



CASPA

APPLICATION WALKTHROUGH
2023-2024

DO YOUR OWN RESEARCH

- This presentation is meant to serve as a resource during this application cycle.
- It does NOT cover all aspects of the application, so you must do your own research!
- Review the [CASPA Application Instructions](#) for more detailed information.
- You can also **contact CASPA for further assistance:**
 - **Phone:** 617-612-2080 (applicant inquiries only)
 - **Application:** caspa.liaisoncas.com
 - **Email:** caspainfo@caspaonline.org
 - **Hours of operation:** Monday – Friday (9:00 am – 5:00 pm Eastern Time)
- CASPA verification process may take up to six weeks after your application, transcripts, and payment are received.

CASPA Application Cycle Dates can be reviewed [here](#).

WHEN TO APPLY/CHECKLIST

- **CASPA Opens: April 27, 2023**
- **Before this date, you should have:**
 - Completed all prerequisite courses listed on the [Pre PA Quick Facts Sheet](#), or have a plan to complete the rest of the required prerequisite courses for all PA schools to which you wish to apply.
 - Taken or scheduled the GRE
 - Asked your (3) evaluators to write letters of recommendation (one PA, one faculty member and one supervisor/employer letter are typically recommended, but programs may have specific requirements that differ from these recommendations—be sure to research your programs of interest)
 - Completed your personal statement (5000 characters max), or at least have a draft complete
 - Compiled your resume
 - Documented your shadowing hours with a Physician Assistant/Associate
 - Documented your direct patient care experiences for use in uploading onto CASPA app
 - Printed out an unofficial transcript to help you list your courses within the application
 - *Re-applicants should print out a copy of their previous application in preparation for the 2023 cycle. Instructions regarding downloading last cycle's application can be found [here](#).*
- CASPA's recommended timeline for the application process can be found [here](#)

FEE ASSISTANCE PROGRAM

- The **CASPA FAP** is a fee assistance program designed to assist students who demonstrate extreme financial need while applying to CASPA. **(subject to change)**
- FAP-approved applicants will receive assistance to cover the initial application fee. It is first-served basis. Each fee waiver covers the cost of the first two programs (\$184 and \$61, for a total of \$245)
- To qualify for a fee waiver, you must have either:
 - Filed a 2022 Federal Income Tax Return Form 1040, 1040A, or 1040EZ with an adjusted gross income that falls below the Low-Income Level listed [here](#), or
 - Been listed as a dependent on a filed 2022 Federal Income Tax Return Form 1040, 1040A, or 1040EZ with an adjusted gross income that falls below the Low-Income Level listed below. **If you were claimed as a dependent by a parent or guardian on their 2022 Federal Income Tax Return, CASPA requires you to use that individual's Federal Income Tax Return instead of your own.**
- Additionally, you must request a fee waiver **before** you submit your application. Requests received after an application has been submitted will not be honored.
- If you are approved for a fee waiver, you are required to submit your application within 14 days (including holidays and weekends).

CREATING AN ACCOUNT

- Click [here](#) to create a CASPA account.
 - Consider creating a new email account for applications so no emails get lost in another account 😊
 - Scroll to the bottom of the page and click on the “Login to the 2023-2024 CASPA Application.” It will take you to the application login where you will create your account.

Do NOT create a new account before April 27, 2023 when the new cycle opens! Any LORs, personal statement, documents received prior to this date will be discarded!



Create only one account to avoid processing delays and difficulties. Duplicate accounts and any documents associated with those accounts are deleted.

Create an Account

The information below will be provided to the admissions offices at the programs to which you apply. Please provide complete and accurate information. Within the application you will be able to specify additional addresses and alternate name details.

All information is required unless noted as optional.

Your Name

Title Optional

First or Given Name

Middle Name Optional

Last or Family Name

Suffix Optional

Display Name Optional

Contact Information

Email Address Work

Confirm Email Address

Preferred Phone Number (201) 555-5555 Work

Alternate Phone Number Optional (201) 555-5555 Work

Username and Password

Your username must be at least 6 characters. Your password must be a minimum of 8 characters and contain at least one letter and one number or special character.

Username

Password Strong

Confirm Password

Security Question

Security Answer

Terms and Conditions

Terms of Use

These Terms of Use constitute an agreement ("Agreement") between you and Liaison International, Inc. (the "Company"), the owner of the website located at www.liaison-intl.com (the "Site"). Your use of the Site and/or the services provided on the Site (the "Services") constitutes your agreement, without limitation or qualification, to be bound by and to comply with the following terms and conditions.

I agree to these terms

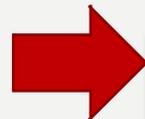
REAPPLYING TO CASPA FAQ

- **I applied to CASPA last year and would like to reapply. What information can be carried over to my current application?**
 - All applicants who have created a log in will be able to carry forward the information that they have previously entered. Applicants can log in with the same username and password used previously and will be able to select the information to be carried forward.
 - Information that CAN be carried over includes colleges and universities attended, coursework previously verified and the transcripts that correspond with these courses, official test scores, entered experiences and achievements, etc.
 - Information that CAN NOT be carried over includes letters of evaluation, payments, and program-specific information
- **I am no longer in touch with my evaluators. Can CASPA carry over my letters of evaluation?**
 - No. Under NO circumstances can CASPA carry over any of your letters of evaluation from a previous application. These must be resubmitted for the new cycle.
- **Do I need to resend transcripts I had sent last year?**
 - If your application was *not* verified in the previous cycle, you will be required to submit transcripts from each institution that you have attended.
 - If you completed additional coursework since the last cycle your coursework will need to be updated.
- You can find more information about reapplying to CASPA [linked here](#).

PROGRAM SELECTION

- Once you have created an account, you must select at least one PA school or college to which you will be applying.
 - **It is best to add all programs you are applying to at this point.**
 - You can always add more programs later or remove a program prior to submission of the application if you opt not to apply to this program.
 - Once you have added one or more programs to which you are applying, you will need to review the list of designations schools and colleges, and then advance to the application.

- View participating programs [here](#)



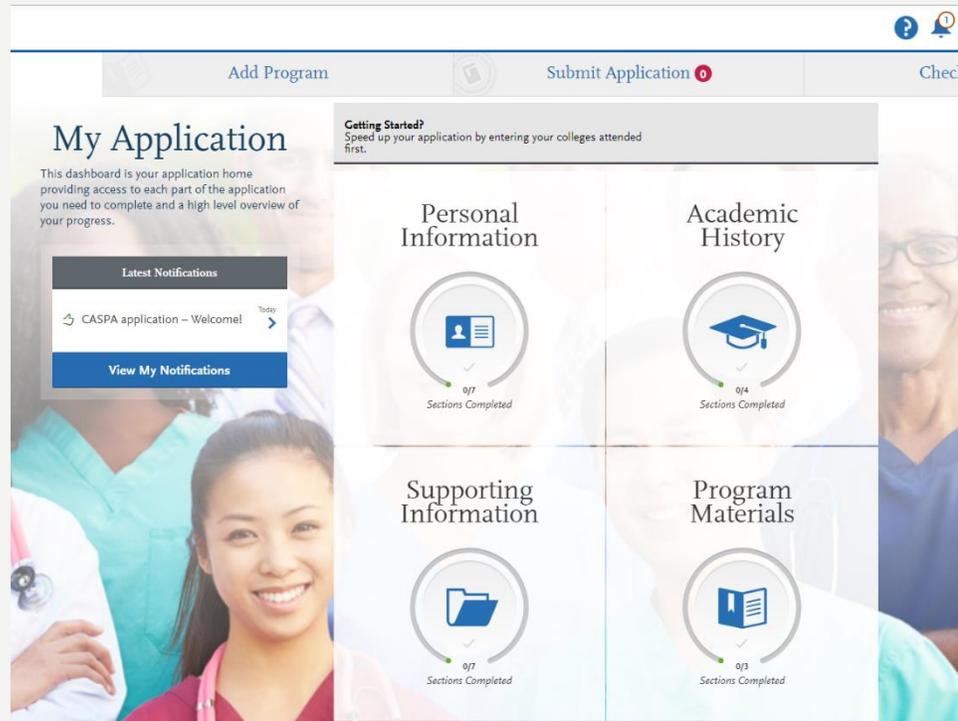
Please note that Augusta University does NOT participate in CASPA. Their application opens in July.

SCHOOL SELECTION

- 1 school: \$184
 - Each additional school: \$61
- Average applicant applies to 10 schools
 - 10 schools: \$733 (Under the Submit Application tab you can see the total cost before you confirm your application)
- **APPLY EARLY!**
 - Since most physician assistant/associate school acceptance is done on a rolling basis, applicants who submit early are more successful in being invited to interviews and considered for scholarships first. Please note that there are exceptions.
 - Once your application becomes complete (application submitted and all official transcripts received) it can take an **additional 4 – 6 business weeks for your application to be verified.**

Number of Designated CASPA Schools	Fee
1	\$179
2	\$236
3	\$291
4	\$347
5	\$403
6	\$459
7	\$515
8	\$571
9	\$627
10	\$683
10+	Add \$56 per additional program

APPLICATION DASHBOARD

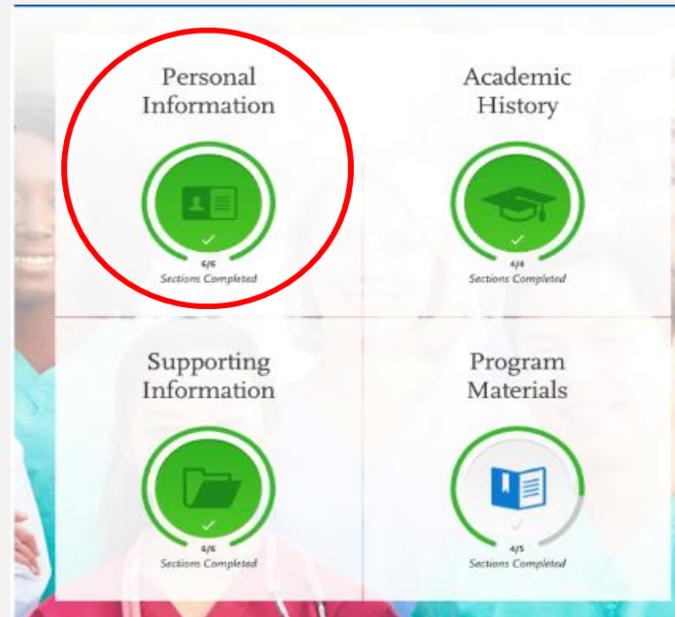


Applicants must select at least one program to access this application dashboard!

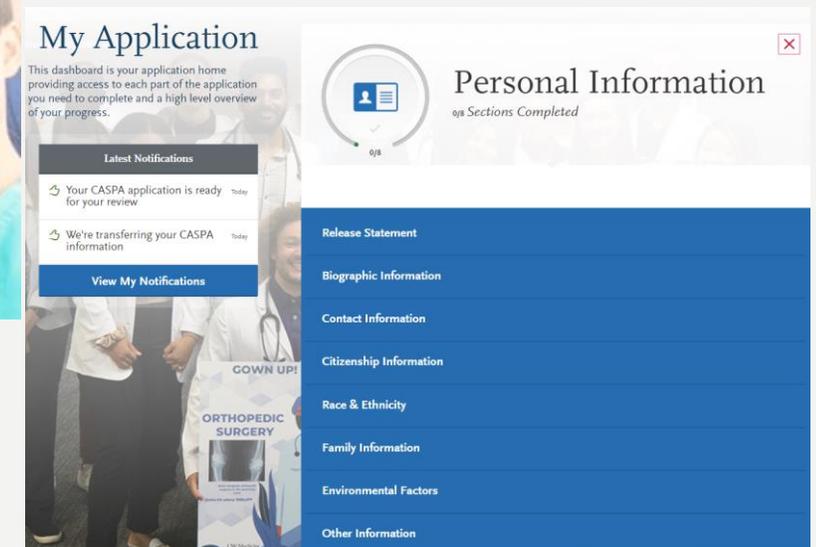
- There are four main sections of the CASPA application:
 - Personal Information
 - Academic History
 - Supporting Information
 - Program Materials
- Applicants can also access their profile, access the help center, add and remove programs, submit their application, check the status of application documents, and see their notifications on the dashboard!

PERSONAL INFORMATION SECTION

- **This section includes:**
 - Biographic Information
 - Contact Information
 - Citizenship Information
 - Race & Ethnicity
 - Other Information
 - Family Information
 - Environmental Factors
 - Other Information
- Proofread your application for accuracy and grammar errors.



NOTE: Please list any alternate names used such as nickname, maiden name, or name variance in the Alternate Name field under the Biographic section of the application.



ENVIRONMENTAL FACTORS

- Make sure you fill this section out. Your responses assist the representative to determine if you are a resident of the state you are applying to. This can help your application to be reviewed.

Environmental Factors

Enter your responses to these questions. Visit the [Applicant Help Center](#) for more information.
Once you submit your application, you cannot edit this section.

* Indicates required field

0/8
Sections Completed

- Release Statement
- Biographic Information
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Family Information
- Environmental Factors**

Childhood Residency

In what country did you spend the majority of your life from birth to age eighteen?

In what state did you spend the majority of your life from birth to age eighteen?

In what county did you spend the majority of your life from birth to age eighteen?

In what city did you spend the majority of your life from birth to age eighteen?

What is the type of geographic area where you were raised?

Description of Childhood Residency

OTHER INFORMATION

- Enter in this section, your:
 - Language proficiency
 - License Infraction
 - Academic Infraction
 - Background Information
 - To determine if you come from an economically disadvantaged background, you are asked to compare your parental family's size of household (number of exemptions listed on parent's Federal 1040 income tax forms) and adjusted gross income against the chart provided in the link below. The chart is based on 200 percent of [Federal low-income poverty guidelines](#). You should use your parent's most recent tax forms regardless of age.
 - Military Status
 - Military Discharge
 - COVID 19 Essay
- Please describe how COVID-19 has impacted your pathway to becoming a Physician Assistant. The questions below will help you get started, but do not limit your responses to only these considerations. Limit of 2500 character.
- **Academic:**
Professional:
Personal:

My Application Add Program Submit Application 0 Check

Other Information

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

Indicate your military experience and language proficiencies.

Most PA programs require background checks as a condition of acceptance pending satisfactory results. Failure to disclose prior convictions may have serious consequences, such as annulment of acceptance offers, program dismissal, or Professional Code of Conduct violation sanctions.

* Indicates required field.

Language Proficiency

* What is your Native Language?

[+ Add Another Language](#)

Misdeemeanor

* Have you ever been convicted of a Misdeemeanor?

Yes No

Felony

* Have you ever been convicted of a Felony?

Yes No

License Infraction

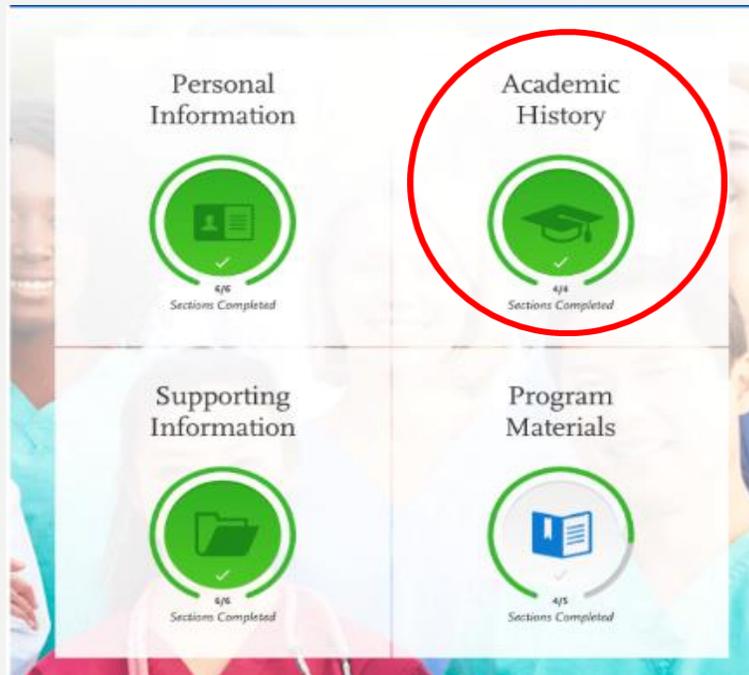
* Have you ever had any certification, registration, license or clinical privileges revoked, suspended or in any way restricted by an institution, state or locality?

Yes No

0/7 Sections Completed

- Biographic Information
- Contact Information
- Citizenship Information
- Race & Ethnicity
- Other Information
- Family Information
- Environmental Factors

ACADEMIC HISTORY SECTION

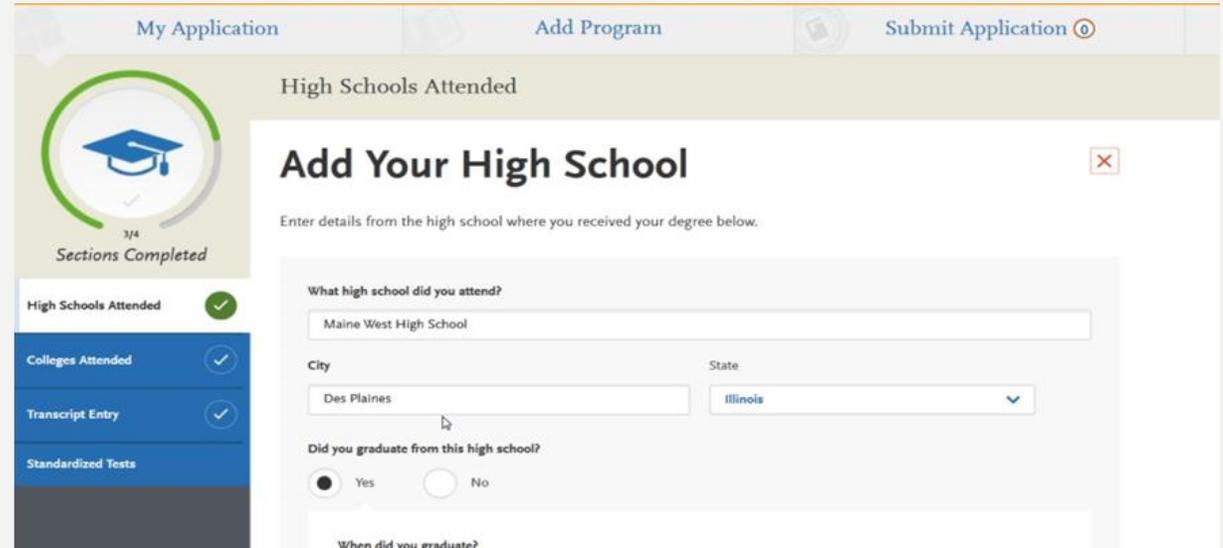


In this section, **ONLY** complete the **HIGH SCHOOL ATTENDED** and **COLLEGE ATTENDED** sections for now...



ENTER HIGH SCHOOL INFO

- Add your **High School** information, including:
 - High School name
 - City
 - State
 - Graduation year



The screenshot shows a web application interface for entering high school information. At the top, there are navigation buttons: "My Application", "Add Program", and "Submit Application". Below this is a header section titled "High Schools Attended" with a circular progress indicator showing "3/4 Sections Completed" and a graduation cap icon. A sidebar on the left lists application sections: "High Schools Attended" (checked), "Colleges Attended" (checked), "Transcript Entry" (checked), and "Standardized Tests". The main content area is titled "Add Your High School" and contains a form with the following fields:

- Text input: "What high school did you attend?" with the value "Maine West High School".
- Text input: "City" with the value "Des Plaines".
- Dropdown menu: "State" with the value "Illinois".
- Radio buttons: "Did you graduate from this high school?" with "Yes" selected.
- Text input: "When did you graduate?" (partially visible).

ACADEMIC HISTORY SECTION

- Choose **Colleges Attended**
 - Choose **Add A College** and enter your information for UGA.
 - Degree information will include:
 - Degree earned (yes, no, or in progress)
 - Degree type
 - Degree earned date
 - Major
 - Minor (if applicable)
 - Term type
 - First term date
 - Last term date

The screenshot shows the 'Colleges Attended' section of a student application portal. At the top, there are tabs for 'My Application' and 'Add Program'. The main heading is 'Colleges Attended'. Below the heading, there is a circular progress indicator showing '2/3 Sections Completed' with a graduation cap icon. A blue button with a plus sign and the text 'Add a College' is visible. Below this, there is a section titled 'MY ATTENDED COLLEGES' with a list of colleges. The first entry is 'UNIVERSITY OF GEORGIA', which includes the text 'August 2014 - Still Attending | Semester System | Bachelor of Engineering Degree Expected: May 2018'. A blue button labeled 'Download Transcript Request Form' is located below the college entry. On the left side of the screenshot, there is a sidebar with a green checkmark next to 'Colleges Attended', and other options like 'Transcript Entry' and 'Standardized Tests' with their respective checkmarks.

If you attended other institutions, even if through dual enrollment or transient summer coursework, click Add a College again and follow the instructions for each college attended!

TRANSCRIPT PROCESS

An official transcript will need to be submitted to CASPA for each college entered in the Colleges Attended section.

The screenshot displays the 'Colleges Attended' interface. On the left, a sidebar shows navigation options: 'Colleges Attended' (checked), 'Transcript Entry', 'Standardized Tests' (checked), and 'Professional Transcript Entry'. The main content area is titled 'Colleges Attended' and includes instructions: 'To add colleges, click the Add a College button below. You may update the information in this section at any time prior to submission.' Below this is an 'Add a College' button. The 'MY ATTENDED COLLEGES' section lists one entry for 'UNIVERSITY OF GEORGIA'. The entry details are: 'August 2014 - Still Attending', 'Semester System', and 'Bachelor of Engineering Degree Expected: May 2018'. A red circle highlights the 'Download Transcript Request Form' button at the bottom of the entry.

- Once you have entered a college attended, click the **Download Transcript Request Form** button. Each PDF form is unique to you and that college or university and is utilized for matching purposes
 - You will need Adobe Acrobat Reader to view/print the file.
- Do this for each college and provide it to the college registrar who will, in turn, attach to the official transcript.
- UGA uses Parchment. You will be able to order your transcript online through ATHENA and upload this PDF request form as an attachment
 - Other institutions may or not participate in an online system accepted by CASPA such as Parchment. If they do not utilize these online systems, a physical letter from the Registrar's Office of that institution will be needed.

TRANSCRIPT PROCESS @ UGA

In order to submit your UGA transcript:

1. Log into the **My UGA Portal**
2. Choose the Parchment Icon (“Order Transcripts”)
3. Once here, select **Transcript**
4. When asked where you would like your document(s) sent, type in **CASPA** under institution and select **search**.
 - If you type in **CASPA** and it does not show up in the search bar, click on the blue link below that says, “**click to enter your own**” Here you will enter the CASPA mailing address.
5. You will need to include your Transcript Matching Form which you will download under “**Colleges Attended.**” You will attach that form in Parchment before you complete your transcript order through UGA.

Important Notes

- Remember DO NOT send your transcripts before the application opens.
- Due to mailing and processing times, transcript verification can take up to six weeks so make this the **FIRST** item on your checklist after creating an account on CASPA and entering your colleges attended.
- All transcripts **MUST** be sent to CASPA for each school you have attended (even dual enrollment). Only original, official (sealed, unopened) transcripts will be accepted. The application cannot be processed without official transcripts sent directly to:

CASPA Transcript Processing Center

P.O. Box 9108

Watertown, MA 02471

TRANSCRIPT PROCESS @ UGA

Instant Access

ATHENA UGAMAIL DegreeWorks
lynda.com ATHENA STUDENT ACCOUNT **Order Transcripts**
Learning Commons Parking Services Handshake
Employee Services PURCHASE MEAL PLAN Libraries
ARC Academic Resource Center UGA Career Outcomes

UNIVERSITY OF GEORGIA
Office of the Registrar

1. Login or Register **2. Select Documents** 3. Order Details 4. Provide Consent 5. Payment 6. Review Order

Where would you like your document(s) sent?

Start by searching for your destination:
Institution Name, Acronym, Location, or Email

CASPA

1 Matches Found:

INSTITUTION	EMAIL	LOCATION	
Physician Assistant Education Association (PAEA)	i	Watertown, MA, US	SELECT

Not finding your destination?

You can enter a destination manually by using a physical address or an Email address

Destination: Physician Assistant Education Association (PAEA)
Watertown, MA 02471

Document Name: eTranscript - \$8.00
[Switch to Mail Delivery](#)

Order Options

Delivery Mode: **Electronic**

Purpose for Transcript (Optional): --

Attachment (Optional): No file chosen

Note: Email Providers use filtering systems to reduce spam. Some providers may accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchnet.com).

Total \$8.00

CASPA
Transcript Matching Form
CASPA - Central Application Service

CAS ID: _____

Applicant's Name: Williams Anna
Last Name First Name

Alternate Name, if any: _____
Last Name First Name

Academic Institution Name: UNIVERSITY OF GEORGIA

Instructions to the Registrar

Please attach this form directly to the official transcript for the above applicant and forward the official transcript (see requirements below) in a sealed envelope directly to:

CASPA Transcript Processing Center
P.O. Box 9108
Watertown, MA 02471

The transcript must meet the requirements below to be considered "official" by CASPA.

- A Registrar's seal and/or legible signature included on the transcript.
- Must be mailed **directly** to CASPA from the Registrar's Office.
- **Cannot** be marked "Issued to Student" or "Student Copy."
- Must reflect all relevant, correct information for the student identified above.

TRANSCRIPT PROCESS

- It is your responsibility to monitor your application for transcript receipt.
 - CASPA will NOT notify applicants concerning missing transcripts.
 - If it has been **longer than 10 business days** since the transcript was mailed and it has not been posted—resubmit. The status of all transcripts can be viewed in the **CHECK STATUS** tab.

The screenshot displays the CASPA application interface. At the top, there are three tabs: 'Add Program', 'Submit Application 0', and 'Check Status'. The 'Check Status' tab is circled in red. Below the tabs, the text 'Review the status of your Programs.' is visible. Under the 'Application Materials' section, the 'Transcripts' tab is circled in red. To the right of the 'Transcripts' tab, a progress indicator shows 'Arrived 0 of 2' followed by 'Verifying' with a checkmark and a dropdown arrow, all of which are circled in red.

TRANSCRIPT FAQ

- **Can I submit my application before my transcripts are received by CASPA?**
 - Yes. Once you have successfully filled out your application, you can submit to CASPA at any time. However, your application will not be processed until CASPA has received all your original transcripts and your payment.
- **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 you have taken.
- **Do I need to send transcripts for planned or in-progress coursework?**
 - Not initially. You are only required to send transcripts covering all of your completed coursework. CASPA does not require transcripts labeled as “Planned/in-progress” at time of initial application. Please note that when you do complete these courses, though, updated transcripts can be submitted directly to the schools to which you are applying, or you can use the “Academic Update” period (typically Dec-Feb) to update this information in your CASPA application.
- **Can my designated programs view the transcripts I send to CASPA?**
 - Yes. The transcripts that you are required to send to CASPA 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.

TRANSCRIPT COURSE ENTRY

- After completing the **Colleges Attended**, **High Schools Attended** and requesting transcripts it is time to begin **Transcript Entry** of coursework
- Choose **Transcript Entry** and begin to add in coursework for each institution.
- Once you are finished entering each transcript, make sure to review your entries.
- For your FYOS course you will want to choose “special topics” as the subject.

My Application Add Program Submit Application

Transcript Entry

LOYOLA UNIVERSITY CHICAGO Transcript
Fall November 2004 - null Still Attending System

3/4 Sections Completed

High Schools Attended ✓
Colleges Attended ✓
Transcript Entry ✓
Standardized Tests

Need help with Transcript Entry? Watch this video.

Spring 2009 Freshman

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
Anatomy101	Intro to Anatoly	Anatomy	3.25	a	A

Add A Course Add Semester

Winter 2014 Sophomore

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
bio101	intro	Biology	3.50	B	B
chem101	chem	Chemical Engineering	3.25	A	A
Biochem101	Intro to BioChe	Biological Chemistry	3.50	B7	B
Physics101	Intro to Physics	Physics	3.25	A	A

Add A Course Add Semester

COURSEWORK ENTRY STEP-BY-STEP

- Obtain a transcript for each college-level institution you have attended. Use the transcript and the UGA Bulletin to complete this section.
- Entering Coursework:
 - Add a term for the first institution. Term choices are Fall, Winter, Spring, Summer or Interim. Academic Choices are Freshman, Sophomore, Junior, Senior, Graduate and Post baccalaureate
 - In general, four-year students list one year per designation and five-year students list their last two years as senior



The screenshot shows a web interface for entering transcript information. On the left, there is a progress indicator with a graduation cap icon, a green circular progress bar, and the text '2/4 Sections Completed' and 'Colleges Attended' with a checkmark. The main area is titled 'Transcript Entry' and 'UNIVERSITY OF GEORGIA Transcript'. Below the title, it says 'Fall August 2014 - null Still Attending System'. There are four dropdown menus: 'Select a Term', 'Select a Year', 'Select Academic Status', and 'Completed'. At the bottom, there are buttons for '+ Add A Course', 'Add Semester', 'Save All', and 'Cancel'.

COURSEWORK ENTRY STEP-BY-STEP

- Add all courses for the new term. Use a recent copy of the transcript to enter the course code, course title, subject, credits and grade. See example below:



The screenshot shows a web form titled "Fall 2002 Freshman" with a table for course entry. The table has columns for COURSE CODE, COURSE TITLE, SUBJECT, CREDITS, GRADE, and CAS GRADE. Below the table, there are input fields for each column, a "Save" button, and a "Cancel" button. An example row is provided below the form: "Examples: BIO 101 Introduction to Biology Biology 3.25 85 or B 85 or B".

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
<input type="text"/>	<input type="text"/>	Select Subject ▼	<input type="text"/>	▼	<input type="text"/>
Examples: BIO 101	Introduction to Biology	Biology	3.25	85 or B	85 or B

- When completing this section, you select your course subjects from a standardized list that was created in conjunction with the Physician Assistant Education Association (PAEA).
 - If you're not sure which course subject to choose based on your course's title, default to the department that the course is offered through. During verification, the CASPA team will update any course subjects that were incorrectly listed
 - The CASPA Course Subject List that denotes subject GPA category, GPA calculation, and corresponding course subjects can be found [here](#).

EXAMPLE OF COURSEWORK ENTRY

My Application Add Program Submit Application

Transcript Entry

LOYOLA UNIVERSITY CHICAGO Transcript
Fall November 2004 - null Still Attending System

3/4 Sections Completed

High Schools Attended ✓
Colleges Attended ✓
Transcript Entry ✓
Standardized Tests

Need help with Transcript Entry? Watch this video.

Spring 2009 Freshman Completed

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE		
Anatomy101	Intro to Ana	Anatomy	3	25	a	A	
Examples: BIO 101	Introduction to Biology	Biology	3.25	85 or B	85 or B		
		Select Subject					
Examples: BIO 101	Introduction to Biology	Biology	3.25	85 or B	85 or B		

+ Add A Course Add Semester Save All Cancel

Winter 2014 Sophomore

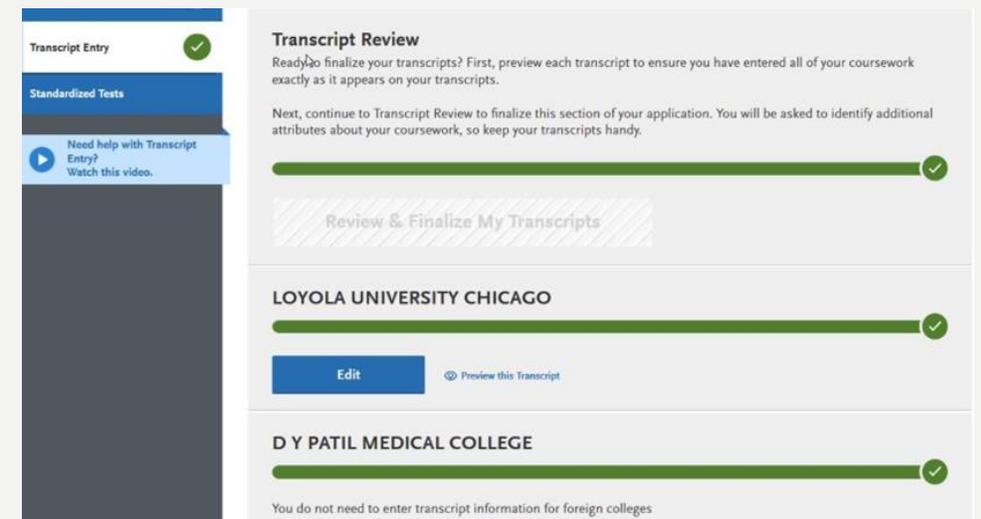
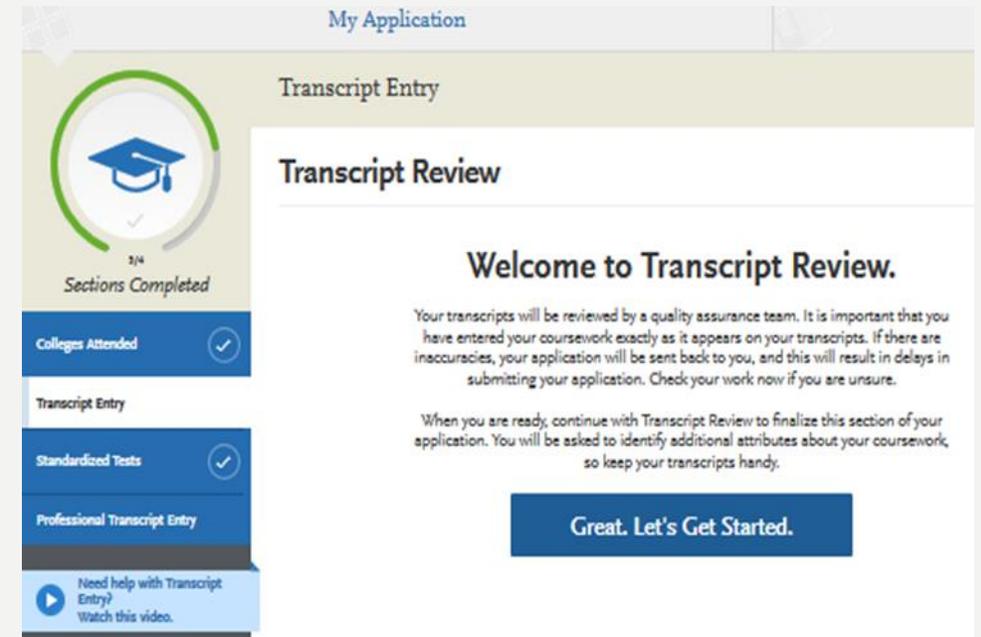
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
bio101	intro	Biology	3.50	B	B
chem101	chem	Chemical Engineering	3.25	A	A
Biochem101	Intro to BioChe	Biological Chemistry	3.50	87	B
Physics101	Intro to Physics	Physics	3.25	A	A

Add A Course Add Semester

- You will enter all of your courses each semester as it is designated on your transcript.
- **DO NOT** rush through this section as you will need to select the courses you have entered for later sections.

TRANSCRIPT REVIEW

- Once all courses have been entered, a blue button will appear on the Transcript Entry page which says **Review and Finalize My Transcripts**.
 - For a more detailed walkthrough regarding course codes, titles, subject and credits [click here](#)
- In Transcript Review, you will be asked to identify additional attributes about your coursework including **Primary College** and courses that are **Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad**.
- CASPA allows each PA school to request applicants to identify prerequisite coursework. Once the **Colleges Attended** and **Transcript Entry** sections are complete, go to **Program Materials** to identify prerequisite coursework for each PA program.



TRANSCRIPT REVIEW: REPEATED COURSES

- Indicate if you repeated any of your courses. All course grades and credit hours for courses taken should be entered, even if the course was repeated for grade improvement
- CASPA does not recognize *freshmen forgiveness* or *academic renewal* and, if a course grade and credit is listed on a transcript, it must be reported on the application.
- If you repeated courses, select Yes and click Continue. Then, click the plus sign next to the repeated courses for each college you attended.

The screenshot displays the 'Transcript Review' section of the CASPA application. It features a 'Transcript Entry' sidebar with a progress indicator for 'Sections Completed' (2/4) and options for 'Standardized Tests' and 'Professional Transcript Entry'. The main area is titled 'Transcript Review' and 'Select Your Repeat Courses Below'. It shows '0 COURSES SELECTED' and a 'UNIVERSITY OF GEORGIA Transcript' section. A button 'I Am Not Adding Any Repeated Courses' is visible. Below are two tables of courses for Fall 2016 and Spring 2017, each with a plus sign in a blue box next to the course code for selection.

Fall 2016					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ VPHY	Elements of	Physiology	3.00	95	
+ CHEM 1211	Freshman CI	Chemistry	3.00	92	
+ MATH 1113	Pre-calculus	Mathematics	3.00	89	
+ BIOL 1107	Principles of	Biology	3.00	91	
+ BIOL 1107L	Principles of	Biology	1.00	93	
+ CHEM 1211	Freshman CI	Chemistry	1.00	95	

Spring 2017					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ CHEM 1212	Freshman CI	Chemistry	3.00		
+ CHEM 1212	Freshman CI	Chemistry	1.00		
+ BIOL 1108	Principles of	Biology	3.00		
+ BIOL 1108L	Principles of	Biology	1.00		
+ PSYC 1101	Elementary I	Psychology	3.00		
+ ARST 1080	Three-Dimen	Art	3.00		

Transcript Review

Did you repeat any classes?

If you had to repeat any of the courses you entered in your transcripts, then you should select "Yes" below.

Yes No

Continue

TRANSCRIPT REVIEW: AP COURSES

- Indicate if you received Advanced Placement (AP) credit on the College Board Advanced Placement Exams for any of your courses.
- If you received AP credit, select Yes and click Continue. Then, click the plus sign next to the advanced placement courses. Be sure to only select courses that are clearly marked as AP on your transcript.

Transcript Entry

Transcript Review

Did you receive credit for any Advanced Placement exams?

If you have any course credits fulfilled by Advanced Placement exams and clearly marked as Advanced Placement on your transcript, then you should select "Yes" below.

Yes No

Continue

Transcript Entry

Transcript Review

Select Your Advanced Placement Credit Courses Below

Identify course credits fulfilled by Advanced Placement exams. Select courses only clearly marked as Advanced Placement on your transcript. If you identify courses as Advanced Placement that do not match the transcript, your selection will be modified during the verification process.

You will be identifying other types of test credits (if applicable) as your next step, so please select Advanced Placement credits only.

0 COURSES SELECTED [I Am Done](#) [Continue](#)

UNIVERSITY OF GEORGIA Transcript

[I Am Not Adding Any Advanced Placement Courses](#)

Fall 2016

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ VPHY	Elements of	Physiology	3.00	95
+ CHEM 1211	Freshman CI	Chemistry	3.00	92
+ MATH 1113	Pre-calculus	Mathematics	3.00	89
+ BIOL 1107	Principles of	Biology	3.00	91
+ BIOL 1107L	Principles of	Biology	1.00	93
+ CHEM 1211	Freshman CI	Chemistry	1.00	95

Spring 2017

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ CHEM 1212	Freshman CI	Chemistry	3.00	
+ CHEM 1212	Freshman CI	Chemistry	1.00	
+ BIOL 1108	Principles of	Biology	3.00	
+ BIOL 1108L	Principles of	Biology	1.00	
+ PSYC 1101	Elementary I	Psychology	3.00	
+ ARST 1080	Three-Dimen	Art	3.00	

TRANSCRIPT REVIEW: OTHER TEST CREDIT

- Indicate if you received credit for tests other than the AP exam, including International Baccalaureate (IB), CLEP, DANTE, Regents, or Institutional/Departmental exams (i.e. courses you "tested out of" at college).
- If you received test credits, select Yes and click Continue. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as test credits on your transcript.

Transcript Entry

Transcript Review

Did you receive credit for any additional tests other than Advanced Placement exams?

If you have course credits fulfilled by tests other than Advanced Placement exams (such as CLEP, Department Exam, Institutional Exam, International Baccalaureate, and the Regents Exam) and clearly marked as a test credit on your transcript, then you should select "Yes" below.

Yes No

Continue

Transcript Review

Select Course Credits Fulfilled by Other Tests Below

Identify course credits fulfilled by tests other than Advanced Placement exams. Common test types include: CLEP, Department Exam, Institutional Exam, International Baccalaureate, and the Regents Exam. Please select courses only if they are identified on your transcript as a test credit.

1 COURSES SELECTED [I am Done, Continue](#)

UNIVERSITY OF GEORGIA Transcript

1

Identify Courses Fulfilled by Other Tests

Fall 2016					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input checked="" type="checkbox"/>	VPHY	Elements of	Physiology	3.00	95
<input type="checkbox"/>	CHEM 1211	Freshman Cl	Chemistry	3.00	92
<input type="checkbox"/>	MATH 1113	Pre-calculus	Mathematics	3.00	89
<input type="checkbox"/>	BIOL 1107	Principles of	Biology	3.00	91
<input type="checkbox"/>	BIOL 1107L	Principles of	Biology	1.00	93
<input type="checkbox"/>	CHEM 1211L	Freshman Cl	Chemistry	1.00	95

Spring 2017					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
<input type="checkbox"/>	CHEM 1212	Freshman Cl	Chemistry	3.00	
<input type="checkbox"/>	CHEM 1212L	Freshman Cl	Chemistry	1.00	
<input type="checkbox"/>	BIOL 1108	Principles of	Biology	3.00	
<input type="checkbox"/>	BIOL 1108L	Principles of	Biology	1.00	
<input type="checkbox"/>	PSYC 1101	Elementary I	Psychology	3.00	
<input type="checkbox"/>	ARST 1080	Three-Dimen	Art	3.00	

TRANSCRIPT REVIEW: HONORS COURSES

- Indicate if you took any honors courses, which are generally college courses taken at an honors level. These are usually designated with an "H" in the course number on your transcript. Note that earning Latin honors upon graduation does not mean your courses are retroactively considered "Honors."
- If you took honors courses, select Yes and click Continue. Then, click the plus sign next to the courses. Be sure to only select courses that are clearly identified as honors on your transcript.

Transcript Entry

Transcript Review

Did you take any Honors Courses?

If you had any honors courses you entered in your transcripts, then you should select "Yes" below:

Yes No

Continue

Transcript Entry

Transcript Review

Select Your Honors Courses Below

Identify honors courses from each college you attended.

To move between colleges, select the college name from the list on the left.

2 COURSES SELECTED [I am Done, Continue](#)

UNIVERSITY OF GEORGIA Transcript 2

Are You Not Adding Any Honors Courses?

Fall 2016

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ VPHY	Elements of	Physiology	3.00	95
+ CHEM 1211	Freshman Ch	Chemistry	3.00	92
✓ MATH 1113	Pre-calculus	Mathematics	3.00	89
+ BIOL 1107	Principles of	Biology	3.00	91
✓ BIOL 1107L	Principles of	Biology	1.00	93
+ CHEM 1211L	Freshman Ch	Chemistry	1.00	95

Spring 2017

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ CHEM 1212	Freshman Ch	Chemistry	3.00	
+ CHEM 1212L	Freshman Ch	Chemistry	1.00	
+ BIOL 1108	Principles of	Biology	3.00	
+ BIOL 1108L	Principles of	Biology	1.00	
+ PSYC 1101	Elementary I	Psychology	3.00	
+ ARST 1080	Three-Dimens	Art	3.00	

TRANSCRIPT REVIEW: STUDY ABROAD

- If you studied abroad, indicate the courses you took as part of your institution's study abroad program. Refer to the [Sending Transcripts section of the CASPA Help Center](#) for more information.
- If you studied abroad, select Yes and click Continue. Then, click the plus sign next to the courses.

Transcript Entry

Did you take any courses while studying abroad?

If any of the courses you entered in your transcripts are studied abroad, then you should select "Yes" below.

Yes No

Continue

Transcript Entry

Select Your Study Abroad Courses Below

Identify courses you studied abroad from each college you attended.
To move between colleges, select the college name from the list on the left.

2 COURSES SELECTED I am Done, Continue

UNIVERSITY OF GEORGIA Transcript 2

View All, Add New, My Study Abroad Courses

Fall 2016

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ VPHY	Elements of	Physiology	3.00	95
+ CHEM 1211	Freshman Cl	Chemistry	3.00	92
+ MATH 1113	Precalculus	Mathematics	3.00	89
+ BIOL 1107	Principles of	Biology	3.00	91
+ BIOL 1107L	Principles of	Biology	1.00	93
+ CHEM 1211I	Freshman Cl	Chemistry	1.00	95

Spring 2017

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+ CHEM 1212	Freshman Cl	Chemistry	3.00	
+ CHEM 1212I	Freshman Cl	Chemistry	1.00	
+ BIOL 1108	Principles of	Biology	3.00	
+ BIOL 1108L	Principles of	Biology	1.00	
✓ PSYC 1101	Elementary F	Psychology	3.00	✗
✓ ARST 1080	Three-Dimer	Art	3.00	✗

COURSEWORK ENTRY FAQ



Find out more
about coursework
entry here!

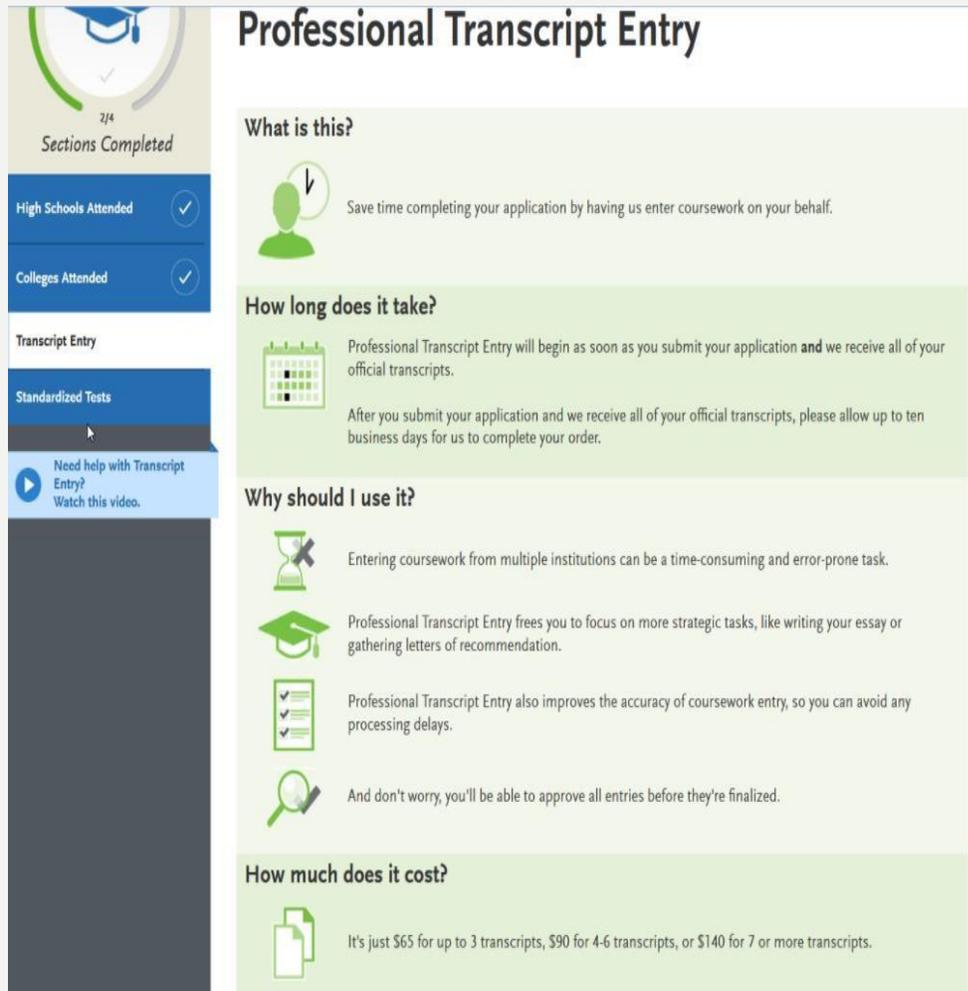
- **Do I need to include all of my courses on my CASPA application?**
 - Yes. All previous coursework must be listed (including repeated, failed and withdrawn courses). You must include the course title, department prefix and course number exactly as it appears on your official transcript. CASPA must receive an official transcript directly from the Registrar at each institution attended. Applications that do not include all courses listed on their transcripts will be put on hold until the discrepancy is resolved.
- **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/code, number of credits, and grade given. If the transcript combines the lab/lecture courses into one class on a transcript, it should be reported as one entry on the application.
- **How do I report Advanced Placement (AP) credits?**
 - Please enter your AP credits under the first semester attended at the post-secondary institution where the AP credit was awarded. You will enter the test name and subject in the course title and prefix fields and the grade will be CR for credit. Please be sure to add the correct number of credit hours for the AP exam. CASPA does not require a copy of the AP test score report.

COURSEWORK ENTRY FAQ

- **I have taken courses outside the U.S. as part of a study abroad program. How do I list it in my application?**
 - Study abroad coursework should be listed under the U.S. institution that sponsored the program. All courses must be designated as “study abroad” during the transcript review process. DO NOT list study abroad coursework under a “Not Listed US/Canadian (foreign) Institution” or under the name of the foreign institution where you took the courses. A foreign evaluation is not needed for study abroad coursework.
- **How do I enter planned or in-progress terms and courses?**
 - List the school “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 Fall 2022 term, end date should include Fall 2022.
 - In the course work section, add the planned or in-progress term and year. Select “In-Progress/Planned” from the drop-down menu rather than “Completed.”
 - Enter the course information. The box for the grade will be grayed out so that nothing can be entered into it.
 - Add additional planned/in-progress terms if necessary.
- **Can I update my coursework after I e-submit my application?**
 - No. Once you have e-submitted your application to CASPA, no changes to coursework can be made until your application has been verified. If you e-submit your CASPA application before your Summer/Fall 2018 grades are available, there will be an Academic Update (AU) period in December-February, which will allow you to update your coursework. Arrange for your updated Summer/Fall transcript to be sent to CASPA as soon as it is available. You can only update your coursework once during the Academic Update period. An email will be sent to applicants when the Academic Update period opens.

*Note: As mentioned below, CASPA will only calculate grades **once** so any “in progress” courses listed will not be factored into GPA calculations viewed by programs*

PROFESSIONAL TRANSCRIPT ENTRY (PTE) SERVICE



Professional Transcript Entry

2/4 Sections Completed

High Schools Attended ✓

Colleges Attended ✓

Transcript Entry

Standardized Tests

Need help with Transcript Entry? Watch this video.

What is this?

Save time completing your application by having us enter coursework on your behalf.

How long does it take?

Professional Transcript Entry will begin as soon as you submit your application and we receive all of your official transcripts.

After you submit your application and we receive all of your official transcripts, please allow up to ten business days for us to complete your order.

Why should I use it?

Entering coursework from multiple institutions can be a time-consuming and error-prone task.

Professional Transcript Entry frees you to focus on more strategic tasks, like writing your essay or gathering letters of recommendation.

Professional Transcript Entry also improves the accuracy of coursework entry, so you can avoid any processing delays.

And don't worry, you'll be able to approve all entries before they're finalized.

How much does it cost?

It's just \$65 for up to 3 transcripts, \$90 for 4-6 transcripts, or \$140 for 7 or more transcripts.

Would you like to use Professional Transcript Entry?

Yes, I'd like to have my transcripts entered

No thanks, I'll handle it myself

Continue

- This is an optional service and costs \$75 for up to 3 transcripts, \$100 for 4-6 transcripts and \$150 for 7 more transcripts.
- This service is only available for Completed coursework from accredited schools. Coursework from Not-Listed Schools, foreign coursework, and planned/in-progress courses are not eligible for PTE and must be entered by you.
- For more information, click [here](#)

STANDARDIZED TESTS

- Provide the date(s) of all taken or planned GRE administrations
- CASPA requires applicants to provide GRE (and in some cases MCAT/PA-CAT) scores in two ways:
 1. **Manually Self-Report Scores**: Use the official score report from the Educational Testing Service.
 2. **Sending Official U.S. GRE Scores**: When registering for the GRE, applicants can select any number of schools to receive the GRE score at no additional cost. It is strongly encouraged that an applicant selects ALL PA programs they plan on applying to. **There is an additional fee if schools are added at a later time.** The official score will be sent electronically to CASPA 3-4 weeks after the test date and the score will be shared with all the schools the applicant applies to.
 - Official GRE Scores are submitted electronically to CASPA directly from ETS using a special CASPA GRE code that is different for each program and different from the school's regular GRE code. Schools can only see scores that are sent with their code, so it is vital that program codes are entered correctly. View GRE program codes for CASPA [here](#)
- *NOTE: Official GRE scores from ETS can be received by CASPA at any point during the application cycle, even after your application is submitted or verified; however, some programs may have a deadline by which they want your scores posted. Once your official GRE scores are attached to your application, they cannot be removed.*

STANDARDIZED TEST ENTRY

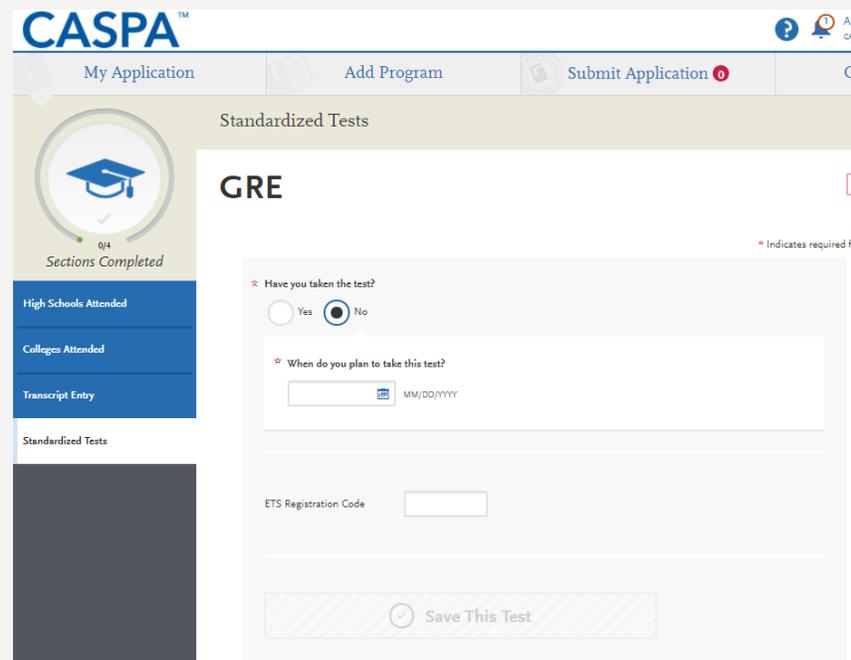
- Enter your unofficial GRE test scores

The screenshot shows the CASPA website's 'Standardized Tests' section. At the top, there's a navigation bar with 'My Application', 'Add Program', 'Submit Application', and 'Check'. Below this, a header area contains the CASPA logo and a progress indicator showing '0/4 Sections Completed'. The main heading is 'Standardized Tests'. A sub-heading reads: 'Please provide information about the tests you have taken or plan to take. You may add or update this information at any time prior to submission. Once you have submitted, you will be able to add additional tests as well as update the ones marked 'plan to take', but you will not be able to update or delete completed tests.' Below this, it says 'List all the Tests that you have taken or plan to take.' There is a button that says 'I Am Not Adding Any Standardized Tests'. The main content area is divided into three sections: GRE, MCAT, and TOEFL. Each section has a progress indicator and an 'Add Test Score' button. At the bottom, there is a button with a plus sign and the text 'Add a Standardized Test'.

The screenshot shows the 'Standardized Tests' form for GRE. The navigation bar at the top includes 'My Application', 'Add Program', 'Submit Application', and 'Check'. The main heading is 'Standardized Tests'. Below this, there's a progress indicator showing '0/4 Sections Completed'. The main heading is 'GRE'. A sub-heading reads: 'Please provide information about the tests you have taken or plan to take. You may add or update this information at any time prior to submission. Once you have submitted, you will be able to add additional tests as well as update the ones marked 'plan to take', but you will not be able to update or delete completed tests.' Below this, it says 'List all the Tests that you have taken or plan to take.' There is a button that says 'I Am Not Adding Any Standardized Tests'. The main content area is divided into three sections: GRE, MCAT, and TOEFL. Each section has a progress indicator and an 'Add Test Score' button. At the bottom, there is a button with a plus sign and the text 'Add a Standardized Test'.

PLANNED STANDARDIZED TEST ENTRY

- If you are planning to take the test after the application opens, you can add your GRE scheduled test date.
- REMEMBER you can still apply without having your official GRE scores.



The screenshot displays the CASPA application portal. At the top, the CASPA logo is visible on the left, and navigation links for 'My Application', 'Add Program', and 'Submit Application' are on the right. The main content area is titled 'Standardized Tests' and features a circular progress indicator on the left showing 'Q4 Sections Completed' with a graduation cap icon. Below this, a sidebar lists 'High Schools Attended', 'Colleges Attended', 'Transcript Entry', and 'Standardized Tests'. The 'GRE' section is active, containing a form with the following fields:

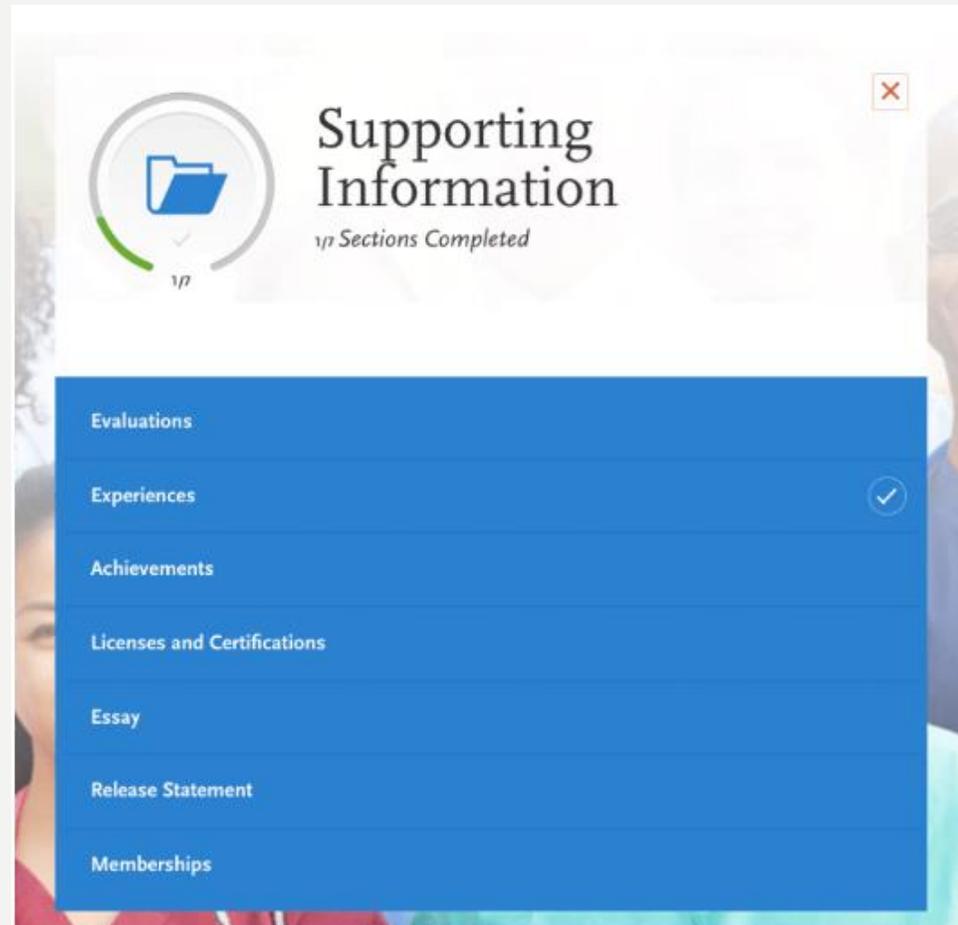
- A required question: '* Have you taken the test?' with radio buttons for 'Yes' and 'No' (the 'No' button is selected).
- A required question: '* When do you plan to take this test?' with a date input field labeled 'MM/DD/YYYY'.
- An 'ETS Registration Code' input field.
- A 'Save This Test' button at the bottom.

A small red asterisk icon indicates required fields.

STANDARDIZED TEST FAQ

- **How do I check if my official GRE scores have been received?**
 - Once official GRE scores are imported into your profile, they will be viewable on the in-progress PDF available to applicants. To view the PDF, you should go to the Check Status tab of your application and click the download button next to each program selection.
- **I took the test more than once. How many scores are reported to CASPA?**
 - All test attempts should be disclosed to CASPA
- **I applied to CASPA last year and sent in my GRE scores then. I haven't re-taken the test; do I need to resend my GRE scores?**
 - No, if you are reapplying to the same schools since this information can be carried over to your new application. If you are applying to new schools, though, submitting your scores to these new program codes will be necessary
- **The CASPA application opens in April, but I took the test before April. 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.

SUPPORTING INFORMATION SECTION



EVALUATIONS

- **Important considerations:**

- **Evaluations must be submitted electronically by evaluators** using the Evaluator Portal.
- **Research each program's requirements.** You should determine whether your programs have specific requirements regarding reference roles or relationships before listing evaluators on your application. Many programs have strict guidelines and completed evaluations cannot be removed or replaced.
- **Prepare your evaluators.** Once you choose your evaluators, be sure to inform them about the process and that they will be completing the evaluation electronically. We recommend getting their preferred email address and asking that they monitor that inbox for your evaluation request (which will come from caspainfo@caspaonline.org), including any junk or spam folders.

EVALUATIONS

Create Evaluation Request

4/5 Sections Completed

Evaluations ✓

Experiences ✓

Achievements

Licenses ✓

Personal Statement ✓

Evaluator's Information

First Name

Last Name

Email Address

Due Date MM/DD/YYYY

Personal Message/Notes 0/500

Waiver of Evaluation

I waive my right of access to this evaluation. Yes No

Permission to Contact Reference

I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline.

Permission for Schools to Contact Reference

I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

At least 3 individual letters are required by the CASPA system, but no more than 5 evaluations may be submitted

- For each letter, include:
 - Name
 - Email Address
 - Due date
 - Personal message/notes.
 - Waiver of evaluation
- Indicate the date by which the evaluation needs to be submitted based on the earliest PA school deadline date (4 weeks prior to earliest deadline is recommended).
- This deadline is not imposed by CASPA, and evaluators can still submit after the date. You can write the evaluator a message in order to remind them.

EVALUATIONS

- Once a reference is completed on the CASPA application, it cannot be removed or replaced.
- Once evaluators are selected, be certain to inform them of the process and that they will be filling out the reference electronically. Obtain their preferred email address and make sure they are monitoring their email inbox for the request email.
 - If an incorrect email address is entered for an evaluator, you must delete the request and then re-add it with the correct email rather than being able to edit it
- It is NOT necessary to wait until your evaluators have uploaded a letter to submit your application.
- For each evaluation, the applicant must select whether to waive their access to the evaluation. **ALWAYS waive your right to read this letter.**

EVALUATIONS

- 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 complete the rubric, upload a letter, and submit the information.
- The rubric will address the criteria listed to the right
- CASPA 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, time management skills, among other items deemed important.
 - It is recommended that the letter be on letterhead and include a signature.

The screenshot shows the evaluation portal interface. At the top, there is a blacked-out header. Below it, the 'Relationship' section contains three dropdown menus: 'How long have you known the applicant?' (Less than 1 year), 'How well do you know the applicant?' (Moderately), and 'In what capacity do you know the applicant?' (Advisor). The 'Likert Criteria' section features a table with columns for 'Excellent (5)', 'Good (4)', 'Average (3)', 'Below Average (2)', 'Poor (1)', and 'Not Observed'. The rows include 'Adaptability', 'Conflict Resolution', 'Empathy', 'Intellectual Ability', 'Interpersonal Relations', 'Oral Communication', 'Reaction to Criticism', 'Reliability', 'Self Awareness', 'Team Skills', 'Written Communication', and 'Overall Evaluation'. Each cell in the table contains a radio button. A red bracket on the left side of the table highlights the 'Oral Communication' and 'Reaction to Criticism' rows. Below the table is the 'Overall Recommendation' section with a dropdown menu set to 'I highly recommend this applicant'. The 'Upload Letter' section has a 'Select a file to upload' button, a list of supported file formats (Microsoft Word, Portable Document Format, Rich Text, Plain Text), a 'Browse to your evaluation letter to upload.' button, a PDF icon, and 'View' and 'Delete' buttons. At the bottom, the 'Applicant's Comments' section shows a text area with the text: 'Hi Anna, Thanks again for doing this for me. Please let me know if you have any questions at [redacted]'.

Relationship

* How long have you known the applicant? Less than 1 year

* How well do you know the applicant? Moderately

* In what capacity do you know the applicant? Advisor

Likert Criteria

	Excellent (5)	Good (4)	Average (3)	Below Average (2)	Poor (1)	Not Observed
Adaptability	<input type="radio"/>					
Conflict Resolution	<input type="radio"/>					
Empathy	<input type="radio"/>					
Intellectual Ability	<input type="radio"/>					
Interpersonal Relations	<input type="radio"/>					
Oral Communication	<input type="radio"/>					
Reaction to Criticism	<input type="radio"/>					
Reliability	<input type="radio"/>					
Self Awareness	<input type="radio"/>					
Team Skills	<input type="radio"/>					
Written Communication	<input type="radio"/>					
Overall Evaluation	<input type="radio"/>					

Overall Recommendation

Recommendation Concerning Admission: I highly recommend this applicant

Upload Letter

Select a file to upload

Supported File Formats: Microsoft Word (.doc or .docx) Portable Document Format (.pdf) Rich Text (.rtf) Plain Text (.txt)

Browse to your evaluation letter to upload.

PDF

View Delete

Maximum file size: 10MB

Applicant's Comments

Jessica Greenwood: Hi Anna,
Thanks again for doing this for me. Please let me know if you have any questions at [redacted]

EVALUATIONS

- If the evaluation has been sent, a **green** STATUS box appears under the Evaluator's name.
- If the letter of recommendation has yet to be sent an **orange** STATUS box will appear.

The screenshot displays a web interface for managing evaluations. On the left is a sidebar with a dark grey background and a blue header 'Evaluations' containing a green checkmark. Below the header are four menu items: 'Experiences', 'Achievements', 'Licenses', and 'Personal Statement', each with a white checkmark icon. The main content area has a white background and features an orange warning banner at the top: 'You have reached the maximum of 4 evaluations.' Below the banner is a list of four evaluators, each with a green progress bar and a green checkmark icon. The evaluators are: Cindy Hoyle (Evaluation Request: Status, Completed: 12/06/2016, Submitted: 12/06/2016), Melissa Keaveney (Evaluation Request: Individual, Status: Requested, Submitted: 05/03/2017), Carolyn Frantz (Evaluation Request: Committee, Status: Requested, Submitted: 05/03/2017), and Claire Cushman (Evaluation Request: Individual, Status: Requested, Submitted: 05/03/2017). Each evaluator's name is followed by edit and delete icons.

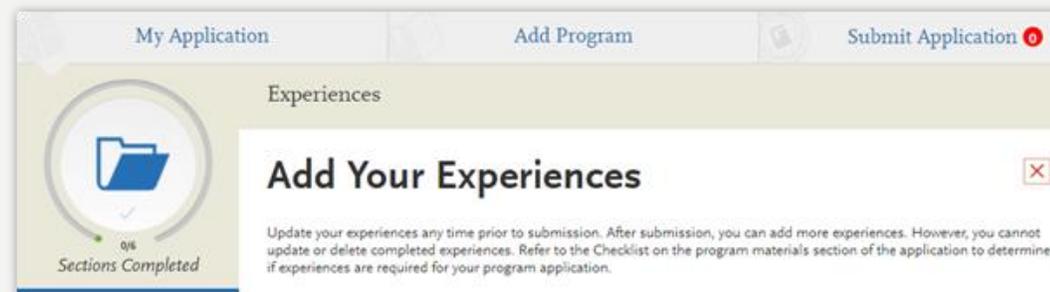
Evaluator Name	Evaluation Request	Status	Submitted
Hoyle, Cindy	Status	Completed	12/06/2016
Keaveney, Melissa	Individual	Requested	05/03/2017
Frantz, Carolyn	Committee	Requested	05/03/2017
Cushman, Claire	Individual	Requested	05/03/2017

EXPERIENCES

- Applicants use the Experiences section to provide detailed information about:
 - **Employment:** Paid work done outside of the health care field or a research lab; for example, a retail or restaurant job.
 - **Research:** Research projects completed, preferably in addition to or outside of regular classroom work.
 - **Volunteer:** Volunteer work done outside of the health care field; for example, working for Habitat for Humanity, tutoring students, participating in or working for a fundraiser walk or blood drive, etc.
 - **Leadership Experience:** Experiences in which you held a leadership role within an organization, such as the president of a club, fraternity/sorority, etc.
 - **Extracurricular Activities:** Related activities you would like your selected programs to review; for example, academic clubs and competitive teams. Do not include paid work experience in this section.
 - **Teaching Experience:** Experiences in which you were in charge of instructing others, such as a teaching assistant, tutor, etc.
 - **Shadowing:** Time spent officially following and observing a health care professional at work, preferably in the physician assistant field.
 - **Patient Care Experience:** Experiences in which you are directly responsible for a patient's care. For example, prescribing medication, performing procedures, directing a course of treatment, designing a treatment regimen, actively working on patients as a nurse, paramedic, EMT, CNA, phlebotomist, physical therapist, dental hygienist, etc.
 - **Healthcare Experience:** Both paid and unpaid work in a health or health-related field where you are not directly responsible for a patient's care, but may still have patient interaction; for example, filling prescriptions, performing clerical work, delivering patient food, cleaning patients and/or their rooms, administering food or medication, etc.

EXPERIENCES

- For each experience, choose the category that you think best fits the experience.
- *Note that since each program's definitions and requirements vary, CASPA has no specific preference as to which category you choose.*
 - These categories are broadly based on feedback from various PA programs and are not a comprehensive list of every type of experience.
 - Your experience's individual job description and responsibilities should determine the category you select; however, it is not guaranteed that your experience will be accepted by every program in the way you categorize it.
- If you have any questions about your experiences fulfilling an individual program's prerequisite requirements, **contact that program directly or ask your advisor.**



EXPERIENCES

- For each experience, you will be required to include:
 - The name and address of each organization
 - Information about your supervisor at the organization
 - This is a person that programs can contact to verify your experience(s).
 - If the experience was a student-organized group and there was no specific advisor, list a member who could verify your experience
 - The date or date range in which the experience took place
 - Listing current position as “to current” is an acceptable way to indicate that you are still in a current position
 - Note that your experiences will not display in any specific order, regardless of dates entered
 - The title of the experience (and title/role held by you as the applicant)
 - A description of key responsibilities
 - This space can also be utilized to explain what you have learned in each experience. Up to 600 characters.
 - The time commitment of the experience
 - Enter average weekly number of hours that you completed, as well as the number of weeks you have completed at time of application

**Utilizing a resume can expedite this process!*

EXPERIENCES

Volunteer

Organization

Name

Address Optional

Address 2 Optional

City Optional

Country

Zip Code Optional

State

Supervisor

First Name Optional

Last Name Optional

Title Optional

Contact Phone Optional

Contact Email Optional

Experience Dates

Start Date MM/DD/YYYY

Current Experience Yes No

End Date MM/DD/YYYY

Start Date MM/DD/YYYY

Current Experience Yes No

End Date MM/DD/YYYY

Status

Experience Details

Title

Type of Recognition Compensated
 Received Academic Credit
 Volunteer

Average Weekly Hours X

Number of Weeks =

Total Hours

Description/Key Responsibilities

0/600

Release Authorization (May we contact this organization?) Yes No

EXPERIENCES FAQ

- **I've begun my experience, but I plan on accumulating more hours before PA school begins. Can I include those?**
 - Yes. In the experience sections, you may document (in hours/weeks, etc.) the time already completed. You can also enter planned experiences as they occur by submitting additional experiences throughout the application period.
- **I have plans to add experiences after I submit my application. Can I add new experiences after I submit?**
 - Yes, new experiences can be added but existing experiences cannot be updated after the application is submitted.

ACHIEVEMENTS

Add Your Achievements

Update your achievements any time prior to submission. After submission, you can add more achievements. However, you cannot update or delete completed achievements. Refer to the Checklist on the program materials section of the application to determine if achievements are required for your program application.

After achievement entry, select up to 4 as your most important to highlight on your application PDF. Choose the achievements that best reflect your background or mean the most to you. You can change your selection any time before you submit your application. After submission, you may select additional achievements as most important up to the maximum but you may not remove previously-designated achievements.

Achievement Details

Type: Awards

Name: Award

Name of Presenting Organization:

Issued Date: MM/DD/YYYY

Brief description:

- For each entry, provide a brief description, especially if the achievement is not clear based on its title. You can also note if any special circumstances surrounded it.
- If your achievement was awarded multiple times (e.g., Dean's List), use this field to explain that **instead of creating multiple instances**

- In this section you can enter any relevant professional or academic achievements in several categories:
 - These include awards, honors, publications, and scholarships
- Although you can enter any achievements that you believe are relevant to your application, it is recommended that you focus on those achievements **within the last 10 years and at the collegiate level and above**
 - Note: your saved achievements will not display in any order, regardless of the order or dates entered

LICENSES AND CERTIFICATIONS

- Provide information about current professional certifications.
- Types may include:
 - Certified Medical Assistant (CMA)
 - Certified Nursing Assistant (CNA)
 - Certified in CPR
- List only valid certifications.
 - While CASPA does not verify the information entered here, it is recommended to contact individual programs to determine if they require any official documentation of any license or certification listed here

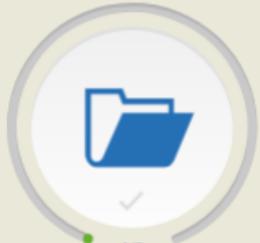
The screenshot shows the 'Licenses and Certifications' section of the CASPA application. The top navigation bar includes 'My Application', 'Add Program', 'Submit Application' (with a red notification icon), and 'Check Status'. The main heading is 'Licenses and Certifications' with a sub-heading 'Add Your Licenses and Certifications'. A progress indicator shows '9/7 Sections Completed'. The left sidebar lists various application sections: Evaluations, Experiences, Achievements, Licenses and Certifications (highlighted), Essay, Release Statement, and Memberships. The main content area contains a form with the following fields: 'Type' (a dropdown menu), 'Title', 'Organization Name', 'Number', 'Issued Date' (with a date picker), 'Valid Until' (with a date picker), and 'Brief Description' (a text area). A 'Save & Continue' button is located at the bottom of the form.

ESSAY

- 1 page; 5,000 characters including spaces
 - Be sure not to exceed the maximum length! You cannot save your essay if it exceeds the character limit!
- Use simple formatting
 - Formatting such as tabs, italics, multiple spaces, etc. will not be saved.
 - To delineate paragraphs, type a double return between each paragraph.
- Discuss your **motivations for why you are interested in being a physician assistant/associate and express why you would like to be considered** for the programs you are applying to
- Traits to express motivation, academic preparedness, articulate, socially conscious, and knowledgeable about the profession.
- Write about your experiences and any qualities that will make you stand out.
- Do not personalize your essay for one school.
- *Once you submit your application, the essay cannot be changed or edited!*

ESSAY

My Application Add Program Submit Application 0 Check S



0/7
Sections Completed

- Evaluations
- Experiences
- Achievements
- Licenses and Certifications
- Essay**
- Release Statement
- Memberships

Essay

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

* Indicates required field.

Personal Statement

* Please explain why you are interested in being a Physician Assistant.

0/5000

Save and Continue

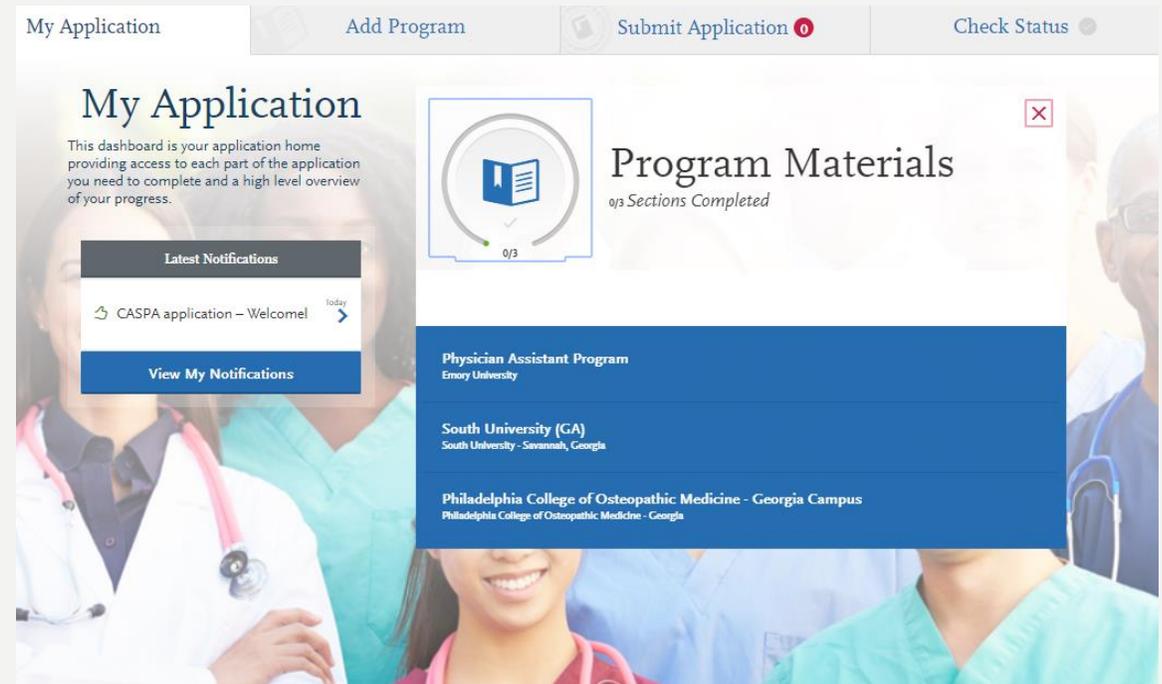
MEMBERSHIPS

- Here you can add any relevant memberships to professional organizations, such as a physician assistant group or an association of health care professionals.
- You will be asked to enter a brief description of your role in the organization/group, as well as any significant contributions you made to it
- You cannot add or update memberships after you submit the application.

The screenshot shows a web application interface for adding a membership. At the top, there are navigation tabs: 'My Application', 'Add Program', 'Submit Application' (with a red notification icon), and 'Check St'. Below the navigation is a sidebar with a circular progress indicator showing '07 Sections Completed' and a list of application sections: 'Evaluations', 'Experiences', 'Achievements', 'Licenses and Certifications', 'Essay', and 'Release Statement'. The main content area is titled 'Memberships' and 'Add a Membership'. It includes a warning: 'You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.' Below this is a form with three required fields: 'Membership Type' (a dropdown menu set to 'Professional Membership'), 'Name of Organization/Group' (a text input field), and 'Briefly describe your role or Contribution to the group' (a large text area with a '0/4000' character count). A legend indicates that an asterisk (*) denotes a required field.

PROGRAM MATERIALS

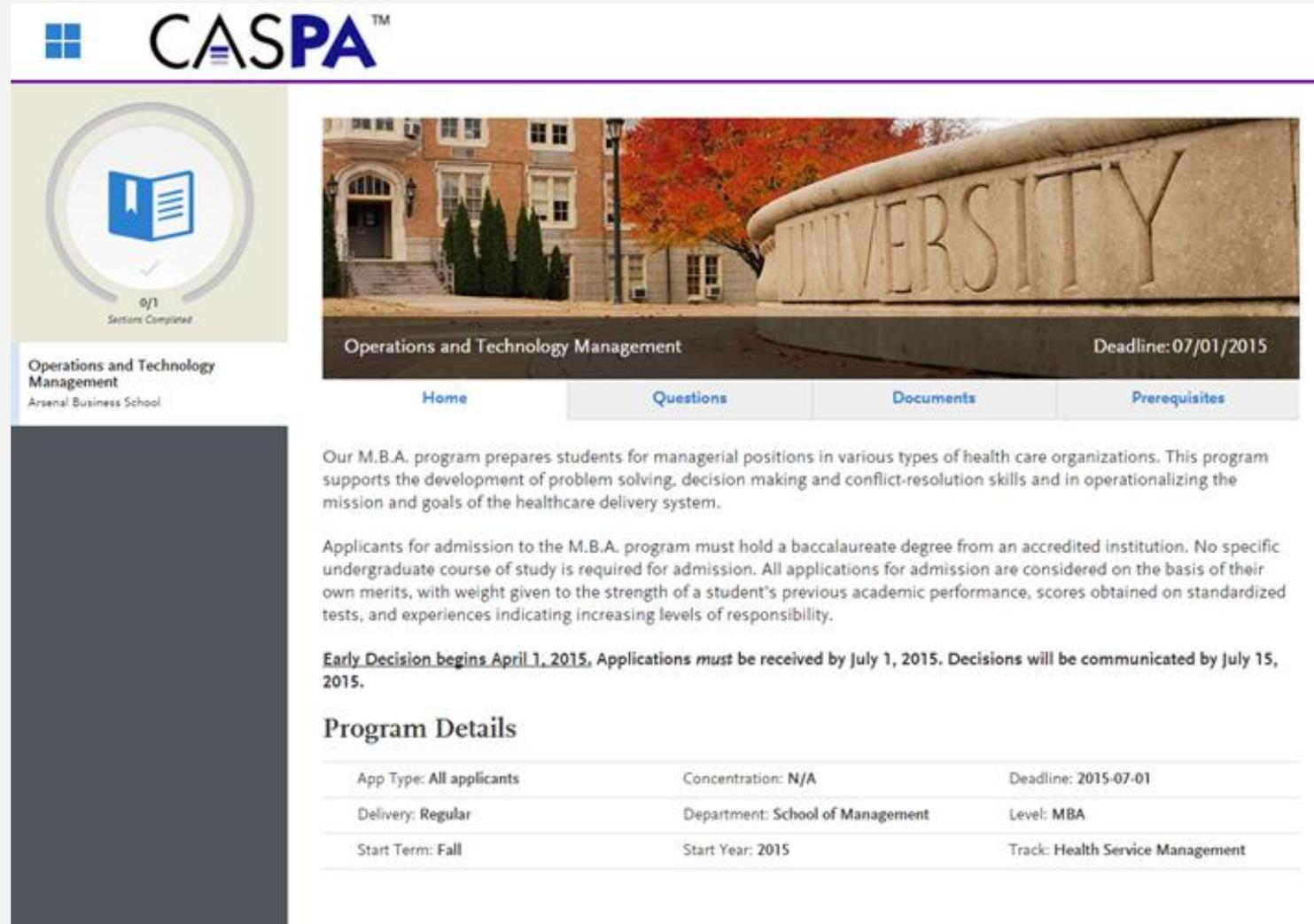
- This section includes additional information and requirements for programs you selected in the **Add Programs** section of the application
 - Click each program's name on the left side of the page to bring your review
 - Depending on your program's requirement(s) you will see one or more of the tabs outlined on the next screen
- Check with each school to determine if additional information, fees, or documents are required outside of what is required here via CASPA



PROGRAM MATERIALS

- The sections include:
 - **Home:** contains program details provided by each program at the start of the application cycle. It includes deadlines and other information specific to the program. *Be sure to review this page carefully for any additional instructions, information, and/or requirements..*
 - **Documents** (*may or may not be available*): Allows applicant to upload documents that will only be visible to that program. If your program provides a PDF form to complete, you must save and upload it as an image
 - **Prerequisites** (*may or may not be available*): If it is available, applicants will be given a list of the school's prerequisite course requirements and asked to designate which courses have been taken or are planned which fulfill the requirements. Applicants must first complete the **Transcript Entry** and **Transcript Review** sections before courses can be selected as prerequisites.
 - You can match multiple course to one prerequisite, if applicable
 - This does not mean you have met the school's prerequisite requirements; they are just asking you to self-identify for review
 - **Questions** (*may or may not be available*): If a program has opted to add program specific questions, these questions may be optional or required. Questions regarding this section should be directed to the PA school.
 - **Evaluations** (*may or may not be available*): Allows applicant to submit evaluation (letter of reference/letter of evaluation) requests

SAMPLE PROGRAM MATERIALS



The screenshot shows a CASPA program page. At the top left is the CASPA logo. Below it is a circular progress indicator showing '0/1 Sections Completed' with a book icon. The program title 'Operations and Technology Management' and 'Arsenal Business School' are listed. A navigation bar includes 'Home', 'Questions', 'Documents', and 'Prerequisites'. The main content area features a photo of a university building with 'UNIVERSITY' carved on a stone wall. Below the photo is a description of the M.B.A. program, admission requirements, and a decision deadline of July 1, 2015. A 'Program Details' table is at the bottom.

CASPA™

0/1 Sections Completed

Operations and Technology Management
Arsenal Business School

Home Questions Documents Prerequisites

Deadline: 07/01/2015

Our M.B.A. program prepares students for managerial positions in various types of health care organizations. This program supports the development of problem solving, decision making and conflict-resolution skills and in operationalizing the mission and goals of the healthcare delivery system.

Applicants for admission to the M.B.A. program must hold a baccalaureate degree from an accredited institution. No specific undergraduate course of study is required for admission. All applications for admission are considered on the basis of their own merits, with weight given to the strength of a student's previous academic performance, scores obtained on standardized tests, and experiences indicating increasing levels of responsibility.

Early Decision begins April 1, 2015. Applications must be received by July 1, 2015. Decisions will be communicated by July 15, 2015.

Program Details

App Type: All applicants	Concentration: N/A	Deadline: 2015-07-01
Delivery: Regular	Department: School of Management	Level: MBA
Start Term: Fall	Start Year: 2015	Track: Health Service Management

SAMPLE PROGRAM MATERIALS

Shadowing

Applicants to the UIC College of Dentistry are expected to demonstrate passion for the field. This is often obtained through shadowing experiences and exposure to dentistry. Students often shadow a variety of dentist, including general practitioners. It is recommended that applicants obtain 100 or more hours at the time of application submission.

Community Service/Volunteer Work

The UIC College of Dentistry prides itself on serving the underserved. Applicants are expected to have obtained a variety of experiences, including community service and volunteer work. The experiences do not have to be specifically dentistry related, but these experiences may be helpful to one's own understanding of selfless giving, compassion for others and exposure to diverse populations.

Chemistry

+ Assign Course

Biological Sciences

+ Assign Course

- Under the **PREREQUISITES** section for each school, you will assign a course/courses to their specific requirements.

- Click **ASSIGN COURSE** to choose from all the courses listed from your Transcript Entry section.
- Click on the course and it will turn **green** to show it was selected successfully.

Prerequisites

Chemistry

Save and Exit

14 semester hours (21 quarter hours), with at least 4 semester hours in Organic Chemistry (6 quarter hours) with lab

Minimum Credits 14 | Minimum Grades 2

LOYOLA UNIVERSITY CHICAGO Transcript

Spring 2009					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ Anatomy101	Intro to Anatoly	Anatomy	3.25	a	
+ bio 101	intro to biology	Biology	3.25	a	
Winter 2014					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
chem101	chem	Chemical Engineering	3.25	A	X

PROGRAM MATERIALS FAQ

- **Is the Program Materials section required?**
 - Yes, you must complete this section in order to submit the CASPA application. Some questions, though, will be optional depending on the physician assistant/associate school's selection.
- **Does completing this section mean I don't have to submit a supplemental application to the school directly?**
 - The answer depends on the institution. Please check with each school to determine if information, fees, or documents are required outside of CASPA.

CASPA RELEASE STATEMENT

- You must review and respond to the following release statements in order to submit your application:
 - Release statement
 - Contractual agreement between you and CASPA
 - Professional Code of Conduct
 - This code of conduct is particularly important as violating this code may subject you to sanctions by the Physician Assistant Education Association, up to being barred from entering the physician assistant profession in the US! Read it carefully!
 - Advisor Release
 - Selecting YES allows CASPA to release certain information to Pre-Health advisors 😊
 - This information includes GPA, the names of the PA programs to which you applied and which program, if any, you matriculate into. It will NOT include transcripts or letters of evaluation
 - We encourage you to authorize release, as it is useful to our office in assisting you and future applicants!

DEADLINES

- **Who determines deadlines?**

- Deadlines are determined by the individual programs, **NOT BY CASPA**. It is the applicant's responsibility to research each program's deadline requirements before submitting their application.

- **Am I able to request a deadline extension?**

- The CASPA application will not allow you to apply to a program once its application deadline has passed.

- **Will schools have the same deadline?**

- No, each school has its own deadlines. You can find these deadlines in the My Programs section of CASPA.

SUBMITTING YOUR APPLICATION

- Once all of the sections are complete and release statements have been signed, an applicant may pay and submit their application.
- Submitting the application does not mean it will immediately be reviewed by programs.
- An application **can** be submitted before the receipt of official transcripts, evaluations, and GRE scores; however, it will not be officially reviewed and verified until these documents and payments are received.
- All applicants are encouraged to submit the application well in advance of posted deadline dates.
- Applicants who submit early are more successful in being invited to interviews.
 - It is recommended to submit with in the first week of CASPA open date, generally



SUBMITTING YOUR APPLICATION

- Your application must be considered "**complete**" to be placed in line for **Verification**. In general, an application is complete when:
 - All official transcripts have been received and posted to your application.
 - At least 2 of your evaluations have been completed and submitted to CASPA.
 - Your application fee payment was submitted and marked as received.
 - You submitted your application and received an email confirming it was successfully submitted.
 - Your application Program Status is "Complete."
- Note that your selected programs may have specific requirements for completion (i.e., supplemental applications, official transcripts, document uploads, etc.).
 - We recommend contacting your programs directly to ensure you are meeting all requirements. Review each program's homepage to ensure you are meeting all requirements.

APPLICATION VERIFICATION

- During Verification, CASPA uses the information you entered in the Transcript Entry section to calculate several GPAs, including GPAs for each institution you attended
 - More information about calculating CASPA GPAs can be found [here](#).
 - CASPA Grade Value Charts, including letter grade conversions can be found [here](#).
 - Use [Mappd](#) which is an easier website to calculate your overall GPA and your CASPA GPA prior to submitting
- Verifications occur in chronological order and take, on average, 2 weeks to complete.
 - **Contact customer service if it has been more than 2 weeks** from the date your application's status changed to complete and if has not yet been verified.
- Finding your CASPA GPA Calculations
 - You can view your CASPA GPAs once your application has been verified. To view your CASPA GPAs:
 - From the application dashboard, navigate to the Submit Application tab.
 - Click the download button located next to any program you applied to.
 - Open the PDF and use the bookmarks to navigate to the Calculated GPA section.
 - More information and information about disputes or discrepancies can be found [here](#).

MANAGING YOUR APPLICATION

- Once you submit your application, most sections are locked to prevent edits. Updates you can make include:
 - Editing your contact information.
 - Editing your profile information (username, password, security question, etc.).
 - Adding programs with deadlines that have not yet passed.
 - Editing or deleting evaluations that remain incomplete.
 - Adding new test scores, experiences, achievements, and/or certifications (you are unable to edit or delete existing entries).
 - Editing program materials for schools you have not yet submitted to (programs you have already submitted to will be locked).

**If you have updates for other sections of your application, submit these updates directly to your programs.*

**Note that you are responsible for monitoring the status of your application. Notifications are not sent for missing items! Be sure to click Check Status to track all your application materials*



**GOOD
LUCK!**

**INFORMATION UTILIZED HERE WAS PROVIDED BY THE
CASPA APPLICANT HELP CENTER**

[HTTPS://HELP.LIAISONEDU.COM/CASPA_APPPLICANT_HELP_CENTER](https://help.liaisonedu.com/caspa_applicant_help_center)