



Applying to Advanced Standing Programs through the Centralized Application for Advanced Placement for International Dentists (ADEA CAAPID)

Where to Apply

Many U.S. and Canadian dental schools that offer advanced standing programs for international dental graduates participate in ADEA CAAPID. Visit the [ADEA CAAPID Directory](#) to find a list of all institutions that currently accept applications from international dental graduates through ADEA CAAPID.

Select the name of the dental school to access its ADEA CAAPID directory page which provides details about the program and admission requirements. The directory page also provides contact information for dental school officials who can answer any questions about the school's advanced standing program, as well as a link to the institution's own advanced standing program web pages.

After researching the programs in the ADEA CAAPID directory, please begin the ADEA CAAPID application process and designate the dental schools that you wish to apply.

If a dental school that offers advanced standing admission is not listed in the directory, contact that program directly for information about its admission process.

Application Deadlines

The key to managing the application process is to APPLY EARLY. The ADEA CAAPID application should be completed prior to the earliest deadline among the programs you have chosen to apply to. Programs generally are pleased to receive applications well before their stated deadlines as early submission allows more time for evaluation, scheduling interviews, and final selection.

In order to meet the [program's official deadline](#), materials must be received by close of business on that date. You are able to submit your application up until 11:59 PM Eastern Standard Time on the deadline date. Please note that it takes several minutes for a submission to be completed, and times close to deadlines have a high volume of applicants submitting which can cause delays. We strongly advise that you do not wait to e-submit your application. The ADEA CAAPID deadline requirements state that **we** must receive the completed electronic application, a course-by-course ECE or WES evaluated dental school transcript and the required application fee payment. Once all required materials are received, the application will be made available electronically to all designated schools within 1 – 2 weeks of submission. If the deadline falls on a holiday, the application must arrive by the close of business on the last business day prior to the holiday. As long as your materials are received by the close of business on the deadline date, then you have typically met the deadline. Check with your designated dental schools to determine if they have any additional deadline requirements.

Application Checklist

Be prepared to apply. The ADEA CAAPID application compiles these categories of information:

- Biographical Information
- Background Information
- Professional Experience
- Practice of Dentistry

- Teaching Experience
- Work Experience
- Public Health Experience and Community Healthcare Experience
- Other Work Experience
- Awards/Prizes
- Publications
- Conference Presentations
- Other Relevant Information
- Examination Scores
- Academic History
- Evaluations
- Personal Statements
- Program Designations
- Pay Processing Fee and Submit Application

Required Documents

In addition to submitting the electronic application, the following Required Paper Documents must be submitted to ADEA CAAPID:

Documents **ACCEPTED**:

- Processing Fee (Credit Card Only)
- Up to 3 [Letters of Evaluation](#) (ONLY if they are listed in your application)
 - Official letter(s) of evaluation
 - Original letter(s) of evaluation
 - Notarized copies will be accepted if official/original letters cannot be obtained
- Original Evaluated Dental School Transcript from ECE or WES
 - Original ECE or WES academic record evaluation report (MUST be course-by-course)

Documents **NOT accepted**:

- Official National Board Dental Examination Score Reports
- Official TOEFL Score Reports
- Official GRE Score Reports
- Mark Sheets
- Transcripts
- Birth Certificates
- Diplomas
- CV/Resumes
- Bank/Financial Statements
- Photographs

Mail only REQUIRED documents to the appropriate address listed below. **If NON-ACCEPTED materials are received, they will be discarded and CANNOT be returned to you or forwarded to any dental schools under any circumstances.** Please note that regardless of the delivery method selected, all materials will be processed in the order received.

If you are mailing documents using the United States Postal Service (USPS), use the PO Box address below:

ADEA CAAPID Processing Department

PO Box 9116

Watertown, MA 02471 USA

Note: USPS “Delivery Confirmation” does NOT verify receipt of materials at ADEA CAAPID.

If you are shipping documents using UPS, FedEx, DHL, etc., use the address below:

CAAPID Processing Department
c/o Liaison International
311 Arsenal St. Suite 15
Watertown, MA 02472 USA

Note: If you choose to send the application materials via express service (e.g., UPS, FedEx, DHL) ship materials overnight delivery for Monday through Thursday ONLY. Deliveries will not be accepted on Saturday, and ADEA CAAPID is not responsible for materials delivered during non-operational hours. Please note that using expedited delivery does not expedite the processing of documents. Please allow up to 10 business days for documents to be processed from the date of receipt.

PLEASE DO NOT INCLUDE MULTIPLE DOCUMENTS IN ONE ENVELOPE. EACH DOCUMENT SHOULD BE SENT IN A SEPARATE ENVELOPE. ALL THE INDIVIDUAL ENVELOPES CAN BE SENT TO OUR OFFICE TOGETHER IN ONE LARGE ENVELOPE.

Letters of Evaluation

ADEA CAAPID accepts and distributes up to three Letters of Evaluation submitted on the applicant’s behalf to each program designated in the application. Applicants can have no more than three Letters of Evaluation. Letters of Evaluation may be submitted electronically and/or by paper. Letters submitted will only be processed if the applicant listed them in the application so that they can be matched to the correct file.

Visit the [ADEA CAAPID Directory](#) to view the recommended source and number of evaluations for selected programs. Evaluators are encouraged to electronically submit their Letters of Evaluation to expedite the completion of each application. Letters of Evaluation received after the application has been sent to programs will be made available to those programs electronically, in the upcoming mailing.

Electronic Option (preferred)

1. Select “electronic” in the “Evaluations” section of the application.
2. Enter the names and email addresses of all evaluators.
3. Select the [waiver statement](#) that you prefer.
4. An email will be sent to each evaluator with instructions on how to submit a Letter of Evaluation to ADEA CAAPID. This e-mail provides the evaluator with a link to our online evaluation portal as well as a username and password. Please advise your evaluators to check their spam or junk mail folders as some ADEA CAAPID Evaluation Requests may be filtered by certain e-mail providers.
5. Your Evaluator will then electronically complete and submit the Letter of Evaluation. Once submitted, it will automatically show as “completed” in the “Status” section of your application. No paper forms need to be filled out or sent for electronic letters of evaluation. Once an evaluator has completed the electronic evaluation, both the applicant and the evaluator will receive an email confirming that the evaluation has been received by ADEA CAAPID.

Paper Option

1. Select “paper” in the “Evaluations” section of the application.
2. print a Letter of Evaluation Matching Form for each evaluator. Each Letter of Evaluation Matching Form is pre-printed with the applicant’s name and contact information and has a special bar code that helps ADEA CAAPID match the letter(s) to the application.

3. Request evaluators submit their letters as early as possible. *Faxed documents will not be accepted.*
4. Submit official letters of evaluation in an envelope containing the evaluator's signature across the closure. Evaluators may use envelopes from their institution or business.

- Submit original document if available. Keep in mind that ADEA CAAPID will not return any original document to the applicant.

OR

- Submit notarized copies if official letters cannot be obtained.

5. Each applicant can only submit up to three Letters of Evaluation with the ADEA CAAPID application.

If an evaluation is received without the proper contact information (e.g., signature/name, telephone number, mailing address, email address), the Letter of Evaluation will be considered incomplete. ADEA CAAPID will contact the applicant to request that the evaluation be completed and re-submitted to **ADEA CAAPID Processing Department**, PO Box 9116, Watertown, MA 02471.

Waiver of Access

The Letter of Evaluation form requires a waiver statement. A U.S. federal law (P.L. 93-30, the Family Educational Rights and Privacy Act (FERPA) of 1974) protecting education records requires applicants to certain educational programs, including dental education programs, to indicate whether they wish to waive or retain the right to read evaluations submitted on their behalf. Applicants: If you choose to waive your right of access, you are assuring the evaluator of the permanent confidentiality of comments made on your behalf. If you do not waive your right of access, you may ask to review the evaluation once you begin your enrollment in the program to which it was submitted.

Note: ADEA CAAPID does not disclose the content of evaluations to applicants; this right applies only to programs that receive your evaluations. ADEA CAAPID will never provide you access to any letter of evaluations received as a part of your application.

Applicant Authorization

Within the Letter of Evaluation Section, applicants must agree to one of the following statements prior to submitting the evaluation request:

- I waive my "right to access" to the attached Letter of Evaluation.

*By "waiving your right to access," you **do not** have the right to read the evaluation once completed by the evaluator.*

- I do not waive my "right to access" to the attached Letter of Evaluation.

By not "waiving your right to access," you have the right to read the evaluation once completed by the evaluator.

Occasionally, an applicant will forget to check the wavier box in the ADEA CAAPID application, even though the applicant has already signed a wavier with the evaluator.

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 indicating that you are again requesting a Letter of Evaluation will be sent by ADEA CAAPID to the evaluator. If submitting a **paper Letter of Evaluation**, the applicant must

delete the evaluator, correctly re-enter the evaluator's information, and print and provide the evaluator with a new Letter of Evaluation Matching Form.

Evaluated Dental School Transcripts

Submit the dental school academic record (transcript) to [Education Credential Evaluators](#) (ECE) or [World Education Services](#) (WES) and request a course-by-course (not summary) evaluation of your record. NOTE: If the transcript is not in English, it must be translated into English as well as evaluated on a course-by-course basis.

ADEA CAAPID will distribute a copy of the original WES or ECE [course-by-course](#) evaluation in English to each program selected. To request an original WES or ECE evaluation, go to the preferred service's website, create an account, and follow instructions provided for submitting your documents for evaluation and translation into English.

1. If the required course-by-course evaluated transcript is NOT received, the application will be considered incomplete until the document arrives at ADEA CAAPID.
2. Send the Transcript Matching Form to ADEA CAAPID along with the ECE or WES course-by-course evaluation. The omission of the Transcript Matching Form may delay the processing of your ADEA CAAPID application, particularly if the applicant used another name while attending dental school.
3. Keep the evaluation in the closed envelope and place the Transcript Matching Form along with evaluation in another envelope before mailing the document to ADEA CAAPID.
4. Dental school ECE or WES course-by-course evaluations may be submitted with the application or sent directly to ADEA CAAPID by ECE or WES. Applicants can check to see if ADEA CAAPID has received the evaluated transcript by monitoring the Status section of the ADEA CAAPID application.
5. The dental school ECE or WES course-by-course evaluation must be received to complete the ADEA CAAPID application.
6. Only send one copy of your ECE or WES evaluation. Whether the applicant is applying to 1 or 10 programs, only one copy will be accepted.
7. If the applicant sends an ECE or WES evaluation to ADEA CAAPID, it will be sent to all programs which you have designated. Some programs may only accept the ECE or WES, but if both are sent to ADEA CAAPID both will be sent to all programs designated.
8. Evaluations should be mailed to CAAPID Processing Department, PO Box 9116, Watertown, MA 02471.

If You Cannot Submit an Original Course-by-Course Evaluation

Occasionally, applicants that apply to advanced placement programs may be unable to obtain an official transcript to be submitted for evaluation. This can occur, for example, when an educational institution closes, or due to conflict or other extenuating circumstances.

If the applicant is unable to have an original dental school transcript submitted to WES or ECE to be evaluated course-by-course, select "Request for Exception" in the Colleges and Universities/Dental Schools Attended Section. The applicant will then be prompted to provide an explanation about why a transcript is not available. This explanation will be distributed to each program selected.

Helpful Hints

- ADEA CAAPID is not responsible for any late submission of documents from the applicant. Once your application is submitted, refunds cannot be granted.
- As documents arrive, the ADEA CAAPID staff will update the status of your application. To ensure that you meet all ADEA CAAPID deadlines you will need to login and monitor the status of your application.
- ADEA CAAPID is not responsible for contacting applicants regarding missing documents.

Mailing Documents to ADEA CAAPID

All paper documents must be mailed to the ADEA CAAPID office. If documents are sent via express service (e.g., UPS, FedEx, DHL) ship materials for overnight delivery Monday through Thursday ONLY. Deliveries will not be accepted on Saturday and ADEA CAAPID is not responsible for materials that are delivered during non-operational hours. Please note that using expedited delivery does not expedite the processing of the application. Please allow up to 10 business days for documents to be processed from the date of receipt.

Using an express delivery service will allow applicants to track packages and ensure that it is delivered to our office. United States Postal Service (USPS) "Delivery Confirmation" is not recommended because it does not verify receipt of materials in the ADEA CAAPID office.

ADEA CAAPID is not responsible for missed deadlines resulting from errors or delays in delivery. To verify receipt of documents on the day of delivery, contact the express mail courier utilized. The ADEA CAAPID office will not accept deliveries sent "collect" or "Bill Receiver."

If you are mailing documents using USPS, use the PO Box address below:

CAAPID Processing Department
P.O. Box 9116
Watertown, MA 02471 USA

If you are shipping documents using UPS, FedEx, DHL, etc., use the address below:

CAAPID Processing Department
C/O Liaison International
311 Arsenal St., Suite 15
Watertown, MA 02472 USA

Contact Customer Support for answers to questions about ADEA CAAPID application by telephone or email:

Customer Support Representatives are available Monday through Friday, 9:00 a.m. to 5:00 p.m. Eastern time, except federal holidays.

E-mail: caapidinfo@caapid.org

Telephone: 617-612-2035

ADEA CAAPID Application Processing

The application is considered complete once the electronic ADEA CAAPID application, payment for the processing fee, and the WES or ECE course-by-course evaluation have all been received.

Letters of Evaluation are not required to complete the application. All Letters of Evaluation received prior to your application being processed by ADEA CAAPID will be included with your application when it is released to your designated dental schools. Additional Letters of Evaluation received after your application has already been released to your designated dental schools will be made available immediately after being received. Evaluators should be encouraged to submit Letters of Evaluation as early as possible, because some programs will not review the application

until the letters are received. ADEA CAAPID recommends contacting your individual programs to determine their specific submission requirements regarding Letters of Evaluation.

As documents arrive, the application status will be updated. Monitor the dates documents are received and the date(s) when the application is made available to designated programs—via the Status screen in the ADEA CAAPID application.

Complete ADEA CAAPID applications will be made available to participating programs electronically on a weekly basis.

Fees and Payment Information

The processing fee for one designation is **\$244** and **\$90** for each additional program. Full payment of the ADEA CAAPID processing fee must be made at the time the application is submitted. Payment must be made by credit card (online) or money order (by mail). Once a particular payment method is selected it cannot be changed or altered under any circumstances.

Credit Card Payments (online)

1. ADEA CAAPID accepts American Express, Discover, MasterCard, and Visa.
2. ADEA CAAPID will not process the application until authorization is obtained from the card-issuing bank.
3. Denied credit card transactions may result in processing delays and missed deadlines.

Unauthorized Credit Card Policy

An applicant with an unauthorized credit card is required to forward replacement funds in the form of a money order for the processing fee. **A \$35 charge is assessed for unauthorized credit card use.**

If the debt is not resolved within 15 business days of notice, all selected program(s) will be informed of the applicant's failure to pay the processing fees and will be asked to withdraw their application from consideration.

Additional Program Designations

You may apply to additional programs after the original application has been processed. Applicants may do this by logging into their ADEA CAAPID application and selecting additional programs in the Program Designations Section. **Do not create and submit a second application.** ADEA CAAPID processes Additional Program Designations as soon as they are complete (including the payment). The fee for Additional Program Designations is \$90 each.

Accepting a Place in an Advanced Placement Program

Once the ADEA CAAPID application has been sent to the designated programs, the programs will contact the applicant directly about the next steps in their selection process. Applicants should carefully monitor the status of the application at each program and comply with their instructions regarding additional materials, interviews, and other requirements. ADEA CAAPID does not have a role in the processing and evaluation of applications by the dental schools.

ADEA and CAAPID Policies

Refund Policy

It is a vital part of the application process that applicants review the instructions carefully. Once an application is submitted to ADEA CAAPID, refunds are not granted.

Release of Information – Confidentiality

All information submitted in the application is treated as confidential. Information about applicants who submitted

applications to participating dental programs will be used to create rosters and report data. Such use is an inherent part of the admission process and will not disclose individually identifiable information, except for the purpose of creating and maintaining rosters of enrolled applicants.

Release of Documents

Copies of dental school WES or ECE course-by-course evaluations, Letters of Evaluation and information submitted in the ADEA CAAPID application are only released to the advanced placement programs designated in the Program Designation section of an applicant's ADEA CAAPID application. ADEA CAAPID does not release original/copies of documents or completed ADEA CAAPID applications to applicants, dental school faculty, dental school admissions counselors, or other parties.

ADEA Policy

The policies of the American Dental Education Association (ADEA) that govern the Centralized Application for Advanced Placement for International Dentists (CAAPID) are recommended by the ADEA CAAPID Task Force, an official committee of the Association. ADEA CAAPID makes every effort to process and transmit application materials to the advanced placement programs designated by the applicant. The Association, however, assumes no responsibility for delays in processing application materials caused by the applicant's failure to follow instructions or circumstances beyond ADEA CAAPID's control. It is the applicant's responsibility to monitor his/her ADEA CAAPID application and report any discrepancies or problems.

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