

ADEA DHCAS® Application Process

The completion of the American Dental Education Association Dental Hygiene Application Service (ADEA DHCAS) application is a six or seven step process. All applicants will create an account within the online application portal, provide biographic and academic history information, submit required application materials and have their file released to all of their designated dental hygiene education programs.

STEP-BY-STEP PROCESS

1. Applicant creates an account.
2. Applicant designates programs to which they intend to apply (must designate at least one school).
3. Applicant requests transcripts for **ALL** college-level coursework be sent directly to ADEA DHCAS, which is required.
4. Applicant completes the four quadrant sections of the application – Personal Information, Academic History, Supporting Information and Program Materials.
 - Program Materials content is determined based on the program(s) to which an applicant is applying.
 - Coursework is required for entry-level programs only and includes manual entry of all college level courses. Coursework entry is not required for degree completion and graduate level programs.
 - For programs that require letters of evaluation, the applicant must identify and provide the name of the evaluator before submitting the application. The letter from the evaluator can be received after the applicant submits the application.
5. Applicant submits the application and all required documents.
 - Required documents, including all college-level transcripts and letters of evaluation (if required by the program), must be received prior to the application being marked as “complete.” Applicant remains in the “received” status until all required documents are received.
6. Application is verified to ensure coursework entered matches the official transcript. The verification process may take up to four weeks to complete before the application is released to designated programs.
7. Optional: The Academic Update is available to any applicant who wishes to add coursework completed since initially submitting their application.

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