

**Pre-Health Professions
Associated American Dental Schools Application Service (AADSAS)
How to Apply
2015 Entry**

I. Responsibility

- You and you alone are responsible for your application. The Pre-Health Professions Office is here to help you understand the process, but the ultimate responsibility for completing the applications lies with the student.

II. Associated American Dental Schools Application Service

- This standardized and centralized application service is available to all students applying to dental schools that participate in this application service (see participating dental schools in the Instruction Book).
- You are an applicant for the 2015 entering class.
- The application will be available online (www.adea.org) -via AADSAS-June 2, 2014 according to their website.
- You may *begin* submitting applications June 2, 2014.
- Read all instructions carefully and thoroughly.

III. When to Apply

- It is recommended that applications be submitted as early as possible.
- Schools have specific deadlines (noted in the Instruction Book). It is your responsibility to have your materials to AADSAS no later than the stated deadline of each school.
- Many schools have rolling admissions. Highly qualified applicants can be admitted as early as December 1. **BOTTOM LINE: APPLY EARLY**
- We recommend taking the DAT before June 2014 since there is a 90 day waiting period before retaking it. This gives students ample time to retake it, if necessary. It can be taken as late as September 2014, although, this would not allow students the opportunity to retake it. Students may submit their applications without their DAT scores, but their application is seen as incomplete until the scores are received.
- We encourage all applicants to apply by June 30, 2014.

IV. Essential Resources

- American Dental Education Association-www.adea.org. The AADSAS application is linked off of this page.
- The 2015 instruction book is available and can be found at:
http://www.adea.org/dental_education_pathways/aadsas/Applicants/Pages/default.aspx
- Contact Information:
AADSAS (Associated American Dental Schools Application Service)
1400 K Street NW, Suite 1100
Washington, DC 20005
202-289-8123 or 800-353-2237 (9:00-4:30 Eastern Time)
e-mail: csraadsas@adea.org

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- It is highly beneficial 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. Reviewing the website can only enhance your knowledge about the school.

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. You must fill out the AADSAS Transcript Matching Form which will be available when the 2012 application is online.
- 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 in June.
 - To request an official Loyola transcript, fill out a *Loyola Transcript Request Form* (<http://transcriptrequest.luc.edu/alumni/pages/jsp/>). When you submit this, it *must be* accompanied by an *AADSAS Transcript Matching Form*. Again, submit both forms to the Office of Registration and Records. This can be done at the Sullivan Center. **Do Not Release Your Transcripts through LOCUS since you are not able to include the AADSAS Transcript Matching Form!!!!**
 - On the transcript request form, please write a reminder note under the comments section about sending the AADSAS Matching Form.

VI. Provide a Copy of AADSAS Application to the Pre-Health Office

- Please provide the Pre-Health Professions Office with a copy of your AADSAS application. You can mail or hand-deliver it. We are located in Sullivan Center 255

VII. Secondary Applications and Releasing Your Letters of Recommendation

- AADSAS will accept either (a) up to four letters of recommendation, or (b) one committee letter (including all supporting letters of recommendation) and perhaps one additional letter (one required by a dental school, such as a letter from a practicing dentist).
- Applicants may have their individual evaluators submit Letters of Recommendation directly to AADSAS by mail or electronically. If mailed, the evaluator's signature must be written across the flap of the envelope.
- Applicants also have the option of sending their Letters of Recommendation directly to the dental schools.
- For those of you who continue in the committee, the Pre-Health Office will submit your Letters of Recommendation to AADSAS. All committee letters are signed by Dr. Jim Johnson. You will need to fill out the AADSAS Letter of Evaluation Form when the 2015

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Application is available. Submit this form electronically to the Pre-Health Professions Office (use Robbie Anderson's e-mail address: randerson7@luc.edu).

- Please allow three weeks from the date the Pre-Health Professions Office receives the AADSAS Letter of Evaluation/Recommendation Matching Form for processing letters. After September 15th, the Pre-Health Office will not commit to a specific turnaround time on letter requests.
- AADSAS does not delay the processing of your application if they have not received your letters. If your letters arrive after your application has been processed, they will be copied and sent to the schools to which you have applied.
- To identify additional information required by your designated dental schools, go to the "Dental School Designations" section, and click on the "Additional Information" link next to your designated schools. ****It is imperative that you read this section. **** This section provides a Supplemental Materials Table which tells the applicant what materials are to be sent and at what time. This section will state when Letters of Recommendation need to be submitted.
- Secondary applications should be completed as quickly as possible without sacrificing quality. Be sure to follow all the instructions on the secondary application. For example, if the instructions explicitly indicate that the secondary application *should be submitted* within one week of receiving the application, then submit it within one week. Or, if the instructions explicitly indicate that the secondary application *should not be submitted* for at least one month after receiving the application, then wait at least one month before submitting the application. If there are no guidelines on when to submit the secondary with the exception of a distant deadline, we recommend that such secondary applications be completed and returned within two to four weeks.
- The Pre-Health Professions Office expects to begin accepting requests for processing letters on August 1, 2014. Because of this, the Pre-Health Office completes dental committee letters first. If you want to submit requests sooner, then we will do our best accommodate your request. If a dental school has requested that you submit letters sooner and you can provide documentation of this request, we'll be happy to assist you.
- Many secondary applications will ask you to fill out the names of those writing your letters of evaluation. If you are going through the committee, simply choose the committee letter or composite letter option. James M. Johnson, Ph.D. -Director of the Pre-Health Professions Program, signs these letters on behalf of the entire committee. If an e-mail address is requested, give them Robbie Anderson's (randerson7@luc.edu).

VIII. Useful Information

- Personal Statement: The personal essay provides an opportunity for you to explain why you desire to pursue dental education. It is recommended to compose your essay in a text-only word process (e.g., Notepad), review your essay for errors, cut and paste the final version into the text box. The essay is limited to approximately 1 page (4,500 characters), including spaces.
- When filling out coursework information, be sure to include all courses attended at all

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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.
- The 2015 Entering Class AADSAS processing fee is \$244.00 for the first dental school and \$90.00 for each additional school. AADSAS has a fee reduction program for those who demonstrate "extreme financial need." Visit www.ADEA.org for more information.
- 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.

IX. Pre-Health Office and AADSAS

- Applicants are expected to complete the AADSAS application on their own. The instructions are relatively easy to follow and should be utilized by the applicant.
- The Pre-Health Professions Office changes duties over the summer. The majority of our time is spent composing committee letters and assisting with new student orientation. We will be able to assist committee members on a limited basis.
- The last day to withdraw from the Pre-Health Professions Advisory Committee is the last Friday in August (no questions asked). If you successfully withdraw by either deadline, you will be eligible to participate in subsequent committee cycles.