

UNIVERSITY of  
**HOUSTON**

# **CASPA Application Walkthrough EY2021**

Application opens April 30, 2020

# Introduction

- This presentation is meant to be a resource for you as you go through the CASPA application process
- It does not cover all aspects of the application
- Not all programs require application through CASPA
- Do your own research on individual program requirements, deadlines, supplemental application documents and fees
- Review the [CASPA applicant resource](#) for more information

# Important Resources

- The [PAEA program directory](#) provides a list of all PA programs in the country
- [CASPA Fee Waiver](#) program. This is limited on a first-come, first-serve basis, and only provides a waiver for application to **one program**.
- [Applicant help center](#)
- List of participating [program deadlines](#)

# CASPA Fee Waiver

- Based on income level
- Submit as soon as you are ready to apply
- Must submit **before** you submit CASPA application
- Only valid for 14 days (you must submit your application within 14 days of receiving the waiver)
- Must provide tax return documents (yours or parents)

# Before you apply

Make sure that you...

- Have completed all prerequisite courses, or have a plan to complete them
- Have taken the GRE, or plan to take the GRE
- Have completed shadowing hours
- Contacted evaluators to request letters of recommendation
- Written a draft of your personal statement, met with Writing Center to review
- Compiled your resume
- Have copies of unofficial transcripts from all schools you attended (including community college)

# CASPA application status

- Application status
  - **Received**: CASPA has received your application and is waiting for transcripts to arrive
  - **Complete**: Your transcripts have been received by CASPA and is in queue to be verified
  - **Verified**: Your transcripts have been verified by CASPA. Your application, together with transcripts is now available for programs to view. Programs may choose to process and review your application at this time
- Your status can be viewed from the CASPA applicant dashboard

# Create an account on CASPA

- Go to the [CASPA login page](#):
- Click “Create an Account”



**CASPA™**

## Welcome to CASPA

Click [here](#) for COVID-19 updates and FAQs related to your application.

The Central Application Service for Physician Assistants (CASPA) Cycle 20 opens on April 30, 2020 and closes on April 15, 2021.

CASPA is a service of the Physician Assistant Education Association (PAEA), the only national organization representing physician assistant (PA) educational programs since 2001. CASPA simplifies the PA school application process by allowing you to apply to multiple programs with only one application.

Sign in with your username and password below. First time here? Select Create an Account to get started.

Username

Password

**Sign In**

**Create an Account**

[Forgot your username or password?](#)

[Reapplying to CASPA?](#)

# Re-applying/Restarting application

- If you are a re-applicant, or created an account in a previous cycle, you will be asked if you want to restart your application
  - You should keep your existing application as far as possible to prevent processing delays
- Decide if you want to keep existing data
  - You can keep coursework, demographic information, test scores, transcripts
  - Letters of evaluation, essays, program specific requirements will not be copied
  - Allow up to 24 hours for the information to be copied over



# Add Programs

- You must select at least one PA program to apply to.
  - Add all programs you plan to apply to at this point
  - You can add more, or remove programs **before** submitting application
  - After submitting application, you can only **add** new programs

1. Search program name

Showing results for:  Available Programs

Add	Program Name	Level	State	Start Term
	UNIVERSITY OF TEXAS - MEDICAL BRANCH AT GALVESTON			
	UNIVERSITY OF TEXAS - MEDICAL BRANCH AT GALVESTON			
<a href="#">+</a>	UTMB - Galveston	Master	TX	Summer 2

2. Click the “+” to add program to your list

# Review Selections

- Once you have added all the programs you need, review the list of programs to make sure it is complete
- Click “Continue to My Application” to proceed

The screenshot shows a web interface for reviewing program selections. At the top left, there is a link labeled "Add More Programs" with a left-pointing arrow. The main heading is "Review Your Program Selections" in a large, serif font. Below the heading, a paragraph of text reads: "Below are the programs you have selected. If you are ready to start your application, click the Continue To My Application button below. Missing a Program? Click Add More Programs. You can add more programs at anytime." Below this text, there are two summary boxes: "APPLICATIONS READY FOR SUBMISSION" with the value "0" and "TOTAL FEE(S)" with the value "\$179". To the right of these boxes is a blue button labeled "Continue To My Application" with a right-pointing arrow. Below the summary boxes is a "Sort By" dropdown menu set to "Deadline". The main content area displays a list of selected programs, with the first entry being "University of Texas - Medical Branch at Galveston". This entry includes the text "UTMB - Galveston" with an information icon, a "Deadline 09/01/2020", a progress bar, and a checkmark icon. There are also download and share icons for this entry.

# Application fee

- First program: \$179
  - Additional program: \$55 each
- We recommend applying to 5 or 6 schools
  - Total fee: \$399 - \$454

Number of PA programs	2020-2021 CASPA application fee
1	\$179
2	\$234
3	\$289
4	\$344
5	\$399
6	\$454
7	\$509
8	\$564
9	\$619
10	\$674
11+	\$729+

# Applicant dashboard

- After selecting your programs, you will be taken to the applicant dashboard with 4 quadrants
- Complete each of the 4 quadrants accordingly

The screenshot displays the CASPA Applicant Dashboard. At the top, there are two buttons: "Add Program" and "Submit Application". Below these is a "My Application" section with a description: "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress." To the left of the main grid is a "Latest Notifications" box with a message: "Welcome to the CASPA application (save this email!)" dated "Today" and a "View My Notifications" button. The main grid consists of four quadrants, each with a circular progress indicator and a checkmark:

- Personal Information:** 0/8 Sections Completed
- Academic History:** 0/4 Sections Completed
- Supporting Information:** 0/8 Sections Completed
- Program Materials:** 0/1 Sections Completed

# Personal information

- You will provide background and demographic information
- Proofread your application and ensure that all information is entered correctly
  - Alternate names: List all names used, such as maiden name, or different forms of your last name
  - Date of birth: Make sure this is accurate
- Accurate information will help in processing of GRE scores, transcripts and documents required by individual programs (if any)

The screenshot displays the CASPA application dashboard. At the top, there are two buttons: "Add Program" and "Submit Application". The main heading is "My Application", with a subtext: "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress." Below this is a "Latest Notifications" box containing a message: "Welcome to the CASPA application (save this email!)" dated "Today", with a "View My Notifications" button. To the right, a circular progress indicator shows "0/8" sections completed. The "Personal Information" section is highlighted in blue and includes a list of sub-sections: "Release Statement", "Biographic Information", "Contact Information", "Citizenship Information", "Race & Ethnicity", "Family Information", "Environmental Factors", and "Other Information".

# Contact Information

- Email address: provide the email that you check regularly so you do not miss communication from programs
- Current and Permanent address: If accepted, some programs will mail you an acceptance packet. While there are no guidelines for entering addresses, please ensure that you have access to mail at these addresses for the duration of the admission cycle

## Contact Information

Enter your contact information in this section. Keep this information up-to-date throughout the application process. [Click here](#) for more information.

You can edit this section after you submit your application.

\* Indicates required field

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### Current Address

\* Country / Territory

\* Street Address 1

Street Address 2

\* City

\* State/Province

\* County

\* Zip/Postal Code

Approximate Date through which current address is valid

\* Is this your permanent address?

Yes  No

# Other information

- Answer these questions truthfully
- Academic infraction
  - You will be given an opportunity to explain any disciplinary action or academic probation

## Academic Infraction

\* Have you ever been disciplined by any college, university, or professional school for: (1) unacceptable academic performance (academic probation, suspension, dismissal, etc.) or (2) conduct violations?

Yes

No

\* If you answered "Yes" to the previous question, you must provide an explanation. Include 1) a brief description of the incident and/or arrest, 2) specific charge made, 3) related dates, 4) consequence, and 5) a reflection on the incident and how the incident has impacted your life.

0 word 0/500

# CASPA release statement

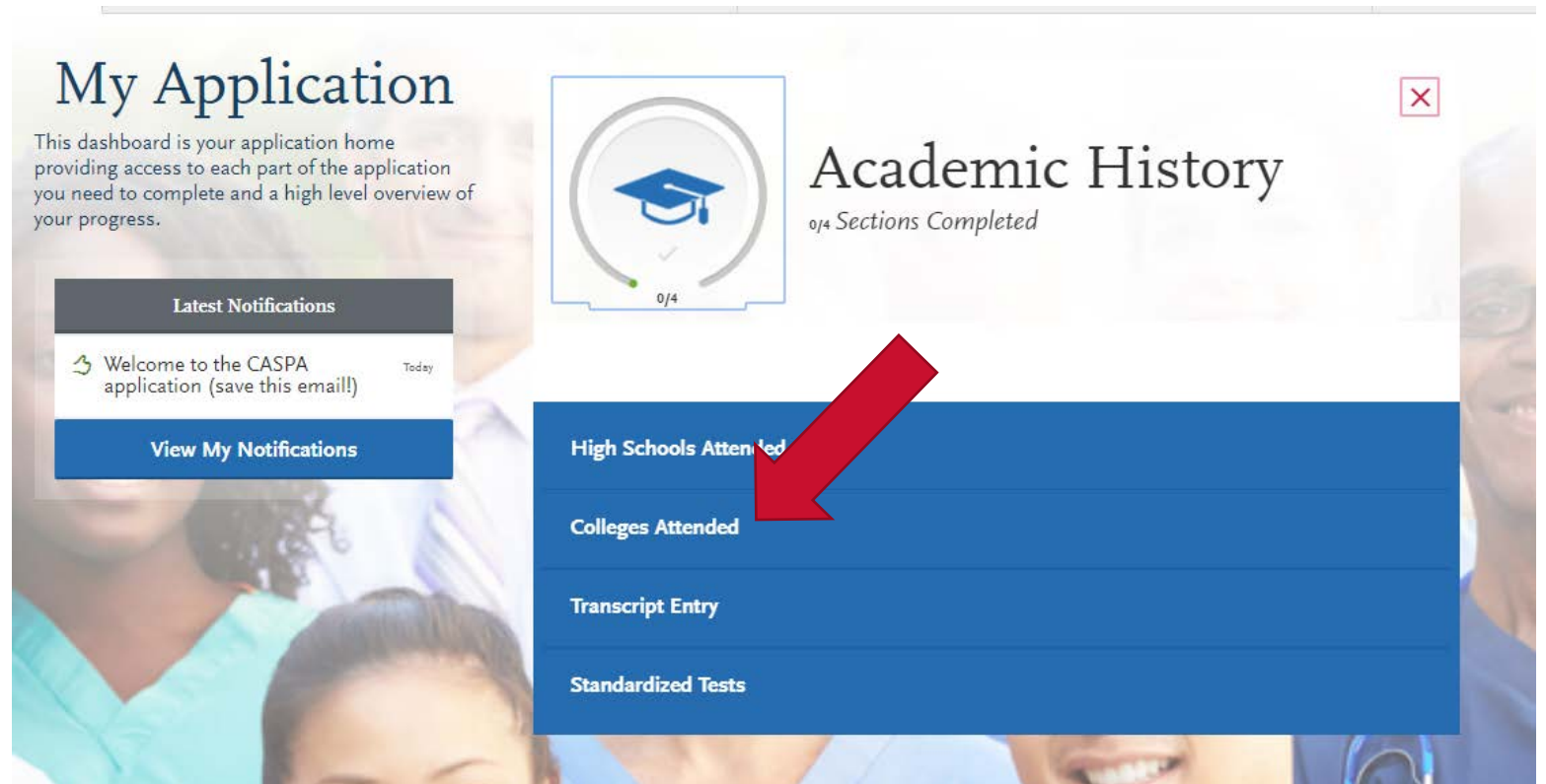
- You must review and respond to the following to proceed with your application:
  - CASPA applicant user agreement and release
  - Advisor release
    - Yes: Allows CASPA to release certain information to Pre-Health advisors
    - We strongly encourage you to do so, so we can help you and future applicants

The screenshot displays the CASPA application dashboard. At the top, there are two buttons: "Add Program" and "Submit Application". The main heading is "My Application", with a sub-heading: "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress." Below this is a "Latest Notifications" box containing a message: "Welcome to the CASPA application (save this email!)" dated "Today", with a "View My Notifications" button. To the right, there is a "Personal Information" section with a progress indicator "0/8 Sections Completed" and a close button. A vertical menu on the right side lists various sections: "Release Statement", "Biographic Information", "Contact Information", "Citizenship Information", "Race & Ethnicity", "Family Information", "Environmental Factors", and "Other Information". A red arrow points to the "Release Statement" option.



# Academic history

- Start with the colleges attended section first
  - Enter **all** colleges you attended, including community college for dual-credit, even if you have transferred credits into UH or another institution
- Omission of any institution will result in a delay in the processing of your application



The screenshot displays the 'My Application' dashboard. At the top left, the title 'My Application' is followed by a description: 'This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.' Below this is a 'Latest Notifications' box with a message: 'Welcome to the CASPA application (save this email!)' dated 'Today' and a 'View My Notifications' button. On the right, a circular progress indicator shows '0/4' sections completed, with a graduation cap icon. The 'Academic History' section is highlighted in blue and contains a red arrow pointing to the 'Colleges Attended' link. Other links in the list include 'High Schools Attended', 'Transcript Entry', and 'Standardized Tests'. A close button (X) is visible in the top right corner of the Academic History panel.

# Transcripts

- All transcripts must be sent to CASPA
  - **Do not** send any transcripts to the programs you are applying. They will not be processed by the program and will not be forwarded to CASPA
- One copy for each institution you attended
- Click order
  - If submitting electronic transcripts: select vendor before proceeding
  - If submitting by mail: Transcript ID form **must** be submitted with each transcript
- UH transcripts
  - We strongly recommend using the electronic transcripts option
  - Select Credentials Solutions as vendor

## Colleges Attended

Report all institutions attended, regardless of:

- Their relevance to the programs you're applying to, and
- Whether the coursework completed there was transferred to another institution.

Also, report each institution only once, regardless of the number of degrees earned or gaps in the dates of attendance. [Click here](#) for more information.

Once you submit your application, you cannot edit previously entered colleges and universities, but you can add new colleges and universities.

**Information for Applicants Impacted by COVID-19:** CASPA understands that as a result of COVID-19, some applicants may not be able to obtain official transcripts from all of the colleges and universities they have attended. To assist applicants with this hardship, CASPA is granting some applicants an exception and allowing them to upload unofficial transcripts for their D.O. application. If you believe you need this exception, please visit the [COVID-19 Transcript Hardships](#) page.

[Add a College or University](#)

### Colleges and Universities Attended

UNIVERSITY OF HOUSTON - UNIVERSITY PARK

August 2017 - Still Attending | Semester System | Bachelor of Science Degree Earned: May 2021

#### Required Transcript Types

Official Transcript ⓘ

Not Yet Received

[Order](#)

### ⚠ Transcripts Are Required

You can submit your application before transcripts are received. However, you must submit all required transcript and foreign evaluation types in order to complete your application.

Your programs require specific transcript types from your colleges and universities attended.

# Ordering UH transcripts

- Select “Credential Solutions”
- Click “Visit Credential Solutions Now”
- Search for University of Houston
- Select “Order PDF Transcripts”


**Order Your Official Transcript**  
University Of Houston University Park


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Select how you want to order your official transcript.

**Option 1: Order an Electronic Transcript**

First, confirm with your school that they participate in one of the following e-transcript services. Then select their preferred service to order your transcript. If you cannot find your school in these services, please use Option 2 to order a paper transcript.







**Option 2: Order a Mailed Paper Transcript**

**Step 1:** Search for University Of Houston University Park to see if your school participates.

**Step 2:** Select CASPA - APPLICATION SERVICE PHYSICIAN'S ASSISTANTS ... TRANSCRIPT PROCESSING as the recipient.

**Step 3:** Include your Transcript ID number: [9343403405-7736382-X] [Copy](#)

[Visit Credential Solutions Now](#)

[I Will Do This Later](#) | [I Ordered My Transcript](#)

# Transcripts

- It is your responsibility to verify that all transcripts have been received by CASPA
  - Allow 7-10 business days for transcript requests to be processed
  - Contact UH or other institutions if it has been 10 days and your transcripts have not been received
- CASPA will not let you know if transcripts are pending
- You can review status of your transcripts on the Applicant Dashboard

# Transcript FAQ

- Can I submit my application before I submit transcripts?
  - Yes. However, CASPA will not process your application until **all** transcripts have been received
- If transfer credit is listed on the transcript of my primary institution, do I need to submit transcripts from each school?
  - Yes. Failure to provide transcripts from **every school** will lead to a delay in CASPA processing your application
- How do I submit transcripts for planned or in-progress coursework?
  - Courses that are in-progress will be listed accordingly on your official transcript
  - If you signed up for summer and fall courses before requesting transcript, they will show up on your transcript
- Can programs view my transcript?
  - Yes. Programs can view your transcript if they choose to. However, you are still required to send a copy of your official transcript to a program, or provide follow up information if requested.

# Transcript FAQ

- What if I attended an overseas institution?
  - Do not send these transcripts to CASPA
  - Use a credential evaluation service like WES and request for a course-by-course evaluation
  - Evaluation is sent directly to CASPA
  - See [CASPA help page](#) for more information
- What about Study Abroad credits?
  - If your study abroad credits were transferred to UH, you will provide the transcript from UH and enter courses accordingly
  - If they do not transfer to UH or do not reflect grades or specific coursework, follow instructions for submitting international transcripts

# Transcript Entry

- You will be given the option of Professional Transcript Entry (PTE) or entering it yourself
- Select the applicable option
- See next slide for more information on PTE

\* 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

# Professional Transcript Entry (PTE)

- CASPA provides this service to applicants who do not want to enter courses themselves
  - 1-3 transcripts: \$69
  - 4-6 transcripts: \$95
  - 7 or more transcripts: \$145
- This services does not cover
  - Planned and in-progress coursework
  - Coursework taken outside the US
- Takes up to 10 business days to complete **in addition** to 2 to 4 week verification period
  - Plan ahead if using this service
- You will be given opportunity to review entry and make changes
- Any manual changes to coursework (including planned and in-progress coursework) can only be done after verification process



# Transcript Entry

- If you decide to enter your own grades..
  - Refer to your unofficial transcript for this section
  - **Do not** attempt to do this from memory
  - You must enter each course exactly as it is shown on your transcript, including those you failed, repeated, and withdrew from.
  - All coursework must be entered
  - AP, IB, CLEP credit must be entered under the first semester you attended the institution.
  - Enter “CR” as the grade
  - Use N/A if there is no course number or prefix

# Transcript Entry

- First complete the required sections on top of the page
- Click “Save” to proceed
- Click “Add a Course” to begin adding courses

## Transcript Entry

UNIVERSITY OF HOUSTON - UNIVERSITY PARK Transcript  
Fall August 2017 - Still Attending

\* Indicates required field

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Fall	2017	Freshman	Completed

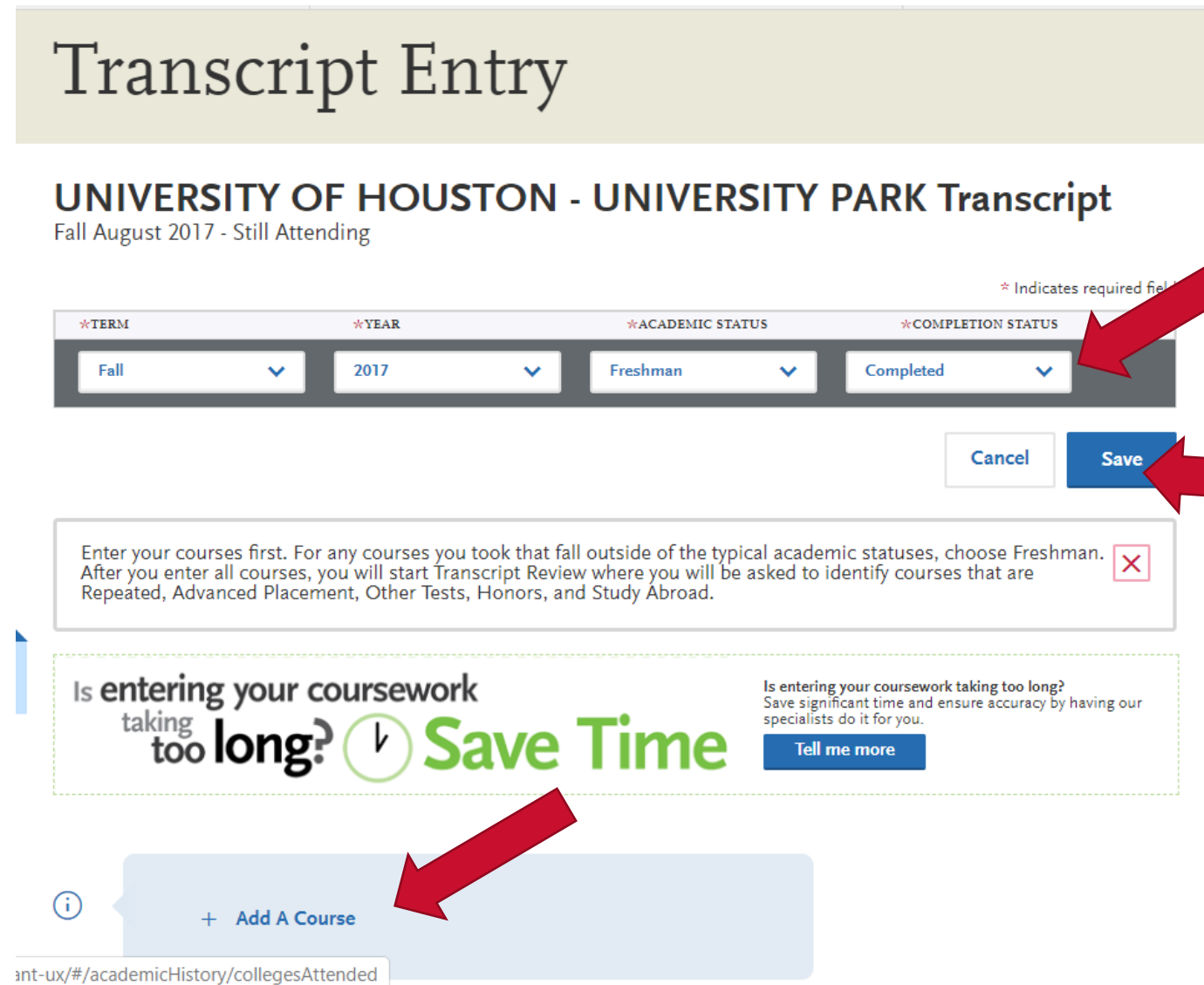
Cancel Save

Enter your courses first. For any courses you took that fall outside of the typical academic statuses, choose Freshman. After you enter all courses, you will start Transcript Review where you will be asked to identify courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

Is entering your coursework taking too long? Save Time Tell me more

+ Add A Course

ant-ux/#/academicHistory/collegesAttended



# Transcript Entry

- Enter the course code, title, credits and grade accordingly
- CAS grade will populate accordingly after entering the grade
- Lab and lecture should be added separately


## UNIVERSITY OF HOUSTON - UNIVERSITY PARK Transcript

Fall August 2017 - Still Attending

\* Indicates required field

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Fall	2017	Freshman	Completed

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE		
BIOL 1361	Introduction to Biology	Biology	3	00	B+	B+	
<small>e.g., BIO 101</small>	<small>e.g., Introduction to Biology</small>		<small>e.g., 3.00</small>		<small>e.g., 85 or B</small>		

+ Add A Course    + Add A Semester

Cancel    Save

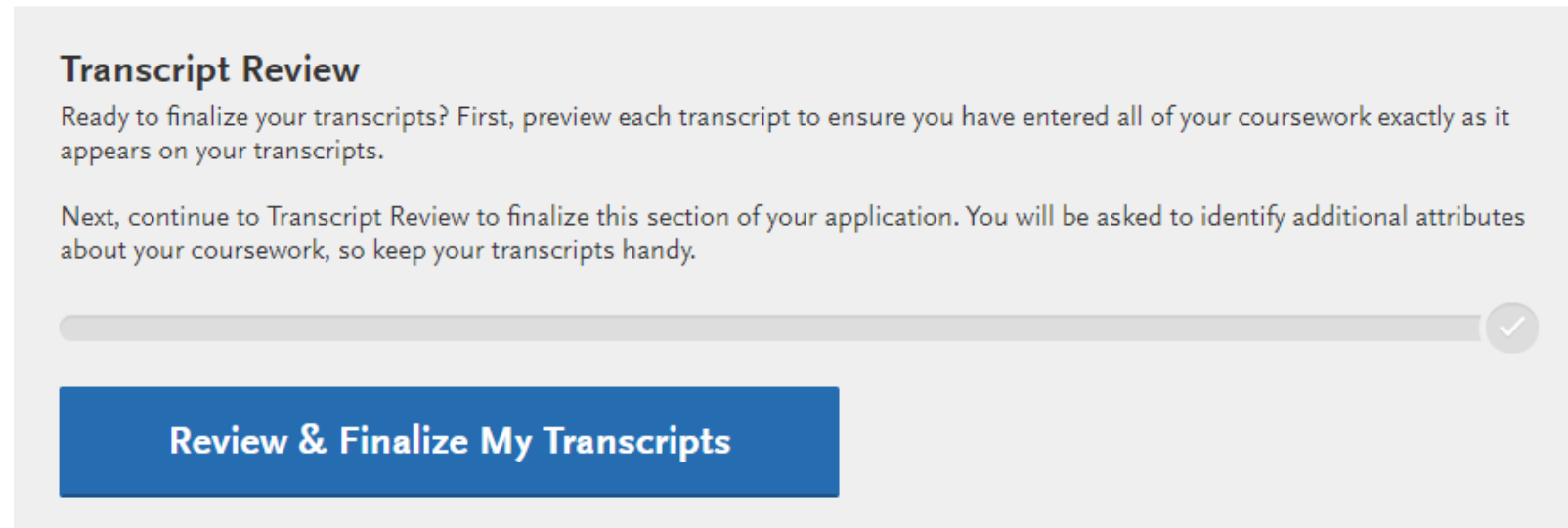
# Review and finalize transcripts

- Once you have entered **all** your coursework from **all** colleges you attended, click “Review and Finalize My Transcripts”
- You will be given an opportunity to confirm AP credit, repeated coursework, honors coursework and study abroad credits

**Transcript Review**

Ready to finalize your transcripts? First, preview each transcript to ensure you have entered all of your coursework exactly as it appears on your transcripts.

Next, continue to Transcript Review to finalize this section of your application. You will be asked to identify additional attributes about your coursework, so keep your transcripts handy.



[Review & Finalize My Transcripts](#)

# Repeated coursework

- You will be asked if you repeated any classes
- Note: CASPA only codes as a class as repeat if you took it at the same institution
  - HOWEVER, programs may verify that you repeated a class by referring to transcripts
- Courses that you withdrew from and then retook is not considered a repeat
- Mark **all** attempts as repeat

2 COURSES SELECTED

I am Done, Continue

UNIVERSITY OF HOUSTON - UNIVERSITY PARK Transcript 2

I Am Not Adding Any Repeated Courses

Fall 2017					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	BIOL 1361	Introduction t	Biology	3.00	B+
+	CHEM 1331	Fundamentals	Chemistry	3.00	CR
✓	BIOL 1362	Introduction t	Biology	3.00	D <input type="checkbox"/>

Summer 1 2018					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	PHIL 1003	Introduction t	Philosophy	3.00	B

Spring 2020					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	CHEM 3332	Honors Orgar	Chemistry	3.00	B
✓	BIOL 1362	Introduction t	Biology	3.00	B <input type="checkbox"/>

# AP/IB/CLEP credits

- If you obtained AP credits, you will list the grade as CR
- Confirm AP credits under the Transcript Review section

## UNIVERSITY OF HOUSTON - UNIVERSITY PARK Transcript

Fall August 2017 - Still Attending

\* Indicates required field

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Fall	2017	Freshman	Completed

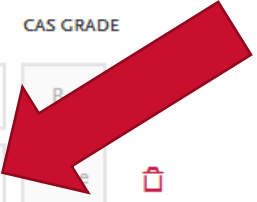
  

* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE
BIOL 1361	Introduction to Biolog	Biology	3	00	B+
CHEM 1331	Fundamentals of Cher	Chemistry	3	00	CR

e.g., BIO 101      e.g., Introduction to Biology      e.g., 3.00      e.g., 85 or B

+ Add A Course      + Add A Semester

Cancel Save



# AP/IB/CLEP credits

- Click the “+” next to any courses you received AP/IB/CLEP credit for

I Am Not Adding Any Advanced Placement Courses

Fall 2017

	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	BIOL 1361	Introduction t	Biology	3.00	B+
+	CHEM 1331	Fundamentals	Chemistry	3.00	CR
+	BIOL 1362	Introduction t	Biology	3.00	D



Summer 1 2018

	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	PHIL 1003	Introduction t	Philosophy	3.00	B

Spring 2020

	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	CHEM 3332	Honors Orgar	Chemistry	3.00	B
+	BIOL 1362	Introduction t	Biology	3.00	B

# Study abroad coursework

- Enter study abroad coursework accordingly during transcript entry
- You will confirm them in the transcript review section
- Click the “+” next to any study abroad courses you have taken

Summer 1 2018 Sophomore					
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE
PHIL 1003	Introduction to Philosoph	Philosophy	3.00	B	B

[I Am Not Adding Any Study Abroad Courses](#)

Fall 2017					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	BIOL 1361	Introduction t	Biology	3.00	B+
+	CHEM 1331	Fundamentals	Chemistry	3.00	CR
+	BIOL 1362	Introduction t	Biology	3.00	D

Summer 1 2018					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	PHIL 1003	Introduction t	Philosophy	3.00	B

Spring 2020					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	CHEM 3332	Honors Orgar	Chemistry	3.00	B
+	BIOL 1362	Introduction t	Biology	3.00	B



# Honors coursework

- Enter Honors coursework accordingly during transcript entry
- You will confirm them in the transcript review section
- Click the “+” next to any Honors courses you have taken

I Am Not Adding Any Honors Courses

Fall 2017					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	BIOL 1361	Introduction t	Biology	3.00	B+
+	CHEM 1331	Fundamentals	Chemistry	3.00	CR
+	BIOL 1362	Introduction t	Biology	3.00	D

Summer 1 2018					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	PHIL 1003	Introduction t	Philosophy	3.00	B

Spring 2020					
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	CHEM 3332	Honors Orgar	Chemistry	3.00	B
+	BIOL 1362	Introduction t	Biology	3.00	B



# In progress coursework


- All planned coursework must be indicated on the transcript entry
- Select “In progress/planned” under completion status

+ Add A Course      + Add A Semester

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS
Fall	2020	Senior	In Progress/Planned

+ Add A Course      + Add A Semester

Cancel      Save



# Standardized tests

- Check with programs where to send scores
  - Some programs will require you send them scores directly
  - Others will receive through CASPA
  - Make sure that you know the test-taking deadlines and score-reporting deadlines of programs
- If scores are sent directly to program, you can self-report test score through CASPA
- Can add tests taken and tests planned

# Standardized tests

- To add a test taken
  - Note: this counts as self-reporting your and is **not** considered an official test score

The image shows a user interface for entering standardized test scores. It consists of three vertically stacked sections: TOEFL, MCAT, and GRE. Each section has a horizontal progress bar at the top with a checkmark icon on the right, indicating that the test has been entered. Below each progress bar is a blue button labeled 'Add Test Score'. A red arrow points to the 'Add Test Score' button for the GRE section, and the text 'Click here to add test score' is placed to the right of the arrow.

# Standardized tests

- Enter the information requested
- All scoring information can be found on your GRE score report
- If you plan to re-take a test, or have not taken the GRE at the point of submitting your application, select “No” and enter the required information

## GRE



\* Indicates required field

\* Have you taken the test?

Yes  No

\* When did you take this test?

MM/DD/YYYY

ETS Registration Code

Quantitative	<input type="text"/>	Quantitative Percentile	<input type="text"/>
Verbal	<input type="text"/>	Verbal Percentile	<input type="text"/>
Analytical Writing	<input type="text"/>	Analytical Writing Percentile	<input type="text"/>

# Reporting GRE scores

- If the program accepts scores directly from CASPA, review the codes [on this page](#) for each program
- If the program requires you to send them scores directly, verify the code on the respective program website
  - Log into your [GRE account](#), click “Send additional score reports”
  - Key in the code under “Score Recipient Name and Code”
  - Click and verify that it is the correct program/CASPA code
  - Click “Add to cart and checkout”

# Reporting MCAT scores

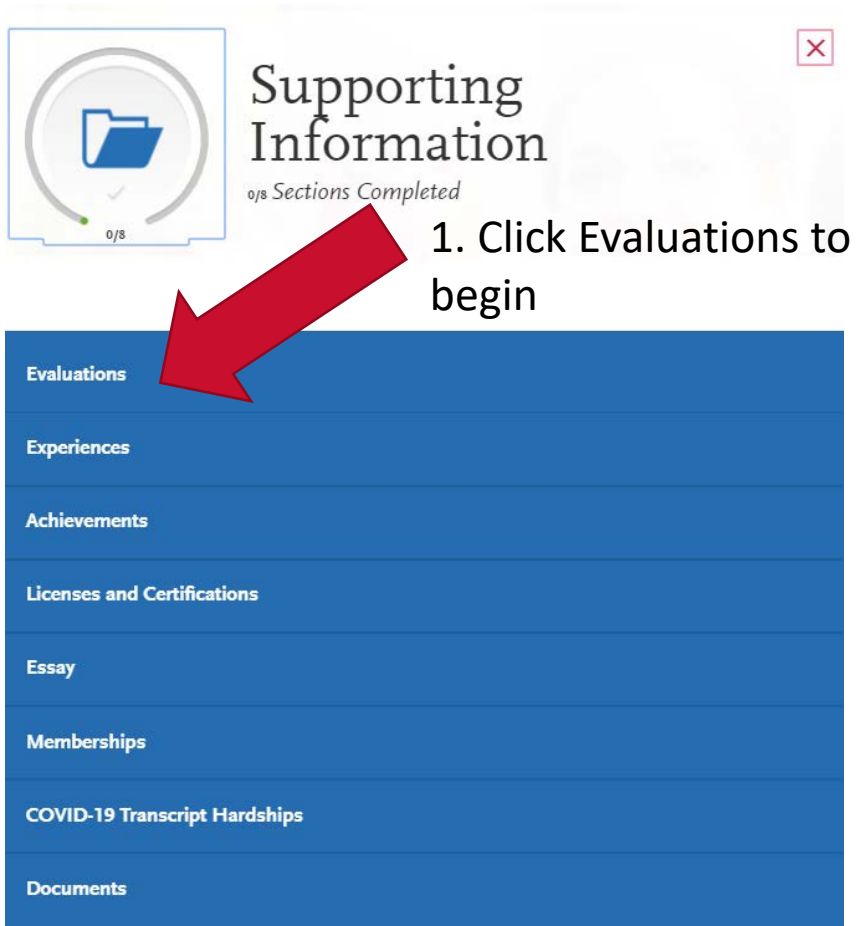
- Some PA programs will accept MCAT scores instead of GRE scores
- If you have taken the MCAT, contact AAMC to have scores sent to CASPA

# Supporting information: References

- Before you begin:
  - Ensure you have verified the reference requirements for each program
  - You have contacted your references to get their consent
  - Inform your references that an email with a link will come from **[caspaifo@caspaonline.org](mailto:caspaifo@caspaonline.org)**
- CASPA will accept a maximum of 5 references



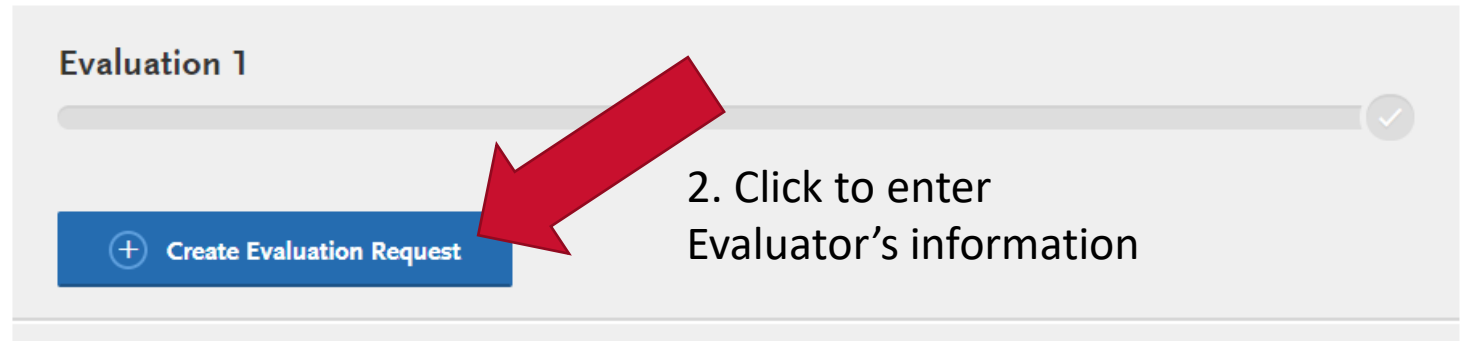
# References



Supporting Information  
0/8 Sections Completed

1. Click Evaluations to begin

- Evaluations
- Experiences
- Achievements
- Licenses and Certifications
- Essay
- Memberships
- COVID-19 Transcript Hardships
- Documents



Evaluation 1

2. Click to enter Evaluator's information

+ Create Evaluation Request

# Supporting information: Experiences

- This section is where you will include all of your experiences including:
  - Observation (Patient care and Health care)
  - Volunteer and shadowing
  - Research
  - Work
  - Leadership
  - Co-curricular activities
  - Teaching

# Achievements

- Use this page to include any academic achievements such as scholarships, Dean's list, publications.

# Personal statement

- Brief essay on why you are interested in becoming a PA
  - Do not exceed maximum length
  - Proofread: Make sure someone else has read it and you have corrected for any errors
  - Make an appointment with Writing Center for help
- Additional essay: Use this section to describe how the COVID-19 pandemic impacted your pathway to becoming a Physician Assistant.
  - This is your opportunity to show how you are able to cope with life changes
  - Example 1: Classes are moved online/you do not have access to on campus resources that you are used to. How did you deal with this change? What steps did you take to ensure that you are still able to do well in classes?
  - Example 2: You are no longer to obtain healthcare or patient care hours/no longer able to participate in research, what did you do to make sure that you are still doing something related with your time?

# Memberships

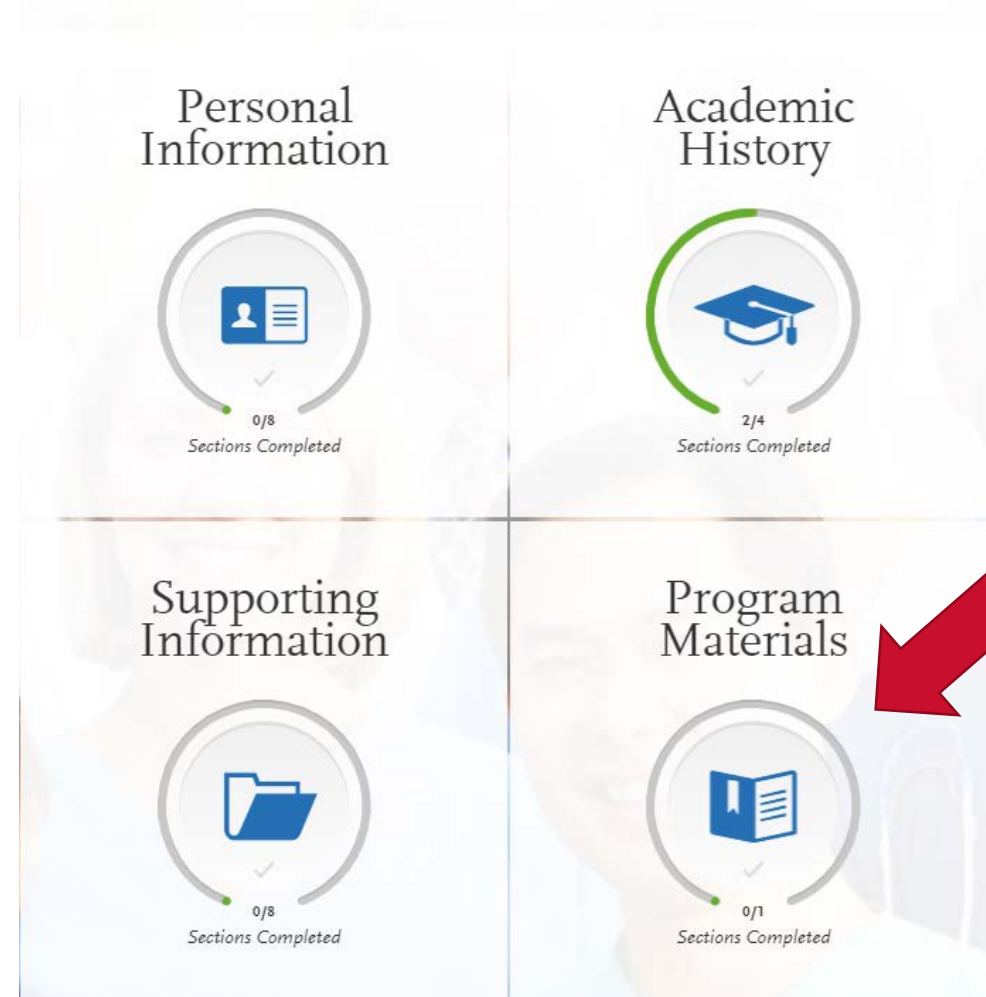
- This section is for professional organizations only
- Do not use this for student organization memberships – use Co-curricular section

# COVID-19 transcript hardships

- Some students may experience a delay in providing official transcripts to students
- University of Houston is not reporting any delays in providing official transcripts
- Make sure that you check with other institutions you have attended to be sure they are able to send transcripts in a timely manner
- If they are not able to do so, you will indicate the institution name under this section
- You are still required to upload unofficial transcripts under “Documents”

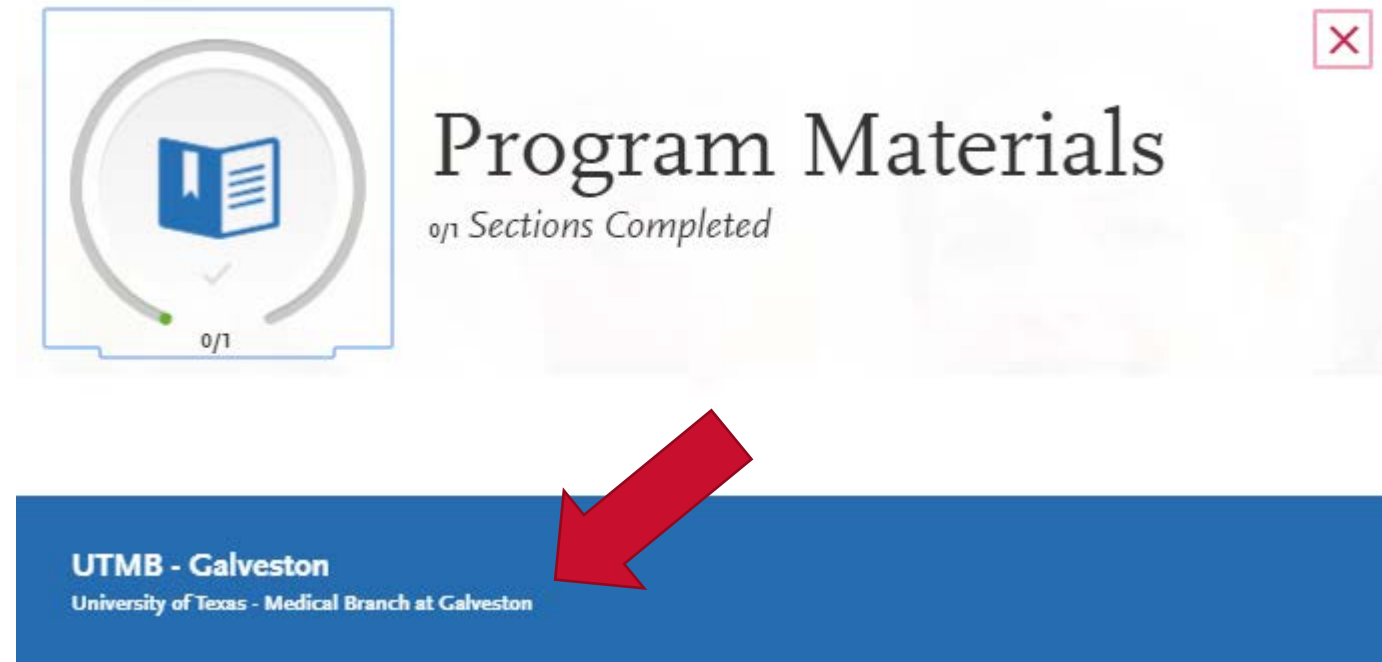
# Program specific

- Some programs have more specific requirements such as an additional essay, or additional questions
- Be sure that you have completed every section for each program you are applying to
- Some programs will require:
  - Prerequisites: You will match the courses you have taken to the prerequisites required for the program



# Program specific

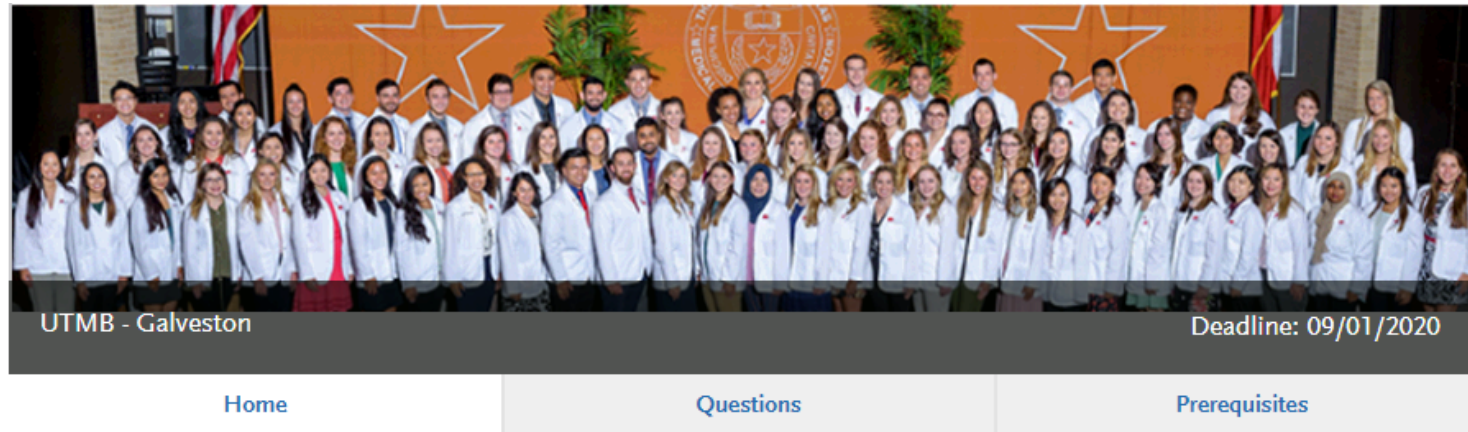
- The following is an example of one program. Other programs may have different requirements or pages





# Program specific - Home

- Make sure you review **all** the information listed here



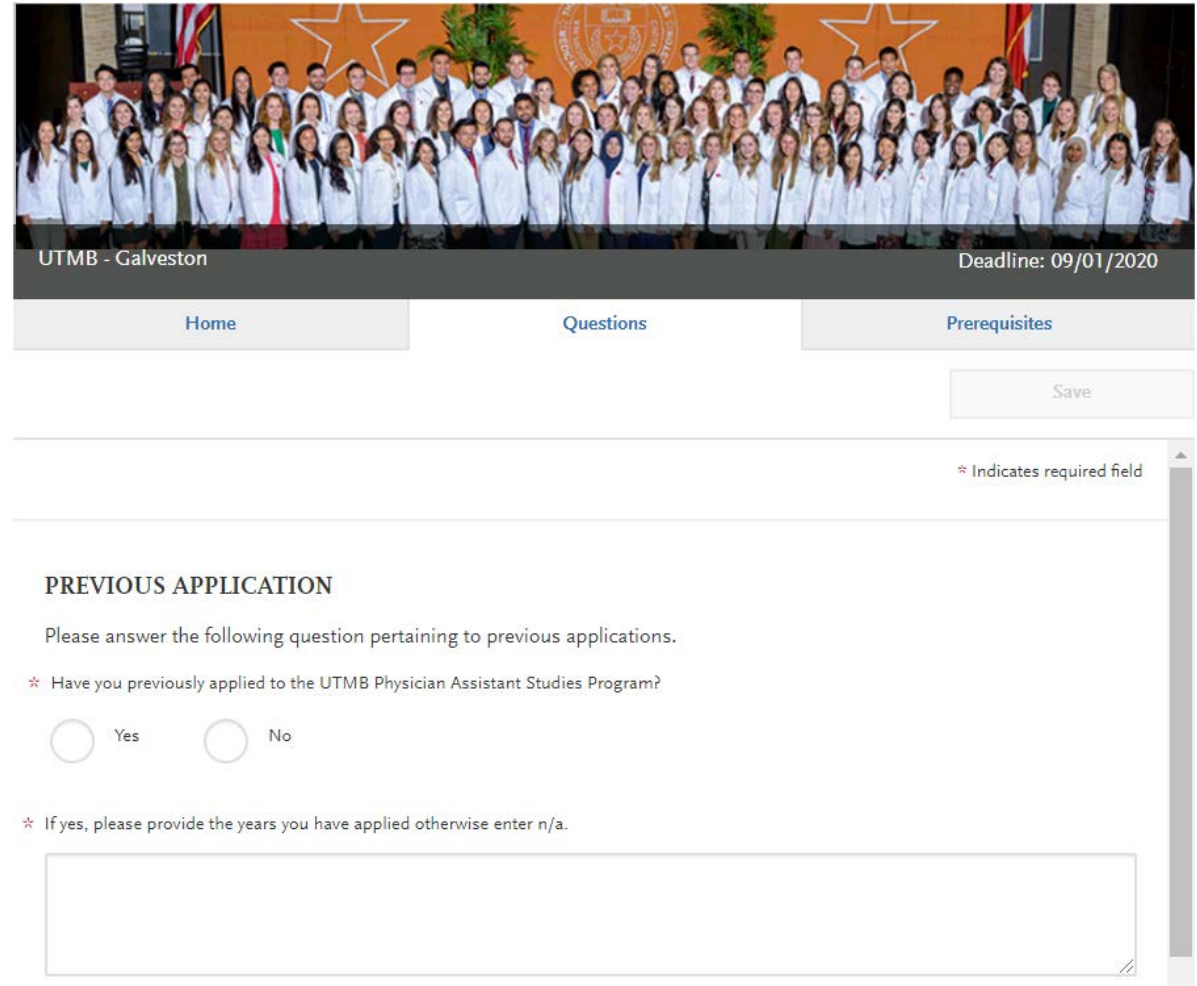
The University of Texas Medical Branch (UTMB) is a proud university with a rich history and bright future. The Department of Physician Assistant Studies at UTMB offers a primary care emphasis with a 26 month curriculum. The UTMB PA program has board pass rates consistently above the national average. The program also offers special features like cadaver anatomy, global health electives, international rotations, and faculty/staff who are leaders in their fields.

The UTMB PA program welcomes all qualified and enthusiastic applicants to visit our website for more details about our program and contact information. <https://som.utmb.edu/physician-assistant/pas>

Applications must be marked **VERIFIED** by September 1. It may take up to four or more weeks from your complete date for your application to be verified.

# Program specific - Questions

- Respond to **all** questions listed on this page
- Optional questions: It is strongly recommended that you complete these sections to show that you are willing to put in extra effort



UTMB - Galveston Deadline: 09/01/2020

[Home](#) [Questions](#) [Prerequisites](#)

[Save](#)

\* Indicates required field

**PREVIOUS APPLICATION**

Please answer the following question pertaining to previous applications.

\* Have you previously applied to the UTMB Physician Assistant Studies Program?

Yes  No

\* If yes, please provide the years you have applied otherwise enter n/a.

# Program specific - prerequisites

- Most programs will include a page for you to match courses taken to prerequisite classes
- Make sure that your prerequisite classes are coded correctly under “Subjects” in the Transcript entry section
- Note: Transcript review must be finalized before this step can be completed

Fall 2018 Sophomore						
* COURSE CODE	* COURSE TITLE	* SUBJECT	* CREDITS	* GRADE	CAS GRADE	
BIOL 1334	Anatomy and Physiology	Anatomy & Physiology	3.00	A	A	
BIOL 3324	Human Physiology	Anatomy & Physiology	3.00	B	B	

+ Add A Course      + Add A Semester

# Program specific - prerequisites

## Prerequisites

You must complete your Transcript Entry in the Academic History section before you can identify prerequisites.

- All prerequisites must be passed with a grade of "C" or better. Prerequisites may be taken at any accredited college or university, which includes online or distance courses, but the course must be assigned a grade. UTMB does not accept advanced placement credits. Pass/fail courses will not count as a prerequisite. All prerequisites must be completed by the spring semester prior to matriculation.
- Prior learning experiences (e.g., courses at another PA program or health care program) or continuing education credits are not counted to fulfill prerequisites and/or professional work credit.
- No courses will be waived. All science prerequisite courses must be for science majors. Distance courses are accepted.
- Prerequisite courses older than 10 years will not be accepted.

### Human Anatomy (A&P I)

+ Assign Course

1. Click "Assign Course" to begin matching your prerequisite courses

2. Check the appropriate class and corresponding lab

Note: Include **all** repeated attempts

## Select Your Human Anatomy (A&P I) Course

I Am Not Matching Any Courses to this Prerequisite

Minimum Credits 4 | Minimum Grades 2

UNIVERSITY OF HOUSTON - UNIVERSITY PARK Transcript

### Fall 2017

	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	BIOL 1361	Introduction to Biological Science 1	Biology	3.00	B+
+	CHEM 1331	Fundamentals of Chemistry	Chemistry	3.00	CR
+	BIOL 1362	Introduction to Biological Science 2	Biology	3.00	D

### Summer 1 2018

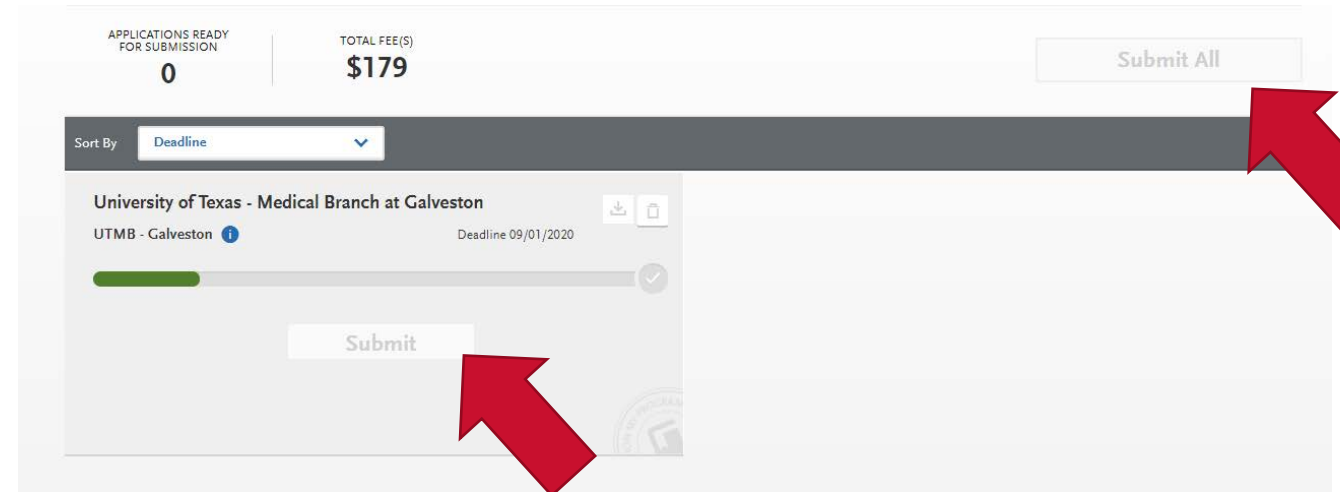
	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	PHIL 1003	Introduction to Philosophy	Philosophy	3.00	B

### Fall 2018

	COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE
+	BIOL 1334	Anatomy and Physiology I	Anatomy & Physiology	3.00	A
+	BIOL 3324	Human Physiology	Anatomy & Physiology	3.00	B
+	BIOL 3301	Genetics	Genetics	3.00	A
+	BIOL 1134	Anatomy and Physiology I Lab	Anatomy & Physiology	1.00	A

# Submit application

- You have the option of submitting all applications at once or only submitting selected applications
- If submitting selected applications, you will click the “Submit” button for each program
- Clicking “Submit All” will submit applications for all programs
- Application fees are **non-refundable**



# Checking application status

- Clicking the “Check Status” link will allow you see whether transcripts and test scores (if sent through CASPA) have been received
- It will also let you know when your application has been verified

The screenshot shows a user interface for checking application status. At the top, there are two buttons: "Submit Application" and "Check Status". A red arrow points from the "Check Status" button to the "Transcripts" section. Below the buttons, there are two progress indicators: "Personal Information" (0/8 Sections Completed) and "Academic History" (3/4 Sections Completed). The "Overall Status" section shows a "Transcripts" button with a right-pointing chevron and the text "Arrived 0 of 1". Below this, the "My Programs" section contains a table with the following data:

	Application Status	Download Application (PDF)
UTMB - Galveston University of Texas - Medical Branch at Galveston	In Progress	