



ADEA AADSAS Application Instructions

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## What is ADEA AADSAS?

The American Dental Education Association (ADEA) Associated American Dental Schools Application Service (AADSAS) is the centralized application service for pre dental applicants. ADEA AADSAS simplifies the application process to dental schools by providing one standard application. Save time and energy by completing one application for multiple dental schools. ADEA AADSAS is open from June through February each year.

It is the applicant's responsibility to read, understand and follow all ADEA AADSAS and school-specific instructions.

Contact ADEA AADSAS customer service for questions.

617-612-2045 (applicants' inquiries only)

[portal.aadsasweb.org/](http://portal.aadsasweb.org/)

[aadsasinfo@aadsasweb.org](mailto:aadsasinfo@aadsasweb.org)

[www.adea.org](http://www.adea.org)

## ADEA AADSAS Application

To begin the ADEA AADSAS application, applicants will need a DENTPIN® and email address. Applicants must create a username and password.

### *DENTPIN®*

A DENTPIN® is a unique identification number assigned to each applicant and student in dental education and standardized testing programs. To register for a DENTPIN® or to look up an existing DENTPIN®, go to <http://www.ada.org/en/education-careers/dentpin>.

### *Re-applicants*

ADEA AADSAS allows re-applicants from the previous application cycle to carry some information to the current application, such as biographical information, parent and family information, background information, disadvantaged status, secondary high school information, professional experience, colleges attended and verified coursework. Applicants cannot edit the colleges and coursework section but can add new information.

If the ADEA AADSAS application was submitted to dental schools in the previous cycle, applicants are eligible to have the application information imported to the new cycle. Please click on the "Reapplying to ADEA AADSAS?" button on the login page to create a re-applicant account. **Do not click "Create New Account"** on the home page.

### *Information Carried Over to the AADSAS Application*

Most application fields and verified transcripts (i.e., transcripts containing completed coursework calculated into your grade point average (GPA) by ADEA AADSAS staff) will be imported. Once the import is complete, the applicant is responsible for reviewing all imported information ensuring it is complete and accurate.

### *Information Not Carried Over to the AADSAS Application*

Letters of evaluation, personal statement, payment and unverified coursework (including all Academic Update coursework).

### *How to Update Coursework*

All imported coursework information is locked, but coursework completed since last year's application can be added. Applicants must add the school a second time to add newly completed coursework. Enter the full range of dates for the school (the date originally attended to current attendance) and any changes in degree status.

### *Dental Admission Test (DAT)*

DAT scores carry over for any ADEA AADSAS applicant who had submitted them in the previous cycles, regardless of prior application status. If DAT scores were imported directly from the American Dental Association, and the DENTPIN® and date of birth match, all valid DAT scores will import to the 2015 ADEA AADSAS Application. ADEA AADSAS will import up to four attempts and the test date and receive date will appear under the "Official Test Scores" section of the applicant status menu.

### *E-submitting the Application*

Applicant must click "E-submit" to officially submit the application to ADEA AADSAS. Once the application is submitted it is locked and the applicant cannot make changes to most of the sections for the rest of the application cycle. The only information that can be changed after submitting are contact information, password and security information, letters of evaluation with a status of "new" or "in-progress," new coursework, and ADEA AADSAS dental school designations. All other sections are read-only. Applicants should review their applications carefully prior to submitting to avoid errors that cannot be corrected later.

### *Completing the Application*

Before the application is verified, it must have a status of "complete" and a completed date. The applicant is responsible for ensuring that all materials are received by ADEA AADSAS and for following up with missing materials. ADEA AADSAS will not notify the applicant if the application remains incomplete or if items are missing. Please monitor the application status from the Status Menu to the right of the application checklist.

An application is considered complete once the completed application is submitted, all official U.S or Canadian transcripts are received and posted to the application with a date received, and the required application fee is received.

## **Applicant Information**

This section includes biographic, parent and family, background and disadvantaged information.

*Biographic Information:* Collected information includes address, contact information, gender, race and ethnicity, citizenship and military experience.

*Parent and Family Information:* Collected information includes parental education and occupation.

*Background Information:* Collected information includes disclosure of legal and disciplinary actions and licensure.

*Disadvantaged Status:* ADEA AADSAS does not determine an applicant's status as disadvantaged. Collected information includes social, economic and educational factors.

## Education Information

This section includes secondary (high) school, college(s) attended, coursework and DAT scores. Applicants cannot revise this section after e-submitting the ADEA AADSAS application. However, newly completed courses may be added during the [Academic Update](#) period.

*Secondary (High) School Information:* Collected information includes identification of high school and dates attended. Transcripts are not accepted.

*Colleges Attended:* Collected information includes identification of all undergraduate, graduate and professional institutions attended or plan to attend. Enter each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. It is required to report all post-secondary colleges. Applicants who indicate they attended a dental school and received actual credits from that institution must enter the school in the College Attended section and submit an official transcript to ADEA AADSAS. ADEA AADSAS applicants using a re-applicant account may have to list an institution more than once to update completed coursework from the previous cycle.

Select which institution is the Primary Undergraduate or Graduate institution attended. Below describes a list of criteria to use to identify Primary Undergraduate or Primary Graduate College:

- The Primary Undergraduate College is the college or university where the applicant will or have earned the first bachelor's degree.
- Primary Graduate College is the college or university where the applicant will or have earned the first master's or doctoral degree.
- For other category, if an applicant will earn multiple degrees at the same level, select the most recent degree.

The primary college will be highlighted on the Holistic Coversheet. Please see the Holistic Coversheet section for more details.

*Transcripts:* ADEA AADSAS requires a separate official transcript from each institution attended, including branch campuses if they issue transcripts separately from the parent university. All transcripts must arrive at the ADEA AADSAS Transcript Processing Department by the application deadline dates of designated schools.

- U.S. and Canadian Institutions
  - Arrange for a sealed official transcript, accompanied by an ADEA AADSAS Transcript Request Form, to be sent directly to the ADEA AADSAS Transcript Processing Department from every institution attended. ADEA AADSAS prefers all transcripts to be sent directly from the issuing institution as an original, official document.
  - For every college or university indicated, a Transcript Request Form will be generated. This form enables ADEA AADSAS to digitally match each school transcript to the correct application. Failure to include this form with transcripts may increase the processing time of the documents once they arrive at ADEA AADSAS.
  - Canadian transcripts written in French must be submitted according to the international (foreign) transcript requirements.
  - Send transcripts for all colleges and universities attended regardless of whether course credit transferred to another college or university and appears on that transcript.
  - Arrange for the ADEA AADSAS Transcript Processing Department to receive all official transcripts by the designated dental schools' application deadlines.
  - Re-applicants must submit new transcripts if new coursework has been added.

- In rare circumstances when institutions will not send transcripts directly to a third-party organization, an issued-to-student transcript will be accepted by ADEA AADSAS only if it is marked with one of the following: Name and Address Only, Send to, Issued to Student in a sealed envelope, Record of, or ADEA AADSAS.
- In order for an application to be complete, ADEA AADSAS must have received all transcripts. Transcripts must be sent to:  
ADEA AADSAS Transcripts Processing Department  
P.O. Box 9110  
Watertown, MA 02471

**Tip:** To properly complete the coursework section of the application, applicants should obtain a personal copy of each college-level transcript for their records.

- International Transcripts  
Applicants are required to submit transcripts from every international college or university attended. ADEA AADSAS also encourages international applicants to submit a copy of any evaluation of international coursework that has been completed by an official credential evaluation service. ADEA recommends applicants use World Education Services ([www.wes.org](http://www.wes.org)) or Educational Credential Evaluators ([www.ece.org](http://www.ece.org)). ADEA AADSAS does not verify coursework and does not use grades from international transcripts in computing ADEA AADSAS GPAs.

All transcripts and transcript evaluations should be sent to:  
ADEA AADSAS Transcripts Processing Department  
P.O. Box 9110  
Watertown, MA 02471

### *Coursework*

ADEA AADSAS requires applicants to list every class taken at a post-secondary institution. Coursework allows dental schools to more comprehensively evaluate applicants with quarter and semester grades, transcript grading systems using and not using a plus/minus system, and overall GPAs for applicants with transcripts from multiple institutions.

- Collected information includes data from all individual coursework taken at a post-secondary institution, including courses that are withdrawn, repeated courses, undergraduate labs, test credit, or other non-graded courses.
- ADEA AADSAS verifies self-reported courses against official transcripts. Failure to properly enter all coursework may result in processing delays.
- For each institution listed, an applicant must include coursework by session and term type.
  - Session: Period of time taking a course (e.g., fall semester 2012).
  - Term Type: Individual class taken in a particular session (e.g., Biology 150).
- ADEA AADSAS requires applicants to include all recorded attempts at a course, even if an institution has a forgiveness policy. When indicating the special classifications for courses (see list below), list all attempts as a repeated course.
- All U.S. and Canadian coursework must be listed. Foreign coursework cannot be listed, but transcripts from foreign schools must still be evaluated and sent to ADEA AADSAS.
- Transfer coursework should only be listed under the original institution where the course was taken, and in some cases, the specific campus where it was taken.

- Coursework classifications include: Undergraduate (courses taken prior to earning first bachelor’s degree), Post-baccalaureate (undergraduate level courses taken after first bachelor degree is earned) Graduate (master’s degree-level work) and Professional (coursework classified as certificate-level work or coursework taken in pursuit of a degree higher than a master’s degree).
- Course subjects:
  - Applicants should use their best judgment to classify courses as English/Literature, Biology, Chemistry, Physics, Other Science (sciences other than biology, chemistry, physics), or Non-Science. Review the Subject Course [fact sheet](#) for guidance.

**Tip:** A non-science class that has an intense focus in a science field would be classified as Non-Science.

- Special classifications: Indicate if the course has any special classifications designations. Select *not applicable* if the course does not have a special classification. Special classifications include:
  - Repeated Course. Any course attempted more than once. Do not indicate it for the first attempt. If the course could be categorized under two classifications, “Repeat” should be selected.
  - Incomplete. Any course for which the applicant did not receive a final grade or Pass/Fail status.
  - Distance Learning/Online Course.
  - Honors.
  - Study Abroad.
  - Advanced Placement/College Level Examination Program (CLEP).
  - International Baccalaureate.
  - Credit by Institutional/Departmental Exam.
  - In progress and planned.
- Some college transcripts report numeric grades rather than alpha (letter) grades. To access the conversion scale, refer to the key provided by the institution either on the front or back of the transcript. If the transcript does not provide a conversion scale, use the conversion scales below.

**Grade Conversion—Table 1**

Grade on Transcript (No alpha grade key on transcript)	ADEA AADSAS Grade and Value
>100	A+ (4.33)
100–90	A (4.0)
89–80	B (3.0)
79–70	C (2.0)
69–60	D (1.0)
<60	F (0.0)

**Grade Conversion—Table 2**

Grade on Transcript (No alpha grade key on transcript)	ADEA AADSAS Grade and Value Quality Points Assigned
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>4.0	A+ (4.33)
4.00–3.80	A (4.0)
3.79–3.60	A– (3.667)
3.59–3.40	AB (3.5)
3.39–3.10	B+ (3.333)
3.09–2.80	B (3.0)
2.79–2.60	B– (2.667)
2.59–2.40	BC (2.333)
2.39–2.10	C+ (2.333)
2.09–1.80	C (2.0)
1.79–1.60	C– (1.667)
1.59–1.40	CD (1.5)
1.39–1.10	D+ (1.333)
1.09–0.80	D (1.0)
0.79–0.60	D (1.0)
0.59–0.40	DE (0.5)
Less than or equal to 0.39	F (0.0)
Non-graded courses (e.g. PASS/FAIL, Satisfactory)	Select NONE

### Academic Update

ADEA AADSAS provides applicants the opportunity to update their coursework during the Academic Update period, which is from mid–November to early February. During the Academic Update period, applicants can enter grades earned for courses that were listed in the “Course Planned/In Progress” section of the application and add/delete/modify courses listed in that section. Applicants will receive notification and more detailed instructions about the Academic Update process 30 days prior to its initiation. All Academic Update courses and grades must be verified by ADEA AADSAS. Use the ADEA AADSAS Transcript Request Form to arrange for a new official transcript to be sent to the ADEA AADSAS Transcript Processing Department.

#### Non-traditional Coursework

Military credit: Military coursework is only accepted if applicant is officially enrolled in a college/university. For more information, please contact ADEA AADSAS Customer Service.

### ADEA AADSAS Grade

ADEA AADSAS receives all of the applicants’ official U.S. and Canadian transcripts; course-by-course evaluation verification process is conducted. ADEA AADSAS checks the course information reported on the applicants’ application against the official transcripts, and will report discrepancies to the designated schools. Applicants should convert the grade on the official transcript to the correct standardized letter grade. Applicants ADEA AADSAS grade will be different if the official transcript uses a numbering system or some other non-traditional grading system.

List the coursework with semester or quarter hours rather than course credits/units, even if the transcript lists course credits/units.

### GPA Calculations

ADEA AADSAS GPAs may be different from those calculated by colleges and universities. 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 completed application, all transcripts and ADEA AADSAS application fee.

To calculate a GPA, ADEA AADSAS calculates total quality points by multiplying semester hours attempted by the value of the verified 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.

ADEA AADSAS will not calculate the applicant’s GPA until the application has a status of “Complete.”

ADEA AADSAS calculates GPA and reports it in a number of ways:

- BCP GPA: All undergraduate, graduate and cumulative courses identified on transcripts as Biology, Chemistry and Physics.
- Science GPA: All undergraduate, graduate and cumulative courses identified on the transcript as Biology, Chemistry, Physics, Math and Other Science.
- Non-science GPA: All undergraduate, graduate and cumulative courses not used in calculating the Science GPA.
- Undergraduate GPA: All courses for which undergraduate credit is received.
- Graduate GPA: All courses for which graduate credit is received.
- Overall GPA: Includes undergraduate and graduate. For most dental school applicants who have not completed graduate courses, the overall GPA is the same as the undergraduate GPA.
- College/University GPAs: GPAs are reported for each college/university attended.
- The following course types are not included in ADEA AADSAS GPA calculations:
  - Advanced Placement/CLEP.
  - Institutional Department Exam.
  - Audit.
  - International Baccalaureate.
  - Incomplete.
  - Pass/Fail.
  - Withdraw/withdraw passing.
- ADEA AADSAS includes all initial and repeated coursework in its GPA calculations.
- Grades and credit hours for all failed courses will be included in the ADEA AADSAS GPA, even if they are not included in the GPA calculations of the transcript-issuing institution.
- ADEA AADSAS calculates GPAs in two different ways: with and without + and –. Some dental schools prefer to use the +/- system and others prefer to use grades without + and –. For example, grades without a +/- will simply round—grades with a + will round down to the next letter grade (e.g., B+ [3.333] will round down to a B [3.000]) and grades with a – will round up to the next letter grade (e.g., B– [2.667] will round up to a B [3.000]).

#### An Example of How GPAs Are Computed

Course	Grade	Grade Weight		Semester Hours		Total Quality Points
Biology 101	A	4.0	X	5	=	20.0
Chemistry 101	B+	3.333	X	3	=	9.999
Chemistry 103	A–	3.667	X	2	=	7.334
English 131	B	3.0	X	3	=	9.0
Sociology 291	C+	2.333	X	3	=	6.999

Special Topics 201	P	n/a	X	1 (but not computed in GPA)	=	n/a
<b>TOTALS</b>				16 Hours		<b>53.332</b>

The GPA is computed by dividing total quality points by the number of semester hours earned with grade (note that the grade of P is not calculated in the GPA). In this example, the student's semester GPA is 3.33 (53.332 quality points/16 semester hours).

Note that grades of P or Credit are not used in computing a GPA.

Factors that may result in a GPA calculation that is different from the transcript include the following:

- Many college/universities count only the new grade in repeated course(s) in GPA computation. ADEA AADSAS counts the previously earned grade and the new grade. For example, if the applicant took Introduction to Biology in Fall 2012 and earned a grade of C, then retook the same course in Spring 2013 and earned an A, ADEA AADSAS would use both the C grade and the A grade to calculate the GPA.
- What is the college/university's grade weighting scale? Some schools use different scales than those used by ADEA AADSAS. For example, at some schools, a B+ grade equals a grade weight of 3.5, but for ADEA AADSAS, a B+ grade equals a grade weight of 3.33.

### Dental Admissions Tests

Many dental schools require applicants to take an admissions examination:

- U.S. DAT (official scores from the American Dental Association).  
The DAT is conducted by the American Dental Association. For more information about the DAT contact the ADA at (800) 232-2162 or go to [www.ada.org](http://www.ada.org).
- Canadian DAT.  
The Canadian Dental Admission Test is conducted by the Canadian Dental Association (CDA) and the Association of Canadian Faculties of Dentistry. For more information contact the CDA at 613-523-1770.

### Verification

Verification refers to matching the courses on official transcripts with the courses entered in the Coursework section of the ADEA AADSAS application.

### Professional Experience

This section allows applicants to report their experiences in lieu of a physical resume. Applicants should update their resumes for personal use. Applicants should record only experiences obtained during college.

- Applicants should only list each experience in one category. The categories of information applicants can provide are:
- *Academic Enrichment Programs*: Programs sponsored by colleges, universities or other not-for-profit organizations (e.g., Summer Medical and Dental Education Program [SMDEP]). More information can be found at [ExploreHealthCareers.org](http://ExploreHealthCareers.org).

- *Awards, Honors, Scholarships (Limit of Five)*: College accomplishments are given priority by many admissions committees.
- *Dentistry Experience (Limit of 10)*: Applicants need to provide a brief description of the activity, including start and end dates, and indicate whether the position was paid, volunteer, job shadowing or other.
- *Extracurricular/Volunteer/Community Service (Limit of 10)*:
- *Research Experience (Limit of Five)*: Formal research programs, including those sponsored by universities.
- *Work Experience (Including Military Service) (Limit of Five)*: Current military experiences should include anticipated discharge date and type of discharge.

**Tip:** Applicants are responsible for selecting up to three professional experiences to be displayed on the ADEA AADSAS application coversheet. All experiences will be displayed in the body of the application, regardless of selection.

### Personal Statement

The personal statement explains why the applicant wants to pursue a dental career. The statement should not exceed 4,500 characters (including spaces, carriage returns, numbers, letters, etc.). Applicants should not make the statement specific to each dental school, as ADEA AADSAS will provide the statement to all dental schools designated in the application.

**Tip:** It is important to review the personal statement before submission because applicants will not be able to make revisions to this section of their application.

### Letters of Evaluation

Letters of evaluation are required as part of a complete application, although the ADEA AADSAS online application can be submitted while letters of evaluation request are in process. Letters of evaluation are traditional recommendation letters written by a person qualified to recommend a person to dental school.

Applicants may submit a maximum of four individual letters of evaluation or one committee letter/report plus the option of one additional individual letter. In the ADEA AADSAS application, the applicant should list the individuals who will write letters and the format each evaluator will use, and check the appropriate box to indicate if the letter is a committee letter/report.

Letters of evaluation can be sent in two formats:

- **Electronic (preferred).**  
As soon as the evaluator's name and email address are provided, the evaluator will receive an email from ADEA AADSAS directing him or her to the ADEA AADSAS Evaluator's Portal.
- **Paper.**  
The applicant provides the Letter of Evaluation Request Form to the evaluator, who attaches the form to his or her letter and mails it to ADEA AADSAS at the address provided on the Letter of Evaluation Request Form.

There are two **types** of letters that evaluators can submit:

- Individual letter (counts as one letter): This type of letter is an evaluation of the applicant completed by a single evaluator.
- Committee Letter/Report (counts as three letters): This composite letter consists of a cover letter from an advising office and a collection of individual letters that are attached. With composite letters, the advising office serves as a central collection service for the applicant, but does not make additional assessments of the candidate.

**Tip:** If the applicant forgot to indicate in the Evaluators section that an individual is submitting a Committee Letter/Report, the applicant needs to delete the evaluator, re-enter the information correctly and save. If submitting an electronic letter of evaluation, the evaluator will receive a new email indicating that the applicant is requesting a letter of evaluation. If the evaluator is submitting a paper letter, the applicant needs to delete the evaluator, correctly re-enter the evaluator's information, print and provide the evaluator with a new Letter of Evaluation Request Form.

### Letters of Evaluation Waivers

The Family Education Rights and Privacy Act of 1974 (FERPA) provides applicants the right to access letters of evaluation written after January 1, 1975 unless they choose to waive their right of inspection and review. Prior to requesting an evaluation, ADEA AADSAS applicants are required to indicate if they wish to waive their rights to each evaluation.

ADEA AADSAS does not release any letters of evaluation to applicants regardless of waiver status.

### Applicant Authorization

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

- I waive my right to access the attached letter of evaluation.  
The following explanation is given to the applicant for this statement:  
*By "waiving your right to access," applicants **do not** have the right to read the evaluation once completed by the evaluator.*
- I do not waive my right to access the attached letter of evaluation.  
The following explanation is given to the applicant for this statement:  
*By not "waiving your right to access," applicants have the right to read the evaluation once completed by the evaluator.*

Occasionally, an applicant will forget to check the waiver box in the ADEA AADSAS application, even though the applicant has already signed a waiver with the evaluator or the health professions advising office. 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. If submitting a paper letter of evaluation, the applicant must delete the evaluator, correctly re-enter the evaluator's information, print and provide the evaluator with a new Letter of Evaluation Request Form.

### Release Statement

All applicants must agree to this statement to submit the ADEA AADSAS application. It is important to understand and abide by these principles during the application process.

I agree to the following ADEA AADSAS Release Statement and Code of Conduct.

- I have read, reviewed and understand the application instructions and program/school-specific admissions requirements, including provisions that note that I am responsible for monitoring and ensuring the progress and status of my application and all supporting materials.
- I have provided ADEA AADSAS information in this application that is complete and accurate to the best of my knowledge. I understand that omitting relevant information or providing misrepresentations or false or misleading information in my application and supporting documents during the application process may jeopardize my application or result in other actions, including the possibility of expulsion from a program, if enrolled.
- I certify that all written passages, such as the personal statement, essays and descriptions of work/activities, are my own and have not been written, in part or in whole, by a third party.
- I understand that all documents provided to ADEA AADSAS will not be returned to me.
- I acknowledge my responsibility to inform the programs/schools to which I have applied in the event there is any change in the information I have provided, including, but not limited to, educational information, legal and conduct violations and contact information and in a timely manner. Programs/schools will consider new information submitted and, in appropriate circumstances, reserve the right to change the status of an applicant or student.
- I authorize ADEA AADSAS and the dental programs to which I am applying to investigate any information, including my educational background, disciplinary history, and record of criminal convictions that it believes is relevant to my application.
- I give permission for ADEA AADSAS to release the information provided in my application, as well as all supporting application materials, to my designated programs/schools.
- I authorize the use of information provided in the application for research, applicant tracking and reporting purposes.
- I acknowledge that my only recourse to errors or omissions related to the handling or processing of my application by ADEA AADSAS is to obtain a refund. A refund is not guaranteed. Errors or omissions that are my responsibility are not subject to refund or waiver of fees in a future cycle.
- I agree to act with honesty, forthrightness and integrity throughout the admissions process. I will be professional throughout the application process, including my interactions with ADEA AADSAS staff, program/school admissions officers and staff and admissions committees.

### ADEA AADSAS Application Fee

The application fee for ADEA AADSAS depends on the number of dental schools an applicant applies to. The fee is \$245 for the first dental school and \$93 for each designation. Below is a sample fee table:

One dental school	\$245
Two dental schools	\$338
Three dental schools	\$431

Payment for the ADEA AADSAS application is by credit card (VISA, MasterCard, American Express or Discover) or money order. Applicants who want to apply to additional dental schools after e-submitting can return to their application and add new dental school designations.

### Dental School Supplemental Fees

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).

## Dental School Designations

### *Dental School Deadlines*

The ADEA AADSAS deadline listed for each dental school indicates the date by which the application must be received by ADEA AADSAS. Dental schools will consider for admission those applicants whose ADEA AADSAS application, fee payment and official transcripts are received at ADEA AADSAS by the stated deadline. ADEA AADSAS applications must be submitted by 11:59 p.m. (Eastern Time) on the deadline date(s). Please be advised that there may be additional program/school-specific admissions requirements due by the dental school deadline date in order for the application to be considered for admission by that dental school.

After the application has been submitted to ADEA AADSAS and has a "Complete" status, allow four to six weeks for ADEA AADSAS to process the application.

### *Submitting or Deleting Dental School Designations*

ADEA AADSAS does not accept requests to substitute or delete schools after the application has been submitted. Applicants who wish to withdraw an application should contact the dental school directly.

### *Adding Additional Dental Schools after e-Submission*

Applicants can apply to additional schools after e-submitting the ADEA AADSAS application. The fee is \$93 for each additional designation.

### *Dental School Supplemental Materials*

Send only required documents to ADEA AADSAS. Any other documents received by ADEA AADSAS, including supplemental materials requested by specific dental schools, will be considered unrelated materials. ADEA AADSAS will not return unrelated materials, nor forward the unrelated materials to designated dental schools. Examples of unrelated materials include resumes, photographs, writing samples, certificates and other non-required documents.

### *Criminal Background Check*

ADEA AADSAS provides a service to dental schools that wish to obtain a criminal background check on admitted students through Certiphi Screening. Applicants can view schools that participate in the ADEA criminal background check by visiting the "Dental Schools Designation" section of the application or contacting the dental schools.

Once accepted at a participating dental school, Certiphi® Screening, Inc. will send an email to the applicant's preferred email address entered in the ADEA AADSAS application. This email will provide access to a secure online form where the applicant provides basic identifying information and consent for this report to be obtained. Applicants can review the final report prior to its distribution.

- Applicants will have 10 calendar days from when the report is emailed to review it before it is made available to participating dental schools.
- Applicants will be provided with an opportunity to contest the accuracy of the contents of the report within 10 calendar days.

- After 10 calendar days, the report will be made available to the participating dental schools from which the applicant received an acceptance.

**Tip:** The criminal background report will not be released to any party other than the dental schools requesting it. ADEA AADSAS does not have access to this report.

For more information about Criminal Background Check, contact:  
Certiphi® Screening Inc.  
Applicants' inquiry only:  
(800) 803-9582  
help@certiphi.com  
8:00 a.m. – 10:00 p.m. ET

### ADEA AADSAS Application Coversheet

The ADEA AADSAS Application Coversheet, also known as the Holistic Coversheet, summarizes some of the items found on the full application PDF. Items on the coversheet include applicant identifying information, GPA calculations for each course subject designation, U.S DAT and Canadian DAT scores, undergraduate and graduate degree information for schools that were selected as the primary degree granting institutions and up to three pre-selected professional experiences.

A copy of the full application PDF (excluding letters of evaluation) is automatically generated and can be downloaded and saved before e-submitting the application to ADEA AADSAS.

### ADEA AADSAS Fee Assistance Program (FAP)

The FAP was created for applicants who demonstrate an extreme need for financial assistance. Eligibility for the FAP is determined by reviewing the financial resources of the applicant, spouse and applicant's parent/guardian. All FAP applicants are required to meet minimum qualifications before applying. This is an independent program offered by ADEA and is not affiliated with any government, college or university, scholarship, grant or fellowship programs. A limited amount of ADEA AADSAS application fee assistance is available.

It is important to read all FAP [policies and instructions](#) carefully before completing the FAP application. The FAP becomes available on the first day of the ADEA AADSAS application cycle and continues until January or until all FAP funding is awarded.

**Note:** Applicants should not e-submit their ADEA AADSAS applications while a FAP decision is pending. Applicants that e-submit their applications will no longer qualify for FAP and their requests for fee assistance will automatically be denied.

### Monitoring the Application

Applicants are responsible for monitoring the status of their applications and following up with ADEA AADSAS on any missing documents.

Applicants can check their application status online or on the mobile webpage. On the account homepage, the column on the right is the status menu. This menu is "read-only" and no section can be edited. Here, an applicant can view the application status, which is updated in real time.

On the status menu, applicants can also view which transcripts, letters of evaluation and payments have been received by ADEA AADSAS and which are still missing.

Once an application has been verified, applicants can view GPA calculations in this menu. Prior to verification, it will remain blank under "Dental School Designations."

ADEA AADSAS will only notify applicants if there is a problem with the coursework section of the application. ADEA AADSAS will notify applicants if transcripts have not been received. Because some e-mail notifications may be filtered as spam or junk, applicants are responsible for monitoring their ADEA AADSAS "My Messages" inboxes. ADEA AADSAS is not responsible for notifications applicants do not receive in their personal e-mail inboxes.

On average, it takes seven to 10 business days to post a transcript to the application from the date it was mailed. Once it posts to the application, it will be listed on the status menu with the date received.

ADEA AADSAS is not responsible for any materials lost in the mail or for delays caused by Registrars' offices. Express or certified mail does not guarantee expedient processing, and sending transcripts by express or certified mail does not guarantee receipt by ADEA AADSAS.

### ADEA Policies

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

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

### ADEA Application Services Refund Policy

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 [jamesc@adea.org](mailto:jamesc@adea.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 accepted after June 1 to the previous cycle can request a refund; requests must be made within two weeks of the acceptance which will be verified by ADEA AADSAS staff.

## ADEA Privacy/Confidentiality Statement

The American Dental Education Association (ADEA) will prevent the exposure of confidential personal data without the permission of the individual involved. Except for ADEA aggregate research, directory information and communications with participating schools and/or programs as a part of the application and record keeping process, information about individual applicants and matriculates is not shared with anyone in a way that would permit individual identification.

Application data submitted by an applicant will not be shared with third-party individuals or organizations. ADEA will only discuss an application with the applicant and the applicant's designated schools and/or programs. Staff will not discuss an application with a parent, spouse, relative, friend or employer.

Information about applicants is, of course, disclosed to the schools and/or programs to which a student applies. Applicants to one of ADEA's centralized application services will be required to release their application information and supporting documents by agreeing to the Release Statement and Code of Conduct within the application.

Application data gathered by ADEA in the process of providing its centralized application services will only be reported in aggregate form so as not to divulge student-specific demographic information. ADEA will use this data to perform analysis on the national applicant pool and might use individual applicant information in the analysis, but will ensure that individual applicants will not be identified.

## Contact ADEA AADSAS

Customer Service

American Dental Education Association

617-612-2045

[portal.aadsasweb.org/](http://portal.aadsasweb.org/)

[aadsasinfo@aadsasweb.org](mailto:aadsasinfo@aadsasweb.org)

[www.adea.org](http://www.adea.org)