How to Apply to Dental School

2010 Application Cycle

June 1, 2009 ~ February 1, 2010
What is ADEA AADSAS?

The ADEA Associated American Dental Schools Application Service (AADSAS) is available to all individuals applying to participating dental schools. **ADEA AADSAS** simplifies the application process by allowing you to complete one standardized application, rather than individual applications to each dental school. Dental schools benefit by receiving uniform information on all applicants.
Our Commitment

ADEA AADSAS is committed to operating an application service that processes your application in a professional and timely manner. We are dedicated to providing the highest quality service with a positive attitude and with professionalism.
Preparing You To Apply

Go to ADEA AADSAS Website at www.ADEA.org to research and view important information.

http://www.adea.org/dental_education_pathways/aadsas
Before Starting Your Application

Before you apply to ADEA AADSAS through www.ADEA.org read all important information provided such as:

- Preparing for 2010 ADEA AADSAS
- Requesting transcripts and letters of evaluation
- ADEA AADSAS FAQs
- ADEA AADSAS Instructions
Creating Your ADEA AADSAS Application

Initiate your AADSAS application by creating an account.
Creating Your **ADEA AADSAS** Account

You are required to answer items marked with a red square.
Completing the Application
Biographical Data

Biographical Data:
• Preferred Address
• Permanent Address
• Gender
• Ethnicity
• Race
• Place of Birth
• NonU.S. Citizen Information

You may make revisions to this section at any time during the application process.
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Each section has its own instructions to assist you with completing the application.
Parent and Family Information

Provide Parent and Family Information:
- Parent One
- Parent Two
- Siblings

You may NOT make revisions to this section at any time during the application process.
Background Information

These are questions asked in the Background Information section:

- Describe any activities requiring manual dexterity at which you are proficient.
- Do you have any relatives who are dentists, are in dental school?
- Have you ever been dismissed, disqualified, suspended, put on probation, or otherwise been subject to disciplinary action at any college or university in connection with your academic performance?
- Have you ever been dismissed, expelled, found to have violated an honor code, disqualified, suspended, put on probation, or otherwise been subject to disciplinary action at any college/university in connection to misconduct?
- Have you ever applied to dental school prior to the present application cycle?
- Have you previously, or are you currently applying to a health profession school other than dental school?
- Has your education ever been interrupted or affected adversely for reasons other than deficiencies in conduct or academic performance?
- Indicate any language in which you feel comfortable conversing with native speakers.

You may NOT make revisions to this section at any time during the application process.
Disadvantaged Status

Many schools like to know about your background. Completing this section is optional.

Disadvantaged Status:
- Childhood Residence
- U.S. Specific Information
- Education Funding Sources

You may NOT make revisions to this section at any time during the application process.
Education
Secondary (High) School Information

AMEERICAN DENTAL EDUCATION ASSOCIATION

2010 ADEA AADSAS Dental School Application

Application > Secondary (High) School Information

- Required information

Secondary (High) School Information

School Name
Enter Home-Schooled, if applicable.

City

County
Insert unknown if you do not know.

State

Country

Year of Graduation

INSTRUCTIONS FOR THIS SECTION

CANCEL SAVE PRINT

AMEERICAN DENTAL EDUCATION ASSOCIATION
Colleges Attended

- Read all “Instructions For This Section” before adding colleges you attended.
- You must list every college/university attended even if credits from one institution have been transferred to another.
Colleges Attended

- For each college listed, print a Transcript Request Form, and provide this form to the college’s registrar. This form is bar coded to match your application and helps assume faster processing time.

- All transcripts must be sent directly to AADSAS from the registrar. AADSAS does not accept student-issued transcripts.
College Session

This is where you enter all of your course information for each college on a term by term basis.
DAT Scores
DAT Scores

Enter the date(s) of your most recent and future DAT examination(s). Enter scores, if available.

Note: Dental schools require official DAT scores from the American Dental Association.

You may make revisions to this section at any time during the application process.
Professional Experience
Professional Experience

Select an option from the dropdown list and click on "Add New Entry" to create a list of your professional experiences. If you are unsure of the procedures on "Instructions For This Section".

You may NOT make revisions to this section at any time during the application process.
Professional Experience:
Academic Enrichment Programs

You may NOT make revisions to this section at any time during the application process.
Professional Experience: Awards, Honors, and Scholarships
Professional Experience:
Dentistry Experience
Professional Experience:
Extracurricular/Volunteer/Community Service
Professional Experience:
Research Experience

[Image of ADEA AADSAS Dental School Application interface]

AMERICAN DENTAL EDUCATION ASSOCIATION
Professional Experience:
Work Experience

[Image of ADEA AADSAS Dental School Application interface showing the section for Work Experience (including Military Service).]
Personal Statement
Personal Statement

• The personal statement provides an opportunity for you to explain why you desire dental education.
• Check for spelling and grammatical errors.
• It is recommended you compose your essay in a text-only word processor (e.g., Notepad), review your statement for errors, and cut and paste the final version into the text box. Your essay is limited to approximately one page (4,500 characters, including spaces).

You may NOT make revisions to this section at any time during the application process.
Evaluators
Evaluators

- Applicants may submit a maximum of four individual Letters of Evaluation or one Committee Letter/Report plus the optional of one additional individual letter.
- Evaluators have the option of submitting letter electronically or by mailing a paper letter to AADSAS.
- Letters must be sent from the evaluator directly to AADSAS.
- Monitor the status of AADSAS receipt of evaluations in My Application Status on the front page of your AADSAS Application.

You may make revisions to this section at any time during the application process before February 15.
Submitting Letters of Evaluation

If submitting a letter electronically
• Select “Electronic” and provide evaluator’s email address
  – AADSAS will send the evaluator an email with instructions on uploading letters.

If submitting a paper of evaluation
• Select “Paper” and enter the evaluator’s mailing address.
• Print the LOE Matching Form and mail it to the evaluator.
• The evaluator must attach the letter to the LOE Matching Form and send to AADSAS.
Release Statement
The release statement must be completed prior to submission.
Dental School Designations
Dental School Designations

- Select the schools you want to receive your AADSAS application and select SAVE.

- You can re-enter your application after submission to apply to additional dental schools.

- You can add additional designations at any time during the application process as long as the deadline has not passed.

In this section applicants select the schools to which they wish to apply.
Supplemental Information

- Supplemental Information identifies additional documents, fees, forms, etc. requested by individual dental school(s). All Supplemental information should be sent directly to the school, not to AADSAS.

<table>
<thead>
<tr>
<th>Select</th>
<th>School Name</th>
<th>State</th>
<th>Deadline (11:59PM U.S. EST)</th>
<th>Supplemental Info</th>
</tr>
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<tbody>
<tr>
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<td>University of Alabama at Birmingham</td>
<td>AL</td>
<td>12/01/2009</td>
<td></td>
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<tr>
<td></td>
<td>Arizona School of Dentistry and Oral Health</td>
<td>AZ</td>
<td>12/01/2009</td>
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<tr>
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<td>Midwestern University (IOWA)</td>
<td>IA</td>
<td>01/01/2010</td>
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<tr>
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<td>Loma Linda University (LIL)</td>
<td>CA</td>
<td>12/01/2009</td>
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<tr>
<td></td>
<td>University of California, Los Angeles (UCLA)</td>
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<td>Western University of Health Sciences (WESTU)</td>
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<td></td>
<td>Dalhousie University (DHAL)</td>
<td>NS</td>
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<td></td>
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<tr>
<td></td>
<td>University of Colorado (COLO)</td>
<td>CO</td>
<td>01/01/2010</td>
<td></td>
</tr>
</tbody>
</table>
Your AADSAS application is considered complete, and processing begins when:

- Your AADSAS application has been e-submitted
- Your AADSAS payment is received
- An official transcript from every college and university attended is received
Check Application Status
Application Status Check

- **GPA Calculations** – after transcripts are received, AADSAS verifies course work computes GPAs
- **Transcripts** – indicates date(s) each official transcript is received by AADSAS
- **Evaluations** - indicates date(s) each letter is received by AADSAS
- **Dental School Designations** - indicates the dental schools you have applied to through AADSAS
- **Supplemental Materials** - any additional documents required by the individual dental school
- **Payments** – shows payments to AADSAS
- **School Decisions** – indicates application status at each dental school
AADSAS Fee Reduction Program (FRP)
Fee Reduction Program (FRP)

- The ADEA AADSAS Fee Reduction Program (FRP) was created for dental school applicants who demonstrate extreme financial need. If an applicant is awarded a fee reduction, the applicant will be refunded part of their paid AADSAS processing fee.

- Once the applicant e-submits their application and pays the processing fee, he or she will then have the opportunity to complete and e-submit an FRP application.
Fee Reduction Application

- FRP Application requires financial information about
  - The applicant Information
  - The applicant’s spouse (if applicable)
  - Parent Information
- E-Submit FRP Application

Please read “Instructions For This Section” before completing the application.

You may NOT make revisions to this section at any time during the application process.
Fee Reduction Application Documentation

- The following documentation is required when you submit your FRP application:
  - Fee Reduction Application
  - Parent/Guardian Information
  - Federal Tax Forms and W-2 Forms
  - Student Aid Report (SAR)
  - Financial Aid Award Letter (if applicable)
Fee Reduction Application Status Check

- Date Application Received
- Last Updated
- Application Received Complete
- Missing Documents
- Application Status
- Additional Documents Required
- Letter Sent
- Comments

It is important to monitor the status of your FRP application. You can check the status by clicking on FRP under the “My Application Status” section.

You may NOT make revisions to this section at any time during the application process.
Helpful Tips
Helpful Tips

• Thoroughly read the ADEA AADSAS instructions, and print a copy for quick reference.

• Apply early! Be sure to check application deadlines for each of your schools.

• To prevent processing delays, print your AADSAS Transcript Matching Form(s) after completing the Colleges Attended Section, and request transcripts to be sent by your registrar promptly.

• Contact your evaluators early and determine whether they prefer to submit electronically or by paper; keep in touch with your evaluators to ensure their prompt submission.

• Monitor your application throughout the cycle; contact evaluators to ensure completion of evaluations.
ADEA AADSAS
Processing Schedule
ADEA AADSAS Processing Time

HOW AADSAS WORKS

Application Processing (4-8 weeks*)

Application is considered complete and processing begins.

Transcript Verification

Application Processing and Printing

Application distributed to designated dental schools in electronic and print format.

AADSAS does not delay the processing of your application if letters of evaluation have not been received. Letters of evaluation received after your application has been processed are forwarded to schools in the next mailing.

*Application processing time varies based on volume of applications being processed. AADSAS processes all applications received by a school’s deadline, but applicants are strongly encouraged to submit their application, official transcripts, and fee payment well in advance of application deadlines.
Contact Us!

ADEA AADSAS Customer Service Representatives
617-612-2045
www.adea.org
aadsasinfo@aadsasweb.org

If you are mailing documents, use the address below:

ADEA AADSAS Processing Department
c/o Liaison International
P.O. Box 9110
Watertown, MA 02471
617-612-2045
aadsasinfo@aadsasweb.org

Mail AADSAS payments ONLY TO ADEA AADSAS
ADEA AADSAS Payments
1400 K. Street, NW, Suite 1100
Washington, DC 20005
www.adea.org

ADEA AADSAS Fee Reduction Inquires
1400 K. Street, NW, Suite 1100
Washington, DC 20005
292-289-7201
www.adea.org
FRPAADSAS@adea.org