

APPLICATION TIMELINE & CHECKLIST

For Students Applying to Dental Schools for Entering Class 2025 (EC25)

INTRODUCTION

The instructions and timeline on the following pages are intended for GS postbac and undergraduate predentistry students who plan to apply, with the support of the GS Predental Committee, to dental school in 2024 for 2025 admission. We've packed a lot of information into just a few pages, with the goal of providing a concise summary of the key milestones and action items. For thorough and more detailed information about all aspects of the application process, see the document "Application Year Guidelines" available on the web site under the tab "Applying to Medical School" (<https://gs.columbia.edu/content/applying-medical-school>).

This document consists of two parts. The first section provides a month-by-month timeline and checklist, beginning in Fall 2023, for applying for the EC25 general admission cycle. The second describes the schedule of assurance dates by which the Postbac Program will submit committee letters of support to AADSAS.

The Predental Committee is eager to collaborate with you on the important project of applying to dental school and we look forward to getting to know you better in the process.

TIMELINE AND CHECKLIST FOR EC25 GENERAL APPLICATION CYCLE

FALL 2023

October 2023

- Attend one of the required general applicant meetings for students planning to apply in 2024:
 - October 17 at 11:30 a.m. (in person)
 - October 18 at 10 a.m. (in person)
 - October 25 at 7:30 p.m. (online)
- After attending a general applicants meeting, initiate your online internal application portfolio, complete the fields of the web forms, and begin uploading the required documents once they are ready. You can initiate your internal application portfolio here:
<https://admissions.gs.columbia.edu/apply/?pk=PI>

JANUARY 2024

January 18

- Submit your internal application by noon on this date in order to be eligible for a Pre dental Committee Letter for EC25. Students who do not submit the internal application by this date will not be eligible for a committee letter in this cycle. Materials in this internal application include:
 - web form questionnaire responses,
 - essays,
 - a draft of your common application work & activities entries,
 - a draft of your common application personal statement,
 - photograph (head shot), and
 - verification of clinical experience to date.

The required components of the internal application are described in the document “Essays and Uploads” available at <https://gs.columbia.edu/content/applying-medical-school>.

[*Postbacs only*:] Apply for the Certificate in Premedical Sciences through the Student Success Portal.

Begin reading the Medical School Application Year Guidelines available at:
<https://gs.columbia.edu/content/applying-medical-school>.

FEBRUARY 2024

Schedule a portfolio review for some time between February and the end of May.

Attend the PPSC’s annual Medical School Fair (Saturday, February 3).

Order a set of your transcripts to review for accuracy and to use when completing the AADSAS application in May/June (you will need to reorder your Columbia transcript showing your spring grades).

February 14

- Date by which students are *encouraged* to have recommendation letters on file with the Postbac Premed Program Office from:
 - supervisors of completed research/clinical experiences
 - previous employers
 - Columbia faculty from courses completed in previous semesters
 - faculty at non-Columbia academic institutions
- Students are encouraged to act early, but letters of recommendation will be accepted until June 30, 2024, at noon.

MARCH 2024

- Attend a personal statement writing workshop, if you have not already done so.

APRIL 2024

- Ask faculty of spring courses and year-long courses for recommendations, if appropriate.
- Tell GS prement advisor anticipated DAT date.
- Attend Application Year Panel (date TBA).

MAY 2024

- [*Postbacs only*:] Attend Postbac Class Day (each postbac finishing study in the spring or summer 2024 is welcome to invite two guests). Tentative 2024 date: May 10.
- AADSAS application opens during the first half of May. Begin to fill out AADSAS application, drawing on an accurate set of transcripts.
- Meet with the Postbac Program's writing consultant to discuss drafts of your personal statement.
- Before submitting your AADSAS application, ask your advisor to read over the final drafts of your personal statement and work & activities entries. Be sure to give your advisor sufficient lead time.
- Meet with your premental advisor to discuss where you plan to apply.
- Send your advisor a close-to-final draft of your personal statement to review before submitting your AADSAS application.
- If you did not do so previously, order a complete set of transcripts after the spring semester. Check them for errors. If there are errors, follow up with the appropriate registrar.
- Have transcripts from all institutions attended sent to AADSAS.
- Once your spring semester grades have been recorded, have your Columbia transcript sent to AADSAS electronically through Student Services Online (SSOL).

JUNE 2024

June 15

- Submit AADSAS application by June 15 at noon and upload a copy to your portfolio.
 - In the section on **Evaluators**, indicate that you will be submitting a committee letter electronically, and in the **Evaluator's Name** section, provide the name of your advisor and email address. (The Committee Letter will encompass not only the letter written by the Pre dental Committee, but also a selection of the individual letters of recommendation on file in the Pre medical Office.) Keep a printed copy of your application. Scan and upload a pdf of one of your AADSAS applications to your pre dental portfolio.
- After submitting your AADSAS application, you must upload a pdf of your application to your portfolio on the internal application status page by June 15 at noon. The only common application that will be accepted is one that has already been submitted.

June 30

- Take the DAT by June 30. If you plan to take the DAT after this date, you must submit an extension request by June 30 at noon.
- By this date at noon, your portfolio in the GS Pre medical Office must contain the items listed below. If it is missing any of these items, you must submit an extension request by June 30 at noon.
 - Minimally four letters of recommendation, at least two of which must be from Columbia University science faculty.
 - A copy of one of the AADSAS applications you submitted electronically to AADSAS.
 - A screenshot of your DAT registration confirmation (showing the date, time, and address of your DAT exam).
 - Verification of pertinent health care experience (at least 120 hours).

JULY 2024

July 15

- The DAT must be taken by this date (if you applied by June 30 for a deadline extension).

July 31

- Your portfolio must be complete by noon on this date (for those who applied for a deadline extension by June 30).
- The DAT must be taken by this date (for those who applied for a deadline extension by June 30).

JULY/AUGUST 2024

After submitting your common application, though perhaps not until it has been verified, you will begin receiving secondary applications. Aim to submit secondary applications by the first week of August regardless of the date provided by the dental school. (If you receive secondary applications in August, plan to submit them within two weeks.)

Resolve any financial holds at Columbia.

AUGUST 2024

August 15

- This is the date by which your committee letter will be uploaded, if you have met the relevant deadlines listed below under “Overview of Committee Letter Eligibility and Assurance Dates.”

SEPTEMBER 2024

September 1

- This is the date by which your committee letter will be uploaded, if you took the DAT by July 15 and your portfolio was complete by July 31 (with approved extensions beyond the June 30 deadline).

FALL 2024 AND SPRING 2025

Postbacs will be automatically enrolled in “maintenance of status,” unless they are enrolled in classes at Columbia during these semesters.

Please keep the status of your application at each of the schools to which you are applying current on your portfolio status page. If you have invitations for interviews, update the application tracker in Slate and schedule a mock interview with a GS prement advisor.

Before each dental school interview, consult the interview feedback forms found here: <https://gs.columbia.edu/content/medical-school-interview-feedback>.

After each interview:

- Complete the interview feedback form found at the link above.
- Send thank you notes to your interviewers.

Keep in touch with your advisor throughout the application year.

When you matriculate at dental school, please send your advisor a photograph of you at your White Coat Ceremony. We’d love to see it and (with your permission) to share it with current postbacs.

OVERVIEW OF COMMITTEE LETTER ELIGIBILITY AND ASSURANCE DATES

The GS Pre dental Committee provides a committee letter of support for every student who meets eligibility criteria (outlined at <https://gs.columbia.edu/content/medical-school-letters-of-recommendation>). In order to receive a committee letter for the EC25 application cycle, students must submit an internal application (components of which are listed on p. 2 of this document) via the Slate portal by **January 18, 2024, at noon**. Students who submit by this date are eligible for committee support for EC25. Students who do not submit by this date are not.

A student's committee letter will be uploaded either by **August 15** or by **September 1**, depending on when the student submits the AADSAS application, takes the DAT, and has a complete portfolio on file with the Premedical Office (see the required elements of a complete portfolio below). The deadlines are shown in the table below.

If you meet these deadlines...	Your letter will be uploaded by...
<ul style="list-style-type: none"> • AADSAS submitted by June 15 • DAT taken by June 30 • Portfolio complete by June 30 	August 15
<ul style="list-style-type: none"> • AADSAS submitted by June 30 <i>with approved extension request</i> • DAT taken by July 15 <i>with approved extension request</i> • Portfolio complete by July 31 <i>with approved extension request</i> 	September 1
<p>If you miss <u>any</u> of these deadlines...</p> <ul style="list-style-type: none"> • Submit your internal application by January 18 at noon • Submit your AADSAS application by June 30 at noon • Take the DAT by July 31 • Have a complete portfolio by July 31 at noon <p>...you will not be eligible to receive a letter of committee support for the EC25 cycle.</p>	

Notes on the deadlines above:

- Students who intend to **submit AADSAS after June 15** must request an extension by noon on that date. A student whose request is approved will be allowed to submit the common application as late as noon on June 30.
- Students who intend to **take the DAT after June 30** must submit a request for an extension by noon by that date; their requests must indicate the planned DAT date; extensions up to July 15 will be granted.
- Students whose **portfolio will not be complete by June 30** must submit a request for an extension by noon on that date. This request must include an explanation for the delay and a proposed date by which the outstanding materials will be submitted.
- Requests for an extension to the AADSAS submission deadline, the DAT deadline, or the complete portfolio deadline should be made with the online form on Slate. Students will find the link to this form on their application status page when they log into their portfolios.

- A portfolio will be considered incomplete on July 31 at noon if it does not contain all of the following:
 - Minimally four letters of recommendation, at least two of which must be from Columbia University science faculty.
 - A copy of the AADSAS application that was submitted electronically to the AADSAS). The only common application that will be accepted is one that has already been submitted. You must upload a pdf of your common application to your portfolio on the internal application status page by the deadline.
 - A screenshot of your DAT registration confirmation (showing the date, time, and address of your DAT exam).
 - Verification of pertinent health care experience.