APPLICATION TIMELINE & CHECKLIST
For Students Applying to Dental Schools for Entering Class 2024 (EC24)

INTRODUCTION

The instructions and timeline on the following pages are intended for GS Postbac Premed and undergraduate predentistry students who plan to apply, with the support of the GS Predental Committee, to dental school in 2023 for 2024 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 website 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 2022, for applying for the EC24 general admission cycle. The second describes the schedule of assurance dates by which the Postbac Premed 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 EC24 GENERAL APPLICATION CYCLE

FALL 2022

☐ October 2022
  • Attend one of the required general applicant meetings for students planning to apply in 2023:
    o October 14 at 10 a.m. (in person)
    o October 18 at 11:30 a.m. (in person)
    o October 27 at 7 p.m. (online)

JANUARY 2023

☐ January 19
  • Submit your internal application by noon on this date in order to be eligible for a Predental Committee Letter for EC24. 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:
    o Web form questionnaire responses
    o Essays
    o A draft of your work & activities entries
    o A draft of your common application personal statement
    o Photograph (headshot)
    o 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 2023

☐ Schedule a portfolio review for some time between February and the first week in June. One week before your portfolio review, you should e-mail your advisor a revised draft of your personal statement.

☐ Attend the PPSC’s annual Medical School Fair (Saturday, February 4).

☐ 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, 2023 at noon.

MARCH 2023
- Attend a personal statement writing workshop, if you have not already done so.

APRIL 2023
- Ask faculty of spring courses and year-long courses for recommendations, if appropriate.
- Tell GS predent advisor anticipated DAT date.
- Attend Application Year Panel.

MAY 2022
- [Postbacs only] Attend Postbac Class Day (each postbac finishing study in the spring or summer 2022 is welcome to invite two guests). Tentative 2023 date: May 12.
- 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 Premed Program’s writing consultant to discuss drafts of your personal statement.
- Meet with your predental advisor to discuss where you plan to apply.
- 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.
- Have your Columbia transcript sent to AADSAS electronically through Student Services Online (SSOL). Do not have your Columbia transcript sent until spring semester grades have been recorded on it.
**COLUMBIA | POSTBAC PREMED**  
School of General Studies

**JUNE 2023**

☐ June 15  
• Submit AADSAS application by June 15 at noon and upload a copy to your portfolio.  
  o 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, but use the email address gspostbac@columbia.edu instead of your advisor's email address. (The Committee Letter will encompass not only the letter written by the Predental Committee, but also a selection of the individual letters of recommendation on file in the Premedical Office.) Keep a printed copy of your application. Scan and upload a pdf of one of your AADSAS applications to your predental portfolio.

☐ 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 Premedical 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.  
  o Minimally four letters of recommendation, at least two of which must be from Columbia University science faculty.  
  o A copy of one of the AADSAS applications you submitted electronically to AADSAS. You must upload a pdf of your common application to your portfolio on the internal application status page.  
  o A screenshot of your DAT registration confirmation (showing the date, time, and address of your DAT exam).  
  o Verification of pertinent health care experience (at least 120 hours).

**JULY 2023**

☐ 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 2023**

☐ 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 2023**

☐ 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 2023

☐ September 1
  • This is the date by which your committee letter will be uploaded, if you took the DAT by July 31 and your portfolio was complete by July 31 (with approved extensions beyond the June 30 deadline).

FALL 2023 AND SPRING 2024

☐ 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 predent 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 Postbac Premed students.
OVERVIEW OF COMMITTEE LETTER ELIGIBILITY AND ASSURANCE DATES

The GS Predental 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 EC24 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 19, 2023, at noon**. Students who submit by this date are eligible for committee support for EC 24. 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.

<table>
<thead>
<tr>
<th>If you meet these deadlines…</th>
<th>Your letter will be uploaded by…</th>
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| • AADSAS submitted by June 15  
  • DAT taken by June 30  
  • Portfolio complete by June 30 | August 15 |
| • AADSAS submitted by June 30 with approved extension request  
  • DAT taken by July 31 with approved extension request  
  • Portfolio complete by July 31 with approved extension request | September 1 |

**If you miss any of these deadlines…**

- Submit your internal application by January 19 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

…you will not be eligible to receive a letter of committee support for the EC24 cycle.

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 on that date; their requests must indicate the planned DAT date.
- 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.