ADEA AADSAS
Application Walkthrough
2018-2019 Application Cycle
May 15, 2018-February 1, 2019
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
  - Hours of operation: Monday - Friday, 9:00 a.m. - 5:00 p.m. (Eastern Time), except federal holidays.
ADEA 2018-2019 ADEA AADSAS IMPORTANT DATES:

- **May 15, 2018:** 2018-2019 ADEA AADSAS application opens for applicants. Start your application today and submit on June 5.

- **June 5, 2018:** First day to submit your 2018-2019 ADEA AADSAS application

- **August 15 - September 30, 2018:** Academic Update period (1st academic period)

- **December 1, 2018 - February 1, 2019:** Academic Update period (2nd academic period)

- **February 1, 2019:** 2018-2019 ADEA AADSAS closes

- **February 15, 2019:** Last day to submit all official documents to ADEA AADSAS
UPCOMING EVENTS

- I highly recommend you attend the 2019 ADEA AADSAS Webinar. This virtual overview takes place on April 19, 2018, from 1:30-2:30pm Eastern Time. This webinar will cover the dental school application process in advance of the “soft launch” of the ADEA AADSAS application on May 15, three weeks earlier than last year. Spend this extra time wisely. Secure the details that you need to prepare and submit your application on June 5, 2018, the first date of submission. Sign-up now – REGISTER TODAY!

- The American Student Dental Association (ADA) will be hosting its 3rd Annual DAT Week on April 16-20. During the week, they will be holding the following webinars:
  - **Vital information and tips for taking the DAT presented by the ADA**
    April 17
    7:00 - 8:30 p.m. CDT
    Register now
  - **Strategies for the PAT**
    April 17
    7:00 - 8:30 p.m. CDT
    Register now
  - **Conquer the science and math sections of the DAT**
    April 19
    7:00 - 8:30 p.m. CDT
    Register now
  - **Additional Activities**
    Blog posts from students who have taken the DAT
    DAT practice test questions and tips on ASDA's [predental Facebook page](https://www.facebook.com/predental/)
    [Instagram contest](https://www.instagram.com/predentalcontest/) that will challenge your creativity and provide an opportunity to earn prizes, including DAT resources and study materials.
AADSAS Opens: New for this cycle, ADEA AADSAS “soft opens” on May 15, 2018, allowing applicants to start the 2018-2019 application three weeks prior to the official opening. For applicants, this added preparatory time ends the pressure to submit same-day, resulting in applications at-the-ready for submission on June 5, 2018. Before this date you should have:

- Completed all your pre-DAT prerequisite courses listed on the Pre-Dent Quick Facts Sheet
- Generate at DENTPIN (http://www.ada.org/en/education-careers/dentpin)
- Taken or scheduled the DAT (Prometric Testing Center)
- Asked your four evaluators to write letters of recommendation (one general dentist, two hard science professors and one professional letter)
- Set-up Interfolio for your letters of recommendation (Interfolio Website ***See slide 35 of the PPT)
- Completed a 4500 count personal statement (***See slides 45-46 of this PPT)
- Compiled your 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 2017 application in preparation for the 2018 cycle. Applicants will not be able to access their 2017 applications after May 1, 2017.
This video will walk you through the Fee Assistance Program (FAP). The ADEA AADSAS FAP is a fee assistance program designed to assist students who demonstrate extreme financial need while applying to ADEA AADSAS. Click here to view/print the full FAP instructions.

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

Great News! 2019 ADEA AADSAS FAP applicants will be able to submit a request for fee assistance starting May 15, 2018, to be considered for fee assistance at the start of the 2019 ADEA AADSAS Cycle, June 5, 2018.
ARE YOU RE-APPLYING?

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

• It is recommended that re-applicants print their 2017-2018 ADEA AADSAS application for reference by May 14, which is the final day to log into portal.aadsasweb.org. The 2019 ADEA AADSAS application opens May 15.

• Here are some tips for applicants who are re-applying in the 2019 cycle:
  • Use the Check Status tab to track your supporting documents and preview your application PDF before you submit your 2019 ADEA AADSAS application.
  • After selecting your dental schools, take a look at their requirements in the Program Materials section and find the ones you can complete most quickly. Once you have reviewed your main application and completed the Program Materials section, submit to those right away. While your application is in line to be verified, you can continue to fill out the Program Materials for other schools and submit to them later.
  • Don’t want to re-enter coursework? You can take advantage of the Paid Transcript Entry service offered by Liaison International. However, if you use this service, you want to make sure you double check that the coursework is entered correctly.
STARTING YOUR APPLICATION

- To create an ADEA AADSAS account, click “Create New Account” beneath the login information on the ADEA AADSAS homepage. You will be asked for a username, password, security question, DENTPIN, valid email address and your agreement to a release agreement to activate a new account and be assigned an ADEA AADSAS identification number.

- Chrome and Firefox Preferred

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

FAQ

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

• Once the application opens on May 15, 2018, 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**. Click [here](#) for details on this section. Scroll through pages 10-13 of the ADEA Application Instruction manual.
**ENVIRONMENTAL FACTORS**

- The *Release Statement*, *Biographic Information*, *Contact Information*, *Citizenship Information*, *Parent/Guardian* and *Race & Ethnicity* section are self-explanatory.

- The *Environmental Factors* section asks you to provide information about childhood residency location and description, family and limited financial situation during childhood, disadvantaged consideration and relatives in dentistry.

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

- The *relatives in dentistry* section will request this information of all family members in dentistry: relationship to applicant, name, school attended and graduation or anticipated graduation date. Applicants can include a maximum of four family members.
In the OTHER INFORMATION section enter your DENTPIN number, language proficiency, felony and misdemeanor convictions, academic and license infractions, military status, previous applications to dental school, previous attendance at a health profession program and any education interruption.

You will answer the Manual Dexterity question in this section!
Go to the ACADEMIC HISTORY section of the application and choose the COLLEGES ATTENDED portion. Once there, you will enter the information for UGA and any other schools you have attended.

Applicants are required to report all postsecondary institutions attended, including but not limited to: Courses taken for college credit in high school; summer courses; community college courses, military institutions, post baccalaureate, graduate and doctoral work; study abroad and foreign work. Report each institution once, regardless of the number of degrees earned or the gaps in the dates of attendance.

ADEA AADSAS will NOT process any document that is received prior to May 15, 2018.

Click here and read pages 13-16 of the ADEA Application Instruction manual for details.
In this section, ONLY complete the **HIGH SCHOOL ATTENDED** and **COLLEGE ATTENDED** section for now.

Choose **Add a College** and enter your information for UGA. If you attended other institutions just click on Add a College again and follow the instructions.

At the bottom of the box there will be a blue button that says “**DOWNLOAD TRANSCRIPT REQUEST FORM.**”

Do this for each college and provide it to the college registrar who will, in turn, attach to the **official transcript.**
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.
  - 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.

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.
APPLICATION TRANSCRIPT
PROCESS CONT...

- 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 FAQ**

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

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

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

4. **Can my designated programs view the transcripts I send to ADEA AADSAS?**
   - Yes. The transcripts that you are required to send to ADEA AADSAS are visible electronically to your designated program(s). Please note that upon a program’s request, you may still be asked to send an official transcript directly to the school.
ENTER HIGH SCHOOL AND UNIVERSITY INFO.

- 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 $245
- Each additional school $102
  - After submitting the application, additional dental schools can be selected and paid for at a later date. Payment for the ADEA AADSAS application is by credit card (VISA, MasterCard, American Express or Discover) only.
  - Some dental schools request an additional fee (supplemental) after the completed ADEA AADSAS application. Do not send the supplemental fees to ADEA AADSAS. Supplemental fees should be sent directly to the dental school(s).

- Average is 10 schools
- 10 schools = $1,163.00

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.

FAQ

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

Reapplicants from the previous cycle accepted to dental school after June 5 can request a refund, requests must be made within two weeks of the acceptance which will be verified by ADEA AADSAS staff.
***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.
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. Obtain an unofficial copy of your transcript from each institution. Use the transcript and the UGA Bulletin to complete this section.

2. Choose whether or not to take advantage of the Professional Transcript Entry. More information can be found on slide #.

3. 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

ENTERING COURSEWORK:

1. **Add a term for the first institution.** Term choices are Fall, Winter, Spring, Summer or Interim. Academic Choices are Freshman, Sophomore, Junior, Senior, Graduate and Post baccalaureate (In general, four-year students list one year per designation and five-year students list their last two years as senior).

2. **Add all courses for the new term.** Use a recent copy of the transcript to enter the course code, course title, subject, credits and grade. See example below.

3. **Read pages 18-25 of the AADSAS Application Instruction Manual** for details regarding Course Code, Course Title, Credits, and Unit Credits.
EXAMPLE OF COURSEWORK

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.

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.”

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.

Read pages 18-25 of the [AADSAS Application Instruction Manual](#) for details regarding Course Code, Course Title, Credits, and Unit Credits.
COURSEWORK ENTRY STEP-BY-STEP FAQ

1. **How do I indicate that a course is honors, AP or another special designation?**
   ✓ After entering all courses, you will be prompted to complete the “Transcript Review” where identification of courses that are repeated, advanced placement, other tests, honors, or study abroad.

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

3. **How do I enter in planned or in-progress terms and courses?**
   • List the school “Colleges Attended” section of the application. Make sure that the attendance dates entered for this school include the time period for in-progress or planned courses. For example, if the applicant is entering a planned Fall 2017 term, end date should include Fall 2017.
   • In the coursework section, add the planned or in-progress term and year. Select “In-Progress/Planned” from the drop-down menu rather than “Completed.”
   • Enter the course information. The box for the grade will be grayed out so that nothing can be entered into it.
   • Add additional planned/in-progress terms if necessary.

4. **Can I update my coursework after I submit my application?**
   ✓ No. Once you have submitted your application to ADEA AADSAS, no changes to coursework can be made. If you submit your ADEA AADSSAS application before your updated grades are available, you may update your coursework during the Academic Update period. An email will be sent to the applicants when the Academic Update period opens.
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. (For a more detailed walkthrough reggrading course codes, titles, subject and credits click here and scroll to page 18).

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.
TRANSCRIPT REVIEW: REPEATED COURSES & AP CREDIT

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

Advanced Placement Credit: Credits granted by a college or university for a performance on the College Board Advanced Placement Exam are considered “Advanced Placement.”
**Other Test Credit:** If the applicant has other test credits including International Baccalaureate (IB), CLEP, DANTE, REGENTS, or Institutional/Departmental exams (courses a person “tested out of” at the college), click “yes”.

**Honors Courses:** A college course taken at an honors level is considered “Honors.” These are usually designated on a transcript by an “H” in the course number. Please note that earning Latin honors upon graduation does not mean courses are retroactively considered “Honors.”
Study Abroad: If courses were taken as part of a study abroad program, mark them as Study Abroad here. Please double check the “Study Abroad and Overseas U.S. Institutions” section of the instructions to ensure these are reported correctly.

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

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

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

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

- **Official U.S. DAT Scores:** When registering for the DAT, applicants can select any number of schools to receive the DAT score at no additional cost. It is strongly encouraged that an applicant selects ALL dental schools they plan on applying to. It is strongly encouraged that an applicant selects all dental schools s/he plans on applying to, as the dental school can also access official score through an online portal outside of ADEA AADSAS. The test fee remains the same regardless of how many schools are selected at this time. There is an additional fee if schools are added at a later time. If any U.S. dental school is selected, the official score will be sent electronically to ADEA AADSAS 3–4 weeks after the test date and be matched to the application based on the name, birth date and DENTPIN of the applicant. Because ADEA AADSAS is a centralized application, the official score will be shared with all dental schools the applicant applies to, even if a school was not selected by the applicant at the test administration site.
DAT TEST ENTRY

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 APPY without having your DAT scores.

PLEASE NOTE: Usually your scores are automatically matched with your application. However, due to name changes, typos, etc., sometimes your score is not automatically matched with your application. Once you receive a notification from Prometric that your DAT scores have been verified, review the “Check Status” tab in the application to see if your verified scores are listed. If the DAT results have not matched with your application, call ADEA AADSAS at 617-612-2045 and they will manually match your scores with your application.
1. How do I check if my official DAT scores have been received?
   ✔ Once official DAT scores are imported into your profile, they will be viewable on the in-progress PDF available to applicants. To view the PDF, you should go to the Check Status tab of your application and click the download button next to each program selection.

2. I took the test more than once. How many scores are reported to ADEA AADSAS?
   ✔ The most recent four test administrations are reported.

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

4. The ADEA AADSAS application opens in May, but I took the test before May. Can I send in my scores early? How early?
   ✔ Yes, you can send in the score up to two years before you create an application. If your score was sent more than two years ago, it should be resent.
Evaluations: Letters of Evaluation (LOE) are not required to complete the application, but most dental schools require LOEs to be complete before they can review the application. Letters of evaluation are traditional recommendation letters written by a person qualified to recommend a person to dental school.

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

- In the application you must indicate the following items for each letter: name, contact information, due date and personal message/notes. The due date and personal message/notes are opportunities for the applicant to communicate with their evaluator when they receive the request through the application service.
  - Indicate the date which the evaluation needs to be submitted based on the earliest dental school deadline date. This deadline is not imposed by ADEA AADSAS and evaluators can still submit after the date. You can write the evaluator a message in order to assist them with any reminders etc.
  - Click [here](#) to read the ADEA AADSAS instructions and the FAQs for the Letters of Evaluation section. Read pages 27-30

***ALWAYS WAIVE YOUR RIGHT TO READ YOUR LETTER!***
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.
FOUR LETTERS OF EVALUATION

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

- 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 (e.g., Summer Medical and Dental Education Program/Summer Health Professions Education Program).
  - **Dental Shadowing**: Time spent officially following and observing a health care professional at work, preferably a dentist. When listing a dental shadowing experience, please specify the type of dentist you shadowed in the description box (e.g., general dentist, orthodontist, etc.).
  - **Employment**: Paid work done outside of the health care field; for example, a retail or restaurant job.
  - **Extracurricular Activities**: Any sports teams and other activities through a college or university.
  - **Research**: Research projects done in addition to classroom work; research should NOT appear as credit on a school transcript.
  - **Volunteer**: Volunteer work done outside of the health care field; for example, working for Habitat for Humanity, tutoring students, participating in or working for a fundraiser walk or blood drive, etc.

- **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.
EXPERIENCES CONT...

- When you add each experience there will be a drop down box that will let you choose what type of experience such as dental shadowing, employment, volunteering, etc.
- You will also have a description box that allows 600 characters to list your duties regarding your experience.
- Make sure you have your resume completed and use it to fill out this section of the application.
- You will be able to select 6 experiences as your most important to highlight on your application.

***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.
EXPERIENCE FAQ

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

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

FAQ

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

- Can I add new achievements after I submit?
  Yes, new achievements can be added but existing achievements cannot be updated after the application is submitted.
Provide information about certification. Types include registered dental hygienist (RDH), certified dental assistant (CDA), certificated dental technician (CDT) and other. List only valid certifications.

FAQ

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

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

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

FAQ

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

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

There is no one 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 PEEL:

- Point: topic sentence—what is the point you want to make?
- Evidence: make your point—what evidence supports your point?
- Explanation: explain your point—why is this relevant to the program you are pursuing?
- 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.
- Do: Write well & proofread!
- Do: Use a clean, professional format.
- Do: Stay within the word/character limit.

- DON’T: Speak in clichés or generalities.
- DON’T: Parrot, whine, condescend, or repeat info from your resume.
- DON’T: Submit supplemental materials unless they are requested.

10 Top Tips for Writing Success
1. Plan ahead—time and content. Give yourself more time than you think you need to write your document. 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,” “were”) 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.

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

Adapted from the University of Minnesota “Personal Statements for a Health Program,” 2017
The Coversheet is not a unique section on the application, but an important summary of all the information included in the ADEA AADSAS application. It is a one-page document that appears at the beginning of the PDF application and is automatically generated after the application is submitted. Items included on the coversheet are:

1. Biographic Information,
2. Selected GPAs,
3. Official DAT scores, if they have been received, and Planned DAT date for future tests listed,
4. to four “most important achievements,” and
5. Up to six “most important experiences.”

### FAQ

**How many experiences may I flag for the Applicant Summary? May I change my selection after I submit?**

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

**What other experiences should I include on my application?**

Please use your best judgment when entering information into the Professional Experiences section of your ADEA AADSAS application. It is up to you what additional information you would like to share with the dental school to which you are applying.
This section of the ADEA AADSAS application includes profiles created by each dental school. Each profile provides information regarding a dental school’s program that includes tips on how to be a successful applicant. Each profile has three sections: The home page, questions and prerequisites. To view a school’s profile in “Program Materials,” an applicant must first select the school in the “Add Programs” section of the application. **Applicants should carefully review each school’s requirements.**

**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.

**Home** — basic information about the selected dental school including deadline, start term, and other important, program-specific information.
**PROGRAM MATERIALS SECTION**

- **Prerequisites** (may or may not be available): If it is available, applicants will be given a list of the school’s prerequisite course requirements and asked to designate which courses have been taken or are planned which fulfill the requirements. **Applicants must first complete the Transcript Entry section before courses can be selected as prerequisites.** (This does not mean you have met the school’s prerequisite requirements, they are just asking you to self-identify for review.)

- 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.

- **Questions** (may or may not be available): If a program has opted to add program specific questions, these questions may be optional or required. Questions regarding this section should be directed to the dental school.
Once all of the sections are read and complete, an applicant can submit and pay. Submitting the ADEA AADSAS application does not mean the application is being reviewed by the dental schools. The documents needed to complete an application include:

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

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

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

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

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

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

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

What does it mean to have a “Complete” application?
ADEA AADSAS does not begin to calculate your GPA until your application is considered “Complete.” For your application to be considered complete, the following criteria must be met:

a) All official transcripts must be received by ADEA AADSAS
b) You must e-submit your application
c) All application fees must be paid

Once your application became complete, it was placed in line to be processed, where applicants are reviewed on a first come, first-served basis (based upon Complete Date). Verification takes up to four weeks. You will receive an email notification when your application has been verified.

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

Please note that deadlines are determined by the dental schools, not ADEA AADSAS. Each program interprets its deadline differently; make sure to contact the dental school.
**VERIFICATION PROCESS AND GPA CALCULATIONS**

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

- To calculate a GPA, ADEA AADSAS calculates total quality points by multiplying semester hours attempted by the value verified by ADEA AADSAS grade. Quality points are divided by the total number of hours for completed courses. ADEA AADSAS reports GPAs in semester-based 4.0 grading scales. Click [here](#) to read details regarding how ADEA AADSAS calculates GPA in a number of ways on pages 37-39. Click [here](#) for the ADEA AADSAS Verification Guide: GPA Calculations.

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**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.

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**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.
MANAGE YOUR APPLICATION

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

• Each applicant can view the status to each dental school applied to by clicking the “Check Status” tab in the upper right hand corner of the application dashboard. Here is a list of statuses an applicant might see:
  • In-Progress: The application has not yet been submitted to ADEA AADSAS. A confirmation e-mail and notification will be sent to the application message inbox once the application is submitted.
  • Received > Awaiting Materials: The application has been submitted and fees have been paid.
  • Materials Received > Verifying: The application is complete and in line for verification.
  • Undelivered: An error has been found and the application has been returned to the applicant for correction. It must be re-submitted to ADEA AADSAS in order to be processed.
  • Verified: The application has been processed and the GPA has been calculated. A confirmation email and notification will be sent to your application message inbox that the application was verified.
Applicants can make updates to the coursework section for newly completed or planned courses using a system called Academic Update. After the application is verified, an applicant can log into the ADEA AADSAS application and update coursework. Verification of this new coursework will begin on August 15, 2018.

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

Can I update courses that were already reported as completed?
No, courses that were originally reported as completed cannot be modified.

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

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
GOOD LUCK!