INTERNAL APPLICATION: TIMELINE & CHECKLIST
For Students Applying to Dental Schools for Entering Class 2020 (EC 2020) – Fall 2020

INTRODUCTION:

The instructions and timeline on the following pages are intended for GS postbac and undergraduate pre-dentists who plan to apply, with the support of the GS Premedical Committee, to dental school next summer for 2020 admission. We’ve packed quite a lot of information into just a few pages, and so our hope in this introduction is simply to help you get your bearings so that you don’t feel overwhelmed by an intimidating mass of text and you know where to find what you need.

Applying to dental school is a lengthy, complex, and challenging process. If you attended one of the Mandatory General Applicants Meetings, you should have an overview of the several phases and diverse components of this process and their interrelationships, but please see your advisor, if you have any questions. The main part of this document is a timeline summarizing what you need to do and by when. This way of organizing information, we believe, makes it easier for you to keep on track; as a result, however, the instructions tend to be concise. For example, the timeline tells you that, in February, you should schedule your committee interview for some time during the spring, but nothing is said about the nature of this interview. Our expectation is that if you encounter a “to-do” item on the timeline and need more information, you will look elsewhere on our website or consult with your pre-dental advisor.

The timeline below is preceded by two brief sections. The first elaborates a schedule of assurance dates for transmitting committee letters. In short, the Premedical Committee is providing incentives for completing certain important tasks as early as feasible; but we also wish to provide options. Please read this section carefully and speak with your advisor, if you have any questions about it.

The second section provides suggestions and pointers on a select assortment of pertinent subjects: DAT, personal statements, committee interviews, interview workshops, and the like.

The Premedical Committee is eager to collaborate with you on the important project of applying to medical school and we look forward to getting to know you better in the course of doing so.

COMMITTEE LETTER ASSURANCE DATES

- The main part of the internal application is due by January 24, 2019. Students who submit by then are eligible for committee support for EC20. Students who do not submit by this date are not.
- After the January 24 deadline, the following deadlines apply:
  - For students who submit AADSAS and other required documents\(^1\) by June 30, 2019 and take the DAT by June 15, 2019, the Premedical Committee will have the committee packet prepared for dental schools by August 15, 2019. N.B. Dates of AADSAS submission and DAT guide decisions about the order in which committee letters are completed.
  - Students who submit AADSAS and other required documents by June 30, 2019, but intend to take the DAT after June 15, but before August 1, 2019, must submit a request for an extension by June 30; their request must include the proposed DAT date. The extension request form can be found on the landing page of the portfolio application system. Requests for extensions will be automatically approved and will ensure that the Premedical Committee will have the committee packet prepared for dental schools by September 1, 2019.
  - Students who submit AADSAS and the other required materials after June 30, but before August 1, 2019 must submit a request for an extension by June 30. This request must include an explanation for the delay and a proposed date by which the missing materials will be

\(^1\) The required documents are itemized in the timeline below under “June 30 DEADLINE.”
submitted. If the requests are approved, the Premedical Committee will have the committee packet prepared, but with no assurance that it will be uploaded by September 1, 2018.

- Students who submit AADSAS or takes the DAT after June 15, 2019, but does not submit a request for an extension is ineligible for support in the EC20 application cycle.
- A student whose file is not complete by August 1, 2019 or who has not taken the DAT by this date is ineligible for a committee letter for 2020 admission.

DAT
- Information: http://www.ada.org/dat.aspx
- Be vigilant about the name which you use to register for the DAT exam. The ID you present must match your registration name exactly. J. Mary Smith is not the same as Mary Smith or Jane Mary Smith.

Personal Statement Development: Attend a personal statement workshop before the end of the fall semester. You will be required to submit a draft of your personal statement by January 24, 2019 and a revised draft one week before your committee interview (February-June). Please e-mail these drafts to your advisor.

Portfolio Review: The Premedical Committee conducts these interviews with prospective applicants during the spring semester. Predents who submit their internal application by the January deadline will receive instructions for scheduling their interviews.

Explanation of sanctions and convictions: In the internal application, you were asked whether you have ever been the subject of a disciplinary process as a student or were ever convicted of a criminal offense. If you answer yes, you must provide the committee with appropriate corroborating documentation.
**COLUMBIA POSTBAC PREMED**
School of General Studies

**JANUARY 2019**

- **January 24**
  - **Application Deadline for a Predental Committee Letter** in support of your application to dental school. The application includes questionnaire responses, essays, work & activities entries, photograph, AADSAS personal statement draft, universal waiver, and verification of clinical experience to date. The online internal application is available here: [https://gs.columbia.edu/postbac/forms-apply](https://gs.columbia.edu/postbac/forms-apply).
  
  Students who do not submit the internal application by this date will not be eligible for a committee letter in this cycle.

- **Stay tuned for instructions on scheduling your Committee Interview** between late February and early June.


- **[Postbacs only]** Save the Date: Postbac Class Day, May 17, 2019 (each postbac finishing study in the spring or summer 2019 is welcome to invite two guests to attend).

**FEBRUARY 2019**

- The Portfolio Review must be completed between February and the first week in June. Interviews can be booked beginning in February. One week before your committee interview, you should e-mail your advisor a revised draft of your personal statement.

- Begin reading the Medical School Application Year Guidelines: [https://www.gs.columbia.edu/postbac/forms-apply](https://www.gs.columbia.edu/postbac/forms-apply).

- 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 9:** Attend Medical School Fair in Lerner Hall hosted by PMA. A select group of dental schools will be represented there.

- **February 14**
  - By this date students are encouraged to have recommendation letters on file with the Postbac Premed Program Office from:
    - supervisors from completed research/clinical experiences
    - previous employers
    - Columbia faculty from courses completed in previous semesters
    - faculty at non-Columbia academic institutions

  *Student are encouraged to act early, but letters of recommendation will be accepted until June 30, 2018.*

**MARCH 2019**

- Attend a personal statement writing workshop.

**APRIL 2019**

- Ask faculty of spring semester and year-long courses for recommendations.
- Tell GS premed advisor anticipated DAT date.
- Attend Application Year Panel.

**MAY 2019**

- **[Postbacs only:] May 17, 2019:** Attend Postbac Class Day.
- 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.
- Begin to fill out your AADSAS (Associated American Dental Schools Application Service) common application: [https://portal.aadsasweb.org/](https://portal.aadsasweb.org/)
- Have transcripts from all institutions you attended sent to AADSAS. It is wise to have official copies sent to yourself, for your own records.
- Do not have your Columbia transcript sent until spring semester grades have been recorded on it.
JUNE 2019
☐ Meet with the Writing Consultant to discuss your personal statement draft.
☐ Consult with your predental advisor about where to apply.
☐ Complete and submit your AADSAS application. In the section on Evaluators, indicate that you will be submitting a committee letter electronically, and in the Evaluators Name section, provide the name and email address for your advisor. (The Committee Letter will encompass not only the letter written by the Premedical 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 e-mail a pdf of your AADSAS application to gs-amcas@columbia.edu. Please put your name and AADSAS ID number in the subject line of your e-mail.
☐ Notify your advisor via email of the date you will be taking the DAT exam, which can be taken most days of the year.
☐ Take the DAT by June 15 to be eligible for committee support by August 15.
☐ June 30. By this date, your file in the GS Premedical Office must contain:*  
  • Minimally four letters of recommendation, at least two of which must be from Columbia University science faculty.
  • A scanned copy of the AADSAS application you electronically filed. Please upload this to your portfolio on the internal application status page.
  • A copy of your DAT registration confirmation (showing the date, time, and address of your DAT exam). This should be sent to gspostbac@columbia.edu. In the subject line, please insert your exam date in the format: 00/00/00. Thus, if you are taking the exam on June 15, 2019, your subject line would read “06/15/19.”
  • Verification of dental or other health care experience (postbacs are required to complete at least 120 hours).

*If your file is missing any of the above required materials on June 30th (i.e., letters of recommendation, common application, DAT registration confirmation, verification of pertinent health care experience), you must submit a request for an extension to the Premedical Committee no later than that date to allow you time to submit the additional materials; your request must explain the delay and propose a date by which the missing materials will be received. If your request is granted, you will remain eligible for committee support in the current application cycle, so long as the missing materials are received by August 1, 2019; however, the committee letter assurance dates discussed at the beginning of this timeline will no longer apply.

JULY 2019
☐ Take the DAT by the end of July to be eligible for committee support by September 1.

JULY/AUGUST 2019
☐ After submitting your common applications, though perhaps not until they have been verified, you will begin receiving secondary applications. Aim to submit secondary applications by the first week of August or within two weeks (whichever comes first). If you receive secondary applications in August, plan to submit them within two weeks’ time.
AUGUST 2019
• August 1 – For those who applied for a deadline extension by June 30:
  • This is the latest date to submit materials, if you are to receive committee support for EC20 however, if materials are submitted after the June 30 deadline, but by August 1, we cannot assure you that your committee letter will be transmitted by September 1.
  • If your file is not complete by August 1st, you will not be eligible for a committee letter for 2020 admission.

• August 15
  • This is the date by which your committee packet will be transmitted, if you have submitted all of your materials and taken the DAT by June 15.

• SEPTEMBER 1, 2019
  • This is the date by which your committee packet will be transmitted, if you have submitted all of your materials by June 30, 2019 and have taken the DAT after June 15, but before August 2019.

FALL 2019 AND SPRING 2020
Postbacs will be automatically enrolled in “maintenance of status,” unless they are otherwise enrolled in classes at Columbia during these semesters.

• After each interview:
  • Complete the interview feedback form found here: https://gs.columbia.edu/postbac/forms-apply;
  • Send thank you notes to your interviewers.

• When you matriculate at medical 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.

• Keep in touch with your advisor throughout the application year.

For more information about the application year, please consult the Medical School Application Year Guidelines (https://www.gs.columbia.edu/postbac/forms-apply).