

**ADEA Associated American Dental Schools Application Service
(ADEA AADSAS®) Application Instructions**

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Overview: ADEA AADSAS

ADEA Associated American Dental Schools Application Service (AADSAS) is the centralized application service for dental school. ADEA AADSAS® simplifies the application process for dental schools by providing one standard application. This way, you save time and energy by completing just one application for multiple dental schools. ADEA AADSAS opens in early June each year.

All U.S. dental schools participate in ADEA AADSAS and require it as the primary application. Texas residents applying to Texas dental schools, though, will need to apply through the [Texas Medical & Dental Schools Application Service \(TMDSAS\)](#).

Foreign-trained dental graduates interested in completing an advanced standing program at a U.S. dental school will need to apply through the [ADEA Centralized Application for Advanced Placement for International Dentists \(CAAPID\)](#).

Create an account

To create an account, click “Create New Account” beneath the login information on the ADEA AADSAS homepage. Applicants will be asked for a username, password, security question, [DENTPIN](#), valid email and agreement to a release agreement to activate a new account and be assigned an ADEA AADSAS identification number. For security, do not share the password or account information with anyone.

Applicants may only create one account per application cycle. Creating more than one account will lead to delays and difficulty in handling the receipt of transcripts and letters of reference. Any applicant who creates multiple accounts will have their duplicate accounts terminated, including any documents associated with those accounts.

FAQ

How do I reset my password?

The ADEA AADSAS staff do not have access to your password information. To retrieve your password, please click the “Forgot Your Password?” link under the login prompt, and an email will be sent to you prompting you to reset your login information. Please note that passwords and usernames are case sensitive.

When can I start my application?

The 2017 ADEA AADSAS application will open on June 1, 2016. Applicants should request all postsecondary transcripts as early as possible.

If I applied in 2016, can I apply as a reapplicant?

Yes, on the ADEA AADSAS homepage, select “Re-Applying to ADEA AADSAS?” to confirm your 2016 credentials to have information included in your 2017 application. Most of your application data can be carried over, including transcripts and coursework.

However, letters of evaluation, updated transcripts, the personal essay and application fees must be resubmitted.

Review required components

The sections each applicant needs to complete include:

1. Fee Assistance Program (optional)
2. Applicant Information
3. Education
4. Professional Experience
5. Personal Statement
6. Evaluators
7. Release Statements
8. Dental School Designations

The documents each applicants needs to submit include:

1. Official transcripts from every postsecondary institution attended.*
2. Letters of evaluation.*

*Transcripts and letters of evaluation can be received before or 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, the supplemental table in the application and the school's profile in the [ADEA Official Guide to Dental Schools](#).

Fee assistance program (optional)

The ADEA AADSAS Fee Assistance Program (FAP) is a fee waiver program designed to assist students who demonstrate extreme financial need by reducing the cost of applying to dental school through ADEA AADSAS. FAP is an independent program offered by ADEA AADSAS and is not affiliated with any government, college or university, scholarship, grant, or fellowship program. Approval for fee assistance is at the sole discretion of ADEA AADSAS.

To receive the fee assistance, applicants must submit the "Fee Assistance Application" (do not print and mail the application), and mail all FAP required documents to ADEA AADSAS FAP. It is important to read all FAP instructions and policies carefully before completing the FAP application. Failing to thoroughly read policies and follow instructions could result in processing delays, missed deadlines and/or disqualification for the Fee Assistance Program.

Applicants who submit an ADEA AADSAS application prior to receiving notification of approval for fee assistance will be ineligible.

FAP application launch date

The ADEA AADSAS Fee Assistance Program becomes available on June 1 after the opening of the ADEA AADSAS application cycle and will remain available until all funds are expended. Applicants are encouraged to apply early to the Fee Assistance Program, which is awarded on a first-come, first-served basis, and well in advance of dental school deadlines.

Benefits of being awarded fee assistance

Applicants who are awarded fee assistance will receive a \$441 fee waiver which will cover the initial ADEA AADSAS dental school designation (\$245) and two additional dental school designations (\$98 each) for a total of three designations. Benefits will expire if not used within 10 business days of notification of the award.

Eligibility to apply for FAP

- Applicant, spouse and parent/guardian all must be U.S. Citizens or Permanent Residents (Green Card).
- Applicant must complete and submit the electronic "Fee Assistance Program Application."
- Applicant's and family total income is 300% or less than the U.S. Poverty Guidelines level for that family size. Use the chart below to determine family eligibility for fee assistance.
- ADEA AADSAS re-applicants approved in previous application cycles may be eligible to receive fee assistance through ADEA AADSAS for no more than two application cycles.

Poverty Guidelines in Annual Income by Family Size

Family Size	U.S. Poverty Guidelines	ADEA Poverty Guidelines
	100% Poverty Guideline	300% Poverty Guideline
1	11,770	35,310
2	15,930	47,790
3	20,090	60,270
4	24,250	72,750
5	28,410	85,230
6	32,570	97,710
7	36,730	110,190

8	40,890	122,670
9	45,050	135,150
10	49,210	147,630

Required and supplemental documents

After an applicant has completed and submitted the FAP application, it is the applicant’s responsibility to mail all required documents (please do not send originals) to FAP within 10 business days. Applicants have only one opportunity to submit all required documents, and all required documents must be received in one packet at one time. Documents received without all proper documentation, including the coversheet, will be denied for FAP. For questions, please contact FAPAADSAS@adea.org.

The FAP packet must contain the following:

- FAP Cover Sheet.
- Copy of 2015 Federal tax return (including the 1040 tax forms, W2s, W9s or 1099s) from applicant, applicant’s spouse and parents/guardians, or a letter of explanation if unable to submit all required documents. (Do not send originals.)
- Financial aid award letter.

Required tax returns are based on the applicant’s dependency status and tax filing status.

- If the applicant was 25 years old before Jan. 1, 1991, s/he is required to provide 1040 tax forms, W2s, W9s or 1099s for self and spouse, if married.
- If the applicant will be 25 years old on or after Jan. 1, 1991, s/he is required to provide 1040 tax forms, W2s, W9s or 1099s for self, spouse (if applicable) and parents/guardians or a letter of explanation if unable to submit all required documents.

Other supporting documentation that can be provided or may be requested

These documents may be requested to help determine eligibility for FAP if applicants do not have any of the tax forms or other required documents or can be submitted by the applicant to support their application. Documents must be accompanied by the attached verification form and a letter from the appropriate agency.

- Child support payments: Payments made from one parent to another to cover monthly expenses for the child.
- Food stamp or public assistance: Supplemental Nutrition Assistance Program.
- Proof of Social Security/disability benefits: Monthly payments to retired workers, beneficiaries or disabled workers.

- Proof of veterans' benefits: Programs and services provided by the Department of Veteran Affairs to veterans who are deceased, service members and their beneficiaries.
- Proof of workers' compensation benefits: A form of insurance providing wage replacement and medical benefits to employees injured during the course of employment.
- Proof of housing, food and other living allowances.

Unemployed individuals

Individuals must report a means of support for 2015. S/he must submit a non-taxable income report. Provide a list of all financial resources received from all sources in the year 2015 (a letter of explanation is required).

Application processing time

The standard processing time for an FAP application (once the FAP required documents with cover sheet is received) is 10 business days. ADEA AADSAS allows applicants 10 business days after they apply online to submit required documents to support their FAP request.

Application status

Applicants will be notified of a decision via email using the email account provided in the ADEA AADSAS application. Applicants may check their FAP application status and decision by logging into their ADEA AADSAS application and clicking on "status." Applicants who submit an ADEA AADSAS application prior to receiving notification of approval for fee assistance will be ineligible.

Next steps after a decision has been made

1. If approved, the applicant must complete the ADEA AADSAS application, designate three dental schools, select "Submit with FAP" as your payment type (do not select credit card) and submit the ADEA AADSAS application. Applicants are able to apply to additional dental schools (\$98 each) after they have submitted the ADEA AADSAS application.
2. If denied, the applicant must complete the ADEA AADSAS application through the standard process.

****Once an applicant is approved for fee assistance, s/he will have 10 business days to submit the ADEA AADSAS application to receive the fee waiver.****

Please be advised: as with all aspects of the ADEA AADSAS application, it is expected that applicants for FAP will not misrepresent themselves. Reporting false information or submitting forged documents could result in the cancelation of the ADEA AADSAS application and notification sent to all dental schools. Be sure to verify that all information and documents provided for the FAP application are valid and accurate.

The FAP Cover Sheet must accompany the required supporting documents, or this may cause a delay or denial in processing of the FAP application.

Applicant information

- **Biographic information**

Provide preferred and permanent address, gender, ethnicity and race, citizenship and visa information, military status and alternate names.

Citizenship questions include date and location of birth, country of citizenship, DACA status and length of residency in the U.S. and the state. Non-U.S. citizens should include visa information.

DACA, or Deferred Action for Childhood Arrivals, is an American immigration policy that allows certain undocumented immigrants who entered the country before their 16th birthday and before June 2007 to receive a renewable two-year work permit and exemption from deportation.

- **Parent and family information**

Provide information on up to two parents and number of siblings.

Provide information about each parent/guardian, including information about that person's relationship to applicant, name, occupation, address and education. By providing information about family, schools are better able to understand an applicant's background.

Socioeconomic status and EO indicator

The Education Occupation (EO) indicator is derived from an applicant's parental education and occupation information. Four education levels and two aggregate groups of occupations provide the schema that is used to determine the EO indicator for each parent of each applicant.

One of the following EO indicators will be displayed for each parent of each applicant on the ADEA AADSAS application: EO-1, EO-2, EO-3, EO-4 or NC (not calculated). The lowest socioeconomic group is EO-1 and the highest is EO-4. As shown on the chart below, the occupational categories are aggregated into service, clerical and skilled and unskilled labor, and executive, managerial and professional. These categories are based on the U.S. Department of Labor Standard Occupational Classification scheme. The educational categories are aggregated into less than a bachelor's degree, bachelor's degree, master's degree and doctorate/professional degree.

		Parental occupation	
		Service, clerical, skilled and unskilled labor	Executive, managerial, professional position
Parental education level	Doctorate/professional degree	EO-3	EO-4
	Master's degree	EO-3	EO-4
	Bachelor's degree	EO-2	EO-3
	Less than bachelor's degree	EO-1	EO-2

The EO indicator is based upon having complete information for each parent. An indicator of NC (not calculated) will display when the parental occupation is listed as retired, military, homemaker, other, unknown or not applicable. Additionally, when the parent is deceased and/or the education/occupation information data are not available, NC will be the EO indicator listed.

The EO indicator is a tool that is intended to provide additional information on an applicant's socioeconomic status which can aid a dental school's review of applicants as part of a holistic review process. It is intended to help schools more accurately identify individuals who may be from a socioeconomically disadvantaged background. Dental schools can use these data along with other important factors to identify which applicants best help them to achieve their institutional goals and support their core missions.

- **Background information**

Provide details pertaining to manual dexterity, relatives in the dental profession, previous applications to dental school and other health professions programs, education interruptions, academic dismissals or suspensions, felony and misdemeanor convictions and language proficiencies.

Manual dexterity is important for dentists. Applicants will be asked to describe activities requiring hand–eye coordination at which they are proficient.

Applicants who have relatives who are dentists, are in dental school or have studied in the dental profession will be asked to identify the person, their relationship to the applicant and degree or certificate.

Applicants who have previously applied to dental school will be asked to describe the changes in their application.

Applicants who have felony or misdemeanor convictions or academic infractions will be asked to provide an explanation, including a brief description of the incident, specific charges made, related dates and a reflection on the incident.

FAQ

Do I have to report an arrest, a charge that did not result in a conviction, traffic violations, convictions that have been expunged, records that are sealed or campus policy violations?

You should use your judgment in including criminal and campus arrests and convictions on the application. Remember, dental schools conduct criminal background checks on applicants who have been accepted, so if it will appear on your record, it is best to disclose it early to avoid appearing to hide the information.

I have a felony or misdemeanor on my record. Can I still apply to dental school?

Many dental schools look to state licensing board policies to determine if they can accept an applicant with a felony or misdemeanor on record. If the state will not allow a person in that situation to become licensed, it is unlikely you will be considered. Check with the state licensing board and individual dental schools for more information on each one's policy.

What will the EO indicator be used for?

It will be used by the dental schools as part of a holistic review and is intended to provide the school more information about your background.

- **Disadvantaged status**

Provide information related to one's background, including Pell Grant awards, childhood residence and education funding sources.

Applicants are asked to reflect on areas of their background that might be defined as disadvantaged socially, economically or educationally. ADEA AADSAS does not determine an applicant's status as disadvantaged, but dental schools use this information during a holistic review to obtain a complete picture of an applicant's background.

Education

- **Secondary (high) school information**

Provide the name, location and graduation date.

- **Colleges attended (transcript request form)**

Provide the name, location, dates of attendance and graduation and type of degree earned or in progress. Send in all official U.S. and Canadian transcripts.

Applicants are required to report all postsecondary institutions attended, including but not limited to: courses taken in high school, summer courses, community college courses, military institutions, postbaccalaureate, graduate and doctoral work, study abroad and foreign work. Applications that are submitted with institutions omitted will have the application returned for corrections, and the application will be delayed.

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 postsecondary 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 the primary undergraduate or primary graduate college:

- The primary undergraduate college is the college or university where the applicant will or has earned the first bachelor's degree.
- Primary graduate college is the college or university where the applicant will or has 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.

Once a college is entered, indicate the degree and degree status, major and minor.

Add the degree type earned or in progress. Multiple degrees may be added by selecting "Add another Degree." Enter the in-progress or most recent degree first. Include the degree type, the date earned or expected graduation and the major and minor.

Study abroad and overseas U.S. institutions

Please use the checklist below to determine how best to report the study abroad and/or overseas college transcript and coursework:

1. If coursework was completed at a U.S. institution overseas (e.g., American University Beirut or Carnegie Mellon University in Qatar), report the institution and proceed to enter all related information, including coursework. Mark the courses as study abroad.
2. If coursework was completed using another school's program to study abroad (e.g., Semester at Sea, SIT or a CEA study abroad program), report the U.S. school whose

- program was used and proceed to enter all related information, including coursework. Mark the courses as study abroad.
3. If coursework was completed via a study abroad company, please list this course under the primary school with the classification Study Abroad. Check to see whether the grades and credits are itemized on the home school transcript. If so, there is no need to send additional documentation. If not, please send the company transcript to ADEA AADSAS with the Transcript Request Form from the home school. Do not report the foreign school separately.
 4. If coursework was completed directly via the undergraduate institution, or by any other method and the credits and/or grades do NOT appear on the undergraduate transcript, applicants should report their attendance as a foreign institution.

U.S. and Canadian transcripts

All U.S. and Canadian transcripts are required to be sent to ADEA AADSAS. The application cannot be processed without official transcripts sent directly to:

ADEA AADSAS Transcripts Processing Department
P.O. Box 9110
Watertown, MA 02471

Only original, official transcripts will be accepted. To send a transcript:

1. List all schools in Colleges Attended.
2. Download the Transcript Request Form for each college and provide it to the college registrar who will, in turn, attach it to the official transcript. While transcripts can be sent directly to ADEA AADSAS from the college registrar without the Transcript Request Form, asking the registrar to submit with a personalized Transcript Request Form will expedite the process. If sent in without the form, request that the applicant's ADEA AADSAS identification number is included somewhere on the transcript or accompanying document.
3. Request all transcripts to be sent to ADEA AADSAS.
4. Monitor the application to ensure the transcript is received. It is the applicant's 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 and the transcript has not been posted, the materials should be resubmitted. The status of all transcripts can be viewed in the "Program Status" menu.

FAQ

When should I send my transcript?

Aside from creating an account on ADEA AADSAS, this should be the first item on every applicant's checklist. Due to mailing and processing times, transcript verification

can take up to six weeks. Start the process early. Because applicants are encouraged to apply early, it is best to request the transcript in early June.

What are the top three things I should do to ensure I successfully match my transcripts to my ADEA AADSAS application?

One: List the institution in the Colleges Attended section. Two: Make sure your ADEA AADSAS identification number is included on or with each transcript. Three: Send in ALL transcripts EARLY.

Can I send an unofficial copy of my transcript?

No. Don't send an unofficial copy or a copy that is marked "student-issued."

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 it to ADEA AADSAS at any time. However, your application will not be processed until ADEA AADSAS has received all of your official transcripts and your payment.

Can I print one transcript-matching form and send it to all the colleges I attended?

No. Each institution you have attended has a unique transcript-matching form which you are to use specifically for that institution. When mailing the transcript-matching forms, pay attention to the name of the institution printed on each form. Transcripts sent without the appropriate transcript request form may result in delay of your application.

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 taken.

Should I send my high school transcript?

No. To report university-level credit earned while a high school student, these courses must be reported under the college or university that awarded you the credit. This includes both Advanced Placement and dual-enrollment credit.

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 for coursework labeled as "planned/in-progress" until after all grades have been completed. 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 period to update this information in your ADEA AADSAS application.

Do I also need to send copies of my transcripts to the dental schools I am applying to?

In general, you only need to submit transcripts to ADEA AADSAS. Some dental schools, if you reach a certain point in the admissions process, may request additional transcripts

at a later date while others will not. You should contact the schools directly to determine if they require any additional transcripts.

I have a different name on my transcript than on my application. Will that cause a problem?

This can delay the processing of your transcript, but there are steps you should take to minimize any difficulties. **FIRST**, fill out the Biographic Information section to include other aliases. **SECOND**, ask your registrar's office to physically write your current name and ADEA AADSAS identification number on your transcript. **FINALLY**, include the transcript request form with your transcript. If you have done step one, your former name will print out on this form.

My school won't issue a transcript to ADEA AADSAS and must use my name. What do I do?

ADEA AADSAS can accept transcripts issued to an applicant's name and address as long as they are accompanied by a letter from the school's registrar's office stating their policy for addressing transcripts and confirming that the transcript was mailed by the registrar to ADEA AADSAS directly. The transcript still cannot have an "Issued to Student" or "Student Copy" stamp and may not be picked up by the student. Transcripts without this letter will not be accepted.

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.

Can ADEA AADSAS forward my transcripts to me, my schools or schools not affiliated with ADEA AADSAS?

No. As per the Family Educational Rights and Privacy Act of 1974 (FERPA), ADEA AADSAS may not release transcripts to anyone other than your designated schools, including other schools or the applicant themselves.

- **Coursework**

Provide course-specific information for each postsecondary class taken.

By entering coursework into the ADEA AADSAS application, the electronic transcript format and content is standardized so that dental schools may compare course subjects, credit values and grade values on a level field for all applicants seeking admission. Collected information includes data from all individual coursework taken at a postsecondary institution, including courses that are withdrawn, repeated courses, undergraduate labs, test credit or other nongraded courses.

Preparing for coursework entry

1. Obtain a copy of each college-level transcript. It is recommended that applicants acquire a new copy of the transcript to ensure the coursework entered matches the official transcript.
2. Complete the Colleges Attended section.
3. Decide whether or not to take advantage of the Professional Transcript Entry. All applicants must enter in coursework. It can be done by the applicant or Liaison International, ADEA's technology partner. By selecting Professional Transcript Entry, the applicant relies on Liaison International to enter and verify all coursework. This process will begin as soon as all official transcripts are received and can take up to 15 business days to complete. The application will then be placed into a verification queue, which can take an additional four weeks. The service is \$55 for up to three transcripts, \$100 for four to six transcripts or \$150 for seven or more transcripts.

Applicants who choose to enter in their own coursework should allot at least half a day to enter and review coursework to prevent errors. Errors will delay verification of the application.

ADEA AADSAS requires applicants to list every class taken at every postsecondary institution attended. 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.

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 can be listed, although it is not required; 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), postbaccalaureate (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 judgement to classify courses as English/Literature, Biology, Chemistry, Physics, Other Science (sciences other than biology, chemistry and physics) or Nonscience. Review the [Subject Course fact sheet PDF](#) for guidance.

Tip: A nonscience class that has an intense focus in a science field would be classified as Nonscience.

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.

ADEA AADSAS Grade and Value Quality Points Assigned	Grade on Transcript (No alpha grade key on transcript)	
A+ (4.33)	>4.0	>100
A (4.0)	4.00–3.80	100–90
A– (3.667)	3.79–3.60	
AB (3.5)	3.59–3.40	
B+ (3.333)	3.39–3.10	
B (3.0)	3.09–2.80	89–80
B– (2.667)	2.79–2.60	
BC (2.333)	2.59–2.40	

C+ (2.333)	2.39–2.10	
C (2.0)	2.09–1.80	79–70
C– (1.667)	1.79–1.60	
CD (1.5)	1.59–1.40	
D+ (1.333)	1.39–1.10	
D (1.0)	1.09–0.80	69–60
D (1.0)	0.79–0.60	
DE (0.5)	0.59–0.40	
F (0.0)	Less than or equal to 0.39	<60
Select NONE	Non-graded courses (e.g. PASS/FAIL, Satisfactory)	

Non-traditional coursework

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

FAQ

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, number of credits and grade given. If the transcript combines lab/lecture courses into one class on a transcript, they should be reported as one entry on the application.

How do I enter in planned or in-progress terms and courses?

1. List the school in the "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 spring 2017 term, the end date should include spring 2017.
2. In the coursework section, add the planned or in-progress term and year.
3. Add additional planned/in-progress terms if necessary.
4. Update in-progress and planned coursework grades during the Academic Update. Information can be added to the application as soon as it is verified.

How do I edit a course or term I have already entered?

As long as you have not yet submitted your application, you can edit courses or terms by clicking the "edit" icon to the right of each entry. You can delete courses or terms by clicking the trash icon. You cannot delete term information when classes are listed underneath the term. The classes must be removed to remove term information.

My school uses a narrative transcript. What do I do?

To enter this school into your coursework section, you should list all of your courses as you would for a regular institution. If your transcript provides suggested credits and/or grades, enter those as well. Otherwise, list the credits as "0.0" and the grades as "Pass." Although these will not factor into your GPA, your schools will see the list of classes you took and a copy of the official narrative transcript from your school, which you will submit to ADEA AADSAS, can be viewed by dental schools.

I don't know the specific course information for my planned coursework, such as the course prefix and number. What do I do?

Enter the course information to the best of your ability. Planned/in-progress courses can be edited in the future once you have more information.

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 AADSAS application before your updated grades are available, you may update your coursework during the Academic Update period. An email will be sent to applicants when Academic Update opens.

Can you tell me how my coursework looks on my transcripts or send a copy/fax of my transcripts to me?

No. As per the Family Educational Rights and Privacy Act of 1974, once a transcript arrives at ADEA AADSAS, it becomes illegal for us to release that information to any third party, including the individuals who originally sent it. All applicants must obtain their own copy of their official transcripts in order to properly fill out their application.

How do I indicate that a course is honors, AP or another special designation?

Use the special classification selection to indicate the course is honors, AP or another selected classification.

- **DAT scores**

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

The DAT, which measures academic ability, scientific understanding and perceptual ability, is...

- In English.
- Multiple choice.
- Computer-based.
- \$415 each time you take it.
- Given most days of the year.
- Required by all U.S. dental schools.

- Over four hours in length.
- Taken at specified testing centers throughout the country.

ADEA AADSAS applicants who have taken the U.S. DAT can provide scores in two ways: 1) manually entering in score information in the application and 2) sending official score reports from the American Dental Association. ADEA AADSAS applicants who have taken the Canadian DAT can manually enter in the score information in the application.

1. Self-reported U.S. 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.

2. Official U.S. DAT scores

When registering for the U.S. DAT, applicants can select any number of schools to receive the DAT score at no additional cost. Applicants are strongly encouraged to select *all* dental schools they plan on applying to, as the dental school can also access official scores 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 three to four weeks after the test date and be matched to the application based on the birthdate 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.

3. Self-reported Canadian DAT

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. ADEA AADSAS does not process official Canadian DAT score reports.

4. Other tests

ADEA AADSAS does not collect other official or unofficial test scores.

FAQ

How do I check if my official DAT scores were received?

On the right-hand status menu in the application, there is a tab to look for official DAT scores.

I took the test more than once. How many scores are reported to ADEA AADSAS?

The most recent four test administrations are reported. Dental schools have different policies on how they review applications with more than one DAT score; applicants are encouraged to contact the individual dental schools for more information on how multiple DAT scores are handled.

I applied to ADEA AADSAS last year and sent in my DAT scores then. I haven't retaken the test; do I need to resend my DAT scores?

Not if you are reapplying to the same schools. If you are applying to new schools, yes.

The ADEA AADSAS application opens in early June, but I took the test before June. 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.

Professional experience

Provide information about academic enrichment programs, awards and scholarships, dental experience and volunteer, research and work experiences.

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 and 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 nonprofit organizations (e.g., Summer Medical and Dental Education Program [SMDEP]). More information can be found at ExploreHealthCareers.org.
- Awards, Honors, Scholarships (limit of five): College accomplishments are given priority by many admissions committees.
- Dental Experience (limit of 10): Applicants need to provide a brief description of the activity, enter the supervisor's title, 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.

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, 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.

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 to which you are applying.

Where can I report my publications or presentations?

There is no place on the application specifically for publications, as the dental schools have not requested that this be documented in ADEA AADSAS. If you wish to include this type of activity, you may be able to list them in the "Achievements" section of the application, if appropriate.

I have plans to add experiences after I submit my application. Can I add new experiences after I submit?

No, experiences cannot be added after you submit the application. If you wish to update this information after submission, you may send updated information directly to the school(s) to which you are applying.

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.

Evaluators

Letters of evaluation are required. 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 an evaluator's roles or relationship to the applicant before listing any evaluators on ADEA AADSAS. Many schools have guidelines for who should complete an evaluation on their website. Once a reference is completed on the ADEA AADSAS application, it cannot be removed or replaced, so it is

important to define which evaluations each dental school has requested. Please note that references from family members are discouraged.

Once evaluators are selected, be certain to inform them of the process, including that they will be filling out the reference electronically. Obtain the evaluator's preferred e-mail address and make sure the person monitors his or her e-mail inbox (and spam filter) for the request e-mail.

Requesting evaluations

Applicants can select to submit:

- Four individual evaluations. Each letter should be written by one person.
- One committee letter* and one individual evaluation. A committee letter can either be one letter that is collaboratively written by a group of people or a collection of letters submitted on behalf of an institution or office.

*Committees letters are usually submitted by a preselected group of individuals at an institution, typically a prehealth committee or a group of advisors.

For each evaluation, the applicant must select whether or not to waive their access to the evaluation. The Family Education Rights and Privacy Act of 1974 (FERPA) provides applicants the right to access letters of evaluation written after Jan. 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.

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 1 MB. 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 and time management skills, among other items they feel are important. **It is strongly recommended that the letter be on letterhead and include a signature.**

FAQ

I didn't agree to the evaluation waiver by mistake. Can I change it?

If you have indicated the wrong waiver status, 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 is submitted.

Who should I invite to write my evaluations?

ADEA AADSAS does not require evaluations from specific individuals. Dental schools,

on the other hand, do request letters from specific individuals, like science professors or prehealth professional advisors. Check with each dental school for more information.

What should I tell my evaluators to write? What should be included in the letter?

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 and time management skills, among other items they feel are important. It is recommended that the letter be on letterhead and include a signature.

Can an evaluator be changed after the application has been submitted?

Completed letters cannot be deleted, but new evaluators can be added if the maximum has not yet been reached.

Release statements

Advisor release

Selecting "Yes" allows ADEA AADSAS to release certain information to prehealth advisors at schools the applicant previously attended. This information contains application information, including the names of the dental schools to which the applicant has applied and at which school, if any, the applicant matriculates.

If the applicant selects "No," ADEA AADSAS will still release certain application data to the advisors, but not the applicant's name.

This is an optional release, and the applicant may select no. ADEA AADSAS encourages applicants to authorize this release, as it is useful to advisors assisting applicants with the application process. However, it will not affect the consideration given to the application.

ADEA AADSAS release

This statement serves as a contractual agreement between the applicant and ADEA AADSAS. Each applicant is required to agree to these terms in order to submit the application. Part of these terms indicates that the applicant agrees to all of the ADEA AADSAS instructions, so it is important to read and understand these instructions.

FAQ:

What happens if I say no to the release statements?

- If you select no to the presubmission release (on the account creation page), dental schools will not be able to view your name and contact information until you submit the application. Conversely, if you select yes, only your name and contact information will be displayed.

- By selecting no to the advisor release, the health professions advisor on your campus will not be able to view your application to assist you in your application.
- All applicants must agree to the ADEA AADSAS release statement in order to submit the application.

Dental school designations (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 applications are received at ADEA AADSAS by 11:59 p.m. Eastern Time on the deadline date. Once the application is submitted and all documents are received, there is a processing window of four to six weeks that occurs before the application is considered complete by the schools. Please be advised that there may be additional program/school-specific admissions requirements due by the dental school deadline date in order for the applicant to be considered for admission by that dental school.

Application coversheet

The ADEA AADSAS Application Coversheet, also known as the Holistic Coversheet, summarizes some of the items found on the full application PDF. 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 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 preselected professional experiences per category.

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

Submit ADEA AADSAS

Once the applicant completes all required sections of ADEA AADSAS, she or he can submit the application. The application can be submitted before the receipt of an applicant's 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—usually sometime in the summer—are more successful in being invited to interviews.

FAQ

How do I know my application has been submitted?

After clicking "submit and pay" and completing all of the 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?

You have two choices in this case:

1. You may list your current courses as completed on your online application, and wait to submit your application until ADEA AADSAS has received the updated transcript, which will cause a delay in your application. Please note that once all materials have been received, it may take four weeks for your application to be verified. ADEA AADSAS recommends that all information arrive at ADEA AADSAS at least four weeks prior to your earliest deadline.
2. You may leave the course listed as in-progress on your ADEA AADSAS application and submit your application. In this case, you would send the transcripts with only the completed courses to ADEA AADSAS and, once the in-progress courses are complete, either update your information during one of the Academic Update periods or send updated transcripts directly to the schools to which you are applying. This would avoid a delay in your application, and this is not an uncommon practice.

When should I submit my application?

Submit your application early—at least four 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.

Application fees

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 \$98 for each additional dental school designation. 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).

FAQ

Does ADEA AADSAS give refunds?

A vital part of the process is 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, a refund is 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. 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. Re-applicants 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.

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 in which ADEA AADSAS 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) using a standard calculation 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 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 calculates GPA and reports it in a number of ways:

- BCP GPA: All undergraduate, graduate and cumulative courses identified on transcripts as biology, chemistry or physics.
- Science GPA: All undergraduate, graduate and cumulative courses identified on the transcript as biology, chemistry, physics or other science.
- Nonscience 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 courses. 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.
- Grades of "P" or "Credit."
- 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 plus (+) and minus (-), and without them. Some dental schools prefer to use the plus/minus system, and others prefer to use grades without plus and minus. Therefore, for example, grades with a plus 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 minus will round up to the next letter grade (e.g., B- [2.667] will round up to a B [3.000]).

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

1. Many colleges/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.
2. 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.

FAQ

I think my GPA was calculated incorrectly. How can I get ADEA AADSAS to review my GPA calculations?

After reviewing the ADEA AADSAS policies and grade calculation worksheets, submit a request by email to aadsasinfo@aadsas.org with details of what you think should be reviewed.

When will my GPAs be available?

After all application materials are processed and transcripts have been verified (this can take approximately four weeks), ADEA AADSAS calculates the GPAs.

Where will I be able to view my GPAs?

Once coursework is verified, please log in to your account and look at the right-hand status menu for GPA calculations, among other statuses.

Do repeated courses factor into my GPA?

All attempts of a course are factored into the ADEA AADSAS GPA. Credits and grades for all attempts at repeated courses should be entered. Please note that withdrawn courses are not considered repeats.

Manage your application

Updates after submission

These sections can be edited after the ADEA AADSAS application is submitted:

- Current address.
- Permanent address.
- Phone.
- Email.
- Felony.*
- Misdemeanor.*
- License Infraction.*
- Education Interruption.*
- Colleges Attended (if still attending).
- Coursework (if still attending).
- U.S. and Canadian DAT.
- Evaluations (may be deleted after submission if not completed; new evaluations may be added up to the maximum).

*Contact customer service for support in updating these items.

Applicants are also 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 “GPA Calculations.”

ADEA AADSAS will only notify applicants if there is a problem with the coursework section of the application. ADEA AADSAS will not 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 that 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.

Academic Update

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 in November.

FAQ

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 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.

Supplemental applications

Some dental schools require applicants to send additional information directly to the dental school. This can be (1) information required of all applicants or (2) information required of a subset of applicants as defined by the dental school. In both cases, requests from the dental schools should be fulfilled. Review the Supplemental Materials table in the application. Check with each dental school for more information on supplemental applications.

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 nonrequired documents.

Criminal background check

ADEA AADSAS provides a service to dental schools that wish to obtain a criminal background check on accepted 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 email 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.
Applicant inquiry only: (800) 803–9582
help@certiphi.com
8:00 a.m. – 10:00 p.m. Eastern Time

ADEA Policies

The policies of the American Dental Education Association (ADEA) that govern the 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

A vital part of the process is 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. 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 generally not release personally identifiable data without the permission of the individual involved. Except as described below, information about individual applicants and matriculates is not shared with anyone outside of ADEA in a way that would permit individual identification.

Information about applicants is disclosed to the schools and/or programs to which a student applies using one of ADEA's centralized application services. Information about applicants who use one of ADEA's centralized application services may also be disclosed to a limited number of third-party organizations that are involved in the application process and tuition assistance services, such as those that use information to identify and contact applicants who may be eligible for scholarships. 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 submitted by an applicant will generally 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 of the applicant. ADEA reserves the right to release information from an applicant or matriculant's file to: (i) respond to information requests by law enforcement or other governmental authorities; (ii) comply with any law, regulation, enforceable subpoena or other legal process or court order; (iii) investigate or prevent security threats, fraud, malicious activity or inappropriate, unauthorized, or illegal activity involving ADEA's services or computer networks; or (iv) enforce or protect ADEA's rights and property. In such circumstances, personal information may be disclosed without notice to the individual applicant or matriculant.

ADEA may disclose to the public data that it gathers through its centralized application services in aggregate de-identified form. ADEA reserves the right to use applicant data, including individually identifiable applicant data, for its own purposes, including research purposes. However, in publishing research, ADEA will not include individual applicant information.

Contact ADEA AADSAS

Phone: 617-612-2045 (applicant inquiries only)

Application: portal.aadsasweb.org

Email: aadsasinfo@aadsasweb.org

Web: adea.org