

[AADSAS](#) LETTER INSTRUCTIONS FOR 2017 APPLICATION CYCLE (For 2017 MATRICULATION)

****Please read the AADSAS letter guidelines here once the instructions for the 2016 cycle are released:**

http://www.adea.org/dental_education_pathways/aadsas/Applicants/Pages/default.aspx

****PLEASE NOTE: DO NOT wait on your letters to submit your AADSAS application. We encourage you to submit your AADSAS application as early as possible. If you are not receiving a Composite Letter, you can submit a maximum of 4 letters. If you are receiving a Composite Letter, it will count as 3 letters and you are allowed to submit on one additional individual letter outside of your Composite Letter.**

AADSAS accepts Letters of Evaluation/Recommendation for most dental schools through your primary application. This service enables dental schools to receive letters electronically via AADSAS. Your letters will still be processed through the Career Center when you make a formal request via the Pre-Health Database. Through an automated process, AADSAS will then transmit your letters to the appropriate schools. The process for requesting your letters to be sent through the Career Center's Pre-Health Database will remain the same regardless of whether a school is participating in the AADSAS Letter System. Requests made verbally, handwritten, via phone or fax and/ or sent via email will not be honored. The only acceptable method is through the Pre-Health Database.

AADSAS INSTRUCTIONS FOR STUDENTS RECEIVING A COMPOSITE LETTER OR INDIVIDUAL LETTERS/LETTER PACKETS:

1. Under the Letters of Evaluation section of the [AADSAS](#) application you will select to "add a new entry".
2. You will then complete the identifying information for the letter. **If you are receiving a Composite Letter or a Letter Packet, be sure to indicate that in the evaluators section.**
 - If you are receiving a Composite Letter, list **Dr. Shari Obrentz** as Author's Name and the following contact information:

The Career Center– Emory University
200 Dowman Drive
Boisfeuillet Jones Center
Atlanta, Georgia 30322
Phone: 404-727-6211
Email: mdavise@emory.edu

- If you are sending a **letter packet** from your Credentials File at the Career Center, then list the contact as **Dr. Shari Obrentz** with the following contact information:

The Career Center– Emory University
200 Dowman Drive
Boisfeuillet Jones Center
Atlanta, Georgia 30322
Phone: 404-727-6211
Email: mdavise@emory.edu

- If you are sending an **individual letter** that is in your Credentials File at The Career Center, then list **the individual letter writer's name** and the following contact information:

The Career Center– Emory University
200 Dowman Drive
Boisfeuillet Jones Center
Atlanta, Georgia 30322

Phone: 404-727-6211
Email: mdavise@emory.edu

3. **After you submit your AADSAS application and after your letters post to your credentials file**, log into your credentials file on The Career Center's Pre-health Database at <https://www.clts.emory.edu/Students/Dept/CRC/Prehealth/login.aspx>. Select "Make all other Prehealth Requests" and enter your AADSAS ID Number in the message area to have your letters sent to AADSAS for further delivery to your schools. If you are receiving a Composite Letter, you should only select "**Composite Letter**", when making your request. The individual letters that were submitted as part of the composite letter application process will be automatically attached to your composite letter. If you do not see "Composite Letter" listed, we have not received it yet and cannot process your request.

PLEASE NOTE-Do Not submit a request for letters to be sent to AADSAS:

- **Before you see your Composite Letter or Individual Letters posted to your credentials file (under the *recommendations* tab)**
- **Before the cycle opens for submission of letters**

Either/both of these actions will result in your request being returned to you "NOT PROCESSED".

4. Once a valid request has been submitted, standard processing time for requests is 5-7 business days and generally 7-10 business days during peak periods. Requests are processed on a first come, first serve basis.
5. All fees must be paid prior to placing your request on the Pre-Health Database.

***For complete instructions on how to complete the entire AADSAS primary application, please download the "2016 AADSAS INSTRUCTION MANUAL" found at:**

http://www.adea.org/uploadedFiles/GoDental/Application_Prep/The_Application_to_Dental_School_ADEA_AADSAS/2017-ADEA-AADSAS-Instructions.pdf

90 DAY TIMELINE

APPLICATION TIMELINES * *Although you may be tempted to rush through the application and submit as soon as the application season opens, you are strongly advised to take your time to ensure that your application is complete and accurate before submitting*

JUNE 1, 2016 2017 AADSAS APPLICATION opens for submission

JUNE 20 2016 Initial Transmission of AADSAS APPLICATION data to dental schools

Subject to change, please refer to directly [AADSAS](#) for updates