ADEA AADSAS
Application Walkthrough
2019-2020 Application Cycle
May 14, 2019-February 3, 2020
What is ADEA AADSAS?

The ADEA Associated American Dental Schools Application Service (ADEA AADSAS®) simplifies the process of applying to dental programs. You start by selecting the programs you wish to apply to, then you submit one application that includes all necessary materials. Once received by ADEA AADSAS, your application and materials go through a verification process before being transmitted to all of your selected programs. Click here to start your application.
Prior to the Start of the Application Process:

- Research programs you wish to apply to. Pay special attention to:
  - Cycle dates and deadline requirements. In some instances, the individual program's deadline may differ from the application's cycle dates.
  - Application fees. (ADEA AADSAS charges $251 for the first program you apply to and $108 for each additional program). Some programs may have an additional supplemental fee; contact your programs to learn if they require this and how to pay it.
  - Minimum requirements, including prerequisites, standardized test scores, supplemental applications, foreign evaluations, letter of recommendation requirements, etc.
  - The ADEA AADSAS 2019-2020 Guide to Dental Schools is now available. Do NOT buy the hard copy book because the relevant information that you need is in the online version, so buy that instead.
Do Your Own Research

- This PPT presentation is meant to serve as a resource for you during this application cycle. It does **NOT** cover all aspects of the application so please be diligent about doing your own research.

- If you do not find the answer to your question in this PPT, click here to look in the ADEA Application Instructions for more detailed information.

- If your question is not answered by either this PPT or the Application Instruction Manual you can contact ADEA AADSAS for further assistance:
  - Phone: 617-612-2045 (applicant inquiries only)
  - Application: portal.aadsasweb.org
  - Email: aadsasinfo@aadsasweb.org (ADEA AADSAS usually provides responses to emails within two business days; however, response times can take up to three business days when they are at their busiest.
  - Hours of operation: Monday - Friday, 9:00 a.m. - 5:00 p.m. Eastern Time, (except Federal Holidays). Be sure to have your CAS ID number (located under your name in the upper-right corner of the application) when contacting ADEA AADSAS via phone or email.
ADEA 2019-2020 ADEA AADSAS IMPORTANT DATES:

- **May 14, 2019:** 2019-2020 ADEA AADSAS application opens for applicants. Start your application today and submit on June 4.
- **June 4, 2019:** First day to submit your 2019-2020 ADEA AADSAS application
- **August 14 - September 30, 2019:** Academic Update period (1st academic period)
- **December 4, 2019 - February 3, 2020:** Academic Update period (2nd academic period)
- **December 2, 2019 -** Dental school decision release date to applicants
- **February 3, 2020:** 2019-2020 ADEA AADSAS closes
- **February 15, 2020:** Last day to submit all official documents to ADEA AADSAS
When You Should Contact a Program Directly

ADEA AADSAS can assist with application-related questions. For all other inquiries, including the following, please contact your program directly:

- Admission requirements and policies
- Deadline requirements
- Prerequisites
- Supplemental materials
- Requirements regarding the identity of evaluators
- Status of your application after it has been verified
- Admission decisions and interview questions
- Content and duration of a particular school's program
A Note About Etiquette

ADEA AADSAS expects all applicants to exhibit professionalism when contacting customer service. Applicants must identify themselves properly and honestly, as information cannot be provided to parents, spouses, family members, or friends. Misrepresentation of identity and/or dishonest, threatening, or offensive communication will not be tolerated.

Social Media Pages:
- For real-time news, updates and information, follow ADEA on Facebook and Twitter.
Overview

Background checks vary widely from program to program. Some programs require applicant background checks prior to acceptance, while others require these checks as a condition of matriculation. For questions about background checks – including when in the application process this must be completed – contact each of your programs directly.

Background checks reflect all prior convictions, guilty pleas, city ordinance citations (such as public intoxication), illegal possession(s) including possession of alcohol under the legal age, payments of fines (including those for traffic violations), and in some cases, prior records thought to have been expunged. Note that in some states, common traffic violations can be considered misdemeanors.

Programs that Require Background Checks

ADEA AADSAS has partnered with Certiphi Screening to offer participating programs the option of a national criminal background check (CBC) process for accepted applicants. If you receive an offer of admission from a CBC participating program, Certiphi Screening will email you with instructions on how to complete the background check process. Receipt of this email indicates that the CBC is required as part of your acceptance to the program.

Note: before a CBC can be completed, your credit card will be pre-authorized for a $150 charge ($250 for New York residents). You will not be charged more than the pre-authorized amount and any remaining funds will be refunded once the CBC process is complete.
Checklist

- AADSAS Opens: New for this cycle, ADEA AADSAS “soft opens” on **May 14, 2019**, allowing applicants to start the 2019-2020 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 4, 2019**. Before this date you should have:
  - Completed all your pre-DAT prerequisite courses listed on the Pre-Dent Quick Facts Sheet
  - Taken or scheduled the DAT ([Prometric Testing Center](https://www.prometric.com))
  - Asked your four evaluators to write letters of recommendation (one general dentist, two hard science professors and one professional letter unless stated otherwise by a school to which you plan to apply.)
  - Set-up Interfolio for your letters of recommendation ([Interfolio Website](https://www.interfolio.com) ***See slide 35 of the PPT)
  - Completed a 4500 count personal statement (***See slides 45-46 of this PPT)
  - Compiled a resume.
  - Documented your shadowing hours with a general dentist (***See slides 40-41 of this PPT)
  - Printed out an unofficial transcript to help you list your courses within the application service
  - Re-applicants should print out a copy of their 2018 application in preparation for the 2019 cycle. **Applicants will not be able to access their 2018 applications after May 1, 2018.**
Fee Assistance Program

Beginning at the start of the cycle, a limited number of fee waivers are provided to qualified applicants on a first-come, first-served basis. Applicants approved for FAP will receive a total of $467 in fee waivers which will cover the initial ADEA AADSAS program designation ($251) and two additional program designations ($108 each) for a total of three designations. The amount of fee assistance granted will be subtracted from the total fees you must pay.

Eligibility

The total income for applicant and family must not exceed 200% of the 2018 U.S. Poverty Guidelines. Use the numbers located in the left column (Persons in family/household) to determine the number of individuals in the household.

Use the (far right column) to determine the maximum income allowed for the number of family members. The total income should not exceed the 200%.

### 2018 POVERTY GUIDELINES FOR THE 50 CONTINUOUS STATES AND THE DISTRICT OF COLUMBIA

<table>
<thead>
<tr>
<th>Persons in family/household</th>
<th>Poverty guideline 100%</th>
<th>Poverty guideline 200%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$12,140</td>
<td>$24,280</td>
</tr>
<tr>
<td>2</td>
<td>$16,440</td>
<td>$32,880</td>
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<td>$41,560</td>
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<td>$76,120</td>
</tr>
<tr>
<td>8</td>
<td>$42,380</td>
<td>$84,760</td>
</tr>
</tbody>
</table>

DATES TO REMEMBER:

• May 14, 2019: ADEA AADSAS and FAP opens.
• June 4, 2019: ADEA AADSAS opens for submissions and first FAP decisions are awarded.
• February 1, 2020: Last day for DAP unless funds are expended before this date.

CLICK [HERE](#) for the 2020 ADEA AADSAS Fee Assistance (FAP) INSTRUCTIONS.
Are You Re-applying?

Overview

You can use an existing account from a previous cycle to re-apply in the current cycle. You also keep the same CAS ID number from the previous cycle. To avoid processing delays and difficulties, do not create a new account. Duplicate accounts and any documents associated with those accounts are deleted.

1. Log in to the application. A welcome screen appears; confirm you want to begin the re-application process by clicking Start Reapplication.
2. Ensure your profile information, including your contact information, is correct.
3. Decide if you want to copy application data. Your selection cannot be changed.

If You Choose to Start a Fresh Application

The data from your previous application cycle is wiped clean and you proceed with a blank application. You will receive a new CAS ID number if you create a new account.
Are You Re-applying Cont.

- **If You Choose to Copy Application Data**
  
  Information such as coursework, official test scores, attached transcripts, etc. can be copied into the new application. Letters of evaluation, essays, payments, and program-specific information cannot be copied into the new application.

  1. Select the information you want to carry over. Unselected items will not carry over and cannot be recovered, so ensure your selections are complete before clicking **Save and Continue**.

  2. A notification alerts you that every section of the application for which you choose to copy application data will require your review. You will need to review each application section to confirm the data is accurate. Click **Continue**.

  3. A second notification provides instructions for accessing a PDF copy of your previous application. This PDF is only available if you submitted an application last cycle. Download the PDF before clicking **Continue**.

  4. Your selected data will begin copying to your new application. This can take up to 24 hours to complete and you will receive an email once the application is ready.

- To successfully copy official test scores, the name and date of birth on your new application must match the name and date of birth on your original application. Note that it can take several days for the matching process to complete.

- If you have a difference in name and date of birth, contact customer service to have your scores manually copied into your application.
Are You Re-applying Cont.

- **Downloading Last Cycle's Application**
  - A PDF of last cycle's application is only available if you submitted that application to at least one program.
    1. Click on your name in the upper right corner of the application, then select **View Payment History**.
    2. Click **View Order Details** next to the payment.
    3. Click **Download PDF**.

- **Updating Coursework**
  - If you completed additional coursework since the last cycle:
    1. Update the **Colleges Attended** section to include changes to dates, degree statuses, and schools.
    2. Update your coursework. Coursework that was verified in the previous cycle will be locked in the current cycle; however, you can add, edit, and deleted unverified courses, including those listed as planned/in-progress.
    3. Request updated transcripts for new coursework or new awarded degrees (this include degrees that were listed as "expected" last cycle and have now been updated to "awarded"). These transcripts are required and should be requested after you finish updating your coursework.

- **Verifying New Coursework**
  - Once your application is completed, it is placed in queue for verification. Although there may be less information on your application to be verified, the standard verification processing timelines still apply.
Account Basics

When creating an account, consider the following:

- Create only one account to avoid processing delays and difficulties. Duplicate accounts and any documents associated with those accounts are deleted.
- For your own security, do not share your password or account information with anyone.
- Usernames and passwords are case-sensitive.
- Use an email address that you check frequently to avoid missing important updates.

Reset Your ADEA AADSAS Password:
Your password information is not accessible by customer service. To retrieve your password, use the Forgot your username or password? link on the login page. You will receive an email prompting you to reset your login information. Passwords must be a minimum of eight characters and include a number, capital letter, and a special character.
Creating a New ADEA AADSAS Account

New Account Instructions

To create your account, you must select at least one program to which to apply. Once your account is established you may add or remove programs as needed before you submit your application. To create an account:

1. From the application home page, click Create an Account.
2. Complete the required fields, agree to the terms and conditions, then click Create my account.*
3. A message appears that your account was successfully created. Click Continue.
4. Use the arrows to review helpful information. When you’re ready, click Start Your Application!
5. Use the filters to find and select the programs to which you want to apply. Note that you can go back and change these selections at any point before you submit your application.
6. When you are finished selecting your programs, click I am Done, Review My Selections.
7. Review your selections, then click Continue To My Application to view your dashboard.

*You must enter your first and last name. If you only have one name, enter it in the applicable name field (i.e., first name or last name), then:

- Enter FNU if your first name is unknown.
- Enter LNU if your last name is unknown.

Once your account is created, you receive a CAS ID number. This appears in the top right corner of your application. If you need to contact customer service, provide this number to them so they can quickly find your application.
Selecting ADEA AADSAS Programs

Before Selecting a Program

- **Check the program's deadline requirements.** Ensure you have enough time to apply. Determine if ADEA AADSAS or your program requires evaluations, transcripts, or other supplementary materials – if so, these must be received prior to the deadline for your application to be considered complete. Once your application is complete, it takes on average two weeks to be verified.

- **Confirm your eligibility.** Research the program and determine if you are eligible to apply. Contact the program directly if you have any questions regarding your eligibility. We do not verify prerequisites and requirements so it is your responsibility to ensure you are eligible.

- **Confirm that the program still has seats available.** Some programs fill their classes prior to their posted deadline, even if they do not specifically state they offer rolling admissions. We strongly encourage you to contact your programs and ensure seats are still available before submitting your application. We cannot offer refunds if a school you selected has already filled its class, nor can we transfer the payment to another program.
Selecting ADEA AADSAS Programs

Selecting a Program

1. Click Add Program at the top of the application home page.
2. Use the filters to locate the programs you are interested in applying to.
3. Click the plus sign next to a program to add it to your program list. You must select at least one program to continue completing the application. If you want to remove a program and only have one selected, you need to add the second program before you can remove the first one.
4. Continue adding programs as desired.
5. Begin filling out the application. Before submitting, be sure to review your program list to make sure you are applying to all your intended programs.

Note that by submitting your application, you are committing to applying to your selected programs. You cannot substitute or remove submitted programs after submissions. Additionally, we do not offer refunds for selections made in error and we do not transfer payments to another program.
Deleting ADEA AADSAS Programs

- You can remove a program(s) at any time prior to submitting the application; however, any information entered in the Program Materials section will be lost and cannot be retrieved or transferred. Information in the Personal Information, Academic History, and Supporting Information sections will be retained for any programs to which you choose to submit.

- Once you submit your applications, you cannot remove any programs. To withdraw yourself from consideration for admission to a program, contact the program directly. Note, however, that ADEA AADSAS does not offer applicant refunds for any reason.

- Note that your application must always have at least one program selected. If you want to change or remove a program prior to submission, be sure to select a new program first.

- From the Add Program Page
  1. Click Add Program at the top of the page.
  2. Click the Undo button to the right of the program name.
  3. Click Yes, Delete this Program to confirm.

- From the Submit Application Page
  1. Click Submit Application at the top of the page.
  2. Click the trash can icon next to the program you want to remove.
  3. Click Yes, Delete this Program.
Personal Information Section

Once the application opens on May 14, 2019, the FIRST thing you should do is enter your personal information. This section includes a Release Statement, Biographic Information, Contact Information, Citizenship Information, Environmental Factors, Parent/Guardian, Race & Ethnicity, and Other information.
Filling Out Your ADEA AADSAS Application

ADEA AADSAS Release Statement:

Overview

In this section, you must review and respond to the following release statements in order to submit your application. Once you submit your application, your responses cannot be edited. Please review these instructions and the content of the statements carefully. It is your responsibility to read and understand these statements before responding to them. If you have any questions regarding these statements, contact customer service at 617-612-2045 for clarification before making your selections.

Release Statement

This statement serves as a contractual agreement between you and ADEA AADSAS. You must agree to these terms in order to submit your application.

Pre-Submission Release

Selecting Yes for this release authorizes ADEA AADSAS to release your name and contact information to your selected programs before you submit your application. Your programs will be able to send you important information about their admissions process before you complete your application.

Advisor Release

Selecting Yes for this release allows ADEA AADSAS to release certain information to pre-health advisors at schools you previously attended. This information includes some application information, including your GPA, the names of the dental programs to which you applied, and which program, if any, you matriculate into. They will not see documentation such as transcripts or letters of evaluation.

If you select No, ADEA AADSAS will not release your information to advisors. We encourage you to authorize this release, as it is useful to advisors assisting you and other future applicants; however, it will not affect the consideration given to your application.
Biographic Information

Your Name
- This section pulls in information you entered when you created your account. Confirm that what appears here is correct; click the My Profile link to make changes.

Alternate Name
- If you are sending any documentation or test scores in which your name is listed differently than it appears on your application, select Yes in this section and enter the alternate information. This ensures that your documents and test scores are matched to your application. Contact customer service so they can manually match these items to your application; failure to do so could cause significant delays.

Examples of alternate names include:
- Maiden names
- Nicknames (e.g., "Bob" for Robert, "Beth" for Elizabeth, etc.)
- "Westernized" names
- Alternate punctuation (e.g., your name appears with/without a hyphen or apostrophe)
- Alternate spacing (e.g., your name appears with or without specific spaces)
- Known misspellings (if a document contains a misspelling)

Gender
- Select the appropriate option.

Birth Information
- Enter your date of birth in MM/DD/YYYY format. For example, January 7, 1989, would be listed as 01/07/1989. Then, enter your country, city, state/territory, and county of birth.
- Make sure you enter your date of birth correctly; failure to do so could cause significant delays with matching documentation and test scores.
Contact Information

- **Current Address**
  - Enter the address where you want to receive mail correspondence. Be sure to keep this section up-to-date as you complete and submit your application. If you anticipate a change of address, enter the date through which your current address is valid.
  - Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the International Organization for Standardization (ISO). For example, country answer options are derived from ISO 3166, which is the international standard for country codes and codes for their subdivisions.

- **Permanent Address**
  - If your current address is different from your permanent address, select No under Is this your permanent address? Then, enter the address that you consider to be your permanent and/or legal residence.
  - Note: to ensure applicants are entering consistent data for some questions, this application uses pre-populated answer options that are maintained by the International Organization for Standardization (ISO). For example, country answer options are derived from ISO 3166, which is the international standard for country codes and codes for their subdivisions.

- **Phone Number**
  - Your phone number pulls in from the information entered when you created your account. Verify that the listed phone number and type are correct; click the Profile Section link to make changes.

- **Email**
  - Your email address pulls in from the information entered when you created your account. Verify that what appears here is correct; click the Profile Section link to make changes.
Citizenship Information

United States Citizenship Details
Select your US citizenship status and country of citizenship, if applicable. If you have dual citizenship, indicate your second country of citizenship.

When selecting your status, consider the following definitions which are adapted from the US State Department:

- **US Citizen**: an individual who was born in the US or attained citizenship through naturalization.

- **Permanent US Resident**: an individual who holds a Green Card and is permitted to permanently live and work in the US.

- **Temporary US Resident**: an individual who is an alien — a nonimmigrant foreign national — who is approved to temporarily live in the US for a specific purpose (e.g., as a student), has a permanent residence abroad, and does not hold a Green Card.

- **Non-resident**: an individual who is a nonimmigrant foreign national and who is permitted to travel in the US for tourism or business for stays of 90 days or less.

- **None**: an individual who has no US citizenship or visa (immigrant or nonimmigrant) status.

Canadian Citizenship Details
Select your Canadian citizenship status from the drop-down. If you have no Canadian citizenship, select No Status.

Residency Information
Select the US state and county in which you currently claim residency. Indicate how many years you have been a legal resident of that state and the US.
Citizenship Information Cont.

- **Visa Information**
- If you currently have a US Visa, select **Yes** and enter all visa information. Please note that we cannot advise you on your visa status or any related details.
- When selecting your visa type, consider the following definitions which are adapted from the US State Department. Note that this list is not all-inclusive. Refer to the [US State Department](https://www.state.gov/) for more information.
  - **B-1 Visitor**: an individual who wants to enter the US temporarily for business.
  - **F-1 Student**: an individual who wants to study at a US academic institution. This is the most common student visa type.
  - **H1-B Employee**: an individual who wants to work in the US in a specialty occupation.
  - **J-1 Student**: an individual who wants to study at a US academic institution. This is generally used for students in educational exchange programs (e.g., Fulbright Program).
  - **J-1 Teacher, Researcher, or Trainee**: an individual who wants to teach at a US primary or secondary school, research at a US institution, or train in an occupational field at a US business.
  - **Refugee**: an individual who is located outside of the US, is of special humanitarian concern to the US, demonstrates that they were persecuted or fear persecution due to race, religion, nationality, political opinion, or membership in a particular social group, is not firmly resettled in another country, and is admissible to the US.
  - **Visa Waiver WB**: an individual from a Visa Waiver Program (VWP) participating country that allows travel to the US for business stays of 90 days or less without obtaining a visa.
  - **Visa Waiver WT**: an individual from a Visa Waiver Program (VWP) participating country that allows travel to the US for tourism stays of 90 days or less without obtaining a visa.
  - **Other**: an individual who has received a visa type not listed. Note that this list is not all-inclusive and more visa types may be available in the application.

- **Deferred Action for Childhood Arrivals (DACA)**
- If you applied for and have been accepted to DACA, select **Yes**.
Environmental Factors

- **Family Situation (US Applicants Only)**
  - Select your responses to questions related to your family situation.

- **Disadvantaged Consideration**
  - Indicate whether you wish to be considered a disadvantaged applicant by any of your programs that may consider such factors (social, economic, or educational). You can also enter brief information about your background that helps clarify your disadvantaged student status.

- **Childhood Residency**
  - Select your responses to questions related to the area in which you lived as a child.

- **High School Situation**
  - Select your responses to questions related to your high school.
Environmental Factors Cont.

- **Relatives in Dentistry**
  - In this section, you can enter information about your relative(s) in dentistry, including their role within your household, school attended, and degree(s). This information is only used for data and recruitment purposes.

- **Add a Relative**
  1. Select the relationship between you and the relative.
  2. Enter his/her first and last names.
  3. Enter his/her school attended.
  4. Select the type of degree or certification he or she earned or anticipates earning.
  5. Select his/her graduation date, if applicable.
  6. Add additional relatives, as needed.
  7. Click **Save and Continue**.
In this section, you can opt to enter demographic information about your parent(s) or guardian(s), including where they reside, their level of education, current occupation, and role within your household. This section is not required and the information is only used for data and recruitment purposes.

**Add a Parent/Guardian**

1. Click **Add a Parent/Guardian**.
2. Select the relationship between you and the parent/guardian.
3. Enter his/her first and last names.
4. Select his/her gender.
5. Indicate if he/she is living or deceased.
6. Select his/her occupation.
7. Select his/her residency information.
8. Select his/her education levels.
9. Indicate whether this parent/guardian is in your primary household (where you lived during the majority of your life, from birth to age 18).
10. Click **Save and Continue**.
11. Add additional parents/guardians, as needed.
Race & Ethnicity

Programs fully recognize the importance of diversity in their student body and in the workforce. Accordingly, programs strongly encourage applications from persons from all socioeconomic, racial, ethnic, religious, and educational backgrounds and persons from groups underrepresented in the profession. Please select any and all of the options in this section which you feel best apply to you. Please note that this section is used for statistical purposes only and in no way affects your application or financial aid eligibility.

Ethnicity

Indicate whether you consider yourself to be of Hispanic or Latino origin. This question is optional.

Race

Select one or more of the groups of which you consider yourself to be a member. This question is optional.
Other Information

**DENTPIN**
- Enter your DENTPIN. This is a unique identification number that is assigned by the American Dental Association. [Click here](#) for more information or to obtain a DENTPIN.

**Language Proficiency**
- Select your first language (the language of your birth). If you speak additional languages, click **Add Another Language**. Then, select the language(s) and the level of your proficiency in each.

**Military Status**
- If you have US military experience, select your anticipated status at the time of enrollment from the drop-down. Select **Not a member of the military** if this does not apply.

**Felony and Misdemeanor Convictions**
- Indicate whether you’ve ever been convicted of a misdemeanor or felony. Note that most programs require satisfactory background check results as a condition of acceptance. Failure to disclose and provide accurate information about prior convictions may have serious consequences, such as annulment of acceptance offers, program dismissal, or other sanctions.
- Background checks reflect all prior convictions, guilty pleas, city ordinance citations (such as public intoxication), illegal possession(s) including possession of alcohol under the legal age, payments of fines (including traffic violations), and in some cases, prior records thought to have been expunged. Note that in some states, common traffic violations may be considered misdemeanors.
- Candidates with criminal records due to felony offenses are encouraged to be aware of the potential impact for program acceptance and future licensure. Contact the programs you wish to apply to and state licensing agencies where you hope to practice for advice if you have a felony conviction or a criminal record. If you are uncertain of the status of a charge versus a conviction on your record, or if you are uncertain as to whether your offense was an infraction, misdemeanor, or a felony, contact the city, county, or state jurisdiction where the incident occurred.
- If you are convicted of a misdemeanor or felony prior to admission and/or matriculation, it is your responsibility to immediately inform your program(s).
Other Information Cont.

- **License Infraction**
  - Indicate whether you have ever had any certification, registration, license, or clinical privileges revoked, suspended, or in any way restricted by an institution, state, or locality. If yes, enter an explanation in the spaces provided.

- **Academic Infraction**
  - Indicate whether you have ever been disciplined or placed on academic probation while attending an academic institution. If yes, enter an explanation in the spaces provided.

- **Previous Attendance at Health Profession Program**
  - Indicate whether you previously attended a medical school or health profession program anywhere in the world, regardless of completion. If you select Yes, enter details about the program.

- **Applications to Other Health Professions**
  - Indicate whether you have previously or are currently applying to a health profession school other than dental schools. If yes, enter the school(s), program types, the year(s) you applied, and whether or not you were accepted.

- **Education Interruption**
  - Indicate if your education has ever been interrupted or adversely affected for reasons other than deficiencies in conduct or academic performance. If you select Yes, enter an explanation in the field provided.

- **Military Service Interruption**
  - Indicate if your education has ever been interrupted because of military service. If you select Yes, enter an explanation in the space provided.
### Previous Applications to US Dental Schools

- If you previously applied to any dental medical colleges or universities, select the year(s) you applied. Use the entering year of the fall semester when you would have enrolled. Report only applications submitted before the current ADEA AADSAS application cycle.

### Additional Questions

- Select your answers to any additional questions. Answering these questions helps programs gather information to develop future recruitment strategies.

### Manual Dexterity

- Enter any activities that require manual dexterity (e.g., activities that require hand-eye coordination such as cross-stitching, sewing, arts and crafts, playing musical instruments, auto repair, etc.) at which you are proficient.
Academic History

- **Requirements**

- **Report all institutions attended regardless of their relevance to the programs you are applying to.** Failure to report an institution may cause your application to be undelivered. This can significantly delay the processing of your application. Report all institutions attended, including but not limited to:
  - courses taken in high school for college credit
  - summer courses
  - community college courses
  - US military academies (note that this does not include courses on SMART or JST transcripts)
  - post-baccalaureate, graduate, and doctoral work
  - study abroad, Canadian, and foreign work, etc.

- **List all institutions on your application** even if the coursework completed there was transferred to another institution.

- **Report each institution only once**, regardless of the number of degrees earned or gaps in the dates of attendance.

- **Send official transcripts** for each institution.
High Schools Attended

1. Click **Add Your High School**.

2. Enter the name of your high school, the city and state where it is located, and graduation date, if applicable.
   - If you attended multiple high schools, only list the high school that you graduated and received a high school diploma from.
   - If you attended a high school outside of the United States, select **International**.
   - If you received your GED, please list GED as the name of the high school you attended, and the city/state which awarded your GED degree.

3. Click **Save This School**.
Colleges and Universities Attended

- **Adding a College or University**

  1. **Click Add a College.**
  2. Type and select your college. It may take several tries to find your school, especially if it shares its name with others or could be spelled differently. For example, if you attended "Saint John's University," you may need to try "Saint John," "St. John," or "St John" (no period) to bring the school up on the list. If you exhausted all options and it does not appear, select **Can’t find your school?**
  3. Select if you obtained (or plan to obtain) a degree from the selected institution.
     1. If you earned or plan to earn a degree, provide details about the earned or expected degree.
     2. **Click Add another Degree** to add additional degrees, as needed.
  4. Select your college's term system. You can usually find this on the back of your official transcripts, or you can contact your college's registrar.
     1. Term system refers to the type of hours your credits are worth, not the length of the term or how many terms a year your college offered.
     2. If your transcript lists some courses as quarter and others as semester, enter the term type that is most common (i.e., if you have six quarter terms and two semester terms, enter quarter).
  5. Enter dates of the first and last terms you attended. Be sure to only enter each college you attended once, regardless of gaps in your attendance there.
  6. **Click Save This College** to complete the college entry.
Academic History Section

**Sending Transcripts**

- For each college or university entered, click the **Download Transcript Request Form** button to download and print a transcript request form. Provide this form to the college's or university's Registrar's Office so that they can send an official transcript to ADEA AADSAS. See [Sending Official Transcripts to ADEA AADSAS](#) for more information (and for information on sending electronic transcripts).

- Note that if you attended a foreign college or university — and depending on your program's requirements — you may be required to send a foreign evaluation. See [Sending Official Transcripts to ADEA AADSAS](#) for more information.
Application Transcript Process

- **IF PARCHMENT E-TRANSCRIPT ($8.00):**
  - In Athena choose the **Student tab** and click on **Student Records**, then choose **Request Official Transcripts**. It will redirect you to the My UGA Portal where you will need to log in with your student ID and password. Once you have done so, choose the Parchment Icon.

  Once you click on the Parchment icon it will direct you to another page. Type in **AADSAS** under institution and follow the instructions. Remember **DO NOT** send your transcripts before the application opens.

You will also need to attach your transcript matching form before you leave this page. There are **TWO** ways you can match your form to your UGA transcript request. The first option is to click on “continue,” under “Destination” and enter the number that appears under the barcode of your transcript matching form. The second option is under “Order Options” you will choose “graduate/professional school” as your purpose and under the attachment section you can upload a copy of your transcript matching form.
IF MAILING TRANSCRIPT:

If you have trouble ordering your transcript electronically, then you can send it through the mail. Follow the instructions from the previous page, but this time choose “Switch to Mail Delivery.” Then click on “No, Send by Mail.”

You will then choose “Paper Transcript – Mailed for ($8.00)

Due to mailing and processing times, transcript verification can take up to six weeks.

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

You will need to hit continue on this page before UGA can verify the address. Once you do so the “Order Options” will appear at the bottom of the screen and here is where you choose “standard delivery,” attach your transcript matching form, and select graduate/professional school. Next, choose the quantity you would like before you select continue. After you hit continue, you will be directed to your order details. Follow the instructions to check out.
Here are the top three things you should do to ensure you successfully match your transcript to your ADEA AADSAS application:

1. List the institution in the “Colleges Attended” section.
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.
3. Request **ALL** transcripts the moment the application opens.

**NOTE:** Please list any alternate names used such as nickname, maiden name, or name variance in the Alternate Name field under the Biographic section of the application.

***Monitor the application to ensure the transcript is received. It is the applicants 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 view in the “Check Status” tab at the top of the application home screen.
Transcript FAQs

1. **If you would like more information on sending your transcripts click here.**

2. **My transfer credits are listed on my primary transcript. Do I still need to send all transcripts?**
   
   • You must report all colleges and universities attended and submit official transcripts, even if your transfer credits are listed on your primary transcript. See Sending Official Transcripts for more guidelines.

3. **How do I know what my primary institution is?**
   
   • Your primary institution is the college or university where you earned or will earn your first undergraduate college degree.

4. **How do I list my repeated courses?**
   
   • ADEA AADSAS considers a course to be repeated if you enrolled in the same course (with the same course title and prefix) again at the same college or university. Report all attempts of repeated coursework (including those that are currently in-progress or planned) and be sure to mark them as repeated during Transcript Review. Enter the number of credit hours attempted for each course, regardless of how many credits were actually earned.

5. **Why is my ADEA AADSAS GPA different from the GPA on my transcripts?**
   
   • The ADEA AADSAS GPAs factor in all coursework taken, regardless of the college or university and any academic forgiveness policies. See Calculating Your ADEA AADSAS GPAs for more information.
Program Selection

- Once you have finished entering your University and High School information, head back to the MY APPLICATION page and choose ADD PROGRAM (this is the top tab next to “my application” and before “submit application.”)

- **DO NOT CONTINUE TO TRANSCRIPT ENTRY.** It will be easier for you if you go to the Add Program section first and then return to the TRANSCRIPT ENTRY SECTION.

- In the **ADD PROGRAM** section of the application you will select the schools that you plan to apply. If there is a green check then you have successfully chosen that school. If you choose the wrong program, you can click the **undo** button next to the school that is selected.
School Selection

- 1 school $251
- Each additional school $108
- Some programs may have an additional supplemental fee; contact your programs to learn if they require this and how to pay it.
- Average is 10 schools
- 10 schools = $1,223.00

APPLY EARLY!

- Applicants who submit early are more successful in being invited to interviews.
- AADSAS Processing takes 4-6 weeks before it is mailed to schools
- Under the Submit Application tab you can see the total cost before you confirm your application.
Professional Transcript Entry

***This is optional and costs $65 for 1-3 transcripts, $90 for 4-6 transcripts and $140 for 7 more transcripts. There will be a link to the professional service within the application.

PLEASE NOTE: If you end up using this service make sure to double check their work for any mistakes.

For more detailed information on this process click here.
ADEA AADSAS: Coursework and Prerequisites

- This video is from last cycle but should still be helpful if you are having trouble in this section.

- https://www.youtube.com/watch?v=YYLo5QFNWlQ&t=63s
Transcript Course Entry

After completing the ADD PROGRAM section head back to the ACADEMIC HISTORY portion of the application. Now you will choose Transcript Entry and begin to add in your coursework for each institution. Once you are finished entering your coursework make sure to review your entries.

Preparing for Transcript Entry:

1. Use official copies of your transcripts. Coursework must exactly match your official transcripts; don’t use an unofficial version, like a printout from your school’s website. List your courses under the correct term, year, and class level. Department prefixes and course numbers must precisely match those on your transcripts.
2. Reporting coursework accurately is your responsibility. Since credit values, grade values, and course subjects vary widely from school to school, your programs need some type of standardization so they can accurately compare applicants. This standardization is achieved by using your coursework to create a standard set of GPAs, ensuring you are compared to other applicants fairly and equally.
3. Report all courses on your transcripts, not just prerequisites. Be sure to include courses from which you withdrew, repeated courses, ungraded labs, test credits, gym courses, orientations, or other non-graded courses.
4. Enter courses under the institution where you originally took the course, exactly as they appear on the original school’s transcript. Don’t list courses under the school in which the credits were transferred. You may need to go back to your Colleges Attended and add a school to enter the transfer credits for.
5. Applicants who choose to enter their own coursework should allot for a full day to enter and review their coursework to prevent errors. Errors will delay the verification of the application.
Coursework Entry Step-by-step

Enter a Term

- Click **Start** to begin entering courses for a college or university.
- Add a semester, quarter, or trimester depending on the term system you selected in the **Colleges Attended** section.
- Select a term.
- Select a year. Options are based on the time spans you selected in the **Colleges Attended** section.
- Select an academic status. Academic status refers to your status during the term you are inputting, not your current status. Refer to the list of Academic Status definitions below for more information. If you’re entering courses for a term that is currently in progress or planned, select **In Progress/Planned**.
- Click **Save All**.
- Continue adding terms, as needed.

Academic Status Definitions

- **Freshman-Senior**: Applies to all college- or university-level courses taken prior to your first bachelor’s degree. In general, four-year students should list one year per designation and five-year students should list their last two years as senior. Non-traditional students should label their terms as evenly as possible in chronological order.
- **Post-Baccalaureate**: Applies to undergraduate level courses taken after your first bachelor’s degree is earned. If you earned a second bachelor’s degree, that is considered post-baccalaureate.
- **Graduate**: Applies to master’s degree- and doctorate degree-level work only, regardless of whether the degree was earned. Work such as that taken in pursuit of a Ph.D, MD, PharmD, JD, JurisD, LL.D, DC., etc. are considered doctorate degree-level.
Example Of Coursework

- **Course Code:** List the department prefix and number of the course, which will look something like this: “BIOL 1107” exactly as it appears on your transcript.

- **Course Title:** The title of the course as it appears on the transcript, which will say “Principles Of Bio 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. “Anatomy and Physiology I,” abbreviated to “Anat and Phys 1.”

- **Course Subject:** The UGA FYOS course should be listed under “Special Topics.”

- **Credits:** Enter the number of credits for each course. A “credit” is the value of the course. For example “BIOL 1107,” will be listed a 3.00. You will needs to add BIOL 1107L as another course. Your course title would then be “Prin Biol I Lab,” and your credits would be 1.00. Remember list everything exactly as it appears on the transcript.

- **ADEA AADSAS Grade:** List the grade exactly as it appears on the official transcript.

- For more transcript entry details click [here](#).

You will enter all of your courses each semester as it is designated on your transcript. **DO NOT** rush through this section as you will need to select the courses you have entered for later sections.
Enter Courses for an In-Progress or Planned Term

You should enter any courses that you are currently taking or plan to take in the near future. This is not required, but is strongly recommended, as some programs require it. Note, however, that any term containing In Progress/Planned courses cannot be marked as complete; the entire term must be marked as In Progress/Planned. Contact your programs to determine if they require planned or in-progress coursework to be listed. Once you complete in-progress courses, you can update them in the application.

1. Make sure that you selected In Progress/Planned for the term you’re listing the course under. This alerts the system that you aren’t required to enter a grade for this course.
2. Enter the course code.
3. Enter the course title. You can abbreviate it if it does not fit in the text box.
4. Select the course subject. If you’re unsure, make your best guess.
5. Enter the expected course credits. Depending on the format of your credits, you may need to convert them. See the Course Credits section below for more details.
6. Click Save All.
7. Continue adding courses, as needed.
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.

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

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.
Course Selection

After you enter transcript information for all colleges attended, you will complete Transcript Review. In Transcript Review you will be asked to identify additional attributes about your coursework including Primary College and courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

Primary College: The “Primary College” is the school at which the applicant earned or will earn his/her first bachelor's Degree.
Repeated Classes: Indicate if you repeated any of your courses. Courses should only be marked as repeated if you repeated them at the same institution (i.e., you retook the course for a higher grade). Withdrawn courses, courses taken at different schools, and courses taken multiple times for new credit (i.e., school band, physical education, etc) are not considered repeated. Record full credit values and grades for all repeated courses. ADEA AADSAS is required to include all repeated courses in GPA calculations, regardless of an institution’s or state’s academic forgiveness policies. If you repeated courses, select Yes and click Continue. Then, click the plus sign next to the repeated courses for each college or university you attended.

Advanced Placement Credit: Indicate if you received Advanced Placement (AP) credit on the College Board Advanced Placement Exams for any of your courses. If you received AP credit, select Yes and click Continue. Then, click the plus sign next to the advanced placement courses. Be sure to only select courses that are clearly marked as AP on your transcript.
Transcript Review: Additional Tests & Honors Courses

Other Test Credit: Indicate if you received credit for tests other than the AP exam, including International Baccalaureate (IB), CLEP, DANTE, Regents, or Institutional/Departmental exams (i.e., courses you "tested out of" at college or university).
If you received test credits, select Yes and click Continue. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as test credits on your transcript.

Honors Courses: Indicate if you took any honors courses, which are generally college or university courses taken at an honors level. These are usually designated with an "H" in the course number on your transcript. Note that earning Latin honors upon graduation does not mean your courses are retroactively considered "Honors."
If you took honors courses, select Yes and click Continue. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as honors on your transcript.
Study Abroad: If you studied abroad, indicate the courses you took as part of your institution’s study abroad program. Refer to the Sending Transcripts section for more information. If you studied abroad, select Yes and click Continue. Then, click the plus sign next to the courses.

STUDY ABROAD information is the last section in the Transcript Review process. Once you finish here you can continue on to the next section: STANDARDIZED TESTS.
Standardized Tests

Self-Reported Test Scores
- You can self-report your Standardized Test scores or report tests you plan to take in the Standardized Tests section. Some of the programs you apply to may require you to report certain test scores; be sure to check with your programs to ensure you are completing all requirements.
- Note that self-reporting your scores is not the same as providing official scores to your programs. If your programs require official test scores, see Sending Official Test Scores for more information.

Add a Test Score
1. Navigate to the Standardized Tests section.
2. Find the test you took in the list and click Add Test Score. In some cases, you may only be able to enter scores for certain tests.
3. Select Yes under Have you taken the test.
4. Enter the date you took the test.
5. Enter all applicable scores.
6. Click Save This Test.

After submitting your application, you can continue to add new test entries to this section, but you cannot update or delete previous entries.

Add a Planned Test
1. Navigate to the Standardized Tests section.
2. Find the test you took in the list and click Add Test Score. In some cases, you may only be able to enter scores for certain tests.
3. Select No under Have you taken the test.
4. Enter the date you plan to take the test.
5. Click Save This Test.
DAT Test Entry

ADD YOUR UNOFFICIAL DAT TEST SCORES HERE.

If you are planning to take the test after the application opens you can add when you plan to take the test in the DAT portion of the application. REMEMBER you can still SUBMIT without having your DAT scores.
Official DAT Scores

- You must contact ADA to have your official DAT scores sent to ADEA AADSAS. Once you do, ADA electronically sends your scores directly to ADEA AADSAS. Paper copies are not accepted.

- After you contact ADA, make sure you also self-report your DAT score in the Standardized Tests section of the application and include your DENTPIN. It takes approximately 10-12 business days from the date you make the request to post to your application.

- Make sure that the name, date of birth, and DENTPIN on your application match that on your DAT exam; otherwise, your scores will not automatically post to your account. If you believe there may be a discrepancy, wait until ADA processes your scores, then contact customer service so they can manually connect the scores to your application.

- Once your DAT scores are attached to your application, they cannot be removed should you decide you no longer want your programs to view them. Your DAT scores will also remain attached to your application if you re-apply. We recommend researching your programs to determine whether you want your DAT scores to be part of your application before you request them.
Supporting Information Section

Before You Begin
Evaluations (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the evaluators themselves; they cannot be completed or submitted by the applicant or another party on behalf of the evaluator. We are not responsible for verifying evaluators’ identities. If a discrepancy is found, we reserve the right to contact the appropriate individuals to investigate and to share the discrepancy with all programs.

Before getting started, consider the following:

- **All evaluations must be submitted electronically** by evaluators using [Letters by Liaison](https://www.lettersbyliaison.com), our Recommender Portal.
- **Research each program's requirements.** You should determine whether your programs have specific requirements regarding evaluator roles or relationships before listing evaluators on your application. Many programs have strict guidelines and completed evaluations cannot be removed or replaced.
- **Prepare your evaluators.** Once you choose your evaluators, be sure to inform them about the process and that they will be completing the evaluation electronically. We recommend getting their preferred email address and asking that they monitor that inbox for your evaluation request (which will come from aadsasinfo@aadsasweb.org), including any junk or spam folders.
Letters Of Evaluation With INTERFOLIO

- How do I collect and send my letters?
  1. Sign up for a Dossier account.
  2. Collect letters into your account by requesting recommendations.
  3. Create an AADSAS application and they will attach you letter to the application once they receive it from your letter writer.

- How do I use Interfolio to deliver letters of recommendation to AADSAS?
  - If you have letters of recommendation stored in your Interfolio Dossier account, you can have Interfolio upload them directly to your AADSAS application using their online application delivery service.
  - A unique Interfolio email address will be generated for each confidential letter of recommendation stored in your account. You'll substitute this email address for your letter writer's email address in the recommendation letter section of the AADSAS online application.
  - Typically, you only need to deliver each letter once from Interfolio to AADSAS, regardless of the number of dental schools you're applying to. Click here to learn the cost of using Interfolio.
  - Click here to learn how to submit your letters.

***ALWAYS WAIVE YOUR RIGHT TO READ YOUR LETTER!
Letters Of Evaluation Within AADSAS

Submit a Request
- In the Evaluations section, click Create Evaluation Request.
- Enter the evaluator’s full name and email address.
- Select the date by which you would like this evaluation completed.
- Enter a brief message or note for the evaluator.
- Select whether you want to waive your right of access to the evaluation. See Waiver below.
- Click the checkboxes to indicate your permission for us (and programs) to contact your evaluators.
- Click Save This Evaluation Request to submit it. Once you do so, an email is immediately sent to the evaluator.
- Confirm with your evaluators that they received the email notification.
- Use the Check Status tab to monitor the status of your evaluations. Completed evaluations are marked as “Complete” and have a Complete Date listed. Follow up with your evaluators if their evaluations are still marked as “Requested” or “Accepted.” It is your responsibility to ensure that evaluation requests are received and completed on time. We will not notify applicants about missing evaluations.

Resend the Evaluation Request
- If you need to resend a request:
  - In the Evaluations section, locate the request you wish to resend.
  - Click the pencil icon to edit the request.
  - Scroll to the bottom of the page and click Resend this Evaluation Request.

Change the Evaluator’s Email Address
- If you entered an incorrect email address for any evaluators (or if any evaluator asks that you send the request to a different email address), you must delete these requests and then re-add them with the correct email.

***ALWAYS WAIVE YOUR RIGHT TO READ YOUR LETTER!***
Letters Of Evaluation Within AADSAS Cont.

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 5MB. 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.

- Click here to access our Letter Writers Guide.
Letters Of Evaluation Within AADSAS Cont.

- Once a reference is completed on the ADEA AADSAS application, it cannot be removed or replaced.
- 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 **four individual** evaluations and each letter should be written by one person.
- For each evaluation, the applicant must select whether or not to waive their access to the evaluation. **ALWAYS** waive your right to read this letter.

**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.
NOTE: You can see if the evaluation has been sent if a **green** STATUS box appears under the Evaluators name. If the letter of recommendation has yet to be sent a **orange** STATUS box will appear.

**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.
Experiences

Overview

In this section, you can enter your professional experiences in several categories, or types. Review the definitions below, consider the duties you performed, and choose the category that you think best fits the experience.

Note that since each program's definitions and requirements vary, ADEA AADSAS has no specific preference as to which category you choose. These categories are broadly based on feedback from various dental programs and are not a comprehensive list of every type of experience. Your experience's individual job description and responsibilities should determine the category you select; however, it is not guaranteed that your experience will be accepted by every program in the way you categorize it.

If you have any questions about your experiences fulfilling an individual program's prerequisite requirements, contact that program directly.

Although you can enter any experiences that you believe are relevant to your application, we recommend focusing on those experiences within the last 10 years and at the collegiate level and above. Enter only current and in-progress experiences (not planned experiences), and check your program's requirements regarding documentation.
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.

  - **Academic Enrichment:** Programs sponsored by colleges, universities, or other not-for-profit organizations; for example Summer Medical and Dental Education Program and Summer Health Professions Education Program.

  - **Dental Shadowing:** Both paid and unpaid work in a dental field where you were directly responsible for a patient's care.

  - **Employment:** Paid work done outside of the health care field or a research lab; for example, a retail or restaurant job.

  - **Extracurricular Activities:** Related activities you would like your selected programs to review; for example, academic clubs and competitive teams. Do not include paid work experience in this section.

  - **Research:** Any experience working on a research project, preferably in addition to or outside of regular classroom work. This may include student research positions, research technician positions, summer research student, master’s rotational student, etc.

  - **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.

  - **NOTE:** Include the name and address of each organization, supervisor, dates associated with the experience, title held by the applicant, average weekly hours, and 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.
Enter Your Experience:
Click **Add an Experience**.
Select the appropriate experience type from the drop-down.
Enter information about the organization where the experience took place.
Enter information about your supervisor at the organization. This is a person that programs can contact to verify that this experience occurred. If the experience was a student-organized group and there was no advisor, list a member who can verify your experience.
Enter the date or date range in which the experience took place. Note that your experiences will not display on your application in any specific order, regardless of the dates entered.
Enter additional details about the experience, including the title of the experience and the time commitments. Enter the average weekly number of hours that you completed for this experience during the date range that you indicated.
Select **Yes** or **No** to indicate a release authorization to allow your selected programs to contact the organization.
Click **Save & Continue**.
Note that you cannot repeat hours between Experience types. So, if position duties encompass more than one section, enter the position in both sections and divide the hours and duties accordingly.

***I recommend filling out a word document with all of your experience information before the application opens so that all you will need to do in this section is copy and paste.

***Select Your Most Important Experience:
Once you have added all your experiences, click the star icon next to an experience in the My Experiences list to mark it as your most important. You can select up to 6 experiences to highlight as your most important.
You will also have a description box that allows 600 characters to list your duties regarding your experience.
Experiences FAQs

1. I haven’t begun my experience, 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.

2. 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.

3. 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 which you are applying.

FAQ

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.
Achievements

Overview

In this section you can enter any relevant professional or academic achievements in several categories, or types. Review the definitions below, consider the achievement you earned, and choose the category that you think best fits.

Although you can enter any achievements that you believe are relevant to your application, we recommend focusing on those achievements within the last 10 years and at the collegiate level and above.

Achievement Types

Awards: Awards received as a prize, such as trophies and medals.

Honors: Honors received as a special distinction for work done, including Dean’s List and memberships in honor societies.

Scholarships: Scholarships earned based on academic, athletic, and other achievements.

Add an Achievement

Click Add An Achievement.

Select the type of achievement.

Enter the name of the achievement.

Enter the name of the organization that presented the achievement, if applicable.

Enter the issued date.

Enter a brief description, especially if the achievement is not clear based on its title. You can also note if any special circumstances surrounded it. If your achievement was awarded multiple times (e.g., Dean’s List), use this field to explain that instead of creating multiple instances.

Click Save This Achievement. Your saved achievements will not display in any particular order, regardless of the order or dates you enter.

Select Your Most Important Achievement

Once you have added all your achievements, click the star icon next to an achievement in the My Achievements list to mark it as your most important. You can select up to 4 achievements to highlight as most important.

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/Licenses

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

Licenses
In this section, you can add any current professional licenses that you have. Note that we do not verify the information entered here. Contact your individual programs to determine if they require official documentation of any license listed in this section.

Add a License
1. Click Add a License.
2. Select the type of license from the Type drop-down.
3. Enter a number, if applicable.
4. Enter the date on which the license was issued.
5. Select the country where the license is held in.
6. Upload a copy of the license.

Note that once you submit your application, you cannot edit or remove licenses; however, you can continue to add new ones, as needed.

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.
Personal Statement

- 1 page, 4,500 characters including spaces
- Answer the question: Why do I want to pursue a dental career?
- Things to express: motivation, academic preparedness, articulate, socially conscious, and knowledgeable about dentistry.
- Write about your experiences and any qualities that will make you stand out.
- Do not personalize your personal statement for one particular school. Keep it general.
- Do not exceed the maximum length: Refer to the number below the field in the application. This is the number of characters (not words) that you can use in your essay. As you type, you can see how many characters are still available. Characters include spaces, carriage returns, and punctuation. You cannot save your essay if it exceeds the character limit.
- https://www.youtube.com/watch?v=YsixQfYC-YE&t=8s
Writing Your Personal Statement for Health Professional School

There is no way to write a personal statement, but there are some best practices and core elements of personal statements. Use some of this information to start writing; consider attending a personal statement workshop or setting up an individual appointment with your Career Consultant to fine-tune your statement.

Structuring Your Statement
Organize your Personal Statement just like you would any other essay: introduction, body, conclusion. Each body paragraph should be structured using FEL:
- **P**: Point - topic sentence - what is the point you want to make?
- **E**: Evidence - make your point - what evidence supports your point?
- **F**: Explanation - explain your point - why is this relevant to the program you are pursuing?
- **L**: Link - link your point to the next paragraph.

4 Key Components of Your Statement

1. **Motivation**
   - Why do you want to pursue this career?
   - Think about your initial aspiration and your ongoing preparation.

2. **Fit**
   - How do you know this is the right career for you?
   - Think about the values and personal qualities you possess that make you a good fit for this career. Consider how they match the profession.

3. **Capacity**
   - How do you know that you have what it takes to be successful in this field?
   - Assess your skills, strengths, weaknesses, and challenges. Put them in context of this profession.

4. **Vision**
   - How do you want to impact the profession? Consider broad and specific goals.

Do’s & Don’ts

**Do:**
- Tell a story, find an angle, be specific.
- Write well & proofread!
- Use a clean, professional format.
- Stay within the word/character limit.

**DON’T:**
- Speak in clichés or generalities.
- Forget, white, condense, or repeat info from your resume.
- Submit supplemental materials unless they are requested.

Top 10 Tips for Writing Success

1. **Plan ahead – time and content.** Give yourself more time than you think you need to write your statement. Identify the main points you wish to include before you start writing.

2. **Narrow your purpose.** Be sure you understand the directions you were given, and choose a narrow focus. Each sentence and paragraph should support your purpose and consider your audience.

3. **Start in the middle.** Introductions and conclusions often prove to be challenging to write. Start in the middle and just begin writing.

4. **Embrace terrible first drafts.** Allow yourself to make mistakes. Just write, knowing that you may throw out drafts entirely or make significant revisions. Remember that writing is a process.

5. **Use strong action verbs.** Limit state of being verbs ("is," "are," "was") to only two or three per paragraph. Instead, use strong action verbs to make your writing more interesting.

6. **Write in active voice.** Using active voice instead of passive voice makes your writing easier to read. For example, write "I used Adobe InDesign to create engaging and creative publications" instead of "Adobe InDesign was used to create engaging and creative publications."

7. **Streamline your words.** Avoid clutter, ensuring that each word adds to your purpose. At times, fewer words lead to strong sentences. For instance, "There are many people who are affected by a fear of public speaking" could be improved by writing "Many people fear public speaking."

8. **Use variety of sentence structures and lengths.** Using the same sentence structure and length over and over again leads to dull writing. Instead of writing "I went to the grocery store. I bought some delicious chocolate chip cookies," try "I went to the grocery store and bought some delicious chocolate chip cookies."

9. **Use transitional words and phrases.** Transitions ensure that your sentences and paragraphs flow nicely for the reader. Simply repeating select words from one paragraph to the next serves as a useful transitional tool. Words like "additionally," "however," "therefore" and "consequently" can help with transitional flow as well.

10. **Start and end strong.** Capture your reader’s attention with an interesting opening that introduces your topic and supports your purpose of writing. A strong conclusion sums up your purpose and leaves the reader with a positive impression.

Reflective Writing Prompts

Use these prompts to practice writing personal content with details and structure.

1. If I could talk to my childhood self, the one thing I would say is...  
2. What surprised you most about your life or life in general?  
3. Write about a moment in your life when you wished you could freeze and preserve.  
4. Imagine living the day as someone else.  
5. Write about a promise you want to make to yourself and keep.  
6. I feel most energized when...

Adapted from the University of Minnesota "Personal Statements for a Health Program," 2017
The Program Materials section includes additional information and requirements for the programs you selected in the Add Programs section. Each program’s requirements may vary, so it’s important you review this section in detail.

Your selected programs appear on the left side of this page; click each program’s name to begin your review. Note that depending on your program’s requirements, you'll see one or more of the tabs outlined below.

FAQ

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.
Prerequisites

The Prerequisites tab is only available for certain programs. In it, you can assign courses you took (or plan to take) to fulfill the program’s required prerequisites. You must complete Transcript Entry and Transcript Review in order to complete this section. Note that assigning these courses does not necessarily mean you meet the program's prerequisite requirements; the program wants you to self-identify these courses for their review. Contact each program directly if you have questions about these prerequisites.

Assign a Prerequisite

Click Assign Course.

Click the plus sign next to the course(s) that you believe fulfill the prerequisite. You can match multiple courses to one prerequisite, if applicable.

Click Save and Exit.
- Click **ASSIGN COURSE** to choose from all the courses listed from your Transcript Entry section.
- Click on the course and it will turn green to show it was selected successfully.
Program Materials Section Cont.

- **Questions**
  
  The **Questions** tab is only available for certain programs. Here, you can answer questions specific to each program. Questions may be multiple choice or open-ended text boxes. Some programs require an additional essay. Contact each program directly if you have questions.

  - Select your answers for each question and then click **Save My Responses**. If copying a response into a text box, check for possible formatting changes. We suggest using simple formatting, as tabs, italics, multiple spaces, etc., will not be saved. To delineate paragraphs, type a double return between each paragraph.
Submit ADEA AADSAS Application

▶ Before Submitting

▶ Before you submit your application, be aware of the following:

• You can make limited changes after you submit your application. You can add new test scores, experiences, achievements, and/or certifications (where applicable), but you cannot edit existing entries. You can also update evaluations with “new” or “in-progress” statuses and select additional programs to apply to. All other sections are read-only.

• You can submit your application before your transcripts and evaluations are received. Please note, however, that we will not review your application until all of your transcripts, payments, and evaluations are received.

• Do not wait until the last minute. You can submit your application up until 11:59 PM ET on the deadline date; however, ensure you allow for time to complete the required payment section. You must click Submit and complete the final payment information before the deadline in order to guarantee your submission is accepted. Additionally, be aware that during our busiest times you may experience page loading delays, and these may occur outside of customer service’s hours of operation. We cannot grant deadline extensions if you miss your deadline; contact your programs directly for more information.

▶ Fee Assistance Program

▶ Check the ADEA AADSAS Application Fees section before submitting to see if you qualify for the available Fee Assistance Programs.

▶ Submitting Your Payment

▶ When you are ready to submit your application, go to the Submit Application tab and click Submit. Payments can only be made in the application via a credit card. We accept Visa, Mastercard, American Express, and Discover. Credit card payments cannot be made over the phone.

▶ Once you submit your application and payment, click View Payment History for each program on the Check Status page to confirm your payment’s receipt.
Completing Your ADEA AADSAS Application

Your application must be considered "complete" to be placed in line for verification. In general, an application is complete when:

- All official transcripts have been received and posted to your application.
- Your application fee payment was submitted and marked as received.
- You submitted your application and received an email confirming it was successfully submitted.
- Your application Program Status is "Complete."

Note that your selected programs may have specific requirements for completion (i.e., supplemental applications, official transcripts, document uploads, etc.). We recommend contacting your programs directly to ensure you are meeting all requirements. Failure to submit all required materials may jeopardize your eligibility for admission consideration. Review each program’s homepage to ensure you are meeting all requirements.

After Submitting

You’ll receive a confirmation email acknowledging that your application was submitted. Note that submitting does not mean your application is being reviewed by your programs. Depending on what materials were already received, submitting changes your application status from "In-Progress" to "Received" or "Complete."
What is Verification?

**Definition**

Verification is the process used to ensure all of your coursework was entered correctly and consistently. Since credit values, grade values, and course subjects vary widely from school to school, your programs need some type of standardization so they can accurately compare applicants. This standardization is achieved by using your coursework to create a standard set of GPAs, ensuring you are compared to other applicants fairly and equally.

- Several things happen during verification:
  - Each course you entered in the Transcript Entry section gets placed under a specific course subject category.
  - Each grade you entered in the Transcript Entry section gets converted to an ADEA AADSAS grade value.
  - GPAs are calculated using the converted grade values.

- If significant mistakes are found in your application during the verification process, your application will be undelivered, or returned to you for corrections.

**Timeline**

- Once all of your required application materials are received, your application's status changes to Complete and your application is placed in line to be verified. Verifications occur in chronological order and on average take two weeks to complete. Once your application is verified, you will receive a notification and your application's status will change to Verified.
How ADEA AADSAS Programs Receive Your Application

► When Programs Review Your Application
  ► Once you pay for and submit your application, you’ll receive a confirmation email and we’ll send your application electronically to your programs. Your programs choose when to review your application. Once your application is verified, contact the programs directly with any questions about your application’s status.

► Why Programs Don’t Receive Your Application
  ► Programs don’t receive your application when the following occurs:
    • You did not submit your application to the program.
    • You did not submit payment.
    • Your application has an Undelivered status.
    • Your application has been placed on hold. Applications are placed on hold when:
      • You have created more than one application account for the cycle, and the duplicates are placed on hold.
      • You have chosen to withdraw your application for the cycle.
      • Your application has been suspended as a result of a code of conduct or ethics violation.
      • A credit card payment was charged back.

► If your application is on hold, contact your program(s) for more information.
Calculating Your ADEA AADSAS GPAs

Overview
During verification, ADEA AADSAS uses the information you entered in the Transcript Entry section to calculate several GPAs, including GPAs for each institution you attended. To calculate these GPAs, each A-F or 0-100 grade you entered in the Grade field is first converted to an ADEA AADSAS numeric grade value, then multiplied by the attempted credits. The resulting product is Quality Points.

Your total Quality Points are then divided by your Attempted Credits to determine your GPA.

Non-graded credits are not included in your GPAs. Non-graded credits are earned credits for which you did not receive actual letter grades (e.g., advanced placement credits, "pass" or "satisfactory" credits, college board AP exams, etc.).

ADEA AADSAS calculates all GPAs in semester hours. Courses that were completed in quarter hours are converted to semester hours. The conversion ratio is 1.0 quarter hour = 0.667 semester hours.

Use the GPA Calculator to see how ADEA AADSAS will calculate your GPA.

CLICK HERE TO LEARN MORE ABOUT GPA CALCULATIONS. CLICK HERE FOR THE ADEA AADSAS GRADE VALUES CHART.

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.
Find Your GPA Calculations

- You can view your ADEA AADSAS GPAs once your application has been verified. To view your ADEA AADSAS GPAs:
  - From the application dashboard, navigate to the Submit Application tab.
  - Click the download button located next to any program you applied to.
  - Open the PDF and use the bookmarks to navigate to the Calculated GPA section.

![CALCULATED GPA Table]

On the PDF bookmarks menu, select “Calculated GPA” to view your GPA charts.
Find Your GPA Calculations Cont.

Discrepancies:

- Because of the standardization that occurs during verification, it is not uncommon to see GPA discrepancies between what your schools calculate and what ADEA AADSAS calculates. Discrepancies occur because:
  - ADEA AADSAS does not recognize an individual school's policies for forgiveness, academic renewal, or grade replacement for repeated courses. All grades earned for repeated courses are factored into your ADEA AADSAS GPA.
  - ADEA AADSAS’s numeric grade values differ from an individual school's.
  - ADEA AADSAS calculates all GPAs in semester hours. Courses that were completed in quarter hours are converted to semester hours. The conversion ratio is 1.0 quarter hour = 0.667 semester hours.
  - ADEA AADSAS breaks down your GPA by academic year, not by college or university. Coursework completed at multiple schools for similar academic years get combined. For example, if you completed freshman coursework at College ABC and freshman coursework at College XYZ, ADEA AADSAS uses all of that coursework to calculate the GPA for your freshman academic year.

- Click [here](#) to learn how to dispute and correct ADEA AADSASS Course Subjects and GPAs.
Updates

► Overview

► Once you submit your application, most sections are locked to prevent edits. Updates you can make include:
  
  • Editing your contact information.
  • Editing your profile information (username, password, security question, etc.).
  • Adding programs with deadlines that have not yet passed.
  • Editing or deleting evaluations that remain incomplete.
  • Adding new test scores, experiences, achievements, and/or certifications, if applicable (you are unable to edit or delete existing entries).
  • Editing program materials for programs you have not yet submitted to (programs you have already submitted to will be locked).

► If you have updates for other sections of your application, submit these updates directly to your programs.
Updates Cont.

- **Updating Your Coursework**

- After your application is verified, you can make updates to courses you listed as in progress or planned, as well as add courses that are planned for the next term. You cannot update terms that are already verified or add terms from previous years (e.g., you forgot to add a term from 2014). If you are updating coursework as a re-applicant, review Use an Existing ADEA AADSAS Account to Re-apply.

- To update your coursework:
  - Ensure your application’s status is Verified.
  - Navigate to the Academic History section.
  - Click Transcript Entry.
  - Click Edit under the school you are updating.
  - Click the blue pencil next to the term you are updating (if you need to add a new term, click Add Term).
  - Change the In Progress/Planned box to Completed.
  - Update your courses, credits, and grades.
  - Click Save All.
  - Click Update my application to send the updated information to your programs.
Updates Cont.

- **Additional Information**
- **Timeframe for Updating Coursework**
  - Your application must be Verified before you can update your coursework. Updates are available within the following timeframes:
    - August 14, 2019 to September 30, 2019
    - December 4, 2019 to February 7, 2020
  - When you submit an update, you must move the entire term from in-progress to complete.
- **Transcript Requirements**
  - Updated coursework will be verified. Arrange for your updated official transcripts to be sent directly to ADEA AADSAS as soon as they are available.
- **Updating Your GPA**
  - Since updated coursework is verified, new grades will be factored into your existing ADEA AADSAS GPAs and made available to your programs.
What I Learned from My Dental School Application Journey Panelists

https://www.youtube.com/watch?v=nUkSeQbZXEU&t=504s
Interview Tips

FEATURING:

Harvard School of Dental Medicine
University of Louisville School of Dentistry
Indiana University School of Dentistry
New York University College of Dentistry
A.T. Still University - Arizona and Missouri
Rutgers, The State University of New Jersey, School of Dental Medicine
University of the Pacific Arthur A. Dugoni School of Dentistry

https://www.youtube.com/watch?v=7wmTxTbs1gl&t=16s

FEATURING:

University of Minnesota School of Dentistry
University of New England College of Dental Medicine
Western University of Health Sciences College of Dental Medicine
Case Western Reserve University School of Dental Medicine
Virginia Commonwealth University School of Dentistry
University of Iowa College of Dentistry
University of Missouri Kansas City School of Dentistry

https://www.youtube.com/watch?v=Z0zflH0USw&t=36s
GOOD LUCK!