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”
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
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
Application fee

• First program: $179
  • Additional program: $55 each

• We recommend applying to 5 or 6 schools
  • Total fee: $399 - $454

<table>
<thead>
<tr>
<th>Number of PA programs</th>
<th>2020-2021 CASPA application fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$179</td>
</tr>
<tr>
<td>2</td>
<td>$234</td>
</tr>
<tr>
<td>3</td>
<td>$289</td>
</tr>
<tr>
<td>4</td>
<td>$344</td>
</tr>
<tr>
<td>5</td>
<td>$399</td>
</tr>
<tr>
<td>6</td>
<td>$454</td>
</tr>
<tr>
<td>7</td>
<td>$509</td>
</tr>
<tr>
<td>8</td>
<td>$564</td>
</tr>
<tr>
<td>9</td>
<td>$619</td>
</tr>
<tr>
<td>10</td>
<td>$674</td>
</tr>
<tr>
<td>11+</td>
<td>$729+</td>
</tr>
</tbody>
</table>
Applicant dashboard

- After selecting your programs, you will be taken to the applicant dashboard with 4 quadrants
- Complete each of the 4 quadrants accordingly
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)
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
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) consequences, and 5) a reflection on the incident and how the incident has impacted your life.
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
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
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 are 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.

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

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”
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 aboard 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
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

• 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
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
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
AP/IB/CLEP credits

• If you obtained AP credits, you will list the grade as CR
• Confirm AP credits under the Transcript Review section
AP/IB/CLEP credits

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

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

  ![Diagram of test score entries]

Click here to add test score
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
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 caspainfo@caspaonline.org
• CASPA will accept a maximum of 5 references
References

1. Click Evaluations to begin

2. Click to enter Evaluator’s information
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
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
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
1. Click “Assign Course” to begin matching your prerequisite courses

2. Check the appropriate class and corresponding lab
   Note: Include all repeated attempts
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