual dental schools for more information on how multiple DAT scores are handled.

I applied to ADEA AADSAS last year and sent in my DAT scores then. I haven't retaken the test; do I need to resend my DAT scores?
No, if you are reapplying to the same schools. Yes, if you are applying to new schools.

The ADEA AADSAS application opens in May, but I took the test before May. Can I send in my scores early? How early?
Yes, you can send in the score up to two years before you create an application. If your score was sent more than two years ago, it should be resent.

Do you accept Canadian DAT scores reports?
Please manually enter your Canadian DAT scores into the DAT Scores section of your application as they appear on your score report from the Canadian Dental Association. Please arrange for your official Canadian DAT score reports to be sent directly to your designated dental schools and not to ADEA AADSAS. ADEA AADSAS cannot forward score reports to your designated school or return them to you. The Canadian Dental Admission Test is conducted by the Canadian Dental Association (CDA). For more detailed information regarding the Canadian DAT, please contact the CDA directly.

Supporting Information

- **Evaluations**
  Letters of Evaluation (LOE) are not required to complete the application, but most dental schools require LOEs to be complete before they can review the application. Letters of evaluation are traditional recommendation letters written by a person qualified to recommend a person to dental school.

  Preparing for Evaluations
  Determine what requirements, if any, dental schools have regarding evaluator's roles or relationship to applicant before listing any evaluators on ADEA AADSAS. Many programs have guidelines for who should complete an evaluation on their Program Materials profile on the ADEA AADSAS application or on their website. Once a reference is completed on the ADEA AADSAS application, it cannot be removed or replaced, so it important to define which evaluations each dental school has requested before submitting requests to your evaluators. Please note that references from family members are generally frowned upon by admissions offices.

  Once evaluators are selected, be certain to inform them of the process and that they will be filling out the reference electronically. Obtain their preferred email address and make sure they are monitoring their email inbox for the request email.

  Requesting Evaluations
  Applicants can select to submit:
  Four individual evaluations. Each letter should be written by one person.

  - Four individual evaluations or
  - One committee letter/packet/report and one individual evaluation. A committee letter/packet/report can either be one letter that is collaboratively written by a group of people or a collection of letters submitted on behalf of an institution or office.

  In the application, the applicant must indicate these items for each letter: identification of an individual or committee letter, name, contact information, due date and personal message/notes. The due date and personal message/notes are opportunities for the applicant to communicate with the evaluator when s/he receives the request. Indicate which date the evaluation needs to be submitted based on the earliest dental school deadline date; the deadline is not imposed by ADEA AADSAS and evaluators can still submit after the date. Write a message (only the evaluator will see it) to assist the evaluator. Example notes might include dates when the applicant was in a faculty member's class or a reminder of when the applicant sent his/her resume to assist the evaluator.

  For each evaluation, the applicant must select whether or not to waive their access to the evaluation. The Family Education Rights and Privacy Act of 1974 (FERPA) provides applicants the right to access letters of evaluation written after January 1, 1975, unless they choose to waive their right of inspection and review. Prior to requesting an evaluation, ADEA AADSAS applicants are required to indicate if they wish to waive their rights to each evaluation. ADEA AADSAS does not release any letters of evaluation to applicants regardless of waiver status.

  Evaluator Instructions

When an applicant saves an evaluation request, the evaluator will receive an email request to complete the evaluation. The email will include a link to an online portal where the evaluator can upload a letter up to 5 MB. ADEA AADSAS does not provide a prompt or set of characteristics to include in the letter; evaluators are encouraged to provide information about the applicant's academic ability, character, time management skills, among other items deemed important. It is recommended that the letter be on letterhead and include a signature. Please check the "Program Materials" section for school specific requirements regarding letters of evaluation.

FAQ

I didn't agree to the evaluation waiver by mistake. Can I change it?
If the applicant has indicated the wrong waiver status, the applicant must delete the evaluator, correctly re-enter the evaluator's name and other information and save. A new email requesting a letter of evaluation will be sent by ADEA AADSAS to the evaluator. This cannot be changed after the evaluation or application is submitted.

Who should I invite to write my evaluations?
ADEA AADSAS does not require evaluations from specific individuals. Dental schools, on the other hand, do request letters from specific individuals like science professors or health professional advisors. Check with each dental school for more information.

What should I tell my evaluators to write?
ADEA AADSAS does not provide a prompt or set of characteristics to include in the letter; evaluators are encouraged to provide information about the applicant's academic ability, character, time management skills, among other items deemed important. It is recommended that the letter be on letterhead and include a signature.

How do I use Interfolio to complete my Evaluations?
Please visit the [Interfolio website](#) for step-by-step instructions on how to attach your letters to your ADEA AADSAS application. Please continue to monitor the status of your application to view the date your letters are posed.

What is a committee letter/packet/report?
Many colleges and universities offer a service of compiling letters of support on behalf of their applicants into a single Predental Committee Letter/Packet/Report that is submitted to ADEA AADSAS instead of individual letters of evaluation. Committee letter/packet/reports are composed by members of a predental advisor and may or may not include individual letters of support attached. A health professions advisor collects letters of evaluation on behalf of the applicant and submits them under a cover letter from the advising office.

I have a pre-college committee that wrote my committee letter together. Whom should I list as the evaluator for my committee letter?
When submitting a Committee Letter/Packet/Report to ADEA AADSAS, typically the committee chairperson is listed on your application. The committee chair would then upload their composite letter, along with the other letters as one packet to ADEA AADSAS. This packet will count as one letter. You will then have the option of submitting ONE more individual letter of evaluation.

My evaluator lost the email invitation. How do I resend a LOE request to my evaluator?
To resend a LOE request, please log into your ADEA AADSAS application and find the evaluator in question in your Evaluations section. Click the Edit (pencil) button and scroll to the bottom. Select the blue "Resend This Evaluation Request" button. The email will be instantly resent.

How do I change the email address for my evaluator?
To change the email address of an evaluator, please log in to your ADEA AADSAS application and delete the evaluator in question. Even if your application has already been submitted, you still have access to LOEs which are listed as "New" or "In-Progress." Then, add the evaluator back in with the correct email address. This will automatically generate a new request to the evaluator.

May I add more LOEs after I have submitted my application?
You may add or change your evaluators at any time during the application cycle as long as the evaluator has not reached "Completed" status. You may log in to the application and go the "Evaluators" section of your application. Delete the names of the evaluator(s) who will not be writing on your behalf.

What does a LOE status of "Requested" mean? What about "Accepted"?
A "Requested" status means that no information has been saved in the evaluator website, nor has that information been submitted electronically to ADEA AADSAS. Please confirm with your evaluator that they received the email request; then, inform your evaluator to log in to the evaluator website, complete and save the information, then click submit to complete their letter of evaluation. If your evaluator saves any information, including their name, the status will immediately update to "Accepted," so you will be able to see the letter of evaluation is proceeding correctly.

An "Accepted" status on an evaluation means that the evaluator has accepted your evaluation request and may have saved information into the evaluation form, but has NOT yet submitted that information to ADEA AADSAS. Sometimes the evaluator mistakenly believes that by pressing "Save" they have completed the reference, when they are in fact required to click "Submit." If your evaluator believes they have completed the letter of evaluation, please ask them to go back to the form and click "submit." When they log back in, they will see your name listed under "My Applicants." After clicking on your name, they can review their evaluation and click on the "Submit" button.

When this is done correctly, the evaluator's status will immediately update to "Complete," which you can see in your application. If your evaluator experiences any difficulty, they can contact ADEA AADSAS at aadsasinfo@aadsasweb.org or (617) 612-2045.

I didn't waive my rights to view my LOEs. Can you forward me a copy?
Although you did not waive the right to view your evaluations, this waiver is a general legal procedure which goes with any recommendation letter and is not specific to ADEA AADSAS. Therefore, you still cannot access the evaluation via ADEA AADSAS, but you may ask your evaluator for a copy.

- **Experiences**

  While ADEA AADSAS does not collect a resume, applicants are encouraged to use the experience section to provide detailed information about academic enrichment, dental shadowing, employment, activities, research and volunteer positions. This section allows you up to 600 characters to describe each experience.

  The definitions for these categories are as follows:

  Academic Enrichment: Programs sponsored by colleges, universities or other not–for–profit organizations (e.g., Summer Medical and Dental Education Program/Summer Health Professions Education Program).

  Dental Shadowing: Time spent officially following and observing a health care professional at work, preferably a dentist. When listing a dental shadowing experience, please specify the type of dentist you shadowed in the description box (e.g., general dentist, orthodontist, etc.)

  Employment: Paid work done outside of the dental care field; for example, a non-dental healthcare experience, retail or restaurant job.

  Extracurricular Activities: Any sports teams and other activities through a college or university.

  Research: Research projects done in addition to classroom work; research should NOT appear as credit on a school transcript.

  Volunteer: Volunteer work done outside of the health care field; for example, working for Habitat for Humanity, tutoring students, participating in or working for a fundraiser walk or blood drive, etc.

  For each experience listed, applicants should include the name and address of the organization, supervisor, dates associated with the experience, title held by the applicant, average weekly hours, a description of key responsibilities, and a release for the dental schools if they choose to contact the organization. Applicants should only record experiences obtained during college.

  <u>FAQ</u>

  Where do I send documentation of my experience hours?
  ADEA AADSAS does not collect any documentation for the experience sections. If any schools require documentation, it should be submitted directly to them.

  What is my "Title?" Who is my supervisor?
  If you did not have an official title, you enter the type of activity you did; for example, "Dentist Shadow" or "Nurse Shadow," etc. The organization is the location where or for whom the work took place and the supervisor is the person who was responsible for you or was in charge of your activity.

I've begun my experience, but plan on accumulating more hours before dental school begins. Can I include those?
In the experience sections, you may only document (in hours/weeks, etc.) the time already completed. Once you submit your application, you may not update your hours. However, in the text box under "duties," you may clarify your expected time commitment, and send any updates directly to the schools to which you are applying.

I haven't begun my experience yet, but plan on doing so soon. Can I report that?
No, you cannot report "planned" experience. Once you have accumulated the experience, however, you can add new experiences to your application, even if you have already submitted it. Please note you cannot edit experiences which have already been entered. You may send updated information directly to the schools to which you are applying.

Where can I report my publications or presentations?
There is no place on the application specifically for publications as the dental schools have not requested that this be documented on ADEA AADSAS. If you wish to include this type of activity, you may be able to list them in the "Achievements" section of the application, if appropriate.

I have plans to add experiences after I submit my application. Can I add new experiences after I submit?
Yes, new experiences can be added but existing experiences cannot be updated after the application is submitted.

- **Achievements**
  Provide information about relevant academic awards, honors, and scholarship achieved.

  When adding achievements, applicants will be asked to detail the name of the presenting organization, issue date and a brief description. For honors, awards or scholarships received in multiple years or semesters, applicants may either enter them as multiple entries with the same name, or, if the honor or award was received consecutively, as one entry spanning multiple years.

  FAQ

  How far back in my career should I list achievements?
  It is recommended to include important achievements from during and after college.

  Can I add new achievements after I submit?
  Yes, new achievements can be added but existing achievements cannot be updated after the application is submitted.

- **Certifications**
  Provide information about certification. Types include registered dental hygienist (RDH), certified dental assistant (CDA), certificated dental technician (CDT) and other. List only valid certifications.

  FAQ

Can I add new certifications after I submit?
Yes, new certifications can be added but existing certifications cannot be updated after the application is submitted.

I do not have a certification, but was trained in various health-related activities as part of my work experience. Can I list that here?
No. If you completed courses as part of on-the-job training, these can be listed under the appropriate job in the "Experiences" section of the application.

I do not have a transcript for my certification. What do I do?
Transcripts are not required for certifications. Even transcripts for certificates or Associate programs in Dental Hygiene or Dental Assisting don't include the certifications on them, as the certifications are usually granted by state boards or similar organizations, not the schools themselves.

- **Personal Statement**
  The Personal Statement explains why the applicant wants to pursue a dental career. The statement should not exceed 4,500 characters (including spaces, carriage returns, numbers, letters, etc.). Applicants should not make the statement specific to each dental school, as ADEA AADSAS will provide the statement to all dental schools designated in the application.

  FAQ

  Why won't the formatting in my Personal Statement save in the text box?
  Since the personal statement section is composed of a text box, formatting such as tabs, italics or multiple spaces cannot be saved. In order to delineate paragraphs, you should type a double return between paragraphs. This delineation does not always show in the print preview version, but it will separate your paragraphs in the version submitted to your schools.

  I made a mistake in my Personal Statement, but I already submitted! Can I go back and make a change?
  Unfortunately, not. It is the applicant's responsibility to ensure that their personal statement is entered completely and correctly prior to submitting the application Once you submit your application, you may not re-enter, update or otherwise edit your personal statement. If there are corrections which need to be made to your essay, you should submit those corrections directly to the programs to which you are applying.

- **Applicant Summary**
  The Coversheet is not a unique section on the application, but an important summary of all the information included in the ADEA AADSAS application. It is a one-page document that appears at the beginning of the PDF application and is automatically generated after the application is submitted.

  Items included on the coversheet are:
  - Biographic Information,
  - Selected GPAs,

- o Official DAT scores, if they have been received, and Planned DAT date for future tests listed,
  - ▪ Self-Reported Canadian DATs, if applicable
- o Up to four "most important achievements," and
- o Up to six "most important experiences."

FAQ

How many experiences may I flag for the Applicant Summary? May I change my selection after I submit?
The Applicant Summary is one-page document that will appear as the first page of your application and will include a summary version of the items included in the full application PDF. You may select a total of six (6) experiences to the coversheet for each type of Professional Experience you report. When you star an experience for the coversheet, this means that you are selecting it to appear on the Applicant Summary, which will be visible to all schools to which you apply. Please visit Submitting Your Application and expand the "PDF and Coversheet" section for more information.

What other experiences should I include on my application?
Please use your best judgment when entering information into the Professional Experiences section of your ADEA AADSAS application. It is up to you what additional information you would like to share with the dental school to which you are applying.

Program Materials

This section of the ADEA AADSAS application includes profiles created by each dental school. Each profile provides information regarding a dental school's program and includes tips on how to be a successful applicant. Each profile has three sections: The home page, questions and prerequisites. To view a school's profile in "Program Materials," an applicant must first select the school in the "Add Programs" section of the application. Applicants should carefully review each school's requirements.

Home: This tab contains basic information about the selected dental school including deadline, start term, and other important, program-specific information.

Questions: This tab may or may not be available, depending on the selections of each dental school. If a program has opted to add program specific questions, these questions may be optional or required. Questions regarding this section should be directed to the dental school.

Prerequisites: This tab may or may not be available, depending on the selections of each dental school. If it is available, applicants will be given a list of the school's prerequisite course requirements and asked to designate which courses have been taken or are planned which fulfill the requirements. Applicants must first complete the Transcript Entry section before courses can be selected as prerequisites.
- Entering these courses does not mean an applicant has met the school's prerequisite requirements. Instead, the school is asking applicants to self-identify courses for their review. If an applicant has any questions regarding what the program will accept regarding these prerequisites, please contact the program directly.

- Applicants can learn more about prerequisites required by each dental school in the *2017-2018 ADEA Official Guide to Dental Schools.*

<u>FAQ</u>

Is the Program Materials section required?
Yes, you must complete this section in order to submit the ADEA AADSAS application. Some questions, though, will be optional depending on the dental school's selection.

Does completing this section mean that I don't have to submit a supplemental application to the school directly?
The answer depends on the dental school. Please check with each school to determine if information, fees, or documents are required outside of ADEA AADSAS.

Submit ADEA AADSAS Application

The sections each applicant needs to read/complete include:
1. Fee Assistance Program (optional),
2. Add Programs, Submit Application and Check Status tabs,
3. Personal Information,
4. Academic History,
5. Supporting Information, and
6. Program Materials.

Once these sections are complete, an applicant can submit and pay. Submitting the ADEA AADSAS application does not mean the application is being reviewed by the dental schools. The documents needed to complete an application include:

- Official Transcripts from every postsecondary institution attended.
- Letters of Evaluation

The application can be submitted before the receipt of these documents. All applicants are encouraged to submit the application as early as possible in the cycle, well in advance of posted deadline dates. Applicants who submit early, usually sometime in the summer, are more successful in being invited to interviews.

<u>FAQ</u>

How do I know my application has been submitted?
Go to the Submit Application tab of your application. You may select "Pay for My Programs" to pay for all programs you have selected, or click on "Pay and Submit This Program," to submit to one program at a time. After selecting "Pay" and completing all steps, you will receive a confirmation email and notification to your application message inbox that your application was submitted.

I have received my final grades for current courses, but transcripts are not yet available. Should I wait to submit the application until ADEA AADSAS receives the updated transcript?

You have two choices in this case:

1. You may list your current courses as completed on your online application, and wait to submit your application until ADEA AADSAS has received the updated transcript, which will cause a delay in your application. Please note that once all materials have been received, it may take four weeks for your application to be verified. ADEA AADSAS recommends that all information arrive at ADEA AADSAS at least four weeks prior to your earliest deadline.

2. You may leave the course listed as in-progress on your ADEA AADSAS application and submit your application. In this case, you would send the transcripts with only the completed courses to ADEA AADSAS and, once the in-progress courses are complete, either update your information during one of the Academic Update periods or send updated transcripts directly to the schools to which you are applying. This would avoid a delay in your application, and this is not an uncommon practice.

When should I submit my application?
Submit your application early, at least four or more weeks before the first deadline of the schools you are applying to. Applicants who complete their application in the summer are more likely to be successful. Transcripts and letters should also be received early so the application can be fully processed by the school's deadline.

Can I apply to some schools now and others later?
Yes. When you submit your application, it will only go out to the school(s) you select at the time of submission. You may add programs to apply to at any time up until the end of the application cycle as long as their individual deadlines have not passed. Just go to the "Program Designations" section of your application and select "Update Designations" to add additional schools. Please note that you must pay the difference in application fees and that you may NOT make changes to your application information before it is sent to additional programs.

What does it mean to have a "Complete" application?
ADEA AADSAS does not begin to calculate your GPA until your application is considered "Complete." For your application to be considered complete, the following criteria must be met:
a) All official transcripts must be received by ADEA AADSAS
b) You must e-submit your application
c) All application fees must be paid
Once your application became complete, it was placed in line to be processed, where applicants are reviewed on a first come, first-served basis (based upon Complete Date). Verification takes up to four weeks. You will receive an email notification when your application has been verified.

How do I know whether I made my deadline?
As long as your application has been submitted by the deadline, ADEA AADSAS will continue to process and send your application once we receive all required information regardless of the deadline date. It is up to your schools to determine whether or not they still consider your application valid upon its receipt.

> Please note that deadlines are determined by the dental schools, not ADEA AADSAS. Each program interprets its deadline differently; make sure to contact the dental school.

Application Fees

The application fee for ADEA AADSAS depends on the number of dental schools an applicant applies to. The fee is $245 for the first dental school and $102 for each designation. After submitting the application, additional dental schools can be selected and paid for at a later date. Payment for the ADEA AADSAS application is by credit card (VISA, MasterCard, American Express or Discover) only.

Some dental schools request an additional fee (supplemental) after the completed ADEA AADSAS application. Do not send the supplemental fees to ADEA AADSAS. Supplemental fees should be sent directly to the dental school(s).

> FAQ
>
> *Does ADEA AADSAS give refunds?*
> It is a vital part of the process that the full instructions are read and the application is reviewed to ensure the necessary steps are taken to complete the application. Once an application is submitted, refunds are typically not granted. In special circumstances, though, refund requests will be reviewed. Applicants must submit a brief, written request within 30 calendar days of the end of the cycle to paynel@adea.org. ADEA reserves the right to grant or deny requests at its own discretion. Any refund granted will be returned to the applicant in the format it was paid.
>
> Reapplicants from the previous cycle accepted to dental school after June 5 can request a refund; requests must be made within two weeks of the acceptance which will be verified by ADEA AADSAS staff.

Verification Process and GPA Calculations

Once an application is complete (submitted and all transcripts are received), it is put in a queue to be verified. Verification is a process where professional verification staff match manually entered coursework and official transcripts to ensure no errors were made. Verification also allows ADEA AADSAS to calculate grade point averages (GPA) that are standard calculations for all applicants. ADEA AADSAS calculates standardized GPAs to help participating dental schools evaluate applicants using uniform and consistent criteria, regardless of various institutional transcript policies. ADEA AADSAS GPAs will be calculated within four to six weeks after ADEA AADSAS receives the completed application and all transcripts.

To calculate a GPA, ADEA AADSAS calculates total quality points by multiplying semester hours attempted by the value of the verified ADEA AADSAS grade. Quality points are divided by the total number of hours for completed courses. ADEA AADSAS reports GPAs in semester–based 4.0 grading scales.

ADEA AADSAS calculates GPA and reports it in a number of ways:

- BCP GPA: All undergraduate, graduate and cumulative courses identified on transcripts as Biology, Chemistry and Physics.

- Science GPA: All undergraduate, graduate and cumulative courses identified on the transcript as Biology, Chemistry, Physics, Math and Other Science.
- Non–science GPA: All undergraduate, graduate and cumulative courses not used in calculating the Science GPA.
- Undergraduate GPA: All courses for which undergraduate credit is received.
- Graduate GPA: All courses for which graduate credit is received.
- Overall GPA: Includes undergraduate and graduate. For most dental school applicants who have not completed graduate courses, the overall GPA is the same as the undergraduate GPA.
- College/University GPAs: GPAs are reported for each college/university attended.
- The following course types are not included in ADEA AADSAS GPA calculations:
    o Advanced Placement/CLEP.
    o Institutional Department Exam.
    o Audit.
    o International Baccalaureate.
    o Incomplete.
    o Pass/Fail.
    o Withdraw/withdraw passing.
    o Grades of P or Credit.
- ADEA AADSAS includes all initial and repeated coursework in its GPA calculations.
- Grades and credit hours for all failed courses will be included in the ADEA AADSAS GPA, even if they are not included in the GPA calculations of the transcript–issuing institution.
- ADEA AADSAS calculates GPAs in two different ways: with and without + and –. Some dental schools prefer to use the +/– system and others prefer to use grades without + and –. For example, grades without a +/– will simply round—grades with a + will round down to the next letter grade (e.g., B+ [3.3] will round down to a B [3.0]) and grades with a – will round up to the next letter grade (e.g., B– [2.7] will round up to a B [3.0].

Factors that may result in a GPA calculation that is different from the transcript include the following:
1.) Many college/universities count only the new grade in repeated course(s) in GPA computation. ADEA AADSAS counts the previously earned grade and the new grade. For example, if the applicant took Introduction to Biology in Fall 2012 and earned a grade of C, then retook the same course in Spring 2013 and earned an A, ADEA AADSAS would use both the C grade and the A grade to calculate the GPA.
2.) The college/university's grade weighting scale. Some schools use different scales than those used by ADEA AADSAS. For example, at some schools, a B+ grade equals a grade weight of 3.5, but for ADEA AADSAS, a B+ grade equals a grade weight of 3.33.

FAQ

I think my GPA was calculated incorrectly. How can I get ADEA AADSAS to review my GPA calculations?
ADEA AADSAS cannot recalculate entire GPAs for each applicant; however, ADEA AADSAS is willing to look at specific areas upon request. After reviewing the ADEA AADSAS policies and grade calculation worksheets, submit a request by email to aadsasinfo@aadsas.org with a specific set of calculations for a certain portion of your GPA what you think should be reviewed.

When will my GPAs be available?

After all application materials are processed and transcripts have been verified (can be approximately four weeks), ADEA AADSAS calculates the GPAs.

Where will I be able to view my GPAs?
Once coursework is verified, please login to your account and visit the "Check Status" tab on the homepage of your application to download a PDF of your application and review your GPAs as your programs will see them.

Do repeated courses factor into my GPA?
ADEA AADSAS must standardize applicant information throughout the country, and therefore does not recognize individual school or academic "forgiveness" policies in regard to repeated courses, as each college treats these situations differently. Some schools average the two grades together, other factor in the higher grades, some take the second grade even if it's lower than the first, and others don't recognize repeated courses at all. Therefore, ADEA AADSAS must factor both grades in your AADSAS GPA. Once your application arrives at your designated programs, they may or may not recalculate your GPA depending upon their own individual policies.

Where will I be able to view my GPAs?
Once coursework is verified, please log in to your account and visit the Check Status tab on the homepage of your application to download a PDF of your application and review your GPAs as your programs will see them.

I disagree with my GPA. What do I do?
ADEA AADSAS cannot recalculate entire GPAs for each applicant; however, we are willing to look at specific areas upon request. Please review the [ADEA AADSAS GPA Guide](#) for instructions on how ADEA AADSAS calculates GPAs. After reading the instructions and attempting to calculate your own GPA, [email us](#) with your name, ID and "Verification Inquiry" in the subject line. Include a specific set of calculations for a certain portion of your GPA which you believe is incorrect and we will review and explain the discrepancy. Please don't request GPA calculations over the phone.

Manage Your Application

Updates After Submission

These sections can be edited after the ADEA AADSAS application is submitted:
- Current address
- Permanent address
- Phone
- Email
- High Schools Attended
- Colleges Attended (if still attending)
- Transcript Entry (if still attending)
- U.S. and Canadian DAT (new test results only)
- Evaluations (may be deleted after submission if not completed; new evaluations may be added up to the maximum)
- Experiences (new or in progress only)

- Achievements (new or in progress only)
- Certifications (new or in progress only)

FAQ

How can I check my admission status?
Since some programs choose not to use the School Decisions feature or sometimes this section does not reflect the most updated information, ADEA AADSAS recommends contacting your designated programs directly for your admission status.

What is the process for receiving and responding to offers of admission?
Dental schools begin notifying applicants of final admission decisions on December 3 of the academic year prior to the year of matriculation (the year when the applicant will begin dental school). For more information on the "Extending Offers of Admission" process, view the ADEA Traffic Guidelines.

Applicants will have 30 days to respond to all extended offers of admission made between December 1 and January 1. Applicants will have 15 days to respond to all extended offers of admission made between February 1 and May 15. Since some programs choose not to use the School Decisions tab or sometimes this section does not reflect the most updated information, ADEA AADSAS recommends contacting your designated programs directly for your admissions status.

Why didn't I receive an email from the dental school?
If your designated programs state they will contact you via email but you have not received any email communication from them, this may mean that your email service is filtering these emails to your spam folder. To ensure notifications are received from your programs, designate donotreply@webadmit.org and @sendgrid.me as "safe" sources on your email contact list. This will avoid your inbox from filtering important messages from your dental programs as spam.

Via their admissions portal, your programs may conduct their entire admissions process, or they may choose to export some or all of your application information into their own student information database. This is entirely dependent on how each dental program manages its admissions process. Because of this, it is highly recommended that you notify schools directly if any updates or other information changes need to be made to your application (i.e. contact information) after your application becomes complete.

Application Status

Each applicant can view the status to each dental school applied to by clicking the "Check Status" tab in the upper right hand corner of the application dashboard. Here is a list of statuses an applicant might see:

- In-Progress: The application has not yet been submitted to ADEA AADSAS. A confirmation e-mail and notification will be sent to the application message inbox once the application is submitted.
- Received > Awaiting Materials: The application has been submitted and fees have been paid.
- Materials Received > Verifying: The application is complete and in line for verification.

- Undelivered: An error has been found and the application has been returned to the applicant for correction. It must be re-submitted to ADEA AADSAS in order to be processed.
- Verified: The application has been processed and the GPA has been calculated. A confirmation email and notification will be sent to your application message inbox that the application was verified.

Academic Update

Applicants can make updates to the coursework section for newly completed or planned courses using a system called Academic Update. After the application is verified, an applicant can log in to the ADEA AADSAS application and update coursework. Verification of this new coursework will begin on August 15, 2018.

<u>FAQ</u>

When will the Academic Update (AU) open?
You may update your courses online during the ADEA AADSAS "Academic Update" window. The Academic Update window will open on August 15 - September 30 and December 1 – February 1. Arrange for your official transcripts to be sent directly to ADEA AADSAS as soon as they are available.

Can I update other information during AU besides coursework?
Other than AU, after the initial submission of your completed ADEA AADSAS application, you may only make changes to the following items:
*Account Information.
*Contact Information.
*Password (not transmitted to your designated dental schools).
*Standardized test scores listed as Planned.
*Experiences, Achievements and Certifications. (Only additions, No deletions.)
*Designated Additional Dental Programs: (No substitutions or deletions.)
*Planned Coursework (one-time changes during the Academic Update only).
*New Fall and Spring courses completed (one-time changes during the Academic Update only).
*Letter of Evaluation contacts. (You may not delete an evaluator from your application once ADEA AADSAS receives the evaluator's reference).

No other information may be edited. If you wish to update other information, you must send these updates directly to your dental schools.

Am I required to use Academic Update?
ADEA AADSAS recommends, but does not require, applicants with updated grades to participate in "Academic Update." However, the dental schools you apply to may require it. Please check with them directly to determine whether or not you are required to use the Academic Update. If you fail to enter your updated courses, your designated programs may not consider your application or may revoke a previous offer of admission.

Can I update courses that were already reported as completed?

No, courses that were originally reported as completed cannot be modified.

Do I have to send updated transcripts to my dental schools?
Depending on each program's admissions policy, you may be required to send updated transcripts directly to each dental school. You should contact the programs directly to determine if this is necessary.

Supplemental Applications

Some dental schools require applicants to send additional information directly to the dental school. This can be 1.) information required of all applicants, or 2.) information required of a subset applicant as defined by the dental school. In both cases, requests from the dental schools should be fulfilled. Check with each dental school for more information.

Send only ADEA AADSAS required documents to ADEA AADSAS. Any other documents received by ADEA AADSAS, including supplemental materials requested by specific dental schools, will be considered unrelated materials. ADEA AADSAS will not return unrelated materials, nor forward the unrelated materials to designated dental schools. Examples of unrelated materials include resumes, photographs, writing samples, certificates and other non-required documents.

Criminal Background Check

ADEA AADSAS provides a service to dental schools that wish to obtain a criminal background check on admitted students through Certiphi Screening®, Inc.

Once accepted at a participating dental school, Certiphi Screening, Inc. will send an email to the applicant's email entered in the ADEA AADSAS application. This email will provide access to a secure online form where the applicant provides basic identifying information and consent for this report to be obtained. Applicants can review the final report prior to its distribution.

Applicants will have 10 calendar days from when the report is emailed to review it before it is made available to participating dental schools. Applicants will be provided with an opportunity to contest the accuracy of the contents of the report within 10 calendar days. After 10 calendar days, the report will be made available to the participating dental schools from which the applicant received an acceptance.

Tip: The criminal background report will not be released to any party other than the dental schools requesting it. ADEA AADSAS does not have access to this report.

For more information about Criminal Background Check, contact:
Certiphi Screening®, Inc.
Applicant inquiry only: (800) 803–9582
help@certiphi.com
8:00 a.m. – 10:00 p.m. Eastern Time

ADEA Policies

The policies of the American Dental Education Association (ADEA) that govern ADEA AADSAS are recommended by the ADEA AADSAS Advisory Group, an official committee of the Association. ADEA

AADSAS makes every effort to process and transmit application materials to dental schools designated by the applicant. ADEA, however, assumes no responsibility for delays in processing application materials caused by the applicant's failure to follow instructions or by circumstances beyond the control of ADEA AADSAS. It is the applicant's responsibility to monitor his or her ADEA AADSAS application and report any discrepancies or problems.

ADEA does not discriminate on the basis of sex, race, color, creed, religion, national origin, marital status, age or handicap. Such information in the ADEA AADSAS application is requested only for the purpose of gathering and reporting applicant flow data, or to confirm information used to process the application.

ADEA Application Services Refund Policy

It is a vital part of the process that the full instructions are read and the application is reviewed to ensure the necessary steps are taken to complete the application. Once an application is submitted, refunds are not granted. In special circumstances, though, refund requests will be reviewed. Applicants must submit a brief, written request within 30 calendar days of the end of the cycle to paynel@adea.org. ADEA reserves the right to grant or deny requests at its own discretion. Any refund granted will be returned to the applicant in the format it was paid.

Reapplicants accepted after June 5 to the previous cycle can request a refund; requests must be made within two weeks of the acceptance which will be verified by ADEA AADSAS staff.

ADEA Privacy/Confidentiality Statement

ADEA will generally not release personally identifiable data without the permission of the individual involved. Except as described below, information about individual applicants and matriculants is not shared with anyone outside of ADEA in a way that would permit individual identification.

Information about applicants is disclosed to the schools and/or programs to which a student applies using one of ADEA's centralized application services. Information about applicants who use one of ADEA's centralized application services may also be disclosed to a limited number of third-party organizations that are involved in the application process and tuition assistance services, such as those that use information to identify and contact applicants who may be eligible for scholarships. Applicants to one of ADEA's centralized application services will be required to release their application information and supporting documents by agreeing to the Release Statement and Code of Conduct within the application.

Application data submitted by an applicant will generally not be shared with third-party individuals or organizations. ADEA will only discuss an application with the applicant and the applicant's designated schools and/or programs. Staff will not discuss an application with a parent, spouse, relative, friend or employer of the applicant. ADEA reserves the right to release information from an applicant or matriculant's file to: (i) respond to information requests by law enforcement or other governmental authorities; (ii) comply with any law, regulation, enforceable subpoena or other legal process or court order; (iii) investigate or prevent security threats, fraud, malicious activity or inappropriate, unauthorized or illegal activity involving ADEA's services or computer networks; or (iv) enforce or

protect ADEA's rights and property. In such circumstances, personal information may be disclosed without notice to the individual applicant or matriculant.

ADEA may disclose to the public data that it gathers through its centralized application services in aggregate de-identified form. ADEA reserves the right to use applicant data, including individually identifiable applicant data, for its own purposes, including research purposes. However, in publishing research, ADEA will not include individual applicant information.

Contact ADEA AADSAS

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