CASAA Walkthrough

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Attention

This presentation is meant to guide you but please do your own research. It may not cover all aspects of the application cycle.

CASAA Contact Information:
- Chat on their website
- Call: 617-612-2077
- Email: casaainfo@liaisoncas.com

CASAA Costs

CASAA Charges $160 for the first application fee and $50 for every additional application.

Please be aware your program may have supplemental items that cost extra money.

CASAA Dates

When is the application cycle?

Opens: March 2022
Closes: February 2023

This link takes you to an application timeline. This can be helpful for staying organized: https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Starting_Your_CASAA_Application/Getting_Started_with_Your_CASAA_Application/01_Quick_Start_Guide

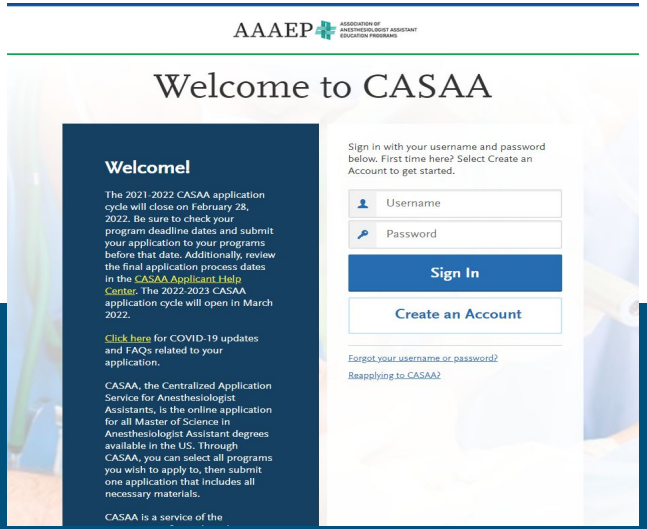
Extra information:

Make program dates first priority over CASAA deadlines.

Be aware of any supplemental application requirement dates.

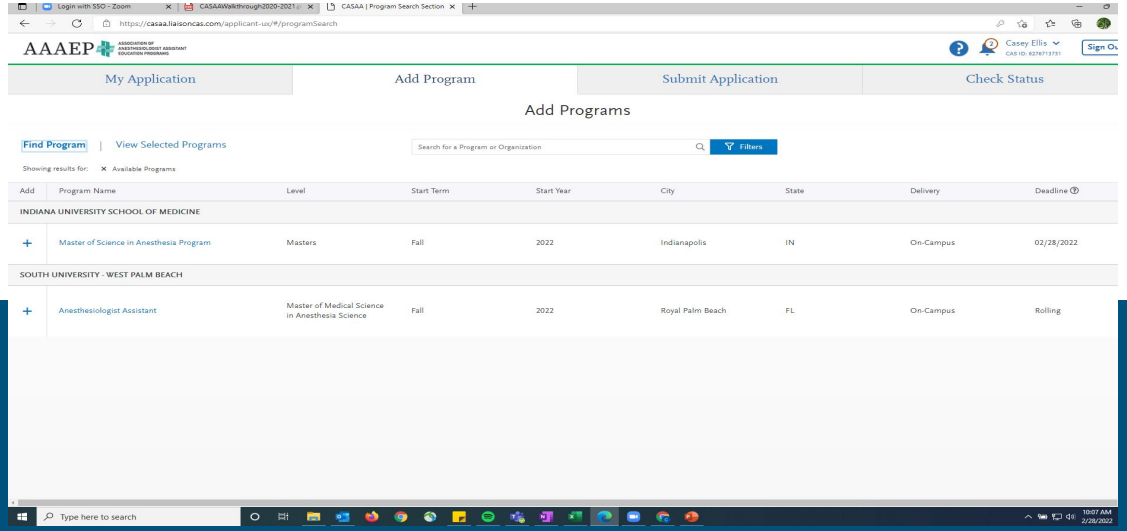
Be aware of early decision dates.

Starting the CASAA Application



Step 1

Make an account. Keep track of your username, password and CASAA ID.

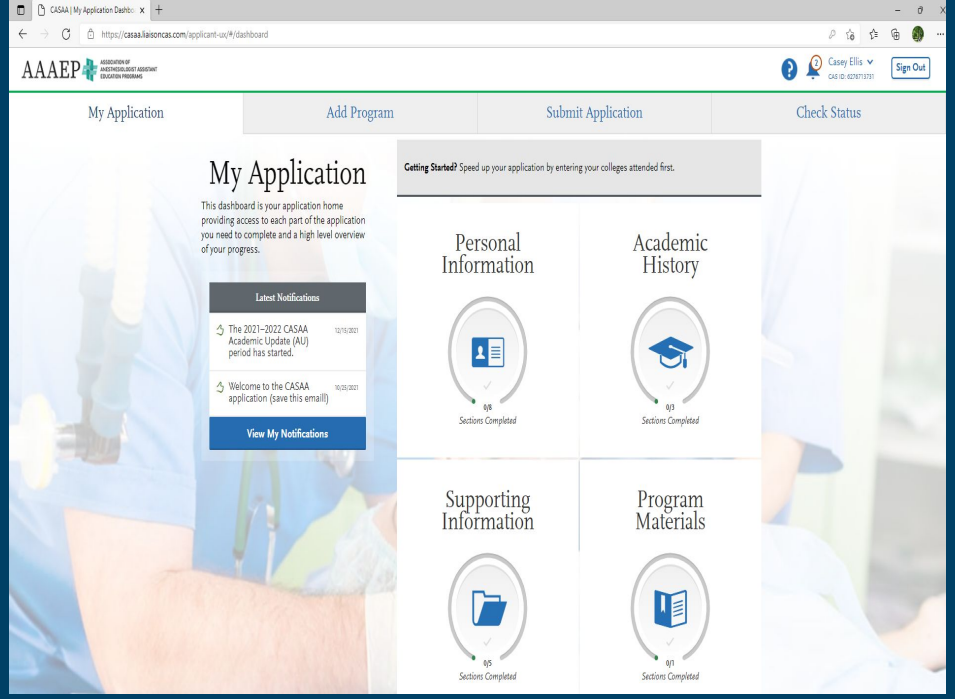


Step 2

Add programs. You can add programs at any time but go ahead and add all the programs you know that you want to apply to. You can search for a program or scroll down and click on the + button.

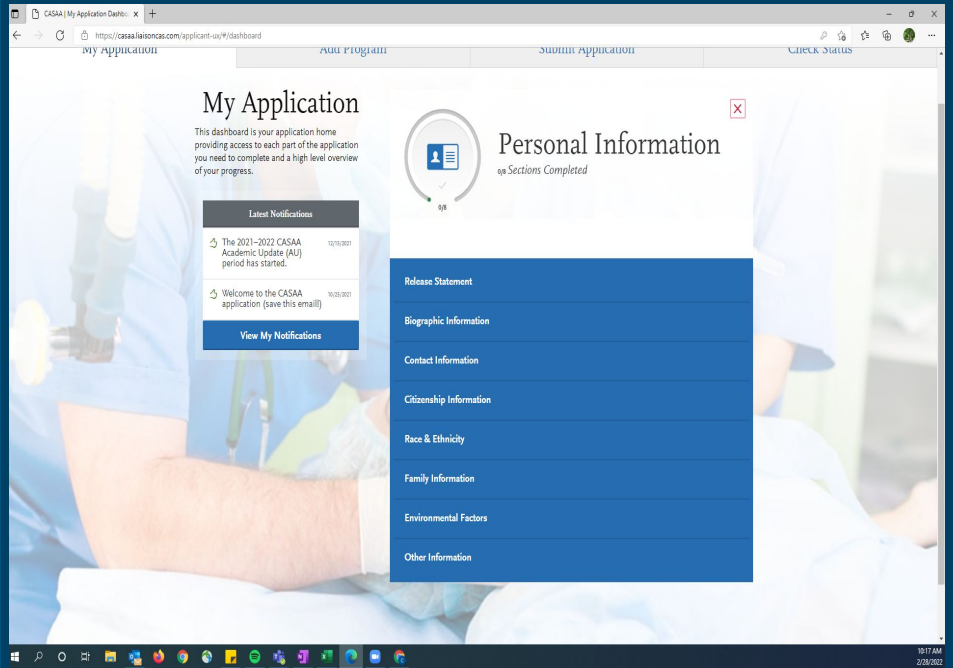
CASAA Dashboard

After you have added your programs, you will be taken to your Dashboard. You will see 4 tabs at the top: My Application, Add Program, Submit Application, and Check Status. Under the My Application tab you will see 4 components of the application: Personal Information, Academic History, Supporting Information, and Program Materials. We will start with Personal Information.



Personal Information

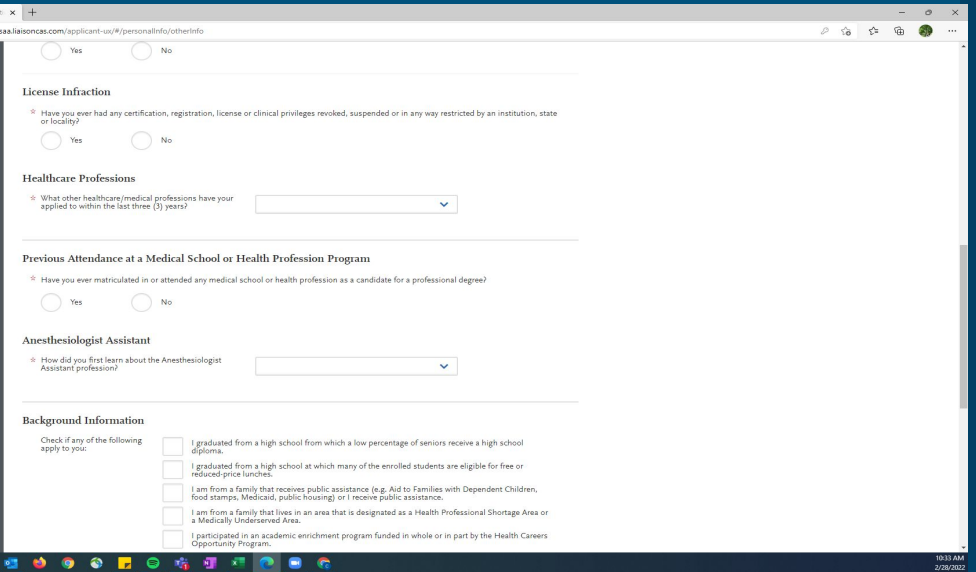
The first section under Personal Information is called Release Statement. There are 2 release statements you will need to verify. The CASAA release statement confirms that you understand the terms of the CASAA Application. The Advisor release statement grants pre-health advisors access to application information so that they may help you through the admissions process.



The sections under Personal Information are pretty straight forward. First, enter your name, any alternate names, gender, and birth information in the Biographic Information section. Next enter your contact information. Be sure to use an email that you will check frequently. Sometimes students will create an email account specifically for application information. The next section is Citizenship Information where you will disclose your residency information and any necessary visa information.

Personal Information Continued

Next you will enter in you race and ethnicity information followed by Family Information which collects data on your parents or guardian should you wish to include that in this section. Then the environmental factors section will ask a series of questions around your access to medical care, childhood residency, etc.

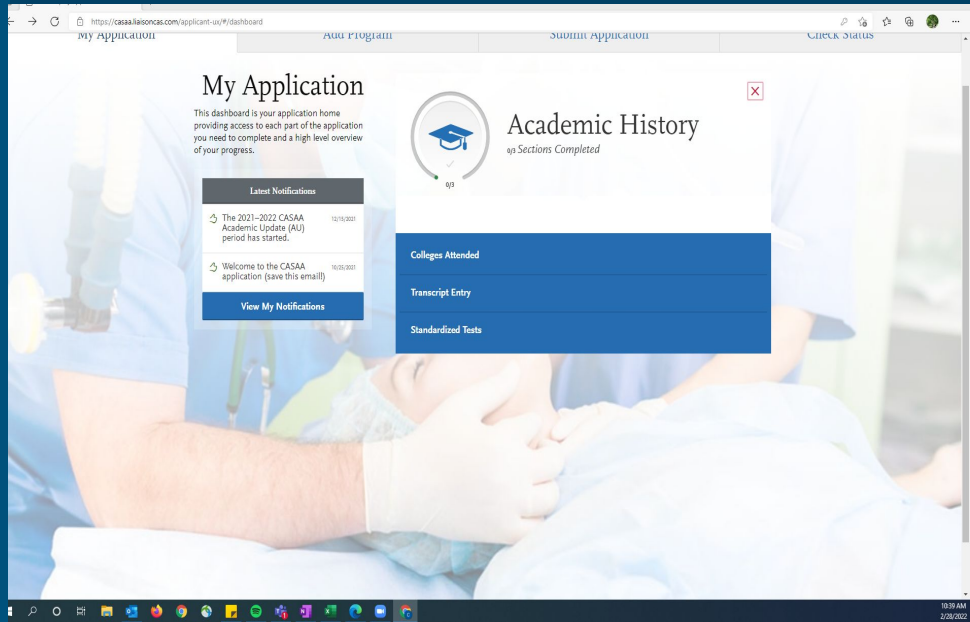


The last section of the Personal Information part of the application is called “Other Information.” Here you will answer questions pertaining to your language proficiencies, military status, and any felony or misdemeanor convictions. This section will also ask you about licensure and how you heard about the AA profession.

Academic History

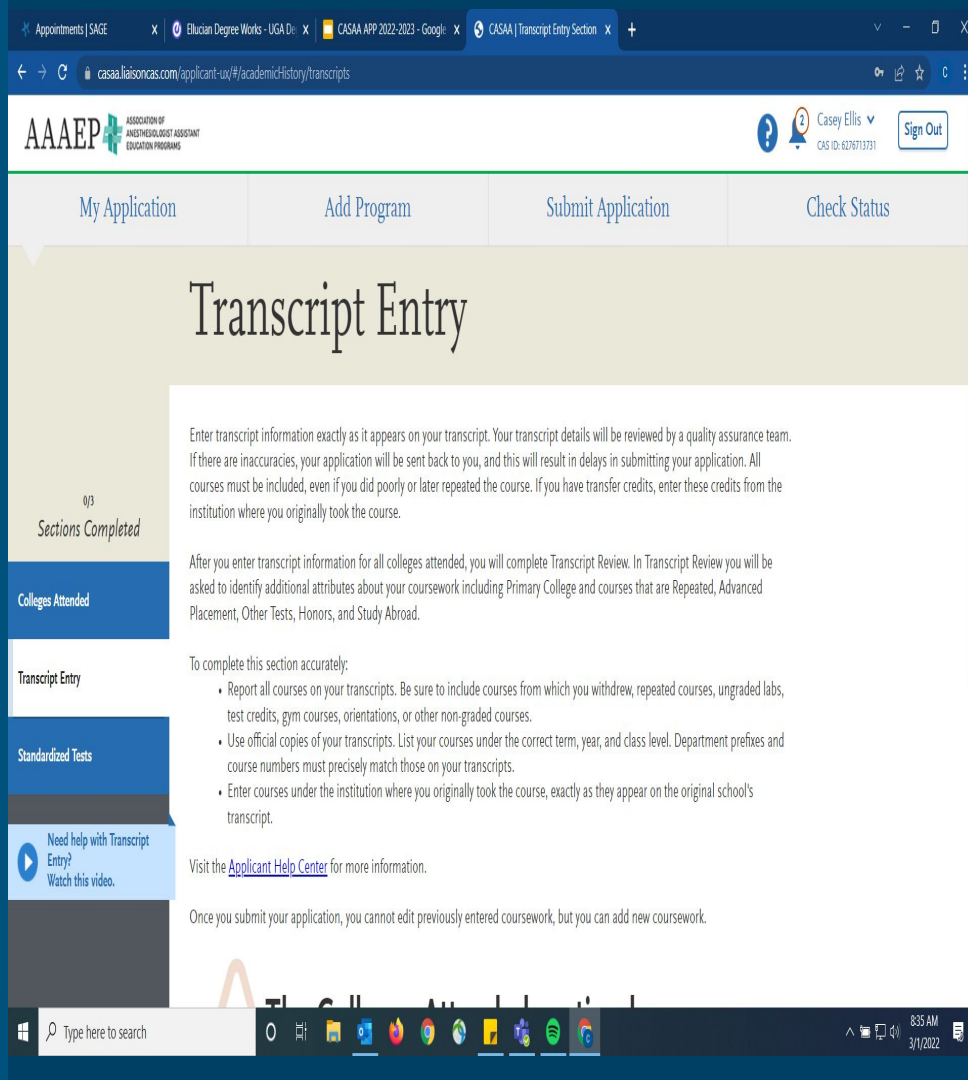
The next component to the application is Academic History. This part can be very tedious and time consuming. It is important that you allocate plenty of time to complete these sections in their entirety before moving on or taking a break. There are 3 sections to Academic History: Colleges Attended, Transcript Entry, and Standardized Tests.

First add each college you have ever attended even if it was for dual enrollment or transient courses. Only enter a college one time even if there are gaps in your enrollment. To add a college click the blue button that says Add a College or University. Then you can start typing your school in the search bar. Select your school from the drop down. Do this for each college you have attended. You will then answer a series of questions about the colleges that you entered.



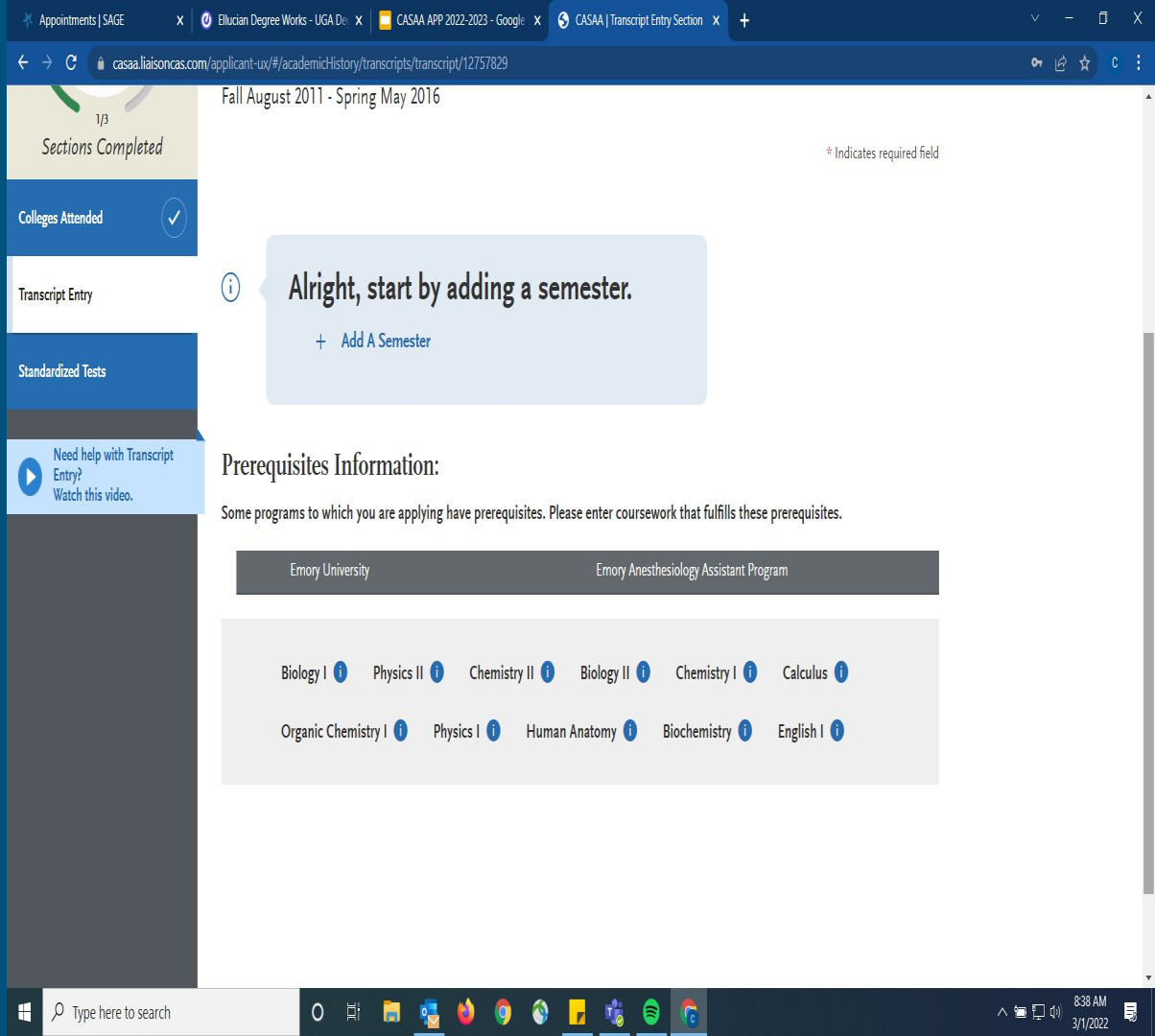
Transcript Entry

The next section is Transcript Entry. There is an optional service that you can choose to use that will enter your transcript coursework for you for a fee. It can take weeks for this to be completed so just keep that in mind. The fees are $69 for your first 3 transcripts, $95 if you need to enter 4-6 transcripts, and $145 for 7 or more transcripts. You can select to have the Professional Transcript Entry done or to enter your coursework yourself for free.



Transcript Entry Continued

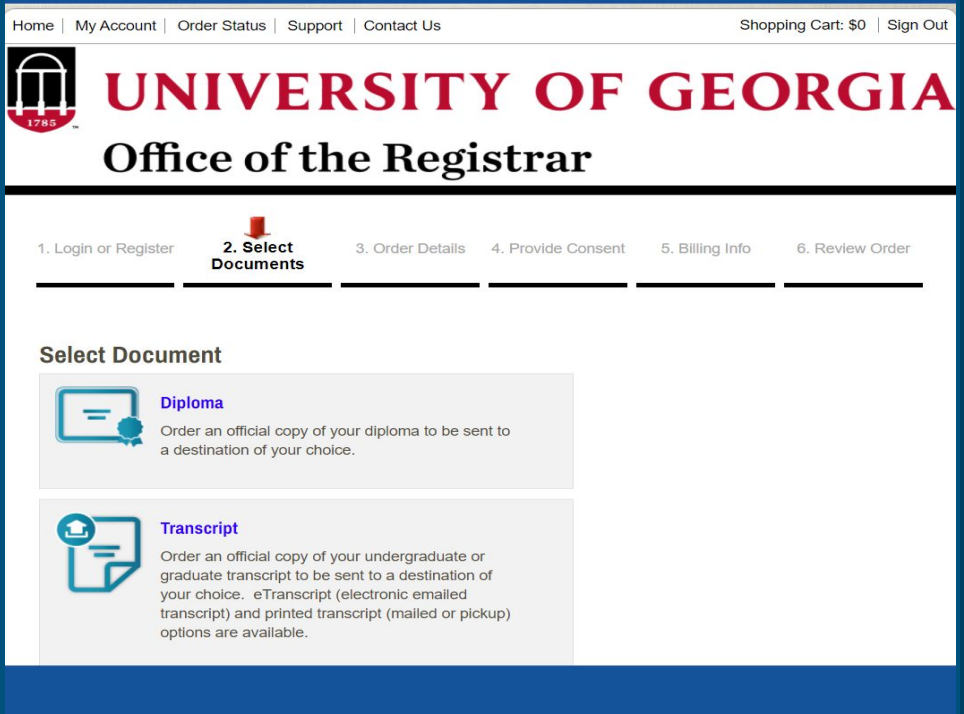
Start by adding a semester, and then you add a course.



Transcript Entry Lab Review

After you have entered all of your coursework, select Transcript Review. It will prompt you to answer a series of questions and to select the courses that are applicable. For example, you will be asked “Did you take any Lab Courses?”. If you did, click on Yes and then you will be able to add the courses that were labs.

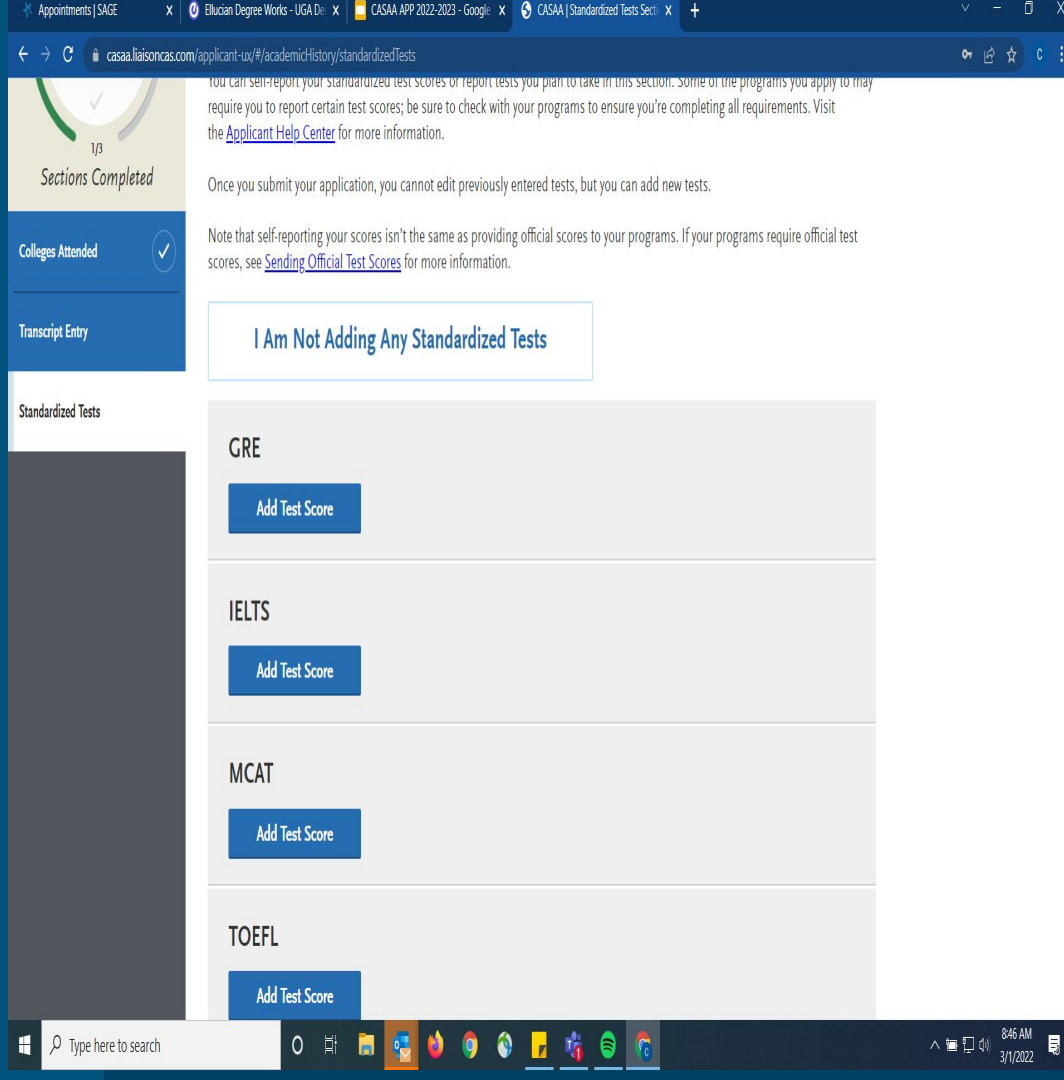
Order Your Transcripts



You need to order OFFICIAL transcripts from EVERY institution that you have attended even if it was for transient courses or dual enrollment, even if your courses transferred to another institution. It can take several weeks for CASAA to receive your transcripts so make sure ordering them is one of the first things you do after you create your account. That way you do not slow down the verification process. UGA uses Parchment. To order your UGA transcripts log into your MyUGA portal and select Order Transcripts. There is a fee.

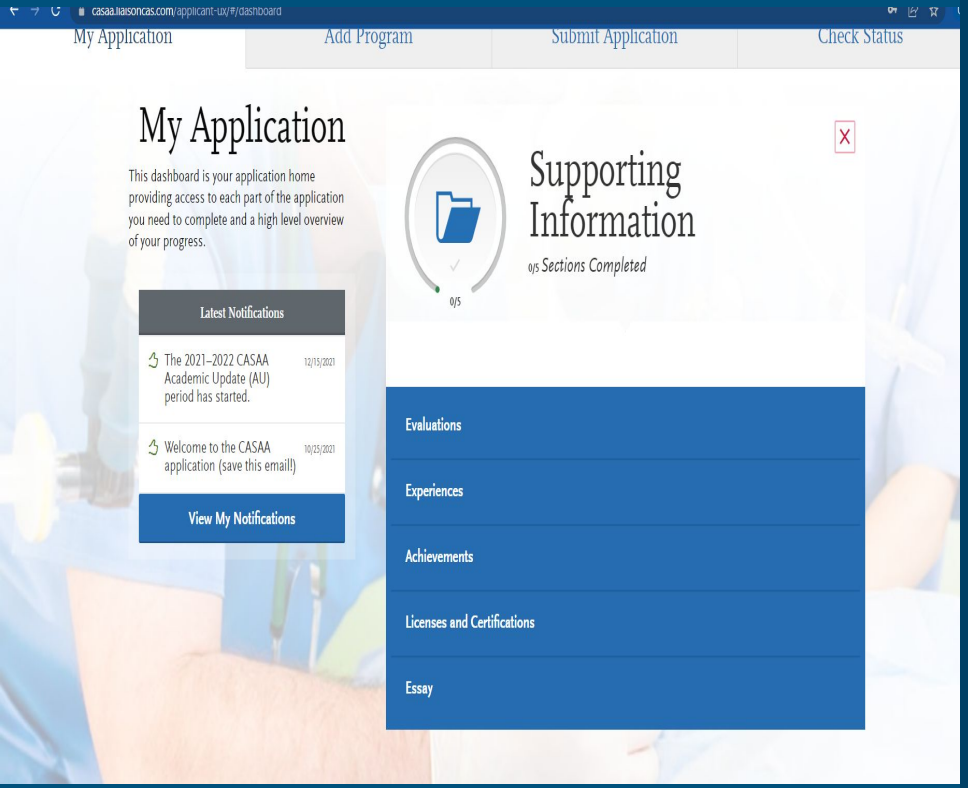
Standardized Tests

The last section of the Academic History section will collect your standardized test scores. If you do not wish to enter any test information, select the “I Am Not Adding Standardized Tests” button. Many of you will have GRE and/or MCAT. Select all of the tests that are applicable to you. We will use the GRE as an example. Select “Add Test Score” under the test title that you would like to include. Then you will be prompted to enter that test’s information. If you have completed the exam then include your scoring information. If you have not completed the exam, enter the dates that you plan on taking the test.



Questions

Supporting Information



The next component to the application is called Supporting Information. It is in this section where you will request your evaluators to submit letters of recommendation, log your experiences, include any achievements, licenses, and certifications that you have and submit your personal statement.

Evaluations

You can edit and delete requests that are in Requested or Accepted status. Once a request is Completed, you cannot make any changes regardless of whether you've submitted your application or not.

You need to create an evaluation request for each of your references. Click on Create Evaluation Request. Then you will enter your evaluator or reference's information including their name, email, due date for their evaluation, and a personal message. You will be asked if you would like to waive your right to access the evaluation. ALWAYS waive your right to view your evaluations.

Evaluations Continued

Quality recommenders should be able to write a full page on you. Recommenders should be able to speak to more than your academic achievements but your personality, character, and work ethic.

Once you submit the information for your reference, they will receive an email.

The link that is provided shows you the steps that your EVALUATOR will take to complete your recommendation. Make sure you are asking people who will best be able to answer questions about you, rate your traits highly, and provide you with a strong letter of recommendation.

https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Filling_Out_Your_CASAA_Application/Supporting_Information/01_Evaluations

Experiences

Keeping a log/journal can make this section more efficient.

This should not be written like “job descriptions” but instead should be talked about as a meaningful experience.

The next tab is called Experiences. Experiences may include employment, extracurricular activities, healthcare experiences, research and practicums, shadowing, volunteer work, and leadership experiences. To add an experience, click the blue button that says, “Add an Experience”. Then select from the dropdown what type of experience you are including. Next, you will enter the details such as location, contact information, and descriptions for that experience. Do this for each experience. It may be helpful to have an updated resume handy for this part. Use the link provided to help you with details regarding this section.

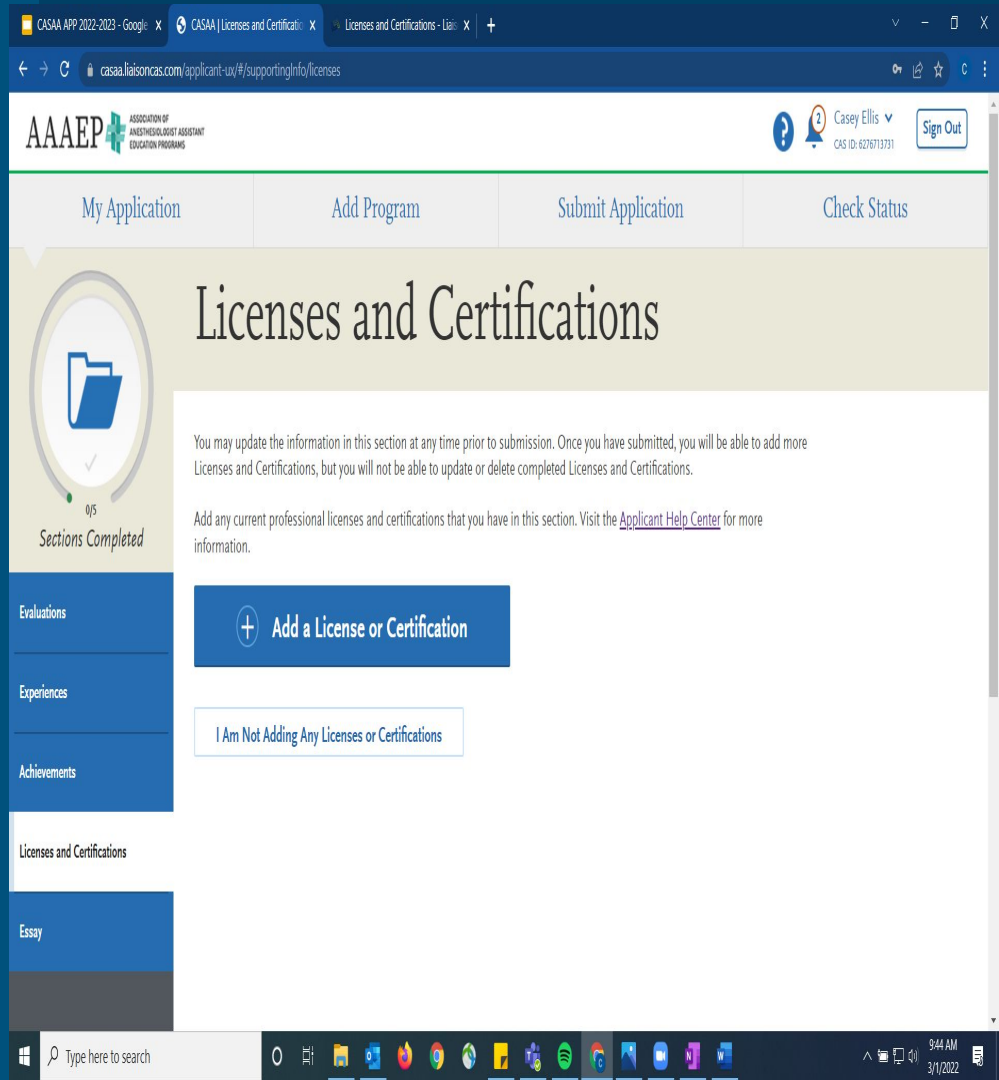
Achievements

Awards: awards received as a prize, such as trophies and medals.
Honors: honors received as a special distinction of work done, including dean's list and membership in honor societies.

Next, you will add your achievements such as awards, scholarships, or honors. Be sure to include dates and the description. Keep this to college level achievements. Use this link to help you with the Achievements section: https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Filling_Out_Your_CASAA_Application/Supporting_Information/04_Achievements

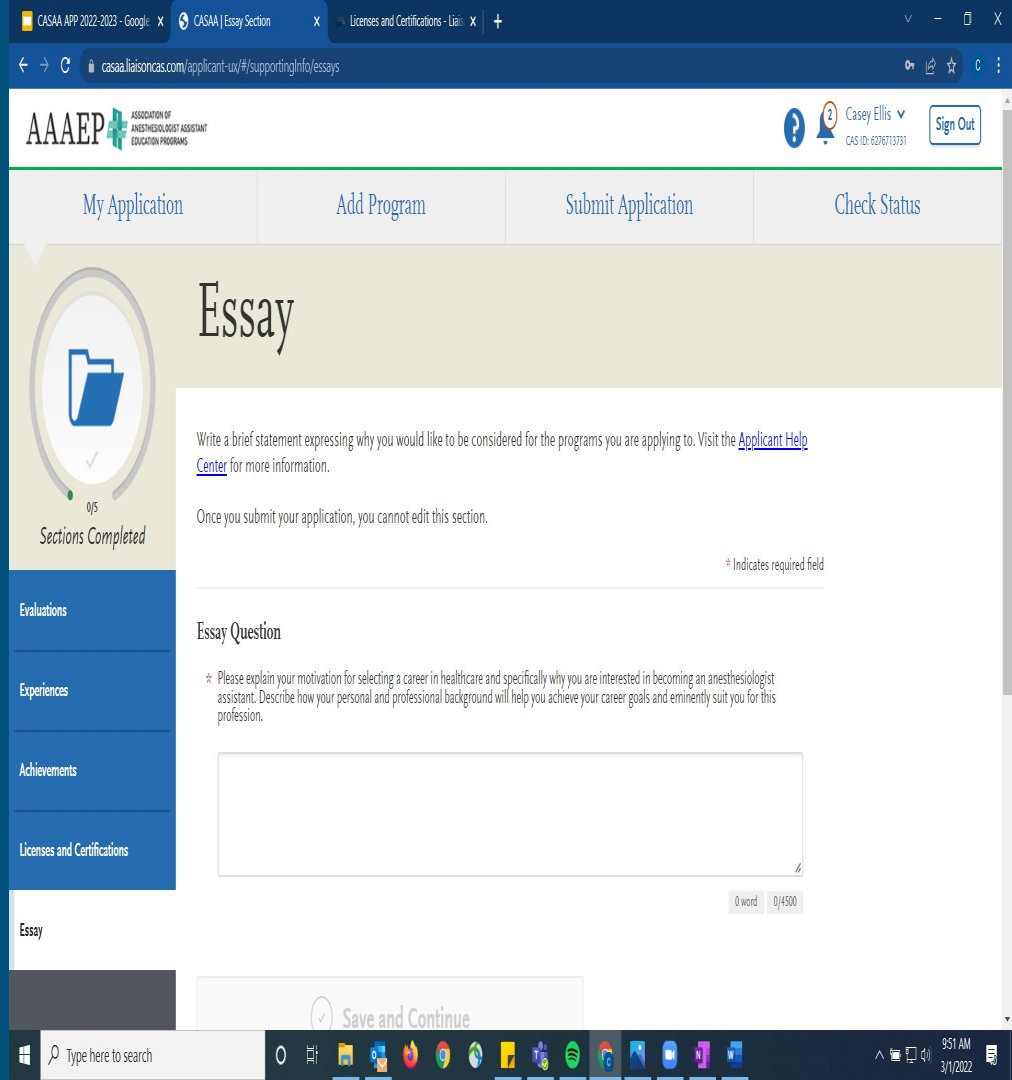
Licenses and Certifications

Note that CASAA does not verify the information entered here. Contact your individual programs to determine if they require official documentation of any license or certification listed in this section.



Personal Statement

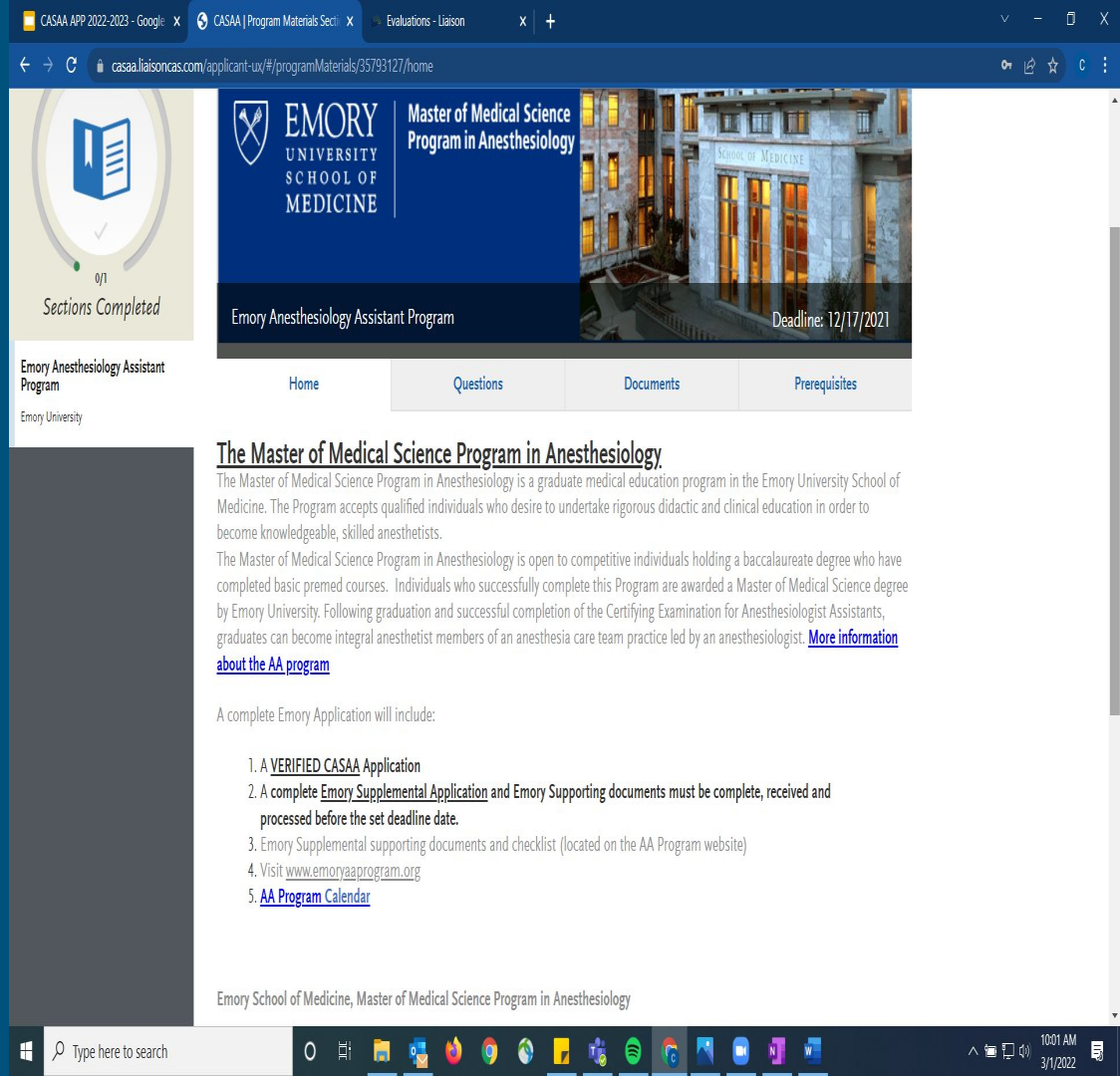
Visit the Career Center for help with your Statement of Purpose. The PPAO website and the Career Center website have lots of examples, and tips.



Questions

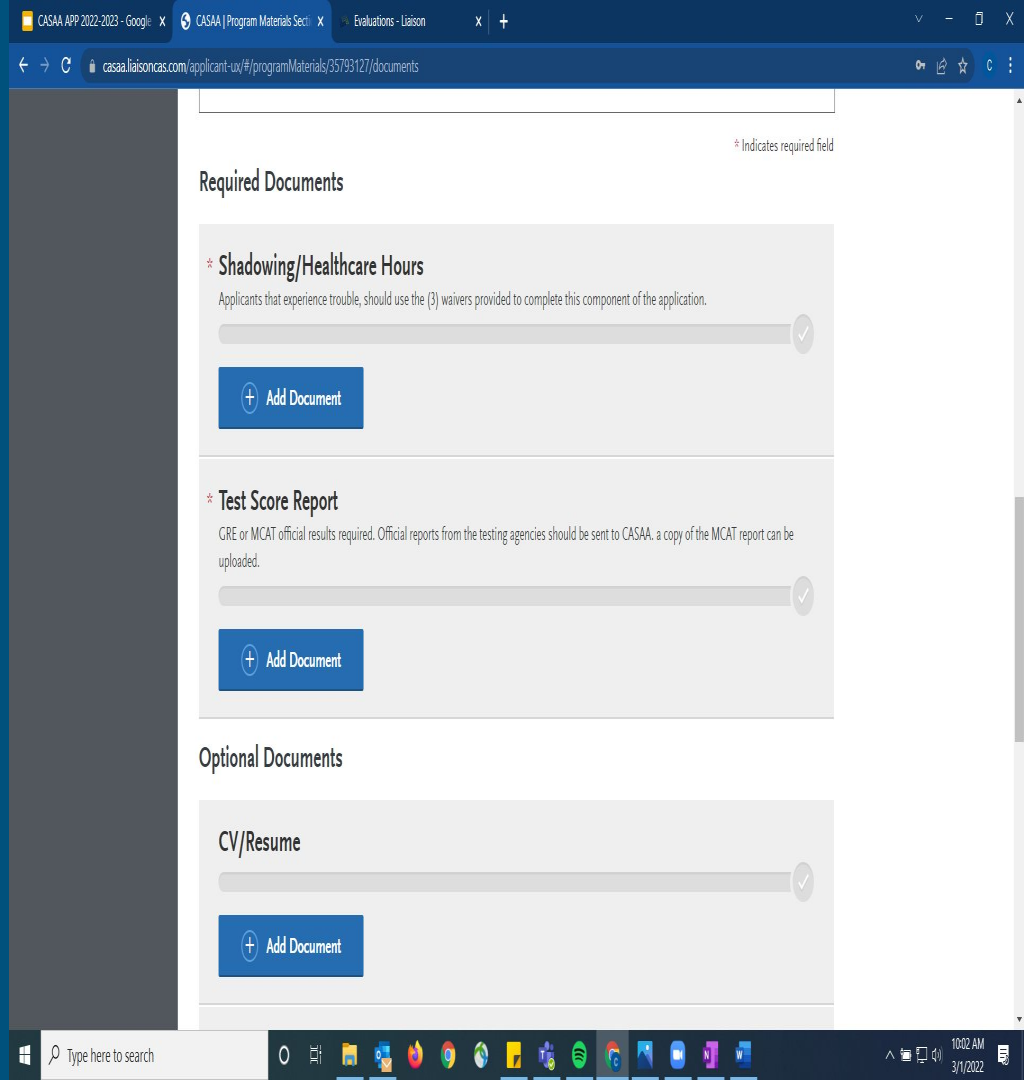
Program Materials

This section will feature contact information, a calendar for their program, and steps needed to fully apply.



Program Materials Continued

This section will feature questions, a place to upload required documents & will alert you if you have not filled in the required courses in the “transcript entry” section of the application.



What Do I Do After I Submit My Application?

- Fill out the supplemental applications
- Mail, Email & Notarize documents based on instructions.
- Check application status on CASAA website to see delivery of transcripts and test scores

Common FAQ

For more FAQ go to this link:

https://help.liaisonedu.com/CASAA_Applicant_Help_Center/Starting_Your_CASAA_Application/Getting_Started_with_Your_CASAA_Application/01_Quick_Start_Guide

Can I apply to more programs after I submit my application?

Yes, if the application cycle is still open and the program's deadline has not passed.

Can I remove a program?

Your application must always have at least one program selected. To remove a program, click the checkmark next to the program name on the Add Program tab or click the trash icon on the Submit Application tab.