Completing the AADSAS Application:
Quick Guide for Applicants to Dental Schools

Resources
- ADEA AADSAS Portal – Website with specific information about the application itself and the process
- ADEA Official Guide to Dental Schools – General information about the process of applying. Information and specifics about each dental school in one convenient reference book (~$35), also available as in electronic form (~$20)
- ADEA Go Dental Portal – Information about the dental career, application prep, and application process.
- CPHA Questions Box - We're here to help and we check this every day
  - questions@prehealth.wisc.edu
- AADSAS Helpline – Representatives are available to answer questions about the application.
  - aadsasinfo@aadsasweb.org
  - 617-612-2045 available 9-5 EST Monday through Friday.

Organizational Overview

ADEA & ADA – American Dental Education Association represents the administration, faculty, and students of all of the dental schools in the United States and Canada. ADEA coordinates the application to apply to dental school (AADSAS). Meanwhile the American Dental Association (ADA) coordinates the Dental School Admissions Test (DAT). You will interact with these organizations in many ways throughout your professional career!

AADSAS - The Associated American Dental School Application Service is a centralized application used by **most** U.S. dental schools. The application collects personal and academic information in one place and forwards this to the list of schools selected by you.

Components of the AADSAS: Opens in early June and can be submitted as soon as it opens.

1. **Biographical information**
   - Legal name, address, contact information, gender, race and ethnicity, citizenship and military experience
     - Note: ROTC is military service
   - DENTPIN: Unique identifying number set up with the ADA usually when taking the DAT

2. **Applicant information**
   - Parent and family information: parental education and occupation
   - Background information: disclosure of legal and disciplinary actions and licensure
     - Check with Office of Dean of Students to see if they have to report anything about you as part of background check. If so, you will need to include a brief statement about the incident under "institutional actions."
   - Disadvantaged information: social, economic, and educational factors

- ○ [SES Education/Occupation Indicator](#) – Derived from parental education and occupation information. It is
- ○ The EO indicator is intended for use by schools to identity individuals who have a socioeconomically disadvantaged background.

3. **[Education Information](#)**
   - Enter your high school and all colleges you have attended
     - ○ see instructions for Canadian, foreign and U.S. institutions abroad
   - Request official transcripts from the registrar for all institutions where you received college credit
     - ○ Print out a Transcript Matching Form and have the registrar attach the form to the transcript that is sent directly to AADSAS.

4. **[Coursework](#)**
   - Enter all your US (and Canadian) college courses as they appear on your transcripts. *Do not do this section from memory*. Use personal copies of your transcripts to enter course information.
     - ○ You will need to include coursework by session and term type as well as classify the coursework according to type of institution and subject.
     - ○ You will also need to convert grades to the standardized letter grade, (See website for conversion tables).
   - AADSAS has a coursework entry service ($50 for 1-2 transcripts; $100 for 3 or more), if you want to utilize (and pay for) this.
   - You will be able to update information about coursework listed as planned or in progress during the Academic Update period (mid-Nov. to early Feb.).

5. **[DAT Information](#)**
   - If you selected schools during the DAT, then scores will be sent to the school. If the school uses AADSAS, then your scores will be sent to AADSAS. You can send score reports after you take the exam for an additional fee.
   - Note, you must correctly report your name, date of birth, and DENTPIN for scores to appear in AADSAS.

6. **[Professional Experience](#)**
   - In place of a resume, this section asks you to report experiences that you obtained during college.
   - Categorize your experiences into the following categories:
     - ○ Academic Enrichment Programs
     - ○ Awards, Honors, Scholarships (limit 5)
     - ○ Dentistry Experience (limit 10): paid or volunteer position, shadowing
     - ○ Extracurricular, Volunteer, Community Service (limit 10)
     - ○ Research Experience (limit 5)
     - ○ Work Experience (limit 5): military service counts
   - Note you will have the opportunity to highlight up to 3 experiences per category that will be displayed on the application coversheet.

7. **Personal statement**
   - The personal statement is a narrative statement to address the question, "Why dentistry?"
   - You may use personal experiences as a "springboard" for the ways in which you have explored dentistry and developed skills to be good at the role of doctoring. Help the committee learn about you and let them "hear" your voice in your writing.
   - The statement is limited to 4,500 characters / 1 page. The Center for Pre-Health Advising and the UW Writing Center are happy to help!
   - Note that the personal statement will be sent to all designated schools.
   - **Prepare statement in a Word document so it is easy to share and edit, but copy/paste this into a notepad/txt file to remove formatting before pasting into the application!**

8. **Letters of Evaluation**
   - You can upload a maximum of 4 letters.
   - The Center for Pre-Health Advising recommends getting *at least* 3 from:
     - (2) Faculty – preferably science, may be from research
     - (1) Dentist – one you have shadowed and knows you well
   - Number and types of letters vary among schools. Check the Guide or school websites for specific requirements.
   - While the AADSAS application is only complete with letters, it may be submitted even though letters have not been received.

9. **Schools**
   - We recommend that students meet with the Center for Pre-Health advising to discuss their transcript in relation to school requirements and criteria in selecting medical schools.
   - The Center for Pre-Health Advising maintains a database of UW-Madison alumni. Ask us about contacts at programs you are considering!
   - The application fee is $245, which includes submission to one school. The fee for each additional school is $93. You cannot substitute or delete schools once you submit the application; however, you can designate additional schools after submission. On average, students apply to 8 schools.

10. **Previewing and submitting**
    - Print a copy of your application and review it before submitting. Save a PDF copy.
    - You will have to verify several statements about the veracity of the document before submitting.

11. **Monitoring your application**
    - It takes AADSAS 4-6 weeks to process, verify, and forward the application to designated schools. IT IS YOUR RESPONSIBILITY to monitor the status of your application and notify AADSAS if a school has not received something.
      - AADSAS will only notify you if there is a problem with the coursework section of your application.

○ You can check on the status of your application by logging in and looking at the status menu, which lists transcripts received as they are posted to your application and calculated GPAs that appear once your application is verified.

12. Changes after you submit
- During the Academic Update period (mid. Nov to early Feb.), you will able to update information for coursework listed as planned or in progress at the time of your original submission.

Application Timing
Submit early, but focus on creating a document that is polished and complete. It's better to submit a stronger application in the middle of June than a sloppy one on the first day!

Planning your application year

Fall semester the year you apply	Talk to letter writers; work on essays
Spring semester the year you apply	Talk to letter writers; work on essays; research schools; prep/take for DAT
June	Application opens and submissions begins Fee assistance program opens
June – December	Individual school deadlines

What happens after I submit?
- ADEA will verify all documents and import DAT scores before processing and submitting your final application to the designated dental schools. They will not review or evaluate your application in any other way.

- Supplemental Applications
  ○ Schools may send you secondary or supplemental applications, which are additional essays or components that are specific to the program.
  ○ Schools may send secondary essays at different times or for different reasons:
    ■ Automatically and sometimes immediately after you submit your application
    ■ OR . . . after your application has been verified with or without a DAT score
    ■ OR . . . ONLY if you meet certain pre-screening criteria
  ○ For information about secondary applications, check the school profile in the *ADEA Official Guide to Dental Schools* under the application process section.

- You will be invited for a campus visit! Contact the Center for Pre-Health Advising for a mock interview!

- For most schools, the earliest date for acceptance offers is 12/1. You have 15-30 days to respond to an offer depending on when you receive it. Check the *ADEA Official Guide to Dental Schools* for the admissions timetables for specific schools.