Associated American Dental Schools Application Service (AADSAS) for the 2021 Entering Class
General Overview
May 2020

I. Responsibility

- You, and you alone, are responsible for your application. The Pre-Health Professions Program is here to help you understand the process, but the applicant has the official and ultimate responsibility for the application.

II. Associated American Dental Schools Application Service (AADSAS)

- This standardized and centralized application service is available to all students applying to dental schools that participate in this application service.
  - See the Dental School Applicant Quick Guide to get a picture of the overall process: https://www.adea.org/uploadedFiles/GoDental/The_Application_to_Dental_School_ADEA_AADSAS/ADEA_DentalSchoolQuickGuide_web.pdf
  - See the Application to Dental School ADEA AADSAS main page for comprehensive information: https://www.adea.org/GoDental/The_application_to_dental_school__ADEA_AADSAS.aspx
  - You are an applicant for the 2021 entering class.
  - The application will be available online May 12, 2020 according to the website.
  - You may begin submitting applications June 2, 2020
  - Read all instructions carefully and thoroughly
  - ADEA AADSAS recommends 2021 applicants attend the 2020 ADEA GoDental Virtual Fair on May 19, 2020 (registration is open)
  - For updates on how the COVID-19 pandemic is affecting the application process, see: https://www.adea.org/GoDental/AADSAS-Update/
    - A new open-ended question has been added to the ADEA AADSAS® (Associated American Dental Schools Application Service) application where you can explain any impact the COVID-19 pandemic has had on your preparation to apply to dental school this spring.

III. When to Apply

- The rule of thumb is, “let your primary fly by the 4th of July.”
- Dental schools have specific deadlines. It is your responsibility to have your materials to AADSAS no later than the stated deadline of each school, and it is recommended to apply well in advance of these deadlines.
- Many schools have rolling admissions. Highly qualified applicants can be admitted as early as December 1. BOTTOM LINE: APPLY EARLY
- Students may submit their applications without their DAT scores, but their application is seen as incomplete until the scores are received.
- The quality of one’s candidacy is generally more important than the timing of the application. If it does not lead to sacrificing quality, we encourage all applicants to apply by June 30, 2020.
IV. Essential Resources

• Please thoroughly and carefully review all resources and imbedded links in resources listed in Section II

• Contact Information: ADEA AADSAS APPLICANT CUSTOMER SERVICE
  - Available Monday – Friday, 9 a.m. to 5 p.m. Eastern Time (except Federal Holidays)
  - Phone 617-612-2045
  - Email: aadsasinfo@aadsasweb.org

• It is essential for applicants to review websites of schools to which they will apply (or have applied). There is often application information (such as school specific pre-requisites) on the website. Furthermore, important updates are often put on schools’ websites. With the impact the COVID-19 pandemic is having on the admission process, regularly reviewing these websites is more essential than ever.

V. Transcripts

• AADSAS must receive official transcripts from EVERY postsecondary institution you have attended. Transfer credit posted to an institution you have attended more recently will not be accepted in lieu of a transcript from a previously attended college/university. You must have the registrar’s office send transcripts directly to AADSAS.

• For each postsecondary institution you enter in the AADSAS application, a “Transcript Request Form” will be generated. That “Transcript Request Form” needs to be attached to your transcript from Loyola as it’s sent to AADSAS for processing.

• We encourage you to have an official transcript sent to yourself. This will aid you in filling out your AADSAS application.

• AADSAS will begin accepting transcripts after May 12, 2020.
  - ADEA AADSAS applications will not be processed until all official undergraduate transcripts are received.

• Official transcripts should be sent to:
  ADEA AADSAS Transcript Processing Center
  P.O. Box 9110
  Watertown, MA 02471

• Review the following Link for Official ADEA AADSAS information on releasing your transcript:

  o To request an official Loyola transcript,
    - Electronic Transcripts – ADEA AADSAS only accepts electronic transcripts from Credentials Solutions, Parchment, and National Student Clearinghouse.
    - At this time, Loyola University Chicago is an ADEA AADSAS-approved sender and the electronic transcripts can be requested on LOCUS. For information on this option: https://locus.luc.edu/pa91prd/locus_help/Parchment_Current_Student_Transcript_Request_Instructions_2020.pdf

  f. ADEA AADSAS accepts paper transcripts from Loyola released through use of the Loyola Transcript Request Form described below.
g. We recommend that you submit your transcripts to ADEA AADSAS in May 2020, you may submit your transcripts before you actually submit your ADEA AADSAS.

h. An ADEA AADSAS Pre-Barcoded Transcript Request Form should be submitted to the LUC Registrar’s Office if you are requesting paper transcripts. This ADEA AADSAS form can be delivered in person to the HUB (when campus is open) or sent via email to the Registrar’s office. If you are requesting electronic transcripts, the ADEA AADSAS Pre-Barcoded Transcript Request Form is not needed. Instead, you will enter your ADEA AADSAS Request Form Barcode Number during the ordering process. See image below.

![Additional Information Needed](https://locus.luc.edu/pa91prd/locus_help/Parchment_Current_Student_Transcript_Request_Instructions_2020.pdf)

i. Please note any questions regarding transcript requests should be directed to LUC’s Registrar’s office or to the HUB. The Pre-Health Professions Office does not accept or process transcript request to be sent to the application services for any health professions programs including medical or dental programs.

j. To include your AP credit, be sure to check the AP credit box on the Loyola Transcript Request Form, if you submit the paper form.

k. Loyola’s Office of Registration and Records is closed for in-person requests due to COVID-19, and unable to provide paper transcripts. Instead, please use these resources/links.

1. To request an electronic transcript:
   1. If you have a LOCUS log-in:
      1. Follow these instructions to request via LOCUS, [https://locus.luc.edu/pa91prd/locus_help/Parchment_Current_Student_Transcript_Request_Instructions_2020.pdf](https://locus.luc.edu/pa91prd/locus_help/Parchment_Current_Student_Transcript_Request_Instructions_2020.pdf)
   2. If you are an alum who does not have a LOCUS log-in:
      1. [https://transcriptrequest.luc.edu/alumni/pages/jsp/](https://transcriptrequest.luc.edu/alumni/pages/jsp/)
      2. Instructions can be found here: [https://locus.luc.edu/pa91prd/locus_help/Parchment_Alumni_and_Former_Student_Transcript_Request_Instructions_2020.pdf](https://locus.luc.edu/pa91prd/locus_help/Parchment_Alumni_and_Former_Student_Transcript_Request_Instructions_2020.pdf)

2. To request an AP verification letter:
   1. You can request that the Office of Registration and Records provide a letter that identifies courses you have been awarded through AP credit at Loyola. While the registrar staff are working remotely, they can only send the AP verification letter by email. To include the AP verification letter with your official electronic transcript, request the letter BEFORE placing your electronic transcript order and then attach it to your order as shown in Page 9 of the instructions found here: [https://locus.luc.edu/pa91prd/locus_help/Parchment_Current_Student_Transcript_Request_Instructions_2020.pdf](https://locus.luc.edu/pa91prd/locus_help/Parchment_Current_Student_Transcript_Request_Instructions_2020.pdf). Please note that this is the first time we are using this process, therefore it is possible that ADEA AADSAS may not accept the AP verification letter as an attachment and request that you submit another document later.
1. When campus is Open, complete a Loyola Transcript Request Form and submit this form and the ADEA AADSAS Barcoded Transcript Request Form to the Office of Registration and Records.

1. Registration and Record’s Home Page: http://www.luc.edu/regrec/
2. Registration and Records Transcript Information: https://transcriptrequest.luc.edu/alumni/pages/jsp/
3. Written Request Form (check the box for the AP verification letter if applicable to you): https://www.luc.edu/media/autopublish/transcript_request.pdf

VI. Secondary Applications and Releasing Your Committee Letter

• The Pre-Health Professions Program will submit your Letters of Recommendation to AADSAS. No one member of the Pre-Health Professions Advisory Committee writes all Committee letters. This year Andrea Beaumont will lead the Pre-Health Professions Program’s PHPAC activities. Thus, the “Primary Author” is Andrea Beaumont, M.S. Additionally, Ms. Beaumont’s “Contact Information” is as follows: Address: Pre-Health Professions, 1032 West Sheridan Road, Chicago, IL 60660/Phone: 773.508.3636/Email: PHadvising@luc.edu

• While your committee advisor will contribute substantial information towards your committee letter, you should not list them as the primary contact. Students applying through the Pre-Health Professions Advisory Committee should list the letter writer as listed directly above. Listing anyone else, or an alternate e-mail address can cause confusion and a delay in uploading your letter.

• We require that applicants fill out a “Release of Letters” form to release their Committee letters. In addition to this form, you will upload documents verifying you have submitted your application to AADSAS. It is only when an applicant uploads a complete We will begin accepting requests to release your Committee Letter to dental schools on or around June 2, 2020 Which is the first day to submit your 2020-2021 ADEA AADSAS application

• With the “Release of Letters” form, you will also include supplemental documents listed below, with all of the items uploaded to your PHAD application under “Supplemental Files.” Once you have notified us at PHadvising@luc.edu that these completed documents are available in your profile, we will begin the process of sending your committee letter.

Items to upload:

• Release of Letters Form
• copy of submitted ADEA AADSAS application from this cycle
• The “Release of Letters” form will be available on the Pre-Health Professions website at www.luc.edu/prehealth; this form will not be available until the day that our office will begin accepting it. Your committee letter will be submitted directly to the ADEA AADSAS letter service. The Pre-Health Office will not accept your “Release of Letters to Schools” form until you have submitted your completed ADEA AADSAS application, by uploading them under “Supplemental Files” on your PHAD application. You must provide evidence of having submitted ADEA AADSAS before your request will begin to be processed. Copies of these applications are also of assistance to us in writing your Committee letter.

Your ADEA AADSAS ID Number for the current cycle are extremely important. We need to include ADEA AADSAS ID Number with your letters of evaluation, or dental schools may not accept your letters of evaluation.
Please refer to the Release of Letters form or the Pre-Health Professions website to ensure you include all necessary documents prior to submitting your release (Falsifying this information may have a negative impact on the Committee’s appraisal of an applicant’s candidacy). Partial or incomplete submissions will not be accepted.

**Load these documents to the Supplemental Files section of your PHAD profile and email PHadvising@luc.edu after you have done so.** Within five (5) working days, you will receive either: (1) confirmation of receipt of all these materials and an estimated date for when your Committee letter will be loaded; or (2) notice that the materials submitted were not complete, notice that your request to release your Committee letter cannot proceed at this time, and what additional information is needed.

We recommend that you submit your “Release of Letters” form (and all other necessary materials) to the Pre-Health Office on the same day or as soon as possible after you have submitted your ADEA AADSAS application. **When you submit your “Release of Letters to Schools” form, you will indicate that all the individual letters of recommendation you have submitted to PHAD at that time are what you want included with your committee letter.** This means that if you have requested an individual letter of recommendation which was not uploaded to PHAD when you request your committee letter, that letter will not be sent as part of your committee letter. Letter writers can continue to upload letters to PHAD until midway into July; it is your responsibility to check that you are requesting your committee letter when all individual letters of recommendation are uploaded.

All required and additional documents are to be uploaded with the appropriate label as PDFs under “Supplemental Files” in your PHAD application. Uploading these documents in any other format or with the incorrect label will slow down the processing of your letter release request.

It will take approximately **four weeks (about one month)** from the Friday of the week that the Pre-Health Office receives a “**Release Letters to Schools**” form and all other required information (outlined above) from you for processing Committee letters. All requests to release letters received after the last Friday in August will require substantially longer than the four-week minimum to process.

1. Since we are not able to begin writing letters until early June, requests to release letters in June might result in a processing time that is slightly longer than the four-week estimate depending on the amount of requests received in early June. **ADEA AADSAS** completes a verification process for all applications. The Pre-Health Office is acutely aware of balancing uploading letters promptly with ensuring we do not sacrifice quality in the letter writing process.

2. Please feel free to contact the Pre-Health Office four weeks after we have verified your submission of your “Release Letters to Schools” form and all other required materials (all must be received to begin processing) to check that all is going to plan. You may also check in weekly after this point if you have not received notice that your letters have been loaded, etc. We appreciate such correspondence as errors can occur and your polite follow through is welcome and appropriate.

While we encourage you to check in with the Pre-Health Professions Office to make sure all is going to plan with your letter (as indicated above), requests to accelerate these timelines, incessant communications, and the like will not be appreciated. We recommend that applicants who find these
timelines unacceptable withdraw from the Committee process, apply on their own, and consider using a letter coordination service such as Interfolio: http://www.interfolio.com/

All requests to release letters received after the last Friday in August will require substantially longer than the four week minimum to process. September 30, 2020 is the deadline for initiating the letter release of your Committee Letters. That is, after September 30, 2020, the Pre-Health Office will not accept any new requests for release of Committee Letters.

Secondary applications should be completed as quickly as possible without sacrificing quality.

VII. Useful Information

• When filling out coursework information, be sure to include all courses attended at all institutions. Failure to include a class or grade may result in rejection of your application.

• You may enter a plus (+) or minus (-) for a course only if it appears that way on your transcript. You cannot use a plus or minus with grades of "W", "P", "N", or "F".

• Please keep a copy of your AADSAS application for yourself.

• You do not have to submit a high school transcript to AADSAS. If you received college credit for coursework you completed in high school by successfully completing of the College Board's Advanced Placement Examination, the credits should be posted to a college transcript. Indicate that college as one of your "Colleges Attended" and report your courses and grades earned. In the "special designations" section of the coursework section, indicate that the courses/credits are "advanced placement." Classes designated "Advanced Placement" are not used when computing AADSAS GPA's.

• AADSAS computes your GPA and "reports it in a number of ways," including BCP (all undergraduate Biology, Chemistry, and Physics courses), Science GPA (all undergraduate courses in Biology, Chemistry, Physics, Math, and Other Sciences), Non-science GPA (all undergraduate courses not used in calculating the Science GPA), etc. Only courses from accredited U.S. and Canadian colleges and universities are used.

• ADEA AADSAS charges $259 for the first program you apply to and $112 for each additional program. AADSAS has an optional Fee Assistance Program for those who demonstrate "extreme financial need." For more information on the Fee Assistance Program: https://help.liaisonedu.com/ADEA_AADSAS_Applicant_Help_Center/Starting_Your_ADEA_AADSAS_Application/Getting_STARTED_with_Your_ADEA_AADSAS_Application/03_Application_Fees_and_Fee_Assistance_Program

• Be polite and professional in all interactions with the medical schools to which you apply, and with all others associated with your application to medical school. The nature of these interactions, whether verbal or written, can become part of your candidacy. Put your best foot forward through the entire process.

• Involvement of relatives at this stage of the application process can be harmful to your candidacy.

• The last day to withdraw from this cycle of the Pre-Health Advisory Committee is the last Friday in August (Friday, August 28, 2020). Once you have requested your committee letter, you cannot withdraw from this cycle of the advisory committee. As a reminder, those who do withdraw from the committee still need to submit an on-time application to register for a subsequent committee cycle. Please refer to the Pre-Health Website (e.g., Green Light, Yellow Light, Red Light Rubrics for GPA and DAT, etc.) in deciding whether to apply to dental school through the Pre-Health Professions Advisory Committee for the 2021 application cycle.

• To avoid missing important AADSAS emails, turn the "spam" or "junk" email filters off during the application cycle. If your email provider does not allow you to turn the filter off, you may have to
access to a "junk mail file" that archives all messages identified as sent to multiple addresses. Periodically check your spam/junk email file for AADSAS or dental school related messages.